

# **Columbus Fire Rescue Resident Packet & Standard of Agreement**

## **General Information**

The Columbus Fire Rescue is a combination department of Full Time Staff along with Volunteers. The Department has a full time Fire Chief, Assistant Chief, Battalion Chief/Volunteer Coordinator, FF/Mechanic, two Firefighter Paramedics and approximately 45 volunteer members. Columbus Fire Rescue provides fire, rescue, hazmat, and EMS. The department covers 650 square miles for first due fire and 850 square miles for first due EMS. Columbus Fire runs about 830 calls a year and has been increasing about 15 % the past 5 years. Columbus is located 40 miles west of Billings MT and sits off Interstate 90. Stillwater Mining Company, Montana Silver Smiths, Next FX Incorporated, Timber Weld Manufacturing and Stillwater Billings Clinic are all based in CFR's first due area.

A Resident Firefighter/Emergency Medical Technician (EMT) is an individual who lives in the station; work assigned shifts, and responds to emergencies. Residents are part of the emergency response in CFR's response area for two primary purposes, first to ensure rapid response of apparatus to the scene of an emergency, secondly to provide minimum guaranteed response of personnel. Residents are support personnel to the volunteers of CFR. The Resident program is designed to help the individual to gain career experience in the emergency services which allows the Resident to apply for Full Time positions in the Fire Service.

The Resident FF/EMT is required to attend regularly scheduled training in order to maintain the high level of knowledge, skill and ability necessary to function safely and effectively as a firefighter and EMS provider in accordance with state law, county protocols, and standard operating procedures.

## **Characteristics of the Resident**

The Resident FF/EMT is a non-compensated position. The Resident FF/EMT may be awarded a stipend for specific emergency responses in an effort to cover expenses during the course of volunteering for CFR. The Department does provide a Fuels Mitigation Program for Stillwater County residences which may allow the Resident FF/EMT seasonal employment and have the opportunities to respond on contract wildland fires. The Resident FF/EMT is an individual seeking a Fire Service Career, who by working within the fire service environment alongside career firefighters has a better opportunity to learn about the fire service and prepare themselves for future opportunities in the fire service. A Resident will typically remain in the program for 2-3 years during which will gain the experience and knowledge to gain a full time position with a fire organization. Resident FF/EMT's will at all times present themselves in a courteous, professional and respectful manner.

## **Duties and Responsibilities**

The Resident FF/EMT drives or rides an emergency vehicle in response to fire, rescue and emergency medical incidents. In the performance of their duties, the Resident FF/EMT places equipment, operates hose, hose streams, and engineers fire pumps. The Resident FF/EMT will use self-contained breathing apparatus if entering burning buildings or other hazardous situations including ventilation, search and rescue on the fire ground. The Resident FF/EMT will also respond to medical emergencies and provide medical care for sick or injured patients. Residents will be educated on the use of operating oxygen, defibrillation equipment, and other pre-hospital interventions.

## **Minimum Resident Requirements**

- Eighteen years of age to 25 years old
- High School Diploma or equivalent
- Valid driver's license
- EMT basic or higher certification preferred but not required
- Verifiable good driving record with at least two years of driving experience
- Under most circumstances CFR requires a two year resident requirement but special circumstances may be reviewed on a case by case basis.

## **Acceptance Process**

- Complete resident application
- Interview with the Chief, Asst. Chief, Volunteer Coordinator and volunteer member
- Acceptable background check
- Physical agility test
- Must Pass the CFR Fire Recruit course

## **Training Requirements and Educational Opportunities**

- CFR may provide the following training opportunities to all residents.
  - Montana State Firefighter 1
  - Montana State Firefighter 2
  - Emergency Medical Technician (EMT-B)
  - Advanced Modules for EMT-B
  - Hazardous Materials Operations
  - Basic Wildland Fire Suppression
  - Wildland Urban Interface
  - College Scholarship for degrees that benefit the Fire Service
- Other Training Opportunities that a resident wants to attend must apply to the Chief and/or Training Officer or Volunteer Coordinator.

### Training Charges:

- In the event the resident fails to complete the two year contract, or is terminated from the program, he/she may be responsible for the reimbursement of training expenses.
  - ◆ \$1000 for FF1
  - ◆ \$1500 for FF2
  - ◆ \$1000 for EMT-B
  - ◆ \$100 for EMT-B Modules
  - ◆ \$250 Hazardous Material
  - ◆ \$250 Basic Wildland/ Urban interface

### Station and Facilities

- Room assignments will be made by the Volunteer Coordinator. Changes may occur at any time.
- Residents are responsible for maintaining their individual rooms in a clean and orderly condition. Cleaning supplies are provided for this purpose. Individual rooms will be inspected periodically for neatness because the station is a public building.
- Resident is responsible for physical damage to individual rooms and will be billed for any repair cost.
- Common station areas shall be left in a clean and orderly condition after each use.
- Suitcases, footlockers, bikes and other personal items shall be stored in approved locations due to lack of space.
- Theft or other illegal activities will not be tolerated.
- Resident vehicles may not be parked in the apparatus bays unless he/she is washing and repairing vehicle. He/she must clean up after using the truck bay better than found.
- Each resident will be responsible for providing his or her own linen and bedding.
- Residents are not allowed in other residents room unless having permission, must knock before entering.
- Pets of any kind are NOT allowed in the fire station.

### Duty Requirements

- Residents will be assigned to one of three shifts. This will put you on duty every third night. 12 hours on week days, 24 on weekends. If the resident cannot cover their shift, it is the resident's responsibility to find coverage.
- Normal Duty Hours are from 1900 to 0700 during the week and a 24 hour shift on Saturday's and Sunday's from 0700 to 0700. You must be signed into I am responding while on duty or at the station when off duty wanting to respond.
- When on duty you are required to respond to all calls. Residents off duty are strongly encouraged to respond on all calls.
- During an emergency situation (major wildland fires, Red flag warning days, etc) residents will be placed on duty.
- Residents are expected to be in uniform during shift. Uniform consists of

- Uniform pants
- Dress uniform shirt ( t-shirts may be worn)
- Black boots
- Black leather belt
- \*Uniform dress shirt will be worn at all special events
- Additional duties while on duty
  - Should maintain physical fitness
  - Shall be responsible to perform station chores check list
  - Do truck checks
  - Assisting in training
  - May have special projects from the Chief, Officers and/or Volunteer Coordinator.

**Physical and Mental Demands**

The physical and mental demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**Physical Demands**

Work is performed primarily in the fire station, then on emergency medical scenes, mass casualty incidents, fire scenes and extra ordinary events as they occur. Performing tasks under emergency conditions may require strenuous exertion. The exposure to death, emotional stress, patients with diseases and terminal illnesses can be expected.

**Mental Demands**

While performing the duties of this position, the employee will be regularly required to use written and oral communication skills, read and interpret data, information and documents. Employees will also have to analyze and solve problems, use math and mathematical reasoning, observe and interpret situations, along with interaction with fire district members, other organizations and the public.

I \_\_\_\_\_ (print name) have read and understand the Columbus Fire Rescue Resident Program Standards of Agreement.

(Signature or Resident)\_\_\_\_\_

(Signature of Officer)\_\_\_\_\_