



Resident Trainee

Handbook

LANE FIRE AUTHORITY

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SECTION I INTRODUCTION AND POLICIES

INTRODUCTION

Welcome to Lane Fire Authority's (LFA) Resident Trainee (RT) Program! LFA's goal is to provide educational and on-the-job training experiences for individuals wishing to pursue a career in fire and emergency services while providing a quality response to the patrons of our community.

APPLICABILITY TO RESIDENT TRAINEES

These policies and procedures shall apply to all LFA RTs.

VIOLATION OF PROVISIONS

If a RT violates any provision of this handbook, or policies and procedures of the department, they may be subject to disciplinary action, including termination of their residency. Copies of the handbook and all policies and procedures can first be obtained on VectorSolutions, or from your lieutenant if not found.

RESIDENT TRAINEE ELIGIBILITY

All RTs must meet and maintain the following minimum requirements throughout the program:

- legally authorized to work in the United States
- minimum age of 18 by the time of acceptance into the program
- Highschool diploma or GED
- Valid Oregon Driver's License with an acceptable driving record approved by the Fire Chief
- Pass the application process, written evaluation, physical agility, and oral panel interview
- Pass a pre-employment background and reference check
- Pass a medical exam by an assigned and licensed health professional
- Accepted in an LFA recruit academy or prior completion of a FFI academy approved by the Training Captain

RESIDENT TRAINEE APPLICATION/EXAMINATION

Applicants must electronically submit:

- An accurate and complete application for program participation
- A current resume
- Copies of certificates showing completion of the minimum education and training requirements
- Copies of required training records, transcripts, and certifications

Applications and resumes will be screened to determine if the applicant meets minimum requirements. Qualified applicants will be required to complete a department physical agility

test and an oral panel interview if all requirements are met. Applicants will be ranked numerically based on an objective scoring process.

PERSONNEL FILES

Each RT has one personnel file at Station 101. The file is readily available for review by the Fire Chief, the Executive Secretary, the Business Manager, and the RT. In addition, the file is accessible by the review of others that the RT has given written authorization, as required under Oregon Public Records Law, or for a documented internal investigation or law enforcement purposes.

Medical records are not considered part of this personnel file and will be released only as required by Federal and State law. Only the Executive Secretary, the Health and Safety Officer, and the RT have access to individuals' medical records.

Individuals' training records are maintained in the Training Division's office at Station 115. RT's may access their training file with permission from their lieutenant or the Training Division.

SUPERVISION

RTs shall operate within LFA's chain-of-command system and can access the District's Organizational Chart in Vector Solutions. LFA's battalion captains will oversee the RT program. Once RTs are assigned to one of three shifts, they report directly to their shift lieutenant for most matters such as: day-to-day operations, PPE, scheduling, training, personnel matters, etc. All matters related to the RT quarters, tuition reimbursement, and timesheets will be reported directly to the RT Program Coordinator.

AGREEMENT

Upon selection for the resident trainee program, each trainee must sign an Acknowledgement Form. The Fire District will retain the signed agreement and keep it in the resident trainee's personnel file and a copy will be provided to the RT.

TERM OF RESIDENCY

The program is divided into three separate years and the RT is assigned one of the three years based on qualifications and projected accomplishments. The RT shall meet with the resident coordinator and their assigned lieutenant prior to being accepted into a specific year, to ensure all requirements are and will be met. The RT must have completed all requirements for the year they wish to enroll or move into prior to the start of that year. If, for any reason, an individual fails to successfully meet any of the requirements for the year they are enrolled, they will be terminated from the program. Residents cannot be accepted into the same year of residency more than one time.

The resident trainee is responsible for maintaining all requirements of the current year, as well as the lower years, in which they are enrolled. If the resident trainee fails to maintain any requirements of the current year, or any lower year, the resident shall understand that they will be dismissed from the program, and agree to vacate their position with no recourse. In addition

to maintaining current requirements, the resident is also responsible for making demonstrable progress towards the next year. Residents shall understand and agree that they are unable to reapply for any current year, or year below. For example, if a candidate applies for a third-year resident position, they are unable to reapply for year one, two, or three.

Minimum requirements at time of application must be upheld and evaluated at predetermined intervals:

- Year 1 RT
 - Be at least 18 years of age by the time of acceptance into the program
 - High school diploma or GED
 - Valid Oregon Driver's License with a driving record approved by Chief Borland
 - Pass application process, physical agility, and oral interview
 - Must pass a pre-employment background check and medical physical
 - Enrolled in a local Community College Fire Science and/or EMS program
 - Accepted in Lane Fire Authority recruit academy or prior completion of approved FFI academy
- Year 2 RT
 - Successful annual evaluation following year 1 by shift lieutenant (unless initial enrollment is as a year 2 resident). RTs will be given a Bi-Annual Review by their shift lieutenant
 - Meeting current annual training requirements as outlined in minimum training requirements SOGs
 - Oregon licensed EMT
 - NFPA Fire Fighter 1
 - NFPA Fire Apparatus Driver
- Year 3 RT
 - Successful annual evaluation following year 2 by shift lieutenant (unless initial enrollment is as a year 3 resident). RTs will be given a Bi-Annual Review by their shift lieutenant
 - Meeting current annual training requirements as outlined in minimum training requirements SOGs
 - Accepted into a local Paramedic program or in the final year of a Fire Science Program. Program must end prior to conclusion of year 3.
 - NFPA Apparatus Equipped with a Fire Pump (pump/operator)
 - NFPA Instructor 1

Persons accepted into the RT program will be limited to a maximum participation period of three years. RTs can request an extension based on extenuating circumstances by submitting a written request to the RT Program Coordinator. The request should include the reasons one wishes for an extension. All three Battalion Captains and the Fire Chief will review the request and the Fire Chief will determine if the extension is accepted.

PROGRAM PARTICIPATION REQUIREMENTS

RTs housed in a District station must reside at their station 66% of non-shift nights monthly and are not permitted to live elsewhere during their resident contract. Nights are considered 20:00-08:00.

RTs must be present for their assigned shift at a minimum of 75% of shift hours per month.

See "Quarterly Expectations" for more details.

GENERAL TRAINING STANDARDS

FIRE TRAINING

All fire-trained responders need to have at least 40 hours of fire-related training a year (September 1st through August 31st). This equals 10 hours per quarter. The 40 hours are broken down into the following subcategories:

- 8 hours of hazardous material training
- 2 hours of respiratory protection/SCBA confidence training
- 2 hours of wildland refresher training (RT-180)
- 14 hours of officer coordinated in-house training
- 14 hours of miscellaneous training to include approved outside or online training.

All responders with an active NFPA Apparatus Equipped with a Fire Pump certification (year two and three RT's) are required an additional 4 hours per year, one hour per quarter, of driver/operator training.

Quarterly expectations are as follows:

- Quarter 1- 25% or more of requirements met and any mandatory training requirements.
- Quarter 2- 50% or more of requirements met and any mandatory training requirements.
- Quarter 3- 75% or more of requirements met and any mandatory training requirements.
- Quarter 4- 100% of requirements met and any mandatory training requirements.

HOURS OF WORK

Each RT will be assigned A, B, or C shift on a 48/96-hour rotation. RT shift and station assignments shall be the responsibility of the battalion captains.

RTs shall not work beyond 72 continuous hours (including trades) as an assigned responder on any given shifts.

QUARTERLY EXPECTATIONS

All shifts begin at 0800 hours and rotate on a 48/96-hour schedule. RTs will be assigned A, B, or C shift upon acceptance into the program. Depending on the needs of the district, RTs may get reassigned stations or shifts permanently. Reassignment should not be a routine occurrence. RTs are expected to be present on shift a minimum of 75% of assigned monthly hours. RTs are excused from their assigned shift only for academic classes and mandatory classes for RT yearly requirements. RTs are expected to make up missed hours. Hours missed can be made up in various ways, including but not limited to coverage on other shifts, assisting with department

classes, or public education events. At the start of each term, the RT must provide their shift lieutenant with their class schedule. RTs are excused for the actual hours attending class and any reasonable travel time to and from school.

- RTs are not excused from assigned shifts for clinical rotations.
- RTs are not excused from assigned shifts for field internships.
- RTs are not excused from assigned shifts for activities other than attending academic classes or courses required for the year they are enrolled as a RT.

RTs must also meet the minimum training requirements every quarter. Requirements are based on certification levels outlined in SOG 4.1.1 Annual Training Requirements.

EMS TRAINING

All EMTs are expected to complete their annual training recertification requirements as outlined by the Oregon Health Authority. Failure to do so will lapse their EMS certifications and make the RT ineligible for years 2 and 3 of the resident trainee programs.

OSHA AND ADDITIONAL TRAINING

OSHA and other annual fire training requirements also count towards DPSST fire training hours and are mandatory training:

- Hazardous materials operations refresher-8 hours per year. 50% of these hours can be achieved through online assignments or notice of course completions (NOCCs) from other outside classes
- Respiratory protection-2 hours per year. This includes fit testing and SCBA “confidence” as addressed by the Training Division
- Wildland Training (RT-130)- must include progressive hose packs and fire shelter training and be taught by qualified instructors with advanced knowledge of wildland response
- HIPAA and Blood Borne Pathogens
- Anti-harassment

RESPONSE GUIDE

Residents may be required to fill work periods at stations other than their assigned station. Therefore, specific requirements for participation may vary based on the needs of the district.

ON-DUTY RESPONSE

On-duty residents will reside and respond with their assigned company.

OFF-DUTY RESPONSE

Year 1 off-duty: RTs may respond after shift officer approval and depending on the level of certificates and experience obtained. Refer to response rules below.

Year 2 off-duty: RTs may respond based on the following:

- Dispatched “All-Calls” for LFA
- All echo-level calls within North Battalion, South Battalion, and Central Battalion. Strictly limited to LFA/LFU addressed for North Battalion. RT must check CAD for LFA/LFU status before responding.

- MVAs in Central Battalion, South Battalion, and North Battalion, excluding MVAs on Beltline
- Any second call in District
- Structure fires in Central Battalion, South Battalion, and North Battalion. Strictly limited to LFA/LFU addressed. RT must check CAD for LFA/LFU status before

Apparatus responding.

Engines, and Heavy Rescues shall only respond with one personnel with officer approval.

HOUSE RULES

Resident trainees must comply with all LFA rules, regulations, standard operating policies, and procedures.

FACILITIES AND EQUIPMENT

All areas and facilities occupied or used by RTs are to be maintained in a clean, orderly, and presentable condition. Each RT is responsible for the condition of the facilities and equipment within the fire station and shall share in the duties necessary to maintain them. In addition, all equipment used by the RT shall be maintained, clean, and serviceable. RTs are responsible for ensuring all district apparatus are response ready at the resident trainee’s station. The shift lieutenant or resident coordinator may assign, or schedule station and equipment maintenance duties as needed, and such assignments shall be complied with.

RESIDENT TRAINEE STATION AND LIVING QUARTERS

RTs share the responsibility of keeping the RT station clean and in a condition that is presentable to the public. The RT station will receive at a minimum one official inspection by a battalion captain monthly. This includes all rooms and spaces of the station, including the dorm rooms. RTs are encouraged to police themselves to keep the station clean and in a well-kept state. An RT chore list will be made and placed on the refrigerator at the RT station.

The district shall provide the RT with furnished living quarters to be shared with other full-time staff, RTs, and firefighters assigned to that station. The district will provide furnishings, utilities, laundry facilities with washer and dryer, kitchen appliances, microwave, internet, cleaning and maintenance supplies, and certain paper products. The quarters are provided pursuant to the district functions essential to public safety, health, and welfare for trained and qualified fire/EMS personnel to ensure an immediate emergency response.

FACILITIES USE AND VISITORS

Visitors will be allowed in the station on a limited basis. No sexual behavior is allowed at the fire station. Except for district-sanctioned events, visitors are only allowed from 0800-2200 hours in the station. Visitors are only allowed in public areas and not individual bedrooms. All visitors must leave the station in the event their host leaves for emergency response.

Noise will be held to a minimum after 2200 hours. RTs will be considerate of others in the dorm/day room areas. Any noise causing the disruption of another individual's sleep and/or studies will not be tolerated.

Children under the age of 16 must be always supervised by a parent or guardian when in the station.

Resident Trainees will be responsible for maintaining the integrity of the station security system. The door codes shall not be given out to anyone unless they are a department member.

No person shall damage or deface District property, equipment, or buildings. Every effort will be made to properly maintain the condition and appearance of the fire station and equipment. Intentional damage/destruction of District property, equipment, or buildings may result in immediate dismissal from the program.

STATUS OF LIVING QUARTERS

The district shall retain custody and control of the RT quarters, which is public property subject to visitation and inspection by district citizens. It shall establish rules for its condition and use, which shall be complied with by the resident trainee.

CHANGE OF NAMES AND PHONE NUMBER

If a RT changes their name, telephone, email, or emergency contact information, they must provide that information to their shift lieutenant. Per Policy Standards of Conduct P-2.1, members must notify the district within 3 working days of the change.

CONFIDENTIAL INFORMATION

A RTs position allows access to sensitive and confidential information. RTs must always maintain confidentiality and exercise tact and discretion when dealing with sensitive or confidential information. RTs may not use any information for their personal financial advancement. Generally, information about the RT program, such as compensation, benefits, and job description, is considered to be a public record and will be disclosed when requested.

MANDATORY TRAINING POLICY

The job of a fire and emergency medical responder requires a high level of training. Throughout the annual training cycle a variety of training topics may be deemed mandatory either through state or federal regulations, or at the determination of LFA administration and the training division. Some of these mandatory trainings will have annual components or refreshers, while others, such as training on new equipment or procedures, may arise throughout the year. Some trainings may be required of all LFA personnel while others may be assigned to specific groups given their job function. See SOG Participation Mandatory Training Chapter 4 Subject 1 Topic 2 for details.

SECTION II CODE OF CONDUCT

HARASSMENT-FREE WORKPLACE

LFA is committed to a work environment where all individuals are treated with dignity and respect. Therefore, it is the responsibility of all individuals to create and maintain a respectful work environment free from unlawful harassment and/or discrimination based on sex, sexual orientation, gender identity or expression, race, color, national origin, religious, religious observance, age, source or level of income, political affiliation, physical or mental disability, medical condition, pregnancy, veteran or military status, marital status, union participation, injured worker status, or any other protected class or any other type of harassment or discrimination prohibited by law or policy.

Behaviors such as telling ethnic jokes, making religious slurs, using offensive “slang,” or other derogatory terms denigrating a person’s speech, accent, or disability are some examples of prohibited conduct and will not be tolerated at LFA.

SEXUAL HARASSMENT DEFINITION

Sexual harassment is unwelcome, unwanted, or offensive sexual advances; requests for sexual favors and other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of the RT’s service or is used as a basis for any work-related decision (granting leave request, promotion, favorable performance appraisal, etc.); or such conduct that is unwelcome, unwanted, or offensive and has the purpose or effect of unreasonably interfering with an RT’s performance or creating an intimidating, hostile, or offensive working environment. Examples of sexual harassment include but are not limited to:

- Unwanted touching, sexual flirtations, unwanted advances
- Requests or propositions of a sexual nature
- Sexually oriented behavior such as ogling, leering, verbal abuse of a sexual nature, and/or sexual flirtations where such attention reduces job performance

REPORTING/INVESTIGATION PROCEDURE

LFA is committed to maintaining an environment free of unlawful discrimination and harassment for both members and non-members of the Authority. Unlawful discrimination or harassment based on a person’s protected class will not be tolerated nor condoned. All LFA members must report unlawful discrimination or harassment cases to their direct supervisor, and they will be investigated immediately. If an RT is experiencing discrimination or harassment by their direct supervisor, the RT must report the offense to the Resident Coordinator. Offenders will be subject to immediate discipline as outlined in Policy P-2.2 Workplace Discrimination and Harassment.

RETALIATION

LFA will not tolerate retaliation for any reason. Neither supervisors nor Authority members are to retaliate against a member in any way for filing charges or reporting harassment. No member should worry about retaliation resulting from the filing of such a charge. Any Authority member found to retaliate against another Authority member, whether a supervisor or not, will be immediately disciplined up to and including termination. Refer to policy P-2.2 Workplace Discrimination and Harassment.

PREVENTION OF VIOLENCE IN THE WORKPLACE

Acts of violence by or against employees, volunteers, or visitors on District property or while on Authority business are strictly prohibited and will result in appropriate sanctions, including discipline, discharge, civil actions, and criminal prosecution. This means that Lane Fire Authority is committed to a zero-tolerance position regarding violence in the workplace. Workplace violence includes offenses against persons as defined in the Oregon Revised Statutes Chapter 163, harassment and intimidation as defined in ORS Chapter 166, and any other acts or communications, which harass, mistreat, threaten, endanger or injure persons or damage property. See Policy-2.3 Violence Free Workplace.

Any person who makes threats, exhibits threatening behavior, or engages in violent acts on LFA property or at any LFA workplace, whether or not owned by LFA, or by any other entity or individual, will be removed from the premises, or area, as quickly as safety permits and shall remain off premises, or out of the area, pending the outcome of an investigation.

REPORTING

If an LFA member witness aggressive or violent behavior or have reason to believe such behavior may occur, whether another employee commits the incident, a volunteer, or an external individual such as a customer, vendor, or community member, they must report the incident or concern promptly to their direct supervisor. Acts of violence or threats will be investigated immediately.

FIREARMS

LFA does not encourage or promote the possession of firearms on LFA property. However, LFA also recognizes that there are occasional circumstances where personnel may have legal possession of firearms at the time when circumstances bring them onto LFA property. LFA prohibits possession of firearms within LFA buildings, vehicles, or apparatus, including RT quarters. The district regulates the manner in which firearms are secured on LFA property outside of building. Employees and volunteers in violation of this policy will be subject to discipline up to and including dismissal. Policy P-7.6 Possession of Firearms.

ETHICS POLICY

GIFTS AND GRATUITIES

No member shall solicit, receive, or accept a reward, fee, or valuable gift from any person for services, as a consequence of the performance of duty, except with the permission of the Fire

Chief or the Board of Directors and in compliance with the Oregon Government Ethics law. Refer to Policy Standards of Conduct P-2.1.

INTELLECTUAL PROPERTY

As a RT you may create, invent, author and/or develop materials, forms, documents, various reports, procedures, programs, tools, or other processes during the course and scope of your service with LFA. All original works of authorship made by you (solely or jointly with other staff) within the scope of and during the period of your service with LFA and which are protectable by copyright are “works made for hire,” as that term is defined in the United States Copyright Act, and LFA is considered the author, inventor and owner of such property. To the extent any such materials are made available to, and for use by the public, you may use such materials; they remain the property of LFA. You may not use such materials for personal gain.

DRUG-FREE WORKPLACE

LFA recognizes drug and alcohol use in the workplace as a threat to the public welfare and safety of Authority members. No drugs, alcoholic beverages, or consumption of alcoholic beverages are allowed on any district property, including the RT quarters. Violation is grounds for immediate termination. It is the expectation of LFA that consumption of alcohol by any member 21 years of age and older shall be stopped at least 8 hours prior to reporting to duty. The use or possession of State or Federally illegal drugs is strictly prohibited and is grounds for immediate dismissal. Use of alcohol by any RT under the age of 21 years old is strictly prohibited and will also lead to immediate dismissal. No member shall be under the influence of drugs or alcohol when reporting for duty. Refer to Policy Drug and Alcohol Use P-2.8.

PRESCRIPTION MEDICINE

"Prescription Medication" is a medication for which an employee has a valid prescription from a qualified physician. If an individual takes a prescription medication that may interfere with the safe and effective performance of duties or operation of LFA's equipment, they must notify their supervisor before beginning work. Refer to Policy Drug and Alcohol Use P-2.8.

TOBACCO USE

LFA promotes a tobacco free workplace. No member of LFA may use any type of tobacco product while in an LFA facility or vehicle. All Fire Authority and District facilities are designated as non-smoking. Smoking is permitted in approved outdoor locations only. Refer to Policy Tobacco Use P-2.6.

SAFETY POLICY

LFA will make every possible effort to promote loss prevention activities and will provide safe work practice training and education to its members, provide safe working equipment and necessary personal protective equipment, and, in the event of an injury, secure immediate emergency first aid and/or medical services. It is the responsibility of every employee, volunteer, manager, and Board of Director, to provide a safe and healthy workplace, safe and properly maintained equipment, and safe work practices. LFA needs the full cooperation and

effort of everyone to integrate loss prevention activities into both normal and non-routine business operations. Refer to Policy Safety S-1.1.

IMMEDIATE SAFETY CONCERN

If you believe a work assignment will cause an immediate danger to you or the public, notify your assigned officer immediately, and request a review of the situation before proceeding with the task. If there is a disagreement after your officer review the situation, the Battalion Captain will make a final determination. You are expected to follow their direction but may later raise the issue with LFA's safety committee through the health and safety officer:

Captain Katy Johnson

katyjohnson@lanefire.org

ON THE JOB ACCIDENT/INJURY AND RETURN TO WORK

LFA is concerned about the health, safety, and recovery of all members injured at work. It is LFA's policy to return individuals to work as soon as possible following an injury, including, whenever possible, offering a temporary modified duty assignment consistent with the working limitations. All individuals must promptly report accidents and injuries to their shift lieutenant, and at minimum, fill out an LFA Incident Report. If you are seeking medical treatment, or plan to in the future, you must fill out an 801 On the Job Injury Form. Contact your shift lieutenant if you have any questions about injury reporting.

NON-WORK ACCIDENT/INJURY AND RETURN TO WORK FIT FOR DUTY

For the safety and well-being of personnel and their co-workers, an individual should not report to work if they are seriously ill or injured. Once it is identified that an illness or injury is present, the individual should notify their shift lieutenant of the situation. The nature of the illness or injury will be reviewed and a determination will be made as to whether or not the individual will be required to receive medical clearance by a physician prior to being cleared to return to duty. In the case of a minor injury, the district may still require medical clearance by a physician in the event the individual needs to take multiple shifts off to recover.

DRIVING STANDARDS AND USE OF LFA VEHICLES

No person other than LFA personnel shall drive District-owned vehicles except for mechanical maintenance, technical evaluation purposes, or as deemed necessary by the Fire Chief or designee.

LFA personnel shall not transport civilians or other unauthorized persons in or on District vehicles except as authorized by an officer or a designee in an official capacity. Refer to Policy Vehicle Use P A-3.3.

RTs are responsible for the care and conservation of LFA vehicles, equipment, and tools that which they use. RTs must promptly report any accidents or breakdowns of equipment to the shift lieutenant.

MANDATORY REPORTING

Firefighters are “mandatory reporters” and have a statutory obligation to report suspected abuse of children, the elderly, and the development mentally disabled. Reporting agencies:

Child abuse-

The law enforcement agency having jurisdiction or:

Oregon Department of Human Services Lane County 541 686-7555

Oregon Department of Human Services Linn County 541-757-5019

Receiving hospital (if patient transported by Lane Fire Authority)

Other cases of abuse shall be reported as soon as possible or within the next business day, preferable not to exceed 24 hours:

Developmentally Disabled-

Lane County Developmental Disabilities 541-682-2884 (direct reporting line) or: 541-682-3695
or:

Albany Disability Services Office 541-928-3636

Elder Abuse-

Lane Council of Governments Senior and Disabled Services 541-682-4038

Albany Senior Services 800-638-0510

Receiving Hospital (if patient transported by Lane Fire Authority)

ABSENCE OR LATE TO WORK

Punctual and regular attendance is essential for RTs. Any tardiness or absence impacts fellow staff, supervisors, and the public. RTs are expected to report as scheduled, on time, and prepared to start at the beginning of shift. RTs are also expected to remain on shift unless excused for school.

Absence is defined as the failure of an individual to report for a shift when the individual is scheduled. If a RT is absent from or late to shift due to illness or other emergencies, they must inform their shift lieutenant no later than 2 hours before the designated starting time. RTs must make every effort possible to tell their shift lieutenant before their starting time.

LEAVE OF ABSENCE

RTs may request a LOA through their lieutenant if they meet the following FMLA criteria:

Birth of a child or placement of a child with the employee for adoption or foster care; to care for a spouse, child, or parent who has a serious health condition; for a serious health condition that makes the employee unable to perform the essential functions of his or her job; or for any

qualifying exigency arising out of the fact that a spouse, child, or parent is a military member on covered active duty or call to covered active duty status. The maximum LOA is 183 days (6 months).

APPEARANCE AND CONDUCT

In all matters of general conduct, members shall, whether on or off duty, be governed by the ordinary and reasonable standards of behavior observed by all law-abiding citizens and shall commit no act tending to bring reproach or disrespect upon LFA or its members.

In general, dress or grooming issues that may create customer service or safety issue or detract from the effective performance of the job, including customer service, is prohibited. Visible tattoos or body art are not explicitly prohibited unless they pose a safety hazard or are offensive, demeaning, profane, or do not promote or enhance a safe and productive workplace. All individuals should dress professionally and foster a respectful work environment. Trainees should keep customer service and safety goals in mind and dress professionally, safely, and functional. Refer to Policy Standards of Conduct P-2.1 and SOG Uniform and Equipment Grooming for specifics.

COMMUNITY MEMBER COMPLAINTS

All community member complaints about LFA employees will be investigated. If a community member has a complaint, write down their contact information and immediately inform your shift lieutenant.

POLITICAL ACTIVITY

Campaigning for or against any candidate for elective office shall not be permitted while an employee is on the job during their working hours or when appearing publicly in an official capacity. Refer to Policy Standards of Conduct P-2.1.

Employees and volunteers may not use their official authority or position with Lane Fire Authority to further the cause of any political party or candidate for nomination or election to any political office. Nor may they use their position to endorse, approve or disapprove of any ballot measure. Refer to Policy Political Activities of Authority Employees and Volunteers P-2.5.

SOLICITING

Oregon laws forbid any Authority employee or volunteer, while on the job, from soliciting money, influence, service, or any other object of value. Policy Political Activities of Authority Employees and Volunteers P-2.5.

UNIFORMS AND EQUIPMENT

LFA will provide RTs with the following articles of personal protective clothing, equipment, and uniforms at no additional cost to the trainee. All clothing and issued equipment articles are the property of LFA and are to be kept clean and in good order. LFA will replace or repair equipment

and clothing damaged through normal use. The RT will be responsible for items lost or damaged through improper maintenance, carelessness, or negligence. Requests for repair and/or replacement will be made through RTs shift lieutenant. Any missing, lost, or damaged item(s) will be reported immediately to the shift lieutenant. Upon resignation or termination from the program, all issued equipment will be returned to LFA. The cost of replacing missing or damaged equipment may be deducted from any final compensation.

Equipment:

- District fuel card once an RT becomes an apparatus operator
- District facilities card/identification badge
- District email

Uniforms:

- Two uniform pants
- One belt
- Four class "C" uniform shirts
- One sweatshirt
- One jacket
- One uniform baseball hat

Structural firefighting equipment and PPE:

- Helmet
- Turnout coat
- Turnout pants
- Hood
- Suspenders
- Boots
- Structural gloves
- SCBA mask
- Other (spanner wrench, flashlight, accountability tags, safety glasses)

Wildland equipment and PPE:

- Wildland helmet with goggles
- Wildland shirt
- Wildland pants
- Wildland leather gloves
- Web gear and fire shelter

SOCIAL MEDIA

Social media is an electronic medium that allows users to create, share, and view user-generated content, including, but not limited to, uploading, or downloading videos, still photographs, blogs, podcasts, instant messages, electronic mail, or the internet website profiles or locations. Unless specifically approved, members are not authorized and are therefore

restricted from speaking on behalf of LFA. The use of social networking websites (such as Google, Facebook, YouTube, Myspace, etc.) with the intention to defame, libel or cause injury to, or knowingly compromise the personal safety or reputation of, another Authority employee, career or volunteer, or a member of the public associated with the Authority is also prohibited. Refer to Member Privacy P-1.2.

PERSONAL CELL PHONE USE

LFA discourages personal cell phone use while on emergency scenes. When using a cell phone, you should be courteous and speak quietly in an area away from your co-workers and other persons interacting within the workplace. For example, do not use your cell phone in the dormitory while others sleep.

SECTION III COMPENSATION AND BENEFITS

WAGES

The district has designed its RT Program so that RTs are eligible for certain types of reimbursement and nominal compensation to recognize their time invested and help offset costs incurred with being a volunteer.

The program is also designed that the RT will progress in both EMS and fire training in the prescribed timeframes in each year. If an RT is behind in any are of requirements, they will not be able to apply to subsequent years. If they are ahead, they will not be eligible for additional compensation prior to the year they are enrolled in.

PAYDAY

RTs that are in good standing are paid biweekly on Fridays. Paychecks are distributed via direct deposit.

TIMESHEETS

Trainees must keep a timesheet which is found in VectorSolutions as “Timesheet Master.” Timesheets are due no later than 08:00 the first Monday following payday and should be emailed to both the business manager and the resident coordinator. Failure to accurately report worked time, falsification of time records, and failure to document on time are grounds for disciplinary action up to and including termination.

Business Manager- Cheryl Hunter
timesheets@lanefire.org

Resident Coordinator- Megan Jozwiak
meganjozwiak@lanefire.org

BENEFITS

RTs will be eligible for benefits in various categories, including tours off, trades, summer off from school, tuition, cell phone reimbursement, training, shift meals and incidentals, and participation in the LOSAP Program.

TOURS OFF

RTs are allowed three tours (48/96) off each calendar year. These must be scheduled, tracked, and approved by their shift lieutenant. Only one RT is permitted off at a time. Tours off are to be done in 48-hour periods of time and must be reflected on timesheet. The three 48-hour tours are paid time off and can be used as sick, vacation, mental health, or any other capacity.

CONFLAGRATION MOBILIZATION

LFA supports RTs mobilizing for conflagration. RTs will be paid at the same rate that single role medics (SRM) would be paid, which is higher than the mobilization plan for a firefighter. The district will pay the RT to go on conflagration just like the normal payroll cycle, and then the

district will bill the State Fire Marshal's office for their approval. RT's will not be reimbursed for "meals and incidentals" while mobilized.

Guidelines for RT mobilization:

- The RT must be in good standing with the district.
- The RT must be compliant with training hours and RT shift hours.
- No more than one RT is allowed to be mobilized at one given time.
- Mobilization is limited to one tour per year for each RT.
- Before submitting mobilization availability, RTs must ensure they have coverage for their shift during that time. Example: RT1 signs up for August 1-8th. RT1 must have prearranged coverage by an equal or higher ranked individual for any shifts they could miss during August 1-8th. If an RT cannot get complete coverage during the time they might be mobilized, it is up to the RTs Lieutenant to approve or deny their request to mobilize based on staffing levels.

TRADES

RTs may use shift trades to cover scheduled shifts. Such trades must be of equal or higher rank and be approved by the two shift lieutenants affected by the trade. Shift trades will be documented by using the shift trade request through the district's electronic scheduling platform.

SUMMERTIME

RTs must be enrolled in a fire or EMS program at a local college. RTs do not have to be enrolled in the summer term but must be enrolled in the fall, winter, and spring terms.

TUITION

RTs are reimbursed for all classes passed with a "C" or better, that are a requirement of their program. "C-" grades are ineligible for reimbursement. In addition, books and any fees directly related to their course will be reimbursed by the district. At the end of each term, RTs must submit copies of transcripts, books, and payments made to the college to the resident coordinator who will evaluate the courses, books, fees, and tuition to ensure proper documentation is ready for reimbursement. The resident coordinator will then submit all documentation to the business manager. Once approved by the business manager, a check for reimbursement will be provided to the RT.

Specific items needed to receive reimbursement:

- Unofficial academic transcripts that have a passing grade of "C" or higher for the term being reimbursed.
- A term statement that includes details of tuition and fees.
- A confirmation of payment.

All documents must have the RTs name and school on them. Additionally, all items must be submitted as one PDF. Documents shall be submitted no later than two weeks after the final day of the term. If documents are submitted greater than two weeks from the completion of the term, the department reserves the right to not reimburse the RT.

Books reimbursed by the district will be returned to the district upon completion of the course and placed in the RT library for other students or future students. The RT library is located upstairs at ST116 and RTs will check this area first before purchasing textbooks each term.

Any tuition/fees/or books covered by other funding sources (scholarships, grants, etc.) will not be reimbursed. RTs must fill out a FAFSA and determine federal eligibility for scholarships and grants each year to be eligible for district reimbursement. Proof of FAFSA submission is required for tuition reimbursement.

The district will not refund any courses that an RT does not pass with a "C" or higher. Moreover, the RT will be put on academic probation if one or more classes are not passed with a "C" or higher. Once put on academic probation, the RT must have a midterm check-in with their assigned Lieutenant and RT Coordinator. The purpose of the meeting is to review the RT's current academic progress, including current grades and any possible deficiencies, and to ensure that the RT is on track for successful completion. If needed, the RT will be advised to attend tutoring or other means of support for academic success. If, at the end of the term, the RT does not pass one or more classes with a "C" or higher, they are no longer eligible to be in the RT program the following term. The RT can apply for future openings but not the term immediately preceding the unsuccessful academic probation

CELL PHONE REIMBURSEMENT

RTs are reimbursed \$180 twice a year (\$30/month) for cell phone usage. RTs must have a cell phone with data capabilities to receive 911 alerts. This is the primary system LFA utilizes for 911 call paging. RTs are expected to be reached by their cell phone for department-related issues and be able to check their district email routinely. To receive the \$180 reimbursement, RTs must comply with all quarterly training and be in good standing with the resident trainee program.

MEALS AND INCIDENTALS

RTs will be reimbursed \$55 per 24 hours during their assigned A, B, or C shifts. The \$55 is for meals and incidentals during those training periods. RTs are taxed on meal and incidental reimbursements by the government.

LOSAP PROGRAM

RTs are eligible to participate in a LOSAP Program, a pension like account. Annually in December, points will be calculated for each RT based on the number of calls responded to. RTs will be given their total number of points and the points can be translated into a cash value up to \$600 once a year. Alternatively, any additional funds earned, or the entire \$600 (if awarded) can be directly placed into a LOSAP account.

SECTION IV LEAVING LFA

RESIGNATION

Although we hope your service at LFA was mutually beneficial rewarding experience, we understand that varying circumstances do cause individuals to voluntarily resign service. Should this time come, you are asked to follow the guidelines below regarding notice and exit procedures.

NOTICE PROCEDURES

If you desire to leave LFA, it is appreciated if you provide written notice to your lieutenant. Ideally, your resignation should include your reason(s) for leaving and the last day you plan to participate in the RT program, and should be given with as much notice as possible. The original letter of resignation shall be placed in your personnel file.

If you leave LFA without giving 10 business days advance notice, you may be denied future engagement or placement with LFA, and your record may indicate you are ineligible for re-appointment unless rehire would otherwise be required by law.

FORWARDING ADDRESS

Members are encouraged to confirm their forwarding address to ensure that benefits and tax information are received in a timely manner.

LFA PROPERTY

You are required to turn in all LFA property, including clothes, PPE, equipment, intellectual property, fuel card, identification badge/prox card to your lieutenant prior to leaving LFA on your final day.

FINAL PAYCHECK

Your final paycheck will be issued to you in accordance with State law.

WITHOUT NOTICE

If you quit with less than 48 hours' notice (not including weekends and holidays) your paycheck and any wages owed are due within five business days or on the next regular payday, whichever comes first.

WITH NOTICE

If you quit with at least 48-hour notice, your final check is due on your last day of employment, unless that day is a weekend or a holiday. In that case, your check is due on the next business day.

INVOLUNTARY TERMINATION

If you are let go or fired, your final paycheck is due by the end of the next business day. Once terminated, RTs have no more than three weeks to evacuate the premises. However, if the

cause for termination creates safety concerns for the other RTs, members of LFA, or the public, the RT must evacuate within 24 hours.



Resident Trainee Qualifications Check-List

Name: _____

It is the applicant's responsibility to complete the minimum qualifications prior to entrance into the Resident Trainee Program. Applicant must ensure all materials have been submitted before the deadline as directed by the Resident Coordinator.

Year One Minimum Qualifications

1. Be at least 18 years of age by time of acceptance into program.

Date: _____

2. High school diploma or GED.

Date: _____

3. Valid Oregon Driver's License with acceptable driving record.

Date: _____

4. Pass application process, written evaluation, physical agility, and oral interview.

Date: _____

5. Must pass pre-employment background check and medical physical.

Date: _____

6. Enrolled in a local Community College Fire Science and/or EMS program.

Date: _____

7. Accepted in Lane Fire Authority recruit academy or prior completion of approved FFI academy.

Date: _____

Resident Trainee: _____ Date: _____

Resident Coordinator: _____ Date: _____



Resident Trainee Qualifications Check-List

Name: _____

It is the applicant's responsibility to complete the minimum qualifications for year 1 & 2 prior to entrance into the Resident Trainee Program Year 2. Applicant must ensure all materials have been submitted before the deadline as directed by the Resident Coordinator.

Year Two Minimum Qualifications

1. Successful annual evaluation following year 1 (unless initial enrollment is as a year 2 resident)

Date: _____

2. Meeting current annual training requirements as outlined in SOGs.

Date: _____

3. Oregon licensed EMT.

Date: _____

4. NFPA Fire Fighter 1.

Date: _____

5. NFPA Fire Apparatus Driver.

Date: _____

Resident Trainee: _____ Date: _____

Resident Coordinator: _____ Date: _____



Resident Trainee Qualifications Check-List

Name: _____

It is the applicant's responsibility to complete the minimum qualifications for year 1, 2 & 3 prior to entrance into the Resident Trainee Program Year 3. Applicant must ensure all materials have been submitted before the deadline as directed by the Resident Coordinator.

Year Three Minimum Qualifications

1. Successful annual evaluation following year 2 (unless initial enrollment is as a year 3 resident)

Date: _____

2. Meeting current annual training requirements as outlined in SOGs.

Date: _____

3. Accepted into local Paramedic program or in final year of Fire Science Program.

Date: _____

4. NFPA Apparatus Equipped with a Fire Pump (pump/operator).

Date: _____

5. NFPA Instructor 1.

Date: _____

Resident Trainee: _____ Date: _____

Resident Coordinator: _____ Date: _____



Resident Trainee

Bi-Annual Review

Resident Trainee: _____ Date: _____

Signature: _____

Shift Officer: _____ Date: _____

Signature: _____



Resident Trainee Bi-Annual Review

The following evaluation will serve to provide a bi-annual review of the residents' performance, measurement against expectations, and an opportunity for pertinent authorities to provide feedback to the resident volunteers. Resident volunteers will receive a report of their progress towards the mandatory requirements of their current year, as well as the following year. Evaluations shall include, but are not limited to, objective measurements such as: training hours, total attendance, academic progress, certifications held, current and in date EMS certifications (AHA BLS provider, Paramedic, EMT-A/I, EMT-B, EMR), and any other requirements/standards set for firefighters of the district. Feedback shall also be included but not limited to the following: general appearance, acceptance of feedback, teamwork, responsiveness to orders/instruction, field performance, safety, time utilization, relationships with patients/citizens, and relationships with department members/outside agencies. Administration of the evaluation shall be performed by shift leadership, and as such, the resident shall appreciate that they are receiving feedback from an expert in the field.

A series of questions will be answered by the authority administering the review regarding the residents performance in the above areas. In addition to the review, the resident will be awarded a letter grade for their performance in a variety of fields. The letter grades will be as follows:

- A** While there is always room to improve, the resident's performance in this area is exceptional. The resident not only met expectations, but consistently exceeded the fire authorities expectations in this field.
- B** The resident performed in an above average way. At times, the resident went above and beyond in this field.
- C** The resident met expectations in this field. There were opportunities where the resident could have improved, but they consistently performed in a way that was expected of them.
- D** The resident requires improvement in this area to meet expectations. The resident underperformed in some areas where expectations were communicated.
- F** The resident is grossly negligent in their performance within this field. The resident was not close to meeting expectations, and it is unclear if the resident is capable of meeting expectations in this required field.

Upon completion, both the resident and the administrator of the review shall sign the document. A copy of the review will be given to the supervisor of the resident program, and an additional copy will be placed in the resident's training folder. Should the resident have scored a D in any field, a training plan shall be made with the administrator of this review to provide a clear plan on where the resident can improve in the future. Should the resident have scored an F in any field, a meeting is required with the administrator of this review and the program coordinator to determine what actions shall be taken. Residents will have an opportunity to provide a written rebuttal to any feedback given in this review within thirty days of completing the review process.



Resident Trainee Bi-Annual Review

Resident Firefighter Training Tracker	
Current Certification Held	
Current Certification in Progress	
Scheduled Fire Classes	
Resident College GPA	
Current Academic Classes Enrolled	

Station Grade	
Training Grade	
Culture Grade	
Provider Grade	
MVC Grade	
Fire Ground Grade	
Overall Grade	



Resident Trainee Bi-Annual Review

Describe the resident's participation in house chores and day-to-day activities around the station. Does the resident complete assigned station tasks in a timely manner, come to shift ready to work appearing in good order, participate in house chores, mentor new volunteers in the completion of said tasks, participate in rig checks, complete all said tasks with attention to detail, etc.?

Station Grade	
---------------	--



Resident Trainee Bi-Annual Review

Describe the resident's interaction with staff and the public. Does the resident make efforts to fit in with their shift, accommodate volunteers, get along with members of the shift, communicate well with members of the shift, communicate tactfully and respectfully with the community etc.?

Culture Grade	
---------------	--



Resident Trainee Bi-Annual Review

Describe the resident's performance on the drill field. Does the resident join in when training is taking place, initiate training during shifts, accommodate the training needs of new members, make progress towards certifications, actively pursue feedback on the drill field, provide feedback to those who would benefit, etc.?

Training Grade	
----------------	--



Resident Trainee Bi-Annual Review

Describe the resident's performance on medical calls. Does the resident attempt to practice actively within their scope, use the certification they hold, perform difficult tasks, operate efficiently, operate safely, practice skills proficiently etc.?

Provider Grade	
----------------	--



Resident Trainee Bi-Annual Review

Describe the resident's performance on MVCs. Does the resident operate safely, efficiently, proficiently, wear all proper PPE, demonstrate a foundation of vehicle and extrication knowledge, etc.?

MVC Grade	
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Resident Trainee Bi-Annual Review

Describe the resident's performance on fire ground. Does the resident operate competently at their certification level, work well as a member of operations, perform time sensitive tasks efficiently, guide less experienced members, make progress towards goals on the fire ground, etc.?

Fire Ground Grade	
----------------------	--



Resident Trainee Bi-Annual Review

Describe the resident's performance overall. Has the resident improved the shift as a whole, performed as expected, made progress towards personal and agency goals?

Overall Grade	
---------------	--

ACKNOWLEDGEMENT FORM

Revised August 2023

As a RT of the Lane Fire Authority, I acknowledge the following:

I understand that the Lane Fire Authority Handbook outlines current LFA policies and procedures. I understand that the Handbook outlines my responsibilities as a RT. I also understand that I have the responsibility to read and understand the information in the Handbook and to ask my lieutenant or Program Coordinator for clarification of any information I do not understand.

I understand that LFA has the right to change, modify, add to, substitute, eliminate, interpret, and apply in its sole judgment the policies, rules, and benefits described in this Handbook. I understand that should the content be changed in any way, LFA may require an additional signed acknowledgement from me to indicate that I am aware of the changes.

The RT program is for a specific term and can be terminated at will, with or without prior notice by LFA unless otherwise stated in a written service contract, and I may resign for any reason at any time.

I understand that I may be subject to disciplinary action if I do not follow the policies and responsibilities as outlined in the Fall 2023 LFA Resident Trainee Handbook.

The RT understands and agrees they are not an employee of the District, and are without expectation of compensation for services.

The RT understands and acknowledges that there are no rights of contract, no liberty or property interest, and no proprietary or exclusive rights of any kind created or existent in any RT position, including that of RT FF/EMT, or services, or by virtue of this agreement.

RTS shall comply with all district rules, policies, and procedures, and with the terms and conditions of this agreement, at all times. Non-compliance may subject RT to penalty and/or discipline up to and including suspension or termination from the RT program. The District has the right to, and may alter, amend, or in any way change the rules and procedures, or any other aspect of District operation at any time, without prior notice to the RT.

Actual residency is essential to this agreement. Failure to maintain residency in the station shall make the RT ineligible for the RT program.

Resident Trainee Signature _____

Printed Resident Trainee Name _____

Date _____