

ADOPTED:

REVISED: July 18, 2018

A. FIRE CHIEF

1. First in command.
2. Reports to the Board of Directors.
3. Plans, coordinates, supervises, and evaluates District operations for safety and effectiveness.
4. Establishes policies and procedures for the District in order to implement directives from the Board.
5. Sets the goals and objectives for the District with the assistance of the District officers in accordance to the Board's direction.
6. Supervises and coordinates the preparation and presentation of an annual budget for the District; directs the implementation of the District's budgets; plans for and reviews specifications for new or replaced equipment.
7. Controls the expenditure of District appropriations.
8. Handles grievances; maintains District discipline and the conduct and general behavior of assigned personnel. Applies discipline up to termination.
9. Prepares and submits monthly reports to the Board regarding the District's activities and prepares a variety of other reports as appropriate including the annual report of activities.
10. Plans departmental operations with respect to equipment, apparatus, and personnel; supervises the implementation of such plans.
11. Assigns personnel and equipment to such duties and uses as the service requires; evaluates the need for and recommends the purchase of new equipment and supplies.
12. Meets with elected or appointed officials, other Fire/EMS officials, community and business representatives and the public on all aspects of the Department's activities.
13. Attends conferences and meetings to keep abreast of current trends in the field; represents the District in a variety of local, county, state, and other meetings.
14. Pay is set by the Board.

B. BUDGET OFFICER

1. Reports to the Fire Chief.
2. Projects gross receipts tax revenue, interest earnings and other revenue for the General Fund and other funds.
3. Calculates accurate salary and benefit budget projections for the next annual budget.
4. Prepares the Executive Summary and any requested financial scenario models for presentation to the Board.
5. Reviews the most recent Cost Allocation Plan and integrates the Plan into the current budget document.
6. Monitors District budget and programs and prepares/submits budget adjustments to the Board.
7. Submits the budget to the Counties.

C. ASSISTANT CHIEF

1. Second in command; acts in the capacity of Chief when the Fire Chief is not available.
2. Reports to the Fire Chief.
3. Acts as a command officer on the scene of emergencies when called upon to perform that function.
4. Has the ability to perform any of the Incident Command functions as assigned.
5. Assists in the evaluation of the Fire District's programs and sets goals and priorities for the future of the Fire District.
6. Promotes safety and operational compliance at all times.
7. Responsible for the enforcement of Fire District policies and guidelines. Apply discipline up to suspension.
8. Attends meetings as required and represents the Fire District.
9. Attends all meetings and drills on a consistent basis.
10. Maintains accurate and current records, forms, and reports.
11. Makes budget recommendations to the Fire Chief.
12. Continues to seek additional training in advanced areas of the fire service.
13. Promotes a good rapport with the community.
14. Other related tasks as assigned.
15. Pay is set by the Fire Chief.

D. ADMINISTRATIVE ASSISTANT

1. Reports to the Fire Chief.
2. Assists the Staff in clerical functions, answering phones, and responding to inquiries from the public. Works with the general public, District personnel and other fire protection agencies in a courteous and cooperative manner.
3. Assist with the production of articles, forms, reports, spreadsheets, annual report, newsletters, and manuals as needed.
4. Serves as a "confidential" employee to the Fire Chief in personnel matters.
5. Responsible for the District's financial accounting system with tasks including compiling all District bills, preparing checks, posting ledgers, balancing expenditures and revenues to cash on hand, properly posting and depositing revenue such as cash, taxes, maintaining checking accounts, investments, and supervises the petty cash fund.
6. Assists the Fire Chief with the preparation of the budget document, publicizes budget meetings in a timely manner, and files appropriate budget documents with the county and state as required.
7. Attends Board and budget meetings and record minutes. Responsible for posting notices and notifying the public, Board of Directors, and Budget Committee of public meetings as required by public meetings law.
8. Maintains the website and email accounts.
9. Maintains records for personnel files, payroll records, financial, Board minutes, resolutions, and ordinances.
10. Maintains current personnel roster.

11. Maintains District computer system. Responsible for weekly back-ups and security of back-up media.
12. Has a thorough knowledge of the organization including policies, procedures, and guidelines governing the operation of the District.
13. The Administrative Assistant makes suggestions and recommendations relative to cost effective measures that may be instituted and utilized; performs other duties relative to office clerical functions.
14. Pay is set by the Fire Chief.

E. DIVISION CHIEF

1. Acts as third level of command of the Fire District.
2. Reports to the Fire Chief.
3. Acts as a command officer on emergency scenes when called upon to perform that function.
4. Has ability to perform any of the Incident Command functions as assigned.
5. Assists in the evaluation of the Fire District's programs and sets goals and priorities for the future of the Fire District.
6. Promotes safety and operational compliance at all times.
7. Is responsible for the enforcement of Fire District policies and guidelines. Applies discipline up to suspension.
8. Attends all meetings and drills on a consistent basis.
9. Makes budget recommendations to the Fire Chief.
10. Continues to seek additional training in advanced areas of the fire service.
11. Promotes a good rapport with the community.
12. Other related tasks as assigned.
13. Reimbursement will be 1 point per drill and 1 point per incident.

F. FIRE PREVENTION OFFICER/FIRE MARSHAL

1. Reports to the Fire Chief.
2. Reviews and approves commercial construction plans for fire code compliance.
3. Resolves compliance problems with contractors and architects within scope of knowledge and authority.
4. Witness acceptance testing on special systems such as automatic fire sprinkler systems, fire pumps, fire alarms, and fixed fire extinguishing systems.
5. Participates in the inspection of sprinkling systems and elements of a fire prevention or protection system.

G. TRAINING OFFICER

1. Reports to the Assistant Chief.
2. Develops and administers the training program for all District personnel and maintains training records for personnel.
3. Responsible for District training in fire suppression, hazard materials, rescue, public education, and any other training needs of the District.
4. Maintains District and personnel training records.
5. Supervises the incoming new volunteers; schedules and coordinates basic academies; issues P.P.E.; arranges for physicals and all needed shots.

6. Supervises the Student Firefighter/Resident Volunteer programs.
7. Reviews continuing education programs as well as NFPA Standards and OR-OSHA Regulations.
8. Performs yearly review of P.P.E. and reports to Chief of repair or replacement.
9. Attends local and regional training meetings.
10. Other duties as directed by the Chief.

H. PUBLIC EDUCATION COORDINATOR

1. Reports to the Fire Chief.
2. Coordinates, schedules, and participates in public education events within the department.
3. Works closely with administrative staff to coordinate events.
4. Provides public education classes on fire prevention, fire safety, and emergency preparedness; teaches in schools, churches, and community service groups.
5. Answers questions of the public on fire prevention and emergency preparedness.

I. HEALTH AND SAFETY OFFICER

1. Reports to the Assistant Chief.
2. Conducts program assessments to identify department program safety deficiencies.
3. Designs, develops, and conducts safety and environmental training programs.
4. With the Safety Committee, coordinates and conducts work area assessments, surveys, and program evaluations to determine the presence of hazardous conditions such as noise exposure, chemical exposure, indoor air quality, light levels, confined space, and ventilation in paint booths.
5. Analyzes hazardous conditions and assigns risk assessment codes for use by District to prioritize and budget corrective actions.
6. Implements and manages the Districts environmental management system. This includes administering the waste management contract, and coordinating hazardous and universal waste management activities.
7. Works with the administration of the Worker's Compensation Program to determine areas for increased training and emphasis on accident prevention.
8. Provides statistical and fiscal data on worker's compensation injuries.
9. Maintains complete and accurate records as required.
10. Prepares various reports, including charts and graphs, to determine trends and needs.
11. Collects, analyzes, and maintains data essential for effective safety and environmental programs.
12. Evaluates hazardous conditions and recommends engineering controls, administrative controls, and/or personal protective equipment.
13. Prepares and monitors division budget requirements and expenditures.
14. Responsible for, and administers, the annual fire extinguisher maintenance program.
15. Designates as the employer representative for the implementation and management of the City's Drug and Alcohol Free Workplace Program. Administers the post-accident testing program.

16. Maintains accurate records in the administration of these programs and maintains computer database for these policies.
17. Administers and provides technical advice on the medical surveillance program to include required vaccinations and medical testing of employees as may be regulated by OSHA and other federal and state laws.

J. EMS OFFICER

1. Reports to the Assistant Chief.
2. Is responsible for the hiring of part-time personnel to work on the ambulance.
3. Conducts orientation of all new part-time personnel working on the ambulance.
4. Responds on calls for medical assistance and/or transportation while on duty.
5. Is responsible for the scheduling of part-time personnel to work the ambulance to ensure 24 hour coverage for the District.
6. Ensures that all EMS staff maintains current certifications and qualifications as required by Oregon State law, county ASA plans, Physician Advisor, HIPAA, and District regulations.
7. Ensures that the District maintains all certifications and qualifications to operate an ambulance service as required by federal laws, Oregon State laws, and county ASA plans.
8. Ensures that the ambulance service stays current with federal guidelines to qualify for reimbursement of patient transportation by HCFA, Medicare, Medicaid, and other government insurance carriers.
9. Supervises billing services for medical aid and/or transportation rendered by the District.
10. Attends local, regional, and state EMS meetings and training sessions to keep current on
11. EMS and ambulance service trends, standards, and requirements.
12. Supervises the filing and submittal of required patient care reports and other medical reporting necessary to the physician supervisor and the State of Oregon.
13. Develops and schedules EMS training and maintain records on all District EMS personnel.
14. Supervises and enhances the Student Junior Tech Program.
15. Ensures that an adequate inventory of medical supplies and equipment are kept in stock.
16. Supervises weekly inventory checks of all District ambulances.
17. Purchases medical supplies and equipment when needed.
18. Is responsible for maintaining the District ambulances.
19. Assists with the budget procedures for ambulance service, and keeps up-to-date on ambulance expenditures and income.
20. Schedules EMS training and public CPR classes.
21. Attends monthly Board meetings and all special meetings.
22. Maintains state certification of Paramedic level.
23. Other duties as directed by the Assistant Chief.

K. LOGISTIC SUPERVISOR

1. Works under the general supervision of the Assistant Fire Chief and is responsible for the coordinating and directing the EMS activities of the Fire District.
2. Will be scheduled and works as the Paramedic on a transporting ambulance.
3. Supervises Fire District EMTs, EMRs, and firefighters in emergent and non-emergent incidents.
4. Works with the Training Officer to assure the maintenance of personnel EMS training and training records.
5. Develops, delivers, and evaluates EMS training courses as required by OHA, EMS and trauma system, OSHA, etc. in conjunction with the Training Officer.
6. Coordinates and tracks certification and/or recertification of EMTs/EMRs, as required.
7. Attends regional EMS meetings and conferences.
8. Maintains membership in local and regional EMS associations.
9. Participates in emergency service activities.
10. Participates in emergent EMS activities, including patient care and transportation.
11. Participates in Fire District community life safety events.
12. May serve on or represent the Fire District on both internal and external committees.
13. Schedules EMT personnel to cover the first out medic.
14. Assures medic units and equipment repairs are complete in conjunction with the Maintenance Officer.
15. Assures medical and station supplies are ordered and maintained.
16. Assures billing information is collected and sent to the billing company.

L. PRIVACY OFFICER

1. Reports to the EMS Officer.
2. Essential Duties and Responsibilities: The Privacy Officer oversees all activities related to the development, implementation, and maintenance of Jefferson Rural Fire Protection District's policies and procedures covering the privacy of patient health information.
3. This person serves as the key compliance officer for all federal and state laws that apply to the privacy of patient information, including the federal Health Insurance Portability and Accountability Act of 1996 (HIPAA).
4. This individual is tasked with the responsibility of ensuring that all of the organization's patient information privacy policies and procedures related to the privacy of, and access to, patient health information are followed.
5. Duties:
 - a. Develops policies and procedures on staff training related to the privacy of patient health information and protected health information;
 - b. Develops policies on the security of health care information including computer and password security and patient data integrity;

- c. Defines levels of staff access to PHI and minimum necessary requirement for staff based on the required job responsibilities;
- d. Oversees, directs, delivers, and ensures the delivery of initial and ongoing privacy training and orientation to all staff members, employees, volunteers, students and trainees;
- e. Serves as the contact person for the dissemination of PHI to other health care providers;
- f. Serves as the contact person for patient complaints and requests;
- g. Processes patient requests for access to an amendment of health information and consent forms;
- h. Processes all patient accounting requests;
- i. Ensures the capture and storage of patient PHI for the minimum period required by law;
- j. Ensures ambulance service compliance with all applicable Privacy Rule requirements and works with legal counsel and other managers to ensure the company maintains appropriate privacy and confidentiality notices and forms and materials;
- k. Cooperates with the state and federal government agencies charged with compliance reviews, audits and investigations.

M. INFECTION CONTROL OFFICER

- 1. Reports to the EMS officer.
- 2. Essential Duties and Responsibilities: Infection Control Officer shall be responsible for maintaining a liaison with the District physician, the Health and Safety Officer, the Infection Control Representative at health care facilities, and health care regulatory agencies.
- 3. Promotes safety where it applies to blood borne and airborne pathogens. Sets up a committee to review safe practices and equipment to provide protection from blood borne and airborne pathogen.
- 4. Duties: When notified of an exposure incident, the Infection Control Officer shall ensure the following:
 - a. Notification, verification, treatment, and medical follow-up of members.
 - b. Documentation of the exposure incident.
 - c. The Infection Control Officer shall examine compliance procedures and engineering controls to ensure their effectiveness in accordance with the operational requirements of this standard.
 - d. The Infection Control Officer shall be a designated member of the Fire District's occupational safety and health committee.
 - e. The Infection Control Officer shall be knowledgeable and cognizant of the issues associated with bioterrorism pathogens (e.g., anthrax, smallpox) potentially encountered during the performance of job duties, including, but not limited to, the following (see Table A.4.3.3):
 - I. Identification and screening
 - II. Immunizations
 - III. PPE
 - IV. Health effects education

- V. Post-exposure management
- VI. Post-incident management
- f. The Infection Control Officer shall be knowledgeable and cognizant of the issues associated with emerging infectious diseases (e.g., SARS) potentially encountered during the performance of job duties, including, but not limited to, the following:
 - I. Identification and screening
 - II. Immunizations
 - III. PPE
 - IV. Health effects education
 - V. Post-exposure management
 - VI. Post-incident management

N. QUALITY IMPROVEMENT COORDINATOR

1. Reports to the EMS Officer.
2. Administers internal Quality Assurance and Quality Improvement programs by reviewing selected patient care report, to insure proper compliance with Oregon State laws, County ASA plans, District regulations and guidelines, and Physician assigned protocols.
3. Conducts external Quality Assurance and Customer Satisfaction surveys on all requests for medical assistance and/or transportation, to ensure patient satisfaction and promote professionalism by personnel.
4. Reviews QA/QI results, and makes appropriate corrections through training, discipline, or recommending a change in regulations or protocols.

O. TECHNICAL RESCUE COORDINATOR

1. Reports to the Assistant Chief.
2. Oversees technical rescue training as directed by the training officer.
3. Makes recommendations to the Chief for equipment needs.
4. Sets standards for technical rescue operations.
5. Attends meetings related to technical rescue in the area served by the District.

P. OFFICE ASSISTANT

1. Answers business phones, assists callers, and greets visitors to the office in a business-like manner.
2. Enters data relative to training records, alarm records, and Fire Med.
3. Operates office equipment such as computer, calculator, photocopier, and fax.
4. Assists with accounts payable records.
5. Filing.
6. Light housekeeping duties.
7. Pay is set by the Fire Chief.

Q. MAINTENANCE OFFICER

1. Reports to the Assistant Chief
2. Schedules or performs repairs for all District apparatus.
3. Schedules or performs repairs for all District buildings.

4. Provides recommendations for apparatus and building upgrades or replacement.
5. Is involved in the planning for new apparatus or new buildings.
6. Oversees new construction.

R. QUARTER MASTER

1. Reports to the Assistant Chief.
2. Oversees uniform needs and supplies.
3. Orders uniforms as needed.

S. PUBLIC INFORMATION OFFICER

1. Reports to Incident Command during incidents and the Fire Chief during non-incidents.
2. Researches, develops, writes, and coordinates a media campaign for the District.
3. Coordinates public relations activities for the District.
4. Develops and coordinates the illustration and printing of publications.
5. Prepares, reviews, and edits news conferences, releases, newsletters, publications, and scripts.
6. Counsels elected and appointed District officials concerning public relations aspects of policies, practices, procedures, programs, and actions.
7. Researches, writes, photographs, and produces slide shows.
8. Participates in video-taped and telephone interviews with the media.
9. Supervises public information related classes.
10. Demonstrates continuous effort to improve operations, decrease turnaround times, streamline work processes, and work cooperatively and jointly to provide quality seamless customer service.

T. DUTY OFFICER – Replaced with Job Description

1. Will be paid \$40.00 stipend for weeknight shift and \$60.00 for weekend or holiday shifts.

U. CAPTAIN – Replaced with Job Description

1. Reimbursement will be 1 point per drill and 1 point per incident

V. LIEUTENANT – Replaced with Job Description

1. Reimbursement will be 1 point per drill and 1 point per incident

W. SENIOR ENGINEER

1. Reports to Station Lieutenant and/or Captain.
2. Acts as a crew supervisor at incident scenes in the absence of an officer or as assigned by an officer.
 - a. Responsible for crew accountability and integrity.
 - b. Responsible for crews and fire ground operations.
 - c. Responsible for the enforcement of Fire District policies and guidelines while involved in an incident.
 - d. Directs personnel on the emergency scene to assure proper use of tools and equipment.

- e. May be assigned to oversee various tactics such as ventilation, interior fire attack, extrication, etc.
3. Promotes safety and operational compliance at all times.
4. Continues to seek additional training in advanced areas of the fire service.
5. Assists in the training of Fire District members.
6. Assists and direct personnel with maintenance of equipment, apparatus, and station.
7. Promotes a good rapport with the community.
8. Retain membership in good standing.
9. Reimbursement will be 1 point per drill and 1 point per incident

X. SWIFT WATER RESCUE TEAM LEADER

1. Reports to the Technical Rescue Coordinator, Incident Command, or Group Supervisor.
2. Responsible for the safety of the team at all times.
3. Responsible for the readiness of the SWR Team.
4. Responsible for the operation of the team members during an incident.
5. Plans and assigns the tasks needed for a successful completion of the rescue.
6. May be assigned as the Water Rescue Group Supervisor.
7. Reimbursement will be 1 point per drill and 1 point per incident

Y. PARAMEDIC

1. Reports to the Duty Officer or EMS Officer.
2. Assures the safety for the crew.
3. Primary person responsible for patient care.
4. Emergency and non-emergency response to crisis and performance of duties related to the provision of medical care including:
 - a. Examining, evaluating, treating, and transporting ill or injured persons utilizing basic and advanced life support skills and abilities;
 - b. Always providing quality customer service, respecting the needs of our patients and maintaining the patients' dignity.
5. Performs duties associated with maintaining quality equipment and living quarters.
6. Operates ambulance service apparatus and equipment.
7. Participates in educational opportunities and training sessions, conducts training and public education as requested in special areas.
8. Performs other related duties as required.
9. Provides patient care within the scope of practice as listed in the Oregon Administrative Rules, according to patient care protocol, and supervising physician standing orders.
10. Pay is \$12 per hour while on shift or covering second out, time and half for District holidays and hours over 40 hours in a work week (Sunday to Saturday).

Z. ENGINEER – Replaced with Job Description

1. Reimbursement will be 1 point per drill and 1 point per incident

AA. WATER CRAFT OPERATOR

1. Reports to SWR team leaders.
2. Responsible for the safety of team members and victims riding in the watercraft.
3. Responsible for the readiness and operation of the watercraft. Operation of the watercraft may include, but not limited to:
 - a. Maneuver the watercraft on water ways or areas of high water;
 - b. Hold watercraft in position in moving water during rescue operations;
 - c. Maneuver the watercraft in emergency operations.
4. Reimbursement will be 1 point per drill and 1 point per incident

BB. EMT

1. Reports to the Duty Paramedic.
2. Works as a team member to provide patient care.
3. Assures the safety of the crew.
4. Emergency and non-emergency response to crisis and performance of duties related to the provision of medical care including:
 - a. Examining, evaluating, treating, and transporting ill or injured persons utilizing basic and advanced life support skills and abilities.
 - b. Always providing quality customer service, respecting the needs of our patients and maintaining the patients' dignity.
5. Performs duties associated with maintaining quality equipment and living quarters.
6. Operates medical equipment and apparatus.
7. Participates in educational opportunities and training sessions, conducts training and public education as requested in special areas.
8. Performs related office and other duties as required.
9. Provides patient care within the scope of practice as listed in the Oregon Administrative Rules, according to patient care protocol, and supervising physician standing orders.
10. Pay is \$10 per hour while on shift or covering second out, time and half for District holidays and hours over 40 hours in a work week (Sunday to Saturday).

CC. SWIFT WATER RESCUE MEMBER

1. Reports to SWR team leaders.
2. Is always prepared for and responds to water rescue incidents as a team member.
3. Performs water rescue tasks as assigned by the team leader in a safe manner. Some tasks may include, but not be limited to;
 - a. Throw rope
 - b. Rescue swimming
 - c. Set up rope systems
 - d. Assist in rescues from the water craft
4. Completes annual 12 hour SWR training and passes the annual skill tests.
5. Reimbursement will be 1 point per drill and 1 point per incident.

DD. FIREFIGHTER

1. Reports to the Station Officer.

2. Performs all necessary emergency scene functions in a safe and efficient manner. This is to include, but not limited to:
 - a. Fire rescue
 - b. Fire suppression functions
 - c. Salvage and overhaul
 - d. Emergency first aid
 - e. Traffic control
 - f. Vehicle extrication
 - g. Wild land fire suppression
3. Participates in fire prevention activities.
4. Cleans and maintains all Fire District equipment and apparatus.
5. Attends meetings and drills on a consistent basis.
6. Promotes a good rapport with the community.
7. Promotes safety and operational compliance at all times.
8. Participates in apparatus checkouts prior to drills and meetings.
9. Follows directions and carries out strategies in a rapid, safe, and professional manner.
10. Assists with maintenance of equipment, apparatus, and station.
11. Continues to seek additional training in advanced areas of the fire service.
12. Reimbursement will be 1 point per drill and 1 point per incident.

EE. MEDIC RIDER

1. District personnel qualified to provide patient care and ride in at the requested of the medic crew.
2. Will assist the medic crew within the scope of their certification with patient care under the direction of the medic crew
3. Will assist in restoring the medic unit after the incident
4. Will be paid as per stated elsewhere in job descriptions

FF. RESIDENT/STUDENT VOLUNTEER GUIDELINES

For the purpose of this document, the term “Residents” represents Resident Volunteers and Resident Students.

1. Stations and Facilities
 - a. The resident room assignments will be made by the Station Officers as deemed appropriate to meet the District’s needs. Changes may occur at any time.
 - b. Fire Stations are used by a variety of people associated with the District. Also, the stations are public buildings used by people from outside the District. Because of the variety of uses, general cleanliness and courtesy are important to maintain an appropriate environment. Although the stations are “home” to the Resident Volunteers, this aspect of the station use must fit within all the other functions of the stations.
 - c. Residents are responsible for maintaining their individual rooms in a clean and orderly condition. Cleaning supplies are provided at each station for this

purpose. Individual sleeping rooms will be inspected periodically for neatness by District officers and staff.

- d. Common station areas (kitchen, bathroom, laundry, etc.) shall be left in a clean and orderly condition after each use.
 - e. Suitcases, footlockers, bikes, and other personal items shall be stored in approved locations. Each station has minimal storage areas available.
 - f. Theft or other illegal activities will not be tolerated.
 - g. Each resident will be responsible for providing his or her own linen and bedding.
 - h. Pets of any kind are not allowed in the fire station.
 - i. Parking locations for residents will be decided by Station Officers based on District needs.
 - j. Non-members of the District are permitted inside the stations between 0800 and 2200 hours Sunday through Thursday, and 0800-00:00 hours Friday and Saturday.
 - k. Resident private rooms are off limits to everyone except the resident occupying that room, with the exception of District officers and staff.
2. Resident Requirements
- a. This is a resident program. It is expected that the residents spend the majority of their nights at the fire station. Residents are responsible for fulfilling their duty requirements at the applicable duty station.
 - b. Resident is actively enrolled in emergency services schooling, can have up to two terms off.
 - c. Residents, when assigned on duty, shall remain in their respective duty area unless assigned elsewhere by the Duty Officer or Staff.
 - d. Residents, when assigned on duty, are required to respond to all calls involving their station. Residents not on duty are strongly encouraged to respond on all calls.
 - e. All residents are to be awake and out of bed by 1000 hours. Exceptions can be made by station or District officers based on work or school schedules.
 - f. "On Duty" residents shall be prepared for emergency response at all times.
 - g. Residents will be assigned to one of three shifts. This will put them on duty every third day.
 - h. Normal duty hours are from 0600 to 0600 hours. Exceptions will be made for:
 - I. School
 - II. Work
 - III. Family emergency
 - IV. Other pre-approved reasons by Station Officers.
 - i. Residents are expected to be in uniform during the hours of 0800 and 1700 while at the station. Uniform consists of:
 - I. District embroidered shirts
 - II. Clean pants
 - III. Clean shoes or boots
 - j. In addition to duty shifts, residents will be given monthly assignments.

- k. These may include, but are not limited to:
 - I. Lawn mowing
 - II. Recruitment
 - III. Prevention
 - IV. Assisting with training
 - V. House duties
 - VI. Other duties as assigned by Station Officers or District staff
- l. Mutual trades of duty shifts may be arranged between residents. Any replacement personnel must be in the assigned station following normal shift hours.
- m. Required to obtain a PO box; no mail sent to the station address.

GG. PROBATIONARY FIREFIGHTER

- 1. Reports to the Station Officer
- 2. Obtains basic knowledge of emergency scene functions.
- 3. Completes skills check-off sheet for your station before responding to emergency calls.
- 4. Responds to emergency calls on Fire District apparatus.
- 5. Participates in fire prevention activities.
- 6. Cleans and maintains all Fire District equipment and apparatus.
- 7. Attends meetings and drills on a consistent basis.
- 8. Promotes safety and operational compliance at all times.
- 9. Participates in fire prevention activities.
- 10. Participates in apparatus checkouts prior to drills and meetings.
- 11. Promotes a good rapport with the community.

HH. SUPPORT PERSONNEL

- 1. Support personnel will provide services that will assist Fire District personnel in the delivery of emergency services.
- 2. Encouraged to attend meetings and activities.
- 3. The Support Team will be asked to respond to emergencies that may require a lengthy operation or when unusual conditions exist. Typical tasks could include:
 - a. Photography
 - b. Assist in the rehab area.
 - c. Provide liquids and food when needed.
 - d. Standby at the Main Station to answer phones, etc;
 - e. Victim assistance.
- 4. Promotes safety and operational compliance at all times.
- 5. Provides technical assistance in areas of expertise.
- 6. Provides support to the Fire District in non-emergency activities.
- 7. Promotes a good rapport with the community.
- 8. Required to document 12 hours of service per year to remain in good standing. (Exceptions will be reviewed by Support Coordinator.)

II. CADET FIREFIGHTER PROGRAM

Members of the Cadet Firefighter Program shall be put through a training program

that will teach the necessary basic skills that will enable the Cadet Firefighter (CFF) to function, under supervision, at the scene of fires, medical, and other emergencies. Attendance at regular drills will ensure that a skill level in basic techniques of firefighting is established, and that the Cadet Firefighter will learn how to work safely in emergency situations.

Beyond basic and regular training programs, there are many opportunities for additional training in such areas as the Entry-Level Firefighter Recruit Academy, advanced firefighting, rescue and extrication techniques, Oregon Health Division-First Responder, etc. Everyone is encouraged to take advanced training and learn new skills; how far you progress will depend entirely on how much time you have available and your willingness to learn.

1. Cadet Firefighter Qualifications
 - a. Minimum of 16 years of age.
 - b. Be enrolled in public or private school.
 - c. Maintain a 2.0 GPA or better in school.
 - d. Have no police record.
 - e. Have no behavioral issues in or out of school.

2. Training Requirements
 - a. All Cadet Firefighters are required to attend a minimum of 50% of station drills and 75% of all special Cadet Drills, calculated quarterly. Failure to meet the 50% minimum may result in suspension and/or termination from the Cadet program.
 - b. A Cadet Firefighter must complete a list of required tasks prior to responding on any apparatus. The Program Supervisor will be in charge of training, and the Training Division will do the testing and advise the firefighter of the results.
 - c. Each Cadet Firefighter shall attend an Entry-Level Firefighter Academy approved by the Jefferson Rural Fire Protection District.

3. Emergency Duty
 - a. The CFF shall ride on the apparatus in the position designated by a Company Officer. While riding on fire apparatus, all members are expressly prohibited from engaging in horseplay.
 - b. The Cadet firefighter shall perform the following firefighting functions:
 - I. The CFF shall be supervised on all fires.
 - II. The CFF shall be assigned to an Officer to perform the necessary tasks of firefighting.
 - III. The CFF shall not be involved in any activity which would cause the JFF to enter the hot zone.
 - IV. The CFF shall not participate in fire ground activities such as initial attack, ventilation, laddering, and/or rescue.
 - V. Support activities such as SCBA bottle replacement, hose rolling, etc., shall be allowed.

VI. CFFs are not allowed to respond on mutual /automatic aid response.

4. Non-Emergency Duties

- a. Standby during the school day:
 - I. No response from school.
- b. Standby not during the school day:
 - I. Sweep the bays of the apparatus that is on the call.
 - II. Make coffee for the returning crews.
 - III. General cleaning of the meeting room.
 - IV. Monitor radio transmissions, as there will be times that more personnel and/or equipment are needed on a call.
- c. Washing of Station apparatus while on stand-by, weekend duty, or as otherwise assigned.
- d. Other duties as assigned by their Company Officer or CFF Training Officer.

5. Rules of Conduct

The rules of conduct are written with the intent to maintain morale and a harmonious interpersonal relationship with all members of the District. Any Cadet Firefighter who violates a policy guideline or rule of conduct shall be subject to disciplinary action.

- a. All CFFs shall:
 - I. Use training and capabilities to protect yourself and the people around you at all times.
 - II. Always conduct yourself to reflect good credit upon the Fire District.
 - III. Follow orders in a positive, cooperative manner.
 - IV. Be careful with District equipment and property.
 - V. Must stay enrolled in school, not be in credit denial, and maintain a minimum of a 2.0 GPA. Nonpublic school education students will be reviewed by the program director on a quarterly basis. This will include a conference with the student's instructor or parent.
- b. Cadets shall not:
 - I. Respond during school hours.
 - II. Allow GPA to fall below a 2.0.
 - III. Engage in any activity that is detrimental to the District.
 - IV. Engage in a conflict of interest with the District.
 - V. Abuse excused absence provision for drills.
 - VI. Be under the influence of any intoxicating beverage, drug, or substance (prescribed or not) while on District property or while participating in any official Fire District activity.
 - VII. Use tobacco or tobacco products; be under the influence of any intoxicating beverage, drug, or substance not prescribed at any time.
 - VIII. Be in District Stations after 2200 hours, except in the event of an alarm or volunteer function.
- c. Violation of any and all rules may result in one or more of the following:
 - I. Verbal reprimand.
 - II. Written reprimand.

- III. Suspension up to 30 days from Cadet Firefighter Program.
- IV. Indefinite suspension from Cadet Firefighter Program.
- V. Termination from Cadet Firefighter Program.