



# Hoodland Fire District #74

## Student Handbook



Updated: September 2023 by Matt Nicholson



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## Program Overview

As the national averages of people willing/able to volunteer at fire departments decline, historically combination fire departments have had to come up with different ways to supplement career staff in responding on all fire and emergency medical services in our district and our auto/mutual aid partners' fire and ambulance areas. As these volunteer numbers decline, Hoodland Fire is filling this gap through utilizing career minded young adults who affiliate with HFD and volunteer their time in exchange for training, experience, and educational support in pursuit of college degrees in the fire and EMS related fields.

During their time affiliated with HFD, all students will learn:

1. Staff, maintain, and operate several types of firefighting equipment for the express benefit of education for the student involved.
2. The principles of firefighting, fire prevention, fire control, and emergency medical services.
3. The operation and maintenance of; lifesaving equipment of any and all types, kind, nature or description that the department has to offer.
4. The principles of physical fitness culture, health education in fire and emergency medical services through day-to-day operations, hands-on experience, and actual classroom time.
5. To foster social, intellectual and physical welfare of members, and create a better acquaintance and closer association among fire service members by mutual endeavor and cooperation.
6. Skills and techniques of quality customer service delivery.
7. Provide excellent customer service to the public whenever you are on duty or otherwise representing the Hoodland Fire.



# Article 1: Program Responsibilities

## **Section 1.101 Program Coordinator Responsibilities**

The Program Coordinator shall have the responsibility of student recruitment, retention of student educational records, and monitoring student performance.

## **Section 1.102 Chief Responsibilities**

The Chief of HFD shall have the responsibility of administration, monitoring, and periodically evaluating the Student Program. The Chief will also monitor the Shift Officers and their progress with the student firefighter to ensure overall compliance with the requirements of this program.

## **Section 1.103 Shift Officer Responsibilities**

The Shift Officer shall have the responsibility of assigning, monitoring, and evaluating student operations and performance on their respective shifts in cooperation with the Program Coordinator.

## **Section 1.104 Shift Officer Evaluation of Students**

Each Shift Officer shall complete the volunteer performance evaluation form by the end of each quarter. The completed form will be returned to the Program Coordinator and Chief prior to the end of the quarter.

## **Section 1.105 Government Camp Fire Station Manager**

One senior student will be assigned the role of Station Manager for the Government Camp Fire Station. This student will be tasked with making sure the shift calendars and sign in sheets are completed correctly and turned into to the Program Coordinator, making sure the station condition and living area cleanliness are being followed. The Program Coordinator should be contacted immediately by the Station Manager if any issues need to be reported.





## Article 2: Qualifications

### **Section 2.101**      **Age and Education Requirements**

Students must be at least 18 years of age by the 1<sup>st</sup> day of their Student Academy, and have documentation of a High School Diploma, G.E.D., or Certificate of Advanced Mastery.

### **Section 2.102**      **Drivers License and Insurance**

Students must possess and maintain a valid Oregon Driver's License and be insurable Hoodland Fire's insurance carrier.

### **Section 2.103**      **Background Evaluation**

Student firefighters must also pass a background evaluation provided by HFD prior to becoming a member of the program. Any student firefighter not passing this portion of the recruitment process will not be allowed to continue in the process.

### **Section 2.104**      **Acceptance Evaluation**

Students must pass an application process, medical and drug evaluation, physical agility evaluation, and an oral interview to be accepted into the program.



## **Article 3: Residency Requirements**

### **Section 3.101 Residency Requirement**

Students, unless exempted, must reside at the Hoodland Fire District's Government Camp fire station, 87600 E Government Camp LP, Government Camp, OR 97028.

### **Section 3.102 Exemptions for Residency Requirements**

The district may provide an exemption to the residency requirement to married volunteers, those who can demonstrate a family related hardship, or at the Chief's discretion.

### **Section 3.103 Monthly Time Requirements**

All students who are residing in the Government Camp fire station must be on the premises for an average 50% of nights while off duty. This will be reviewed monthly. At the discretion of the Shift Officer, students who are on duty at the Government Camp station may spend a portion of that time at the main station and will be expected to go back to Government Camp unless the Officer deems they will be better used at the main station in Welches for response purposes.

### **Section 3.104 Government Camp Nightly Shift Log**

The District will provide a form/calendar for students to sign up for their monthly required times. This will need to be completed one week prior to the first day of the month. For example, the month of February needs to be completed by January 25<sup>th</sup> and turned into the Student Coordinator. Along with the calendar, a sign in sheet will be posted at the Government Camp station that students will need to record their names and date/time of when they come on shift and go off.

### **Section 3.105 Residency for Non-Students**

Those who have completed their degree work and wish to maintain fire service affiliation may request a status exemption. A dorm room will be maintained for these individuals to use while on-duty during their assigned shift(s) unless the room is needed for another student. If a new student is in need of a room, the resident will be given 30 day notice to vacate the room.



## **Article 4: Shift Assignment**

### **Section 4.101      48 Hour Shifts**

In the attempt to provide appropriate supervision, a balance of knowledge and experience, and dependable staffing and service to the community served, students are organized into a three shift (A, B, & C) platoon system. In this system, a shift or tour rotation is currently a cycle of 48 hours on duty and 96 hours off duty. The assignment of students is for supervisory consistency, the student's development and exposure to the industry shift schedule, and the predictability of staffing. While on duty, students will be residing at the main station in Welches. The beginning of a shift is at 0700.

### **Section 4.102      Assignment**

Generally, shift assignments will take place after the student has completed the Student Academy.

### **Section 4.103      Reassignment**

Students may be moved from shift-to-shift as the need arises. Final approval will be given by the Chief and Program Coordinator.

### **Section 4.104      Shift Control**

The Shift Officer or their designee shall oversee day-to-day training and emergency operations.

### **Section 4.105      General Understanding of Shift Assignments**

The student should understand that being assigned to a shift and performing activities with that shift, be it under emergency situations or just day to day activities, combined with the privilege to learn, perform, and experience actual firefighter activities, shall be for the benefit of the community and for the student's benefit of learning the actual conditions encountered on the job.

### **Section 4.106      Off Duty Response**

During the student's 96 hours off, they have the opportunity to serve the district by responding while off duty. Please refer to Article 14: Off Duty Response.



## Article 5: Duties

### **Section 5.101**      **Daily Activities**

Student firefighters will complete all assignments as directed by their assigned Officer. The student will also participate in all activities such as training, projects, and maintenance.

### **Section 5.102**      **Limits of Participation on EMS Scenes**

Once authorized by the EMS Officer and the Supervising Physician, students may provide first aid to the limits of their EMS Certification.

### **Section 5.103**      **Discretion of Participation**

After completing the Academy and/or is released by the Training Officer, the level of participation by student firefighters in emergency situations will be at the discretion of their assigned Officer, Chief, Program Coordinator, or any combination thereof. Participation shall be commensurate with training and certification levels. Use the Student Task book for guidance.

### **Section 5.104**      **Limits of Participation on Fire Scenes**

Until the student firefighter has completed Firefighter I training as specified by the HFD and the Department of Public Safety Standards and Training (DPSST), they will not enter an IDLH (immediate danger to life and health) environment. Upon completion of the Firefighter I and certification by DPSST, the student firefighter, under direct supervision by their Officer or appropriate designee, may be actively involved in IDLH fire suppression activities.

### **Section 5.105**      **Previous Certification and Training**

If a student firefighter has previous firefighting experience and has provided documentation from DPSST/NFPA, they shall be evaluated at the crew/company level to ensure knowledge and manipulative skills are adequate for fire suppression activities. After successful completion of the evaluation, the student firefighter may then, under direct supervision of their Officer or appropriate designee, be actively involved in IDLH fire suppression efforts. These students will still need to complete the a fire academy at the discretion of the Program Coordinator and Chief.

### **Section 5.106**      **Incident Response**

Students who have achieved the appropriate qualifications and are in good standing are encouraged to respond to calls anytime they are available in the station while off duty, and the Shift Officer authorizes their response. They are also encouraged to respond back to the station to staff apparatus when in the area as needed.



## Article 6: Training

### **Section 6.101 Training Attendance/Participation**

Resident Student Firefighters will be required and expected to attend and fully participate at the company level in all training and drills that do not interfere with class schedules. While on duty this will include, but is not limited to, daily fire drills, daily EMS drills, EMS case reviews, and online training. All Resident Students are required to attend both weekly EMS and fire drills unless excused by the Student Coordinator. Students who are not residents will be expected to make 50% of all weekly EMS and fire training, which will be reviewed monthly.

### **Section 6.102 Training Absence**

Any student who will be missing a drill due to a scheduled absence will be required to make arrangements with their Shift Officer prior to that absence. The student will be required to make up all missed training or drills by the end of the quarter. It is their responsibility to find a qualified instructor and document that drill to the satisfaction of the Training Officer. Please also contact the Student Coordinator and Shift Officer Phone as soon as possible and make sure they are aware that you will be missing a drill you are expected to be at.

### **Section 6.103 Academic Probation/Remedial Training**

Students who have not made-up drills within the allotted time frame, who have failed to pass task performances, and/or failed school courses should be considered on Academic Probation or Remedial Training until these items can be made up. (See 16.106: Academic Probation Restrictions and 16.108 Remedial Training.)

### **Section 6.104 HIPAA Requirements**

Student firefighters will complete the required patient privacy training and comply with the privacy regulations of the Health Insurance Portability and Accountability Act (HIPAA).

### **Section 6.105 Certification Requirements**

Student firefighters will be required to complete a task book and certify within one year of beginning the program. Those that are unable to do so may be removed from the program. The requirements needing to be met are:

- NFPA Firefighter I
- NFPA Driver – (Student firefighters are not eligible to drive emergency response vehicles until they have completed the required Task Book and are issued a NFPA Driver certificate from DPSST).
- Wildland Firefighter Type II
- HAZMAT Operations
- EMT
-



## **Article 6: Training (CONTINUED)**

### **Section 6.106 Additional Certifications**

The following task books and certifications levels may be obtained by the student at the Training Officer, Program Coordinator, and Shift Officer's discretion:

- NFPA Firefighter II
- NFPA Apparatus Equipped with a Fire Pump (Pumper Operator)

### **Section 6.107 Task Evaluations**

Training progress for each student will be monitored through review of performance reviews, task books, successful task performances, and any written exams. A student will have two chances (at least one month apart) to successfully complete and pass Task Performances and any written exams. A student who does not successfully complete and pass a Task Performance, written exam, or a physical fitness test on their first or consecutive attempt may be placed on academic probation and assigned remedial training by the Training Officer or Student Coordinator.



# Article 7: Conduct

## **Section 7.101**      **General Requirements**

Students will conduct themselves in a manner acceptable to the Fire District (i.e., behavior, physical appearance, personal hygiene, and overall cooperation with other Fire District personnel and public members). Remember, your actions will reflect on the image of the Fire District. The student shall comply with all District Codes of Conduct and SOPs that exist or will be adopted by the District.

## **Section 7.102**      **Cooperation**

Student firefighters will be under the direction of the Shift Officer and familiarize themselves with the District's rank structure. Cooperation with District personnel in completing assigned tasks will be expected at all times.

## **Section 7.103**      **Compliance with District Policy**

Students will be subject to all District policies, rules, and regulations. Failure to comply with them, or any of the continuing criteria required for placement in this program may result in release from the program.

## **Section 7.104**      **Discontinuing Participation**

Student firefighters should notify in writing to the Program Coordinator one month prior to discontinuing participation in the program. All issued items, (pagers, PPE, uniforms, etc.) must be returned prior to departure. A checklist will be performed to ensure all District property has been returned. Parting members may be financially responsible for any items that are not returned to the District.



# Article 8: Clothing

## **Section 8.101            Clothing Responsibilities**

Uniform and protective clothing will be provided to the student (at no cost) by the Fire District. The employee who handles the uniform area of responsibility will supply the student with the appropriate items. The uniform items will be worn when on duty or when representing the Department at an official District function only. These items will need to be returned prior to conclusion of the program.

## **Section 8.102            PPE Responsibilities**

Student firefighters will be provided structural and wildland personal protective equipment (PPE) once assigned to and placed with a career engine company. Students will have all of their PPE with them while on duty at the main station and while residing at the Government Camp Station.

## **Section 8.103            Issued Uniform**

Student firefighters will be provided with the following uniform items upon acceptance into program:

- Uniform Trousers
- Belt
- Duty T-Shirts
- Sweatshirt
- Jacket
- Class B Shirt with badge and name
- Duel Station/Wildland Polishable Black Boots
- Hat

## **Section 8.104            Uniforms outside of District**

Uniforms should not be worn outside of the district unless otherwise specified. This means no student should wear any Hoodland Fire uniform clothing to school, the grocery store, or any other outing or event unless specifically told to by District.

## **Section 8.105            Uniforms for Members Only**

Hoodland Fire District uniforms are meant for members only. Under no circumstances should a member give or loan any article of uniforms to a family member or friend for whatever reason. A person who is not a member of the department but wearing uniform clothing may reflect badly on the department.





# Article 9: Evaluation

## **Section 9.101            Performance Evaluations**

Unless the student is on their trial period (see Section 9.103), each students' development will be evaluated bi-yearly by their Shift Officers in, but not limited to, the following areas:

1. Personal Traits
2. Customer Service
3. Fire Performance/ Fire Training Performance
4. EMS Performance/ EMS Training Performance
5. General Emergency Scene/ Training Performance

It is the student's responsibility to be aware of these and take the necessary steps to ensure a successful evaluation.

## **Section 9.102            Evaluation Comments**

Comments on positive volunteer achievement, special recognition, recommendations, areas which need improvement, recommendations for disciplinary action, complaints, or suggestions should also be included in the comments section or on the back of the form.

## **Section 9.103            Trial Period**

Student firefighters are required to participate in a six-month trial period which will consist of the following components:

1. Task Book Completion Status
2. Knowledge and Manipulative Skill Performance

Depending on the results of the six-month trial period, the Chief may extend the period another three months maximum for a total of nine (9) months. Students will have performance evaluations at the completion of their HFD Student Academy, at three (3) months of being in the program, and then at six (6) months or the end of their Trial Period. After the evaluation at the end of the Trial Period, students will have an evaluation every six (6) months, or bi-yearly.



# Article 10: Absence, Leave, and Time Off

## **Section 10.101 Attendance Requirements**

The student's attendance is required for scheduled duty days. Poor attendance will be grounds for dismissal from the program. Students are required to notify their Shift Officers by calling the officer phone in the event of illness or other needed days off from their assigned shift schedule. Students with on or off duty injuries who have a doctor's note releasing them from duty will be expected to be at the fire station on their assigned duty days once they are released to light duty.

## **Section 10.102 Exchange of Time (Shift Trades)**

The exchange of time with other students is highly recommended over the option of taking time off due to staffing and planning of daily activities. Exchange of time sheets, or Trade Sheets, must be properly completed and approved/signed by both students' Shift Officers. Trades should be with students of like qualifications, but with special circumstances the Shift Officers may authorize students of unequal qualifications to trade.

## **Section 10.103 Time Off/Sick with Approved Absence**

All requests for an absence from shift must be documented utilizing the "Request for time off" sheet and submitted to the Program Coordinator. The student firefighter will also notify their respective Shift Officer of the absence. Scheduled requests (for example a doctor's appointment or EMS testing) should be made at least two weeks prior to taking time off. Any unscheduled requests (for example becoming ill the day before shift) should be reported as soon as you are aware to the officer phone by phone call.

## **Section 10.104 Emergency Time Off**

Any emergency requiring the student to take time off will be at the discretion of the Shift Officer, Student Coordinator, and Fire Chief.



**HOW TO FILL OUT THIS FORM**

1. Notify the Officer Phone that you are requesting time off if you have not already.
2. Fill out the date(s) you want time off and the category, then give to Student Coordinator
3. The Student Coordinator will review and approve or adjust as needed.
4. The approved requests are added to the calendar and the Shift Officer will be informed.

**REQUEST FOR TIME OFF**

NAME: \_\_\_\_\_ \*\*

DATE OF REQUEST: \_\_\_\_\_

DATES OF LEAVE: \_\_\_\_\_

\_\_\_\_\_

<b>** SICK</b>	_____	_____	<b>**</b>
<b>** PERSON WHO TOOK</b>	_____		<b>**</b>
<b>REASON:</b>	_____		
<b>** PHONE CALL &amp; TIME</b>			<b>**</b>

	<b>TYPE OF LEAVE:</b>	<b># OF HOURS</b>	
	VACATION _____	_____	
	SCHOOL / EDUCATION _____	_____	
	OTHER: SPECIFY _____	_____	
			<b>DATE</b>

**SUBMITTED TO:** \_\_\_\_\_

**APPROVED BY**  
**STUDENT**  
**COORDINATOR:** \_\_\_\_\_

**\*\* NOTES / CAUSE OF ILLNES / INJURY AND ESTIMATED TIME OFF DUTY:**

\_\_\_\_\_

\_\_\_\_\_



**HOW TO FILL OUT THIS FORM**

1. Fill out the date(s) you want time off, then turn form into Student Coordinators mailbox.
2. The Student Coordinator will review and approve or adjust as needed.
3. The approved requests are added to the calendar and the Shift Officers are to be made aware.

**STUDENT REQUEST FOR TRADE DAY**

NAME: \_\_\_\_\_ \*

DATE OF REQUEST: \_\_\_\_\_

DATES OF LEAVE: \_\_\_\_\_

\_\_\_\_\_

	DATE(S)	HOURS	
* STUDENT TRADE REQ.	_____	_____	*
* I agree to work the above TRADE			
			DATE
Printed Name:	_____		_____
Signature:	_____		

	DATE(S)	HOURS	
* TRADE BACK	_____	_____	*
* I agree to work the above TRADE			
			DATE
Printed Name:	_____		_____
Signature:	_____		

**SUBMITTED TO:** \_\_\_\_\_

**APPROVED BY** \_\_\_\_\_

**STUDENT** \_\_\_\_\_

**COORDINATOR:** \_\_\_\_\_

**NOTES :**

\_\_\_\_\_

\_\_\_\_\_

The fire department takes no liability in unfulfilled trades and any issues must be handled by the students.  
Please contact the Student Coordinator with any issues or questions.



# Article 11: Tuition

## **Section 11.101 Tuition Costs**

The District will pay the student firefighter's tuition including registration fees and text books for approved classes in the attainment of an associates degree in Fire Science, Paramedicine, or Dual Associates Degrees (Fire/Paramedic). Specific classes offered either online or in person may be approved towards the student's Associates Degree attainment on a case-by-case basis by the Program Coordinator. Tuition assistance cannot exceed \$5,250 per calendar year as defined by the Internal Revenue Service (IRS) Publication 15-B on Educational Assistance. The District will track the amount paid towards each student's tuition to ensure this maximum is not exceeded. If the student exceeds the amount in a single calendar year the amount over \$5,250 will be the sole responsibility of the student.

## **Section 11.102 External Financial Aid/Tuition Assistance**

Student's receiving a Veterans' Scholarship or other financial aid must notify the District upon being accepted into the program. The District will coordinate with the college in the coordination of financial benefits, in which the District will be the secondary payee. For example, if the student receives 70 percent of their education paid for by external aid, the district will pay the remaining 30 percent of tuition and fees. If the student receives 100 percent of their education and textbooks paid for by the external aid, then no District payment will be remitted to the college and no District funds will be made to the student for education related expenses. For those students who have been awarded external scholarships, the student may use those scholarship funds for incidental educational expenses or living expenses if the scholarship so permits. Otherwise, students may want to defer their scholarship for future educational opportunities.

## **Section 11.103 Reimbursements**

In the event that a student has out of pocket tuition or other expenses related to the program, the District may reimburse the student for such expenses. In the event that a student joins the program partway through a school term, the district may reimburse classes at the discretion of the Chief and Program Coordinator. Thorough documentation must be submitted with a reimbursement request to the Program Coordinator. Reimbursements for tuition are still subject towards the IRS \$5,250 maximum.

## **Section 11.104 General Living Stipend**

A monthly stipend, for any students who have residency at the Government Camp fire station, of \$400 will be given at the end of each month. This stipend is to assist the student with groceries and other expenses they will occur while living at the station. This stipend will be given to all residents regardless of them completing their required times.



## Article 11: Tuition (CONTINUED)

### **Section 11.105      Course Fail**

Failure to complete a course, as described in Section 12.104, will result in that courses tuition and associated costs being taken from the student's allotted \$5,250 tuition per calendar year. The student will have to retake the course causing them to pay the course tuition again, causing them to have less money for the rest of the year. Students are encouraged to meet with the Student Coordinator before failing a course so the student may receive additional assistance in hopes of adverting the fail.

### **Section 11.106      Additional Fees**

The District may cover additional fees related to registration and/or prerequisite requirements. Some examples include but are not limited to:

- Immunizations required for medical related courses
- Technical fees associated with courses
- Fees for criminal background checks
- First attempts at testing, certification, or licensing fees



# Article 12: School and Class Requirements

## **Section 12.101 Required Credit Hours**

Student firefighters must be enrolled in a Fire Science, Paramedicine, or Dual Associates Degree program and maintain at least twelve (12) credit hours per academic term during the Fall, Winter, and Spring terms. If a student is nearing the completion of a degree the District may allow the individual to register for fewer than the required credit hours described above. Any exceptions to the minimum credit requirement must be pre-approved through the Program Coordinator.

## **Section 12.102 Course Registration**

Student firefighters are responsible for registering for their approved classes and are recommended to meet with the college counselors to make sure they are on track to complete their degree.

## **Section 12.103 GPA Requirements**

Student firefighters must maintain a 2.50 grade point average (GPA) per term with an acceptable attendance record. Should a student's GPA fall below 2.50, the student firefighter will be placed on academic probation and have until the end of the next term to comply with the GPA requirement. Failure to achieve the 2.50 GPA in two consecutive terms will result in termination from the program. In the event of termination from the program, the student firefighter will be responsible for reimbursing the District for the failed class and/or classes.

## **Section 12.104 Grade Reports**

It is the responsibility of the student firefighter to provide the District with a copy of their grade report after each academic term. Grade reports must be submitted within seven (7) days after being issued by the college. Failure to submit a grade report may result in suspension or termination from the Student Program. Classes with a grade of "D", "F", or "I" for incomplete, or any other grade that is a reflection of a course failure by the attending college will result in the student firefighter reimbursing the District for such failed class/classes, class fees, and any consumable resource that cannot be reused by the District. The District will notify the student of all charges due, in which the student may have up to thirty (30) days to reimburse the District or dismissal from the program may occur. Dismissal from the program does not relieve the student from responsibility of repayment. Student firefighters will grant their educational facility permission to release information regarding their student account and grades to the District.

## **Section 12.105 Excused from Duty for Education**

Students are excused from duty any time that they are involved in a school class, lab, or approved activity/seminar. Those who must attend classes during duty shifts are required to finish out their shift immediately after class.



## **Article 12: School and Class Requirements (CONTINUED)**

### **Section 12.106 Approving Classes**

Each student firefighter must have their choice of classes approved by the Program Coordinator and their college's Student Advisor or Counselor.

### **Section 12.107 Summer Term**

Student will have the choice, and are encouraged, of taking a summer term. There will be no minimum credit requirements, but the student must continue working their duty shifts and making required times whether they are attending school during the summer or not.

### **Section 12.108 Optional Third and Fourth Years**

Students who are in good standing with the department may be awarded an optional third, and if needed a fourth, year to complete their paramedic at the Fire Chief and Student Coordinator's discretion. These positions will be subject to the same school and class requirements and tuition as stated in Article 11 and 12.





## **Article 13: Facilities and Visitors**

### **Section 13.101 Maintenance Work**

Students may perform light maintenance work on their privately owned vehicles providing there shall be no conflict with other District activities. Authorization will be obtained from the Shift Officer before any procedure begins. UNDER NO CIRCUMSTANCES will any private vehicle be permitted to be parked in front of an in-service piece of apparatus. The work area will be cleaned, and all tools used will be stored in their appropriate place after completing the task. District supplies such as oil, gas, cleaning fluids, electrical wiring etc. shall not be used on private vehicles.

### **Section 13.102 Visitation and Quite Hours**

Visitors will be allowed in the station on a limited basis. The Shift Officer will be made aware of all visitors. Except for District sanctioned events, curfew for visitors will be 2200 hours. Noise will be held to a minimum after 2200 hours.

### **Section 13.103 Children**

Children under the age of 16 must be supervised by a Parent or Guardian at all times when in the station.

### **Section 13.104 Station Security**

Personnel will be responsible for maintaining the integrity of the station security system.

### **Section 13.105 Station Condition**

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. If a student is residing at the Government Camp Station, then they will be tasked with snow removal during winter months. The entire apron and any walkways should be immediately cleared of snow.

### **Section 13.106 Station Cleanliness**

It is the responsibility of all residents at the Government Camp Station to maintain station cleanliness in their personal rooms but also all living areas and bay areas, including the gym and bathrooms. This means not leaving dishes or other items out for others to see and cleaning up after yourself. The station should always appear tidy and well maintained.

### **Section 13.107 District Tools and Equipment**

All tools and equipment belonging to the District will be properly restored and replaced immediately following each use.



# **Article 13: Facilities and Visitors**

## **(COUNTINUED)**

### **Section 13.108      Station Manager**

The Government Camp Station Manager's duties can be found at Section 1.105. Along with those duties the Manager will also receive an additional \$50.00 to their monthly stipend.



# Article 14: Off/On Duty Response

## **Section 14.101      Definition**

Once a student has obtained the appropriate certifications, have completed their Trial Period, have finished all other tasks associated with (See Student Task Book), and is in good standing they may be offered opportunity to respond to emergency calls while on duty and off duty in a department vehicle.

## **Section 14.102      Qualifications**

Government Camp response qualifications have been broken into 4 categories:

- EMS Rider
- MVA Rider
- Fire Emergency Rider
- Qualified Driver

Each category has its own tasks associated with it, which can all be found in the Student Task Book.

## **Section 14.103      Abilities**

The student may respond to calls and act in accordance with their EMS and fire certifications while off duty. When available, the student will always advise the Shift Officer if they are at a fire station and able to respond. If the student is residing at the Government Camp station, they may respond according to their EMS, Firefighter, and task book level.

## **Section 14.104      Responding**

If the student is responding out of the main station, they should refer to the Shift Officer for response assignments. If the student is responding out of the Government Camp station, they have the ability to do so without staging for duty staff to arrive at the discretion of the Shift Officer and task book completion.

## **Section 14.105      Canceling Response Apparatus**

Depending on the student's qualifications and experience, students may cancel the duty engine that is responding by calling the Officer Phone and discussing it with the Shift Officer. Canceling will always be at the discretion of the Shift Officer.



# Article 15: Wildfire and Other Staffing Deployments

## **Section 15.101      Definition**

It is not the intent of Hoodland Fire to employ any students, but if the position is being reimbursed by an outside agency like USFS, State of Oregon, etc. students will be able to participate. Students may take part in wildfire deployments and extra staffing events, such as severity staffing, medical standbys, or any other event that is funded by another agency.

## **Section 15.102      Qualifications**

Students must meet the minimum qualifications that are required of any wildfire or other staffing deployment. For example, to go on a conflagration they must have their wildland certifications, to do a medical standby they must have the desired EMS certification or higher.

## **Section 15.103      Abilities**

Students may act in accordance with their EMS and fire certifications while at a wildfire or other staffing deployments under the direct supervision of paid staff or another qualified designee.

## **Section 15.104      Signing Up**

Students will sign up for these types of events using the same methods the rest of the department would use, whether it be a list, calendar, or online methods. Students may sign up for any event as long as it does not conflict with their normal duties, unless it has been cleared by the student's Shift Officer and Chief. At the discretion of the Chief or designated Officer, a student may be bumped off the event in lieu of paid staff or a volunteer at any time. Students will be allowed to work grant funded shifts, for example the severity grant in the summer, at the completion of their first year in the student program.



## **Article 16: Miscellaneous**

### **Section 16.101 Amendments to Rules**

Amendments to the student's rules and regulations will be posted on the station bulletin board and copies given to each student.

### **Section 16.102 District Rights**

The District reserves the right to assign, discipline, and discharge and student firefighter as the need arises.

### **Section 16.103 Non-Compensation Internship**

The student firefighter understands that they are not entitled to wages for the time spent in training or fulfilling their assigned duty shift and they also understand that there is not a job offer at the end of the training period. This opportunity is an educational internship in which no remuneration for services is provided.

### **Section 16.104 Room Assignments**

Student rooms will be assigned at the discretion of the Program Coordinator.

### **Section 16.105 Upkeep of Individual Living Spaces**

Student firefighters are responsible for the upkeep of their individual living spaces. This means all personal possessions will be put away, dirty clothes will be hampered, and floors will be clean of debris. Beds will be neatly made each morning. (See article 13.106 for station cleanliness)

### **Section 16.106 Equipment Loan**

Students who need firefighting equipment such as turnouts or SCBAs for school, training, or testing purposes may loan out equipment from Hoodland Fire. Any equipment being loaned should be logged in the "Equipment Loan" sheet and returned in appropriate condition and as soon as possible.

### **Section 16.107 Vehicle Use**

Students may be able to use district vehicles, such as the van, to travel to school and training events. This will be at the discretion of Chief and Shift Officer, and will be logged in the "Vehicle Log Book". Preference will be given to the on duty student.

### **Section 16.108 Outside Employment**

Students will be allowed to have outside employment on the condition that it does not interfere with the student's duty shift, quarterly times, and their education at the discretion of the Chief and Student Coordinator. The student must report of any new employment to the Student Coordinator prior to accepting the job.



## Article 16: Miscellaneous (CONTINUED)

### **Section 16.107 Academic Probation Restrictions**

Student firefighters who are on academic probation may not participate in exchange of time, outside seminars, or other related privileges. Examples that may result in academic probation but are not limited to:

1. Failure to complete all coursework within required GPA
2. Failure or withdrawal from any class resulting in no credit
3. Any disciplinary situations at educational facilities

### **Section 16.108 Remedial Training**

Remedial Training is a form of progressive training to help students who are not achieving their goals to become a firefighter. Examples that may result in remedial training but are not limited to:

1. Failure to complete Vector Solutions assignments as required by the District
2. Failure to complete required training hours
3. Receiving negative ratings on evaluations
4. Failure of task performance evaluations
5. Any disciplinary situations at the Hoodland Fire District that may require further personal or on the job skill training

Students who are in Remedial Training will be given clear goals to achieve in a reasonable time frame. Students who fail to achieve these goals may be subject to discipline or termination from the Student Program.

### **Section 16.108 Injuries**

Any student who receives an injury during a fire department function should follow department SOGs on injuries. Any injury on or off the job that results in being unable to work in the capacity of firefighting should be accompanied by a note from the student's doctor stating as such. Any students who are unfit to work will not be required to work their assigned shift, Government Camp night shifts, or training. Any student who is placed on light duty is required to be present for their assigned shift and sit in on weekly drills, but will be exempt from Government Camp nightly requirements. If this is a long-term injury, students have 3 months to return to the status of fit for duty with no penalties. If the injury lasts longer than 3 months, the student will lose all financial assistance including tuition and their monthly stipend. Students will have their room held for them at the Government Camp station for up to 6 months, at which point the student may be terminated from the Student Program.