

RESOLUTION NO. 3773

A RESOLUTION ADOPTING A PART-PAID FIREFIGHTER & EMERGENCY CARE PROVIDER REQUIREMENTS POLICY.

WHEREAS, Miles City Fire and Rescue has adopted certain policies and procedures governing the internal operations of said department;

AND WHEREAS, Miles City Fire and Rescue wishes to adopt a policy governing the requirements for Part-Paid Firefighters and Emergency Care Providers;

AND WHEREAS, said policy has been recommended for approval by the Public Safety Committee of the City Council;

NOW THEREFORE, IT IS RESOLVED BY THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA AS FOLLOWS:


1. That the policy titled "Part Paid Firefighter (PPF) & Emergency Care Provider (ECP) Requirements" attached hereto as Exhibit "A" and made a part hereof, is hereby adopted by the Council, and shall be added to the policies which govern Miles City Fire and Rescue.
2. The foregoing policy shall become effective immediately upon the passage of this resolution.

SAID RESOLUTION FINALLY PASSED AND ADOPTED BY A DULY CONSTITUTED QUORUM OF THE CITY COUNCIL OF THE CITY OF MILES CITY, MONTANA, THIS 27th DAY OF JANUARY, 2015.



C.A. Grenz, Mayor

ATTEST:



Lorrie Pearce, City Clerk

Rev 3273

MILES CITY FIRE AND RESCUE

PART-PAID FIREFIGHTER (PPF)

&

EMERGENCY CARE PROVIDER (ECP)

REQUIREMENTS

Exhibit A

Revised: October 10, 2014

Part-paid Membership

Persons wishing to be gainfully employed by Miles City Fire and Rescue as a part-paid firefighter/ECP must first complete an application for employment and return it to the Fire Training Officer or Director of EMS Operations. The applicant will then be contacted by the FTO or Director of EMS Operations to establish a date and time for the applicant to conduct the written exam and physical agility testing. Upon successful completion of said testing, the applicant will then be interviewed by the FTO, Director of EMS Operations, and the Fire Chief. If the applicant successfully passes the oral interview, background investigation and physical examination, they will be placed on an eligibility list for one (1) year and placed on the roster as positions become available. Candidates applying for the position of part-paid firefighter/ECP that have successfully completed the Montana State Firefighter's Consortium within the year prior to application are not required to participate in the written and physical agility portions of this process upon providing proof of said successful participation.

Part paid firefighters/ECP's will be required to successfully complete a basic firefighter academy which constitutes approximately 150 hours of classroom and practical fire, rescue, and hazardous materials over approximately 16 Saturdays.

Part-paid firefighter/ECP's will be required to either possess, or enroll and complete an EMT training and certification course within 36 months of their date of hire, or at the first offering by the department, whichever occurs first.

Part-Paid firefighters will be required to get the Hepatitis B series and TB testing, at the expense of Miles City Fire and Rescue, prior to responding to any call.

Part-paid firefighter/ECP's will be required to maintain certifications.

Probationary Period

1. All new part-paid firefighter/ECP will be required to successfully complete a probationary period of twelve (12) months. Part-paid firefighter/ECP on probation will be under the direction and supervision of the FTO and Director of EMS Operations.
2. The FTO and Director of EMS Operations shall recommend to the Fire Chief in writing by the end of the twelve (12) month period, whether the probationary part-paid firefighter/ECP should be retained or released.
3. New part-pays entering with previous Fire/EMS experience may submit their experience, certifications, and qualifications to the FTO and Director of EMS Operations for evaluation. Required training may be modified based upon the results of current or past training and/or experience.

4. Part-paids are not eligible to respond on calls until completion of Firefighter 1 during the one (1) year probationary period. Some exceptions may apply for EMT operations, including, but not limited to, Billings trips, rodeos, etc.
5. New part-paids must complete all the training requirements after completing the basic academy.

Part-paid Personal Protective Equipment Issue

1. New Part-paids will be issued firefighter PPE when accepted. The PPE will be kept at the fire station for use during training, shifts, and calls.
2. Part-paids are prohibited from taking their PPE home unless authorized by the Chief or Battalion Chief for work related function.
3. Part-paids will be issued their first short-sleeved uniform t-shirt and uniform cap. The city will provide and maintain a clean assortment of class B uniform shirts, badges, and station jackets for use by part-paids that will be performing duties that may require said uniforms. While performing station or duty assignments, part-paids will wear the same uniforms as on-duty career personnel for consistency. Part paids will be responsible for purchasing their own approved uniform pants, black belt, and approved black footwear. All uniform orders will be facilitated by the clothing inventory specialist and the Chief in an effort to keep uniformity.

Required Station Hours

Part-paids are required to contribute a minimum of 24 station hours per month. (Excludes optional training hours and other activities as approved by the FTO or Director of EMS Operations) Part-paids are required to log in station hours immediately after concluding duty. Part-paids can work station hours in whatever manner desired, but are encouraged to notify the shift officer at least 2 hours in advance. Monday through Saturday dayshifts are **strongly encouraged** so as to work and train alongside career staff. For the purpose of safety part-paids will not be allowed to remain on duty for more than 48 hours within a 72 hour period, except for emergencies as decided by the officer in charge of the incident.

Part-paid firefighter/ECP shall be in proper uniform to include approved uniform t-shirt, pants, black belt, and black footwear and shall be clean shaven, well groomed and fit for duty when working station hours.

Training

Part-pays on probation will be required to complete recruit training as identified under the section titled Part-paid Membership. Part-paid firefighters/ECP are required to attend 8 Fire and 8 EMS trainings each calendar year. Required trainings that are missed must be made up through coordination with the FTO or Director of EMS Operations. Failure to achieve the required number of trainings shall serve as grounds for release as a part-paid firefighter/ECP. The FTO and Director of EMS Operations will make every effort to provide and assist reserve firefighters with make-up training.

Part-Paid Firefighter Availability

It will be assumed that Part-pays are generally available for response, training, task assignments and shift assignments. Part-pays are encouraged to notify shift officers of unavailability. Part-pays are responsible to carry their pagers and to check their e-mail accounts to ensure they are receiving all department communications. Failure of a part-paid firefighter/ECP to respond to a minimum of 1/3 of the general alarms within a calendar year may serve as grounds for release as a part-paid firefighter/ECP.

Leave of Absence

Any part-paid wishing to take a leave of absence must submit a letter of intention to the FTO or Director of EMS Operations for review and approval. This letter will serve as official notification of the leave of absence. Part-pays taking a leave of absence are allowed a maximum of 3 months of leave time. (Leave for military duty is exempt from time limitations). After the 3-month leave period has expired, the reserve on leave will automatically be released unless a letter requesting reactivation is received or a letter requesting an extension is received and approved by the FTO or Director of EMS Operations.

Part-pays taking a leave of absence must return all property belonging to the City prior to beginning the leave. Upon reactivation, the part-paid will be re-issued PPE and informed of any re-certifications or necessary trainings that must be made up. This training shall be at the discretion of the FTO and Director of EMS Operations.

Uniform Dress Requirements

All part-pays must remember that they are representing the City and the Fire Service in general when responding to an emergency call, training or shift assignment. Any part-paid that reports to the station for station hours, shifts, training, or duty assignments must be clean cut and shaven or will be sent home to clean up prior to returning to the fire station or receive an unexcused absence. Any uniform worn at the fire station must not represent any other fire department. This includes any patches, which show a higher level of training than allowed by Miles City Fire and Rescue. A PROFESSIONAL APPEARANCE PROJECTS

PROFESSIONAL CONDUCT AND A GREATER SENSE OF CONFIDENCE FROM OUR PUBLIC. Hair, including facial hair, shall be kept neatly trimmed. Beards are not authorized.

Call-out Pay and procedures

1. Part-paid hours must be filled out and initialed by the on duty officer or designee.
2. Call out pay will be authorized for all part-pays after completion of the firefighter 1 training, and/or completion of EMS skills verification and authorization from the Director of EMS Operations.
3. Part-Paid firefighters will be compensated at their hourly rate for any call they respond on while doing a tour of duty.

General Information

For the purposes of firefighter and public safety:

Part-pays shall not be allowed to operate apparatus, vehicles, equipment, radio equipment, SCBA-related equipment, etc. until APPROVED TRAINING has been provided, documented, and verified for proficiency.

Part-pays shall not be allowed to conduct maintenance operations without the express authorization and direction of the shift officer and shall be directly supervised.

Part-pays shall not be allowed to perform patient care unless said reserve is currently certified as an EMT, AEMT, or paramedic with a valid and current ECP certification and shall never provide patient care beyond the scope of practice of their licensure and training in accordance with local and Montana State EMS protocols.

Part-pays shall not self-assign themselves to apparatus. Part-pays must be assigned to responding apparatus by career firefighters or ranked reserve in the absence of a career firefighter to ensure that the part-pays apparatus assignment is commensurate with his or her training, qualifications, and experience.

Part-pays shall not respond to call or any City activities while under the influence of alcohol, drugs (prescription or otherwise), and shall follow the standard operating guidelines of the Miles City Fire Department.

Part-pays shall drive their personal vehicle to the station and obey all traffic laws in-route to the station. Personal vehicles are NOT to be taken to the scene.

Warning lights and sirens are not authorized for use on Part-paid Firefighter/ECP personal vehicles.