



Resident Firefighter Handbook

Adopted April 1, 2020

Purpose

It is the goal of West Benton Fire Rescue (herein referred to as WBFR) to meet the staffing and response initiatives laid out in the 2019 Strategic Plan. One avenue to accomplish this is through the hiring of a Resident Coordinator (herein referred to as Coordinator) and implementation of a Resident Firefighter program. This will provide improved response times and 24-hour staffing for the WBFR response area. Participants in this program will be rewarded with appropriate training, educational opportunities, and residential accommodations to help achieve this goal.

Minimum Qualifications

- Must be 18 years of age or older
- High school diploma or equivalent
- Possess and maintain valid driver's license and be insurable by department insurance provider
- Must be able to pass pre-employment physical and drug screen
- Must be able to pass a background check
- Must be physically and mentally capable of performing the functions of a firefighter/EMT

Position Description

BASIC FUNCTION

The Resident Firefighter (herein referred to as Resident) is responsible for maintaining a state of readiness in order to respond to and mitigate emergency situations that WBFR responds to. A Resident will maintain a high level of professionalism while responding to emergency incidents and other WBFR related activities. Residents will be certified to the minimum training standards set forth by WBFR Training Division. Residents will appropriately follow orders of commanding officers/supervisors.

REPRESENTATIVE DUTIES

- Respond to and mitigates emergencies both inside and outside of WBFR's response area, as required
- Conducts self professionally when representing WBFR.
- Supports and carries out WBFR orders and policies.
- Attends and actively participates in training.

KNOWLEDGE AND ABILITIES

KNOWLEDGE OF:

- Department SOP's and SOG's
- Modern Firefighting Tactics
- WBFR Response Area
- Local MCI Plan, Wildfire Protection Plan, Exposure Control Plan, Patient Care Protocols, etc.

ABILITY TO:

- Analyze situations correctly and quickly and to implement effective courses of action, giving due regard to surrounding hazards and circumstances.
- Establish and maintain effective working relationships with management, coworkers, other local officials and the general public.
- Communicate both clearly and effectively, both orally and in writing.
- Perform all required tasks of the job under adverse conditions.

EXPERIENCE

No experience is needed to enter this position; however, all required training must be completed to the satisfaction of the training officer or Coordinator, prior to responding to incidents. Consideration may be given to previous work experience and certifications.

WORKING CONDITIONS

The incumbent must respond to major emergency situations and at such times may be subject to extreme noise, toxic smoke and gases, hazardous chemicals and adverse weather conditions. Will require above-average aerobic capacity and lifting capabilities as well as good balance, manual dexterity, eyesight and hearing. Incumbents in this position may also be subject to communicable diseases and possible verbal and physical abuse from hostile or disoriented individuals.

ON/OFF DUTY REQUIREMENTS

The Resident will be assigned to a shift and be required to work a 48 hours on/96 hours off schedule. While the Resident is on duty, he/she is required to respond to all calls for service and participate to the highest level of which he/she has been trained. While off duty, the Resident is highly encouraged to be available to respond to calls for service, as needed.

RESIDENCY

It is expected that, while participating as a Resident, the incumbent will make the assigned WBFR station his/her primary residence and abide by the established Rules for Residents. The Resident will reside at the assigned station during the assigned shift and is expected to also reside at WBFR during a majority of off duty nights. The Resident will have a semi-private, furnished dorm room assigned to him/her and will have access to community bathrooms, furnished kitchen, living area, and laundry facilities. While participating in the Resident Firefighter Program, the incumbent may utilize WBFR as his/her mailing address. Every effort will be made to deliver mail to the Resident in a timely manner, however, it cannot be guaranteed.

COMPENSATION

The Resident will earn a monthly stipend of \$650, paid in accordance with WBFR payroll practices. Residents will not receive additional compensation for responding to calls or attending training and other WBFR related events on his/her assigned or traded shift. Off duty Residents will earn points for calls responded to outside of scheduled shift, outside training, and public events, in accordance with set WBFR practices. Points will be assigned a value and the off duty earned compensation will be paid on a quarterly basis.

TRAINING

WBFR will make available the necessary training for the Resident to be able to perform essential job functions. This will include training to the levels of IFSAC Firefighter 1, NWCG Wildland Firefighter 2, and EMT. Additional training may be sought out by the Resident, provided it does not interfere with duty or other responsibilities. Resident may request reimbursement for additional training opportunities but WBFR reserves the right to refuse reimbursement. Resident is required to attend all training and drills while on duty. Resident is required to attend 75% of drills while off duty, provided drill attendance does not cause attendance conflict with college course schedules. Excused absences will not count towards the 75% requirement. Failure to meet this requirement may result in termination of Resident status. Exceptions may be granted by the training officer and/or Coordinator.

EDUCATION

While participating in the Resident Firefighter Program, it is expected that the Resident will be actively engaged in individual growth, through the pursuit of formal education or professional development. WBFR is committed to financially supporting the incumbent through certain educational tracts, through reimbursement of tuition and other associated costs up to \$8,000/year. These tracts include but are not limited to degrees/certificates in Fire Science, Paramedicine, and the like. Degrees in other fields may be considered but will require petition to and approval by the Fire Chief. To be eligible for reimbursement, Resident shall submit prior to beginning any course, an application for reimbursement form to either the Coordinator or

training officer. Tuition reimbursement will be paid out based on per credit charges established by Columbia Basin College or the rate at which the attended institution charges, whichever is less.

In order to be reimbursed, Resident must maintain GPA of ≥ 2.0 or "Pass", where applicable, in each course completed. Documentation of final grades and proof of payment must be submitted to Coordinator no more than 30 days after the final day of the educational term. A Resident deemed to be on academic probation by his/her respective institution shall be required to meet with the Coordinator or Fire Chief to discuss the situation and plans for resolving the issue. A Resident subject to academic dismissal may also be subject to dismissal from the Volunteer Resident Firefighter program.

WBFR recognizes that not everyone may have a desire to seek formal, higher education and is committed to supporting those participants, as well. Approved courses related to professional development will also be reimbursed upon successful completion with a passing grade.

Application and Selection Process

Applications are available on the WBFR website(<https://www.westbentonfirerescue.org>) and at Station 310 located at 1200 Grant Ave, Prosser, WA. WBFR will review applications on an as-needed basis and maintain an eligibility list to fill vacancies. In order to be eligible for the program, candidate must meet all minimum qualifications and successfully complete each step in the selection process.

The selection process will include:

- Submission of completed application packet
- Physical agility test
- Oral board interview
- Chief's interview
- Conditional offer of acceptance into RF program
- Background check
- Pre-employment physical and drug-screen