


TO: James L. App, City Manager
FROM: Ken Johnson, ES Chief 
SUBJECT: Emergency Services Reserve Firefighter and Volunteer Programs
DATE: May 3, 2005

NEEDS: For the City Council to consider the specifics in initiating a Reserve Firefighter Program.

- FACTS:**
1. In April 2004, the volunteer firefighter program was concluded due to increasing Federal and State training and certification demands placed on volunteers.
 2. Emergency Services proposed a reserve firefighter program and a volunteer (non-emergency response) program for consideration in lieu of the volunteer firefighter program.
 3. A reserve firefighter program would provide opportunities for area residents having the appropriate levels of certification and training to gain experience in the emergency services field and would afford additional resources for extraordinary emergency events.
 4. Non-emergency response volunteer positions within the department would give citizens an opportunity to utilize their talents in support of City services.
 5. Under the USA Freedom Corps, the federal government is in the process of establishing a Fire Corps program to support local fire departments.

**ANALYSIS &
CONCLUSION:**

State and Federal regulations for fire suppression workers had become onerous over the last several years, placing a significant personal burden on volunteer firefighters. The ongoing training hours and required levels of certification to maintain proficiency and comply with the standards simply overwhelmed volunteers.

The Department examined several alternatives to volunteer firefighters in meeting the medical, fire, and rescue needs of the community. It was determined that a program similar to that employed by the Police Department represented the best solution.

Reserve firefighters (3), serving as part-time employees, would work approximately 72 hours per month. The program would provide additional opportunities for individuals interested in this field of work and allow for a higher average number of responders. This proposal initially includes the use of three reserve firefighters. Program candidates would be required to have graduated from a recognized state fire academy and possess Emergency Medical Technician certification, at a minimum.

The second element of the plan is to utilize volunteers in a non-emergency response capacity. The Department intends to establish a separate volunteer component under the federal "Fire Corps" program. The Fire Corps program is in its infancy. The Department will work towards incorporating a volunteer program as the national program develops.

POLICY

REFERENCE: None

FISCAL

IMPACT: \$67,600 (for the Reserve Firefighter program). \$50,000 of which exists in current allocations for such purpose. An additional \$17,600 would be required to cover the start up costs associated with physicals, personal protective equipment purchases, etc. The Department intends to manage the entire program within existing allocations. This level of funding would support three reserve firefighters.

OPTIONS:

- a.** Authorize the Emergency Services Chief to proceed with initiating the Reserve Firefighter Program.
- b.** Amend, modify, or reject above option.

Reserve Firefighter Program

Goals

- To provide prospective full-time firefighters with training and experience in the emergency services field.
- To supply additional emergency response personnel for extraordinary events.

Objectives

- To provide training and skills development that would enhance candidate's ability to compete successfully for full-time firefighting positions.
- To provide a well-rounded, flexible training program meeting the needs of Reserves and the Department of Emergency Services.
- To augment normal engine company staffing with trained personnel.

Responsibilities

Fire Chief

- Monitor progress and direct achievement of program goals.
- Recommend to City Manager:
 - Program staffing level; and
 - Participant names, based on selection process results.
- Ensure program costs do not exceed approved budget, without prior approval of the City Manager.
- Ensure that no Reserve Firefighter exceeds 999 work hours per year.

Battalion Chief

- Instruct and update Captains on program requirements, needs, and progress.
- Assign Reserve Firefighters to Captains.
- Monitor progress of Reserves.
- Counsel Reserves as required.
- Make recommendations concerning individual Reserve's continued program involvement.

Captain

- Supervise assigned Reserve Firefighter with the same degree of concern and attention provided full-time personnel.
- Plan discretionary shift time in a manner so as to allow for required Reserve Firefighter training.
- Provide periodic evaluations of assigned Reserve Firefighter(s).
- Advise Reserve Coordinator of recommendations for program improvement.

Reserve Firefighter

- Complete all training assigned by Reserve Coordinator and/or assigned shift Captain.
- Schedule and work a minimum of 72 hours per month. Partial shifts may be scheduled, provided they are in at least 4-hour time blocks between 0800 and 2100.
- Monitor and adjust to limit all hours spent with the Department to no more than 900 per year (except for emergency call-back, all hours beyond 72/month require prior approval from assigned Captain).
- Maintain residency within 10 miles of the City limits.
- Respond to a minimum of 25% of all emergency "call-back" requests every quarter.

- Meet and maintain the minimum physical performance standards, as adopted by the Department.

Selection Process

- The Fire Chief shall recommend the number of Reserve Firefighters needed to support program goals.
- The City Manager shall determine the appropriate number of Reserve Firefighters--based on the Fire Chief's recommendations, program cost, and ability to fund.
- Candidates must have successfully completed the regular Firefighter recruitment process and be on the current eligibility list to be considered.
- Candidates living in the area and deemed desirable based on their eligibility list placement shall receive a secondary interview. The number chosen for further consideration shall be at discretion of the Fire Chief, based on program needs.
- Those candidates determined through the interview process as acceptable Reserve Firefighters may be provided a Reserve Firefighter conditional job offer.
- Candidates will be required to successfully pass a physical examination, background investigation, and psychological examination conducted by professionals of the Department's choosing and paid for by the City.
- All job offers for part-time employment shall be extended by the City Manager.

Reserve Firefighter

1. Purpose
 - A. To establish the role and responsibilities for the position of Reserve Firefighter.
2. Operational Guideline
 - A. The Position
 1. Under supervision, responds to medical emergencies, fire, hazardous conditions, and other types of emergencies; provides public assistance in non-emergent conditions; performs fire safety and code enforcement inspections; performs other related duties as required.
 2. Classified as part-time employee, serving in an at-will capacity.
3. Typical Duties
 - A. Responds to medical, fire, and other emergencies.
 - B. Connects and lays hose lines; enters hazardous areas (including structures and outdoor areas comprised of brush and grass) with hose lines to extinguish fires; assists in operating nozzles and directing fire streams; operates a variety of auxiliary firefighting equipment; assists in salvage and clean-up operations after fires; may be required to operate a fire engine or truck.
 - C. Renders basic life support medical aid; enters hazardous conditions to protect life and property from such hazards as toxic gases and liquids, downed electrical power lines;
 - D. Promotes community readiness by assisting in public education; participates in code enforcement/fire prevention measures; performs residential and commercial building inspections; participates in pre-fire planning.
 - E. Maintains current knowledge of firefighting, rescue, and emergency medical practices and procedures; maintains and services fire vehicles and equipment; cleans and maintains fire station; maintains good physical condition; and performs other related tasks as required.
4. Employment Standards
 - A. **Knowledge of:** Principles, practices, methods, techniques, and procedures of modern firefighting, prevention, inspection, rescue, medical aid, and firefighting and apparatus.
 - B. **Ability to:** Drive, operate, and maintain firefighting equipment and apparatus. Render emergency medical care at the basic life support level. Demonstrate sound judgment, remain calm, and make effective decisions in emergency situations.
 - C. **Education and Experience:** High school diploma or equivalent, California State Fire Marshal Firefighter I certification, valid Emergency Medical Technician I certificate, and valid class C California Drivers license.
 - D. **Other:** Maintain residency within a 10 mile range of City limits to provide for an effective response time in call-back situations.

Reserve Firefighter Costs

Misc. Costs per Person	Initial	On-going
Uniforms	\$350	\$50
Personal Protective Equipment	3,550	400
Psychological Assessment	290	
Physical Exam	750	250
Mandated Inoculations	260	
Background Investigation	660	
Total Miscellaneous Costs	\$5,860	\$700

Labor Costs per Person	3 shifts/mo. (864 hrs/yr)
2005 Hourly Rate	\$14.61
Wages	\$1,051.92
Worker's Compensation	89.83
Social Security	80.47
Unemployment	10.52
Total Monthly Cost	\$1,232.75



Citizens Helping the Fire Service



www.firecorps.org

What is Fire Corps?

Fire Corps is the key component of Citizen Corps that supports and supplements resource-constrained fire departments through the use of citizen advocates for non-operational related activities. The program provides information to fire departments on how to implement a citizen volunteer program. The Department of Homeland Security's Citizen Corps program has formed a partnership with the International Association of Fire Chiefs' Volunteer combinations Officers Section, the International Association of Fire Fighters, the National Volunteer Fire Council, and the U.S. Fire Administration to implement Fire Corps.

Focus on FIRE DEPARTMENTS

Fire Departments can take advantage of citizens who are interested in assisting the department in a variety of non-suppression related activities. Departments can log onto www.firecorps.org and sign up to be a Fire Corps Department and be matched up with citizen volunteers.

Information on how to implement Fire Corps within your department can be found at www.firecorps.org

Focus on CITIZENS

Citizen advocates who aid departments in non-operational activities, allow first responders to focus their efforts on the most critical, life-threatening situations. Everyone can do something to support their local fire service.

Here are some suggestions gathered from America's own firefighters for possible Fire Corps program activities:

- During times of heightened national security alerts, assist in planning for quick access to stocks of emergency supplies, shelter readiness and procedures review
- Promote fire prevention in schools and homes
- Develop websites, computer programs for the department
- Aid in preparing communities to respond to emergencies and disasters of all kinds including threats of terrorism, fire, public health issues, etc., especially during major events when response agencies may be overwhelmed initially
- Enter statistical data, assist with fire incident reporting
- Grant writing

- Assist with public relations
- Fundraising initiatives
- Assist with youth mentoring programs
- Provide administrative and clerical support
- Assist with canteen services at major incidents
- Assist with typing reports, answering telephone calls, managing records, and other office tasks
- Assist with mitigation measures: wildland vegetation removal near structures, identifying unknown hazards, etc.
- Assist fire departments with community programs, such as roadside cleanup, food drives, and toy collections for families in need
- Assist with foreign language translation of safety literature
- Offer to serve in a department's auxiliary
- Help to improve understanding of specialized fire/EMS organizational services like hazardous materials response, urban search and rescue (USAR), youth services, water/mountain rescue, billing services, etc.
- Develop informational newsletters to include holiday or seasonal-oriented fire injury prevention messages
- Provide assistance as a member of the Clergy
- Assist with development and maintenance of fire department libraries via labeling, cataloging, inventorying, text repairing, etc.

Fire Corps

A part of a broader team

White House Office of the USA Freedom Corps

www.usafreedomcorps.gov

Citizen Corps

Fire Corps is a Program Partner of Citizen Corps, the grass-roots effort that actively involves everyone in making communities across America safer, stronger, and better prepared for emergencies of all kinds. Coordinated nationally; by the Department of Homeland Security, Citizen Corps and its Program Partners and a vital component of the White House of USA Freedom Corps and the effort to promote a culture of service, citizenship, and responsibility. To learn more about Citizens Corps, visit www.citizencorps.gov.

The Department of Homeland Security coordinates and manages Citizen Corps in partnership with the Department of Justice and the Department of Health and Human Services.



Fire Corps Partners

International Association of Fire Chiefs/Volunteer Combination & Officers Section
www.iafc.org/www.vcos.org

International Association of Fire Fighters
www.iaff.org

National Volunteer Fire Council
www.nvfc.org

Fire Corps National Advisory Committee Members

Congressional Fire Services Institute (CFSI)
www.cfsi.org

Fire Department Safety Officers Association (FDSOA)
www.fdsOA.org

International Association of Arson Investigators (IAAI)
www.firearson.com

International Association of Black Professional Fire Fighters (IABPFF)
www.iabpff.org

International Association of Fire Chiefs (IAFC)
www.iafc.org

International Association of Fire Fighters (IAFF)
www.iaff.org

International Fire Service Training Association (IFSTA)
www.ifsta.org

International Society of Fire Service Instructors (ISFSI)
www.isfsi.org

National Association of Hispanic Firefighters (NAHF)
www.nahf.org

National Association of State Fire Marshals (NASFM)
www.firemarshals.org

National Fire Protection Association (NFPA)
www.nfpa.org

National Volunteer Fire Council (NVFC)
www.nvfc.org

North American Fire Training Directors (NAFTD)
www.naftd.org

Volunteers In Police Service (VIPS)
www.policevolunteers.org

Women in the Fire Service (WFSI)
www.wfsi.org



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