



BURNEY FIRE PROTECTION DISTRICT

Administrative Instruction

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Approval Level:

Board

Fire Chief

HUMAN RESOURCES AND PAYROLL

CLASS: PAID-CALL PERSONNEL – GENERAL

POSITION DESIGNATION: TECHNICAL/PROFESSIONAL/SAFETY

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GENERAL PURPOSE OF THE POSITION

The District Paid-Call personnel which are not full-time employees, support the emergency and non-emergency operations of the District. The District supports several Paid-Call levels: EMS, Fire, or dual role EMS and Fire. In addition, Paid-Call personnel can be either local personnel that live within the Fire District boundaries, or personnel participating in the Resident Program which means a person is assigned a shift. They may live in or outside the District boundaries area. Those personnel that are local respond in their private vehicles to the station when there is a call for service. The Resident Program pays a per diem to stay at the station or at their residence if within the District. The selection of personnel for the Paid-Call position is based on the needs of the District.

Paid-Call personnel who are fire responders are encouraged to attend a California approved fire academy. Those that have not attended an academy will attend an in-house basic training program for all risk response.

EMS response Paid-Call personnel must have an EMT, A-EMT or Paramedic Certification or License with the ability to operate in the State of California under Sierra-Sacramento Valley EMS Agency (S-SV) protocols and policies prior to appointment.

All new and returning Paid-Call personnel are required to complete a Field Training and Evaluation Program (FTEP) that pertains to the discipline for which they are responding. The FTEP is designed to reinforce safe work practices and teaches Burney Operations. Documentation of completed basic all risk training must be on file prior to responding on apparatus and receiving pay per call. A copy of a current certification or license must be on file for medical personnel prior to responding on the ambulance and receiving pay per call. Failure to complete the FTEP training will result in termination from the District.

All Paid-Call personnel are required to attend regular training, either in-house or through Target Solutions. All Target Solutions training must be completed in the month it is assigned.

EMPLOYMENT STANDARDS

- 18 years of age.
- High School Diploma or GED.
- California Driver's License, which includes DMV driving printout, and proof of private vehicle insurance. *Proof of private insurance is required annually.*
- Legal right to work in the United States.
- Required certification or license for the specific position applying for as required by state law or regulation. Examples – EMT, AEMT, Paramedic, Firefighter Driving endorsement.
- All Paid-Call personnel will have a minimum of CPR/AED, First Aid during employment with the District. All Paid-Call EMS personnel must possess and maintain an ambulance drivers' certificate.

APPLICATION PROCEDURE

- Complete District application.
- Review application to ensure the minimum employment standards are met.
- Peer interview with a recommendation to move forward in the hiring process
- Conditional offer for Paid-Call employment
- Drug test with negative results
- Department of Justice fingerprinting (live scan)

LEVEL OF AUTHORITY

Each Paid-Call person is given the authority to represent Burney Fire with all the authority granted under the law to perform their duties, and in return Burney Fire expects the following:

1. Customer Service
 - a. To provide service to the customer with an emphasis on responsiveness and problem solving.
2. Community Relations
 - a. To educate and interact in a positive manner with each cross section of the Fire District's community.
3. Professionalism
 - a. To perform assigned duties at or above the Fire District standard, with courteous actions that are above any ethical question.
4. Production.
 - a. To produce high quality labor products through timely, cost effective, and high-quality efforts.
5. Critical Thinking
 - a. To display sound judgement in stressful situations and develop non-traditional solutions to problems that cannot be solved with traditional methods.
6. Teamwork

- a. To work in a collaborative manner to solve problems and joining in the combined action of the team. This is true as an individual within the Fire District and is fostered as an agency with the response partners.
- 7. Professional Development
 - a. To continually develop knowledge, skills, and abilities as a responder, and seek opportunities to learn the Fire and EMS trade.
- 8. Leadership
 - a. To provide training and experience to those less experienced and make a stand for what is right when faced with conflict.

ESSENTIAL JOB FUNCTIONS

The following are essential job functions but are not all inclusive. Paid-Call personnel must demonstrate the ability to perform the following:

- Remove a ladder from chest-high rack, carry it, and replace it on fire apparatus. (Fire only)
- Drag a hose line at least three hundred feet. (Fire only)
- Crawl through small openings such as attics, pipes, and confined spaces. (Fire only)
- Rescue fallen firefighter or EMS personnel weighing up to 180 pounds or more. (Fire and EMS)
- Carry equipment weighing seventy pounds or more. (Fire and EMS)
- Lift a patient onto a gurney. (Fire and EMS)
- Carry a patient on a gurney. (Fire and EMS)
- Load a gurney with a patient into the ambulance. (EMS)
- Drive the ambulance and/or rescue vehicle. (Fire and EMS)

KNOWLEDGE, SKILLS, ABILITIES, AND PERSONAL CHARACTERISTICS

- Paid-Call personnel are required to adhere to the District's Administrative Instructions and the position descriptions to which they are assigned.
- Each active Paid-Call member will be required to review the District's Administrative Instructions. It is the duty of the Paid-Call member to be familiar with and understand these instructions.
- A Paid-Call member may be disqualified from membership in the District for any of these reasons which may include but are not limited to the following: false statements; criminal or misdemeanor offenses; improper behavior that reflects on the reputation of the District; disobedience of Administrative Instructions or of superior officers; inactivity; physical inability to perform required tasks causing unnecessary liability or risks; and inability to acquire and apply the basic skills necessary to perform as a Paid-Call Firefighter / EMS.
- Paid-Call personnel serve at the pleasure of the Fire Chief.
- Paid-Call personnel are subject to random drug testing.

TRAINING, DRILL, AND STATION ACTIVITY

Paid-Call members are required to attend all scheduled trainings as outlined by the District. A 75% attendance record must be maintained. Performance standards can be substituted for drill attendance at the discretion of the Fire Chief.

UNIFORMS AND EQUIPMENT

Upon becoming a Paid-Call member, the following items will be issued by the District: uniform t-shirt, pager, and all other necessary protective clothing and equipment depending on assignment or as identified in the District's uniform policy. Paid-Call members will be required to sign for the issued items and equipment and may be held financially responsible for lost items. Any issued items and equipment that are damaged while the Paid-Call member is performing functions for the District, will be replaced by the District provided such damage is not due to negligent acts by the Paid-Call member.

In the event that issued equipment is stolen, Paid-Call members must file a police report with the proper authorities. A copy of the police report shall be forwarded to the Fire Chief within 72 hours of having knowledge of the incident.

STIPEND

A per-call stipend is paid by the District as set forth in the compensation resolution. The purpose for the stipend is for uniform maintenance, response expenses, meals, training time, and purchase of items not issued by the District.

Stipend checks are issued according to the District's pay schedule. Paid-Call members shall not be entitled to state disability, federal unemployment insurance, retirement, life insurance, medical insurance, dental insurance, vacation, or sick leave. Paid-Call personnel do not accrue any other benefits.

RESPONDING TO ALARMS

Paid-Call personnel are required to respond to calls for service when requested and available. Paid-Call members must respond to call for service on apparatus and not in their private vehicles unless otherwise directed to do so by the Fire Chief or Duty Officer.

EMS Paid-Call members should sign up to cover regular ambulance duty as needed to meet the District's needs. The purpose of the regular assignments is to ensure skill maintenance for the position.

EMS paid-call personnel are required to sign up to cover the ambulance duty a minimum of eight 12-hour shifts per month. More shifts will be assigned as needed to meet the District's needs. The purpose of the eight shifts is to ensure EMS personnel skills are maintained for the position. EMS paid-call personnel are required to submit a schedule by the 25th of each month for scheduling for the following month.

LEAVES OF ABSENCE

For extended time away from the community, the Fire Chief may grant leaves of absence. Leaves may be granted (but are not guaranteed) for the following reasons: temporary out-of-town work; school; temporary disability; illness; and other personal reasons.

Leaves granted for periods that exceed six months will require re-entry training. Refer to the Leave of Absence policy.