



FRESNO COUNTY FIRE

PROTECTION DISTRICT

PAID-CALL FIREFIGHTER POLICY & PROCEDURE HANDBOOK

POLICY NO.: 200-02

SUBJECT: DUTY STATEMENTS

EFFECTIVE DATE: November 1, 2009

REVISION DATE: April 20, 2017

RESPONSIBILITY: Fresno County Fire Protection District
Paid-Call Firefighter

POLICY/PROCEDURE:

PURPOSE:

The Fresno County Fire Protection District has a Paid-Call Firefighter (PCF) program which is community based and serves the citizens and communities throughout the Fire District. As such, an organizational structure detailing individual duties and responsibilities, and appropriate chain-of-command, is established for all to follow.

POLICY:

The organizational structure, for all members of the PCF program, shall remain in place and each member will be provided the necessary training to fully understand the nature of their individual responsibility(s).

All PCF Company members shall meet and maintain the minimum standards and/or requirements for a PCF and the position of rank they hold within the PCF program. All members, regardless of rank, are expected to participate in training and development programs to enhance their skill levels and attend 70% of the scheduled training sessions measured over 6 month periods.

All PCF Company members will perform duties (emergency and non-emergency) within the scope of their position. Duties and/or decision making shall be performed by the appropriate PCF Company member or CAL FIRE career personnel.

Procedure

PCF Firefighters serve to supplement the career work force at each fire station throughout the Fire District. The duties associated with each position comprising the PCF Firefighter program for the Fire District are outlined below:

PCF Company Officer:

A PCF Company Officer (CO) serves as the lead member of a stand-alone PCF Company. Typically a more tenured and experienced member, a Company Officer is appointed by the Battalion Chief to serve for a term of two (2) years. Company Officers may be reappointed for successive terms or replaced prior to the completion of a term, as operationally necessary. Company Officers work under the supervision of, and report directly to, the station Captain(s) charged with the overall administration at a given station. A Company Officer is expected to display strong and effective emergency scene management and leadership skills; maintain the qualifications of a PCF Fire Apparatus Operator, able to operate fire apparatus under all conditions; and to effectively perform the duties of a PCF Firefighter.

Duties and Responsibilities:

1. Serve as the primary point of contact for all PCF company members in the event an individual's personal needs must be addressed (i.e., PPE replacement, accident/injury/illness reporting, etc.)
2. Identifies issues, concerns and/or deficiencies pertaining to the operational, safety, and/or well-being of the PCF company membership, and will bring forward all thoughts and/or concerns following the established chain-of-command.
3. Supervise the work of PCF company members under emergency and/or non-emergency conditions.
4. Fully understand the operational capabilities and mechanical aspect of all apparatus and equipment assigned to, or stationed at, their given facility.
5. Meet the Fire District's minimum established standards for emergency response and training.
6. Ensure all fire apparatus and equipment is properly operated and maintained at all times. Immediate and appropriate notification will be made anytime fire apparatus and/or equipment are found to be in need of repair or placed out of service.
7. Organize and/or perform routine station and equipment maintenance, as necessary. Perform regular equipment checkout, routine maintenance, and/or minor repairs of assigned apparatus and equipment as necessary. Must be able to transfer the apparatus to the Fire District repair facility, if repairs exceed their capabilities, and/or if directed to do so by CAL FIRE/District staff.
8. Assist in fire station administration by maintaining safety standards, files, policy and training manuals, PCF member records, station equipment and materials inventory, etc.

9. Assist Training Bureau coordination and with delivery of training to company members.
10. Assist in fire investigation and cause determination process.
11. Respond to emergency incidents and operate fire apparatus or use equipment, during structural and wildland fire response, vehicle accidents, rescue and medical aid situations, including the use of specialized rescue equipment and Self Contained Breathing Apparatus (SCBA), as appropriate.
12. Assume command and control of an emergency incident in the initial phase directing other firefighters in the course of their duties, until relieved by appropriate personnel.
13. Complete required reports as directed.
14. Provide for the highest level of safety and well-being of all PCF company members, while conducting emergency and non-emergency operations and/or exercises.
15. Assist in Fire Prevention and Education programs.
16. Maintain a valid California Driver's License and medical certification appropriate for the class of vehicle qualified to operate.
17. Maintain a DMV driving record in accordance with Fire District policy.
18. Maintain minimum certifications and qualifications, appropriate for their position, as required by Federal and State law, as well as Fire District policy.
19. Serve as a mentor for other PCF Company members in order to further develop skills and knowledge for future service at an advanced level to the Fire District.
20. Provide training/supervision to develop new apparatus or specialized equipment operators.
21. Follow the established chain-of-command.
22. In the absence of a Fire Apparatus Operator perform all duties of a Fire Apparatus Operator.

PCF Fire Apparatus Operator (PCF FAO):

A PCF FAO serves the Fire District as an apparatus operator, after having met the minimum requirements for acceptance into, and successful completion of the Fire Apparatus Operator (FAO) Training curriculum and certification. The PCF FAO may report directly to either the PCF Company Officer or CAL FIRE career staff, as appropriate, during emergency and non-emergency conditions. All PCF FAOs must be able to effectively perform the tasks described in the PCF Firefighter job description, and must be able to display strong and capable fire ground and emergency incident leadership skills.

Duties and Responsibilities:

1. Fully understand the operational capabilities and mechanical aspect of all apparatus and equipment assigned to, or stationed at, their given facility.
2. Drive and operate fire apparatus under emergency conditions involving structural and wildland fire control, vehicle accidents, rescue and emergency medical aid situations.

3. Meet the Fire District's established minimum criteria for emergency response and training.
4. Under the direction of Automotive Maintenance staff, perform minor repairs to apparatus and equipment, as appropriate.
5. Maintain a valid California Driver's License and medical certification appropriate for the class of vehicle qualified to operate.
6. Maintain a DMV driving record in accordance with Fire District Policy.
7. Maintain minimum certifications and qualifications, appropriate for their position, as required by Federal and State law, as well as Fire District policy.
8. Safely respond apparatus to emergency calls, assigned trainings/drills and special events throughout the District, abiding by all established traffic laws and District Policies.
9. May, in the absence of the PCF Company Officer, and in conjunction with CAL FIRE staff, assist in the administration of a PCF stand-alone fire station.
10. May assist the Training Bureau with delivery of training to company members.
11. May assist CAL FIRE staff in the investigation and fire cause determination process.
12. Supervise the work of PCF company members under emergency and/or non-emergency conditions.
13. Assist in performing routine maintenance to fire station buildings and grounds. Perform regular equipment checkout, routine maintenance, and/or minor repairs of assigned apparatus and equipment as necessary. Must be able to transfer the apparatus to the Fire District repair facility, if repairs exceed their capabilities, and/or if directed to do so by CAL FIRE/District staff.
14. Assume command and control of an emergency incident until relieved by the appropriate personnel.
15. Assist in Fire Prevention and Education programs.
16. Provide training/supervision to develop new apparatus or specialized equipment operators.
17. Follow the established chain-of-command.

PCF Firefighter:

A PCF Firefighter is an individual who serves the Fire District in an entry level position, responding to emergency incidents and provides community service assistance as necessary. A PCF Firefighter may report directly to a PCF Company Officer, PCF Fire Apparatus Operator or CAL FIRE career staff, as appropriate, under emergency and non-emergency conditions.

Duties and Responsibilities:

1. Respond to emergency calls when dispatched within the initial response area of a given PCF company.

2. Perform the arduous duties of a firefighter, utilizing specialized equipment associated with responding to structural and wildland fires, vehicle accidents, rescues and medical aid emergency calls.
3. Maintain minimum certifications and qualifications, appropriate for their position, as required by Federal and State law, as well as Fire District policy.
4. Meet the Fire District's established minimum criteria for emergency response and training.
5. Maintain a valid California Driver's License.
6. Maintain a DMV driving record in accordance with Fire District policy.
7. Assist in the training of other PCF Company members.
8. Clean fire apparatus and maintain small tools and equipment.
9. Clean and maintain fire station buildings and grounds, and perform general housekeeping duties.
10. Participate in company drills and attend specialized training sessions, as directed by his/her immediate supervisor.
11. Operate Fire District owned and operated vehicles during non-emergency conditions when licensed and authorized.
12. Assist with Fire Prevention and Education programs.
13. Follow the established chain-of-command.

PCF Heavy Fire Equipment Operator (PCF HFEO):

A PCF HFEO serves the Fire District as a highly skilled operator of specialized Heavy Fire Equipment (bulldozer, transport, loaders, backhoe or other specialized heavy equipment), after having met the minimum requirements for acceptance into, and successful completion of the CAL FIRE Firefighter Basic Training and equipment specific curriculum and certification. The PCF HFEO will report directly to CAL FIRE career staff, as appropriate, during emergency and non-emergency conditions. All PCF HFEO's must be able to effectively perform the tasks described in the PCF Heavy Fire Equipment Operator job description, and must be able to display strong and capable fire ground and emergency incident leadership skills, and be able to work for extended periods of time and independently without direct supervision on wildland fire incidents.

Duties and Responsibilities:

1. Fully understand the operational capabilities and mechanical aspect of all heavy fire equipment and transports assigned to.
2. Drive and operate heavy fire equipment under emergency conditions involving wildland and other miscellaneous incident types, and provide coverage as needed.
3. Meet the Fire District's established minimum criteria for emergency response and training.
4. Under the direction of Automotive Maintenance staff, perform minor repairs to heavy fire equipment and transports, as appropriate.
5. Maintain a valid California Driver's License (Class A) and medical certification appropriate for the class of vehicle qualified to operate.

6. Maintain a DMV driving record in accordance with Fire District Policy.
7. Maintain minimum certifications and qualifications, appropriate for their position, as required by Federal and State law, as well as Fire District policy.
8. Safely respond heavy equipment and transports to emergency calls, assigned trainings/drills and special events throughout the District, abiding by all established traffic laws and District Policies.
9. May assist the Training Bureau with delivery of training to other Heavy Fire Equipment Operators.
10. Supervise the work of other PCF Heavy Fire Equipment Operators under emergency and/or non-emergency conditions.
11. Assist in performing routine maintenance to fire station buildings and grounds. Perform regular equipment checkout, routine maintenance, and/or minor repairs of assigned equipment as necessary. Must be able to transfer the equipment to the Fire District repair facility, if repairs exceed their capabilities, and/or if directed to do so by CAL FIRE/District staff.
12. Assume command and control of an emergency incident until relieved by the appropriate personnel.
13. Assist in Fire Prevention and Education programs.
14. Provide training/supervision to develop new heavy fire equipment operators.
15. Follow the established chain-of-command.

POLICY RESPONSIBILITY:

Board of Directors, Fire Chief, District Administrative Officer, Division Chiefs, Battalion Chiefs, Station Captains, Paid-Call Company Officers, Paid-Call Fire Apparatus Operators, Paid-Call Firefighters, Paid-Call Heavy Fire Equipment Operators.