



Lane Fire Authority

P.O. Box 398, Veneta, Oregon 97487
541.935.2226
www.lanefire.org

Out of District Volunteer Program Guidelines

Purpose

This program is designed to provide an opportunity for students looking to go into fire and emergency medical service (EMS) careers the opportunity to receive training in fire suppression and hands on training. This program is to prepare a person who does not have the capability to volunteer with another organization to experience what an on duty shift worker in the fire service would experience.

Out of district volunteers will be treated equal to volunteer firefighters that reside within the boundaries of LFA and will be expected to adhere to the District Standard Operating Procedures (SOPs), Policies, and Administrative Procedures.

Salary / Compensation

Quarterly cell phone reimbursement of \$90.00

Initial Training

Prior to actively participating with Lane Fire Authority at any level, they must first complete the selection process and be covered by LFA insurance. Prior to working shifts, they must participate and successfully complete LFA's Firefighter Academy or a comparable program with approval of the training officer.

-A comparable program would show competency in firefighter skills with current State of Oregon DPSST certification or ability to obtain reciprocity with DPSST. Comparable training will be evaluated on an individual basis by the training office. Any person who has previous / comparable training is expected to understand Lane Fire Authority guidelines and procedures prior to responding on calls and any restrictions will be assessed by their battalion officer.

-LFA attempts to schedule the academy multiple times throughout the year. The academy requires approximately 165 hours of instruction to complete. All responders with LFA are also required



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to accomplish NIMS (National Incident Management System) classes prior to responding.

Time Requirements

Successful completion of the Recruit Academy or comparable program is required. After completion of Recruit Academy or approval from a comparable program, the volunteer will be expected to cover a 24 hour duty shift to be assigned by the shift Lieutenants. This shift will be once every 6th day and will be scheduled as followed...

- A-1, A-2, B-1, B-2, C-1, and C-2 shift.
- Shift hours will be from 0800hrs to 0800hrs the next day. Holidays will need to be covered on scheduled days and if your shift falls on that holiday, you are required to be on shift.
- Each shift will coincide with half an ambulance medic shift.
- Out of district volunteers are excused from their shift for work hours and/or school hours only. All out of district volunteers are expected to communicate with the Shift Lieutenant as to their work and school schedule as soon as practical.
- After the out of district volunteer's work or school obligation is met on their shift day, they are to return immediately to the district to continue their shift. If the out of district volunteer's obligations make it so that they cannot return to their shift within 1 hour of the end of the Lane Fire Authority shift, they do not have to report back.
- Problems with committing to shifts and training will be evaluated by the shift Lieutenant and can lead to expulsion from the program.
- If any other conflicts (other than work and school) arise, you are responsible to trade shift or find coverage with another qualified responder.
- If you are ill, you are expected to call in sick for your shift previously to having to report for duty. You will be excused from shift at that time.



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- Occasionally, a shift will need to be adjusted to better align with coverage. LFA will try and give at least a 1 week notice of shift schedule changes.
- Out of district volunteers are welcome to stay at the district whenever they wish to study or run on calls when not on shift. They also are encouraged, when available, to respond to the station as volunteers from home for larger incidents that would normally require large amounts of personnel; examples would be structure fires, motor vehicle accidents with entrapment, or 'Code 99' cardiac arrest incidents.
- Out of district volunteers are required to meet the district standard for weekly drill attendance.

Expectations

The following are basic expectations that the out of district volunteer must meet.

- An out of district volunteer is expected to treat their shift hours just like a normal fire service job while on and off duty.
- If an out of district volunteer needs time off, for other than school or work, they need to arrange their own coverage. They may seek the assistance of the shift Lieutenant.
- It is expected that the out of district volunteer will give at least 2 weeks' notice prior to leaving the program.

Duties

The out of district volunteer program was developed to allow individuals the opportunity to experience what it is like to work in the fire/EMS industry for a career. Therefore there are numerous duties and expectations that the out of district volunteer is required to meet.

- Most obvious duty is to respond to fire and EMS emergencies and perform tasks at their training and certification level.
- Answer incoming fire district phone calls and pass all messages or calls to appropriate individuals or divisions.
- Apparatus checks
- Equipment familiarization and use
- Daily house duties with on shift crews
- Basic maintenance of apparatus
- Grounds and station maintenance
- Training on fire and EMS skills



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Training Provided	<p>Lane Fire Authority will provide accreditation with Oregon DPSST in the following areas</p> <ul style="list-style-type: none">▪ Any and all other assignments as directed by the Station Lieutenant or their designee.▪ National Fire Protection Association (NFPA) Firefighter I. (Should be accomplished in 1 year)▪ NFPA Hazardous Materials Operations▪ CPR: Heath Care Provider Level▪ Wildland Interface Firefighter (S-130/131/190, L180)▪ NFPA Apparatus Driver
Uniform Wear	<p>All district policies shall be adhered to for all responders. (Policies are readily accessible for any district member.)</p>
Grooming	<p>Personal grooming standards are to meet all the district's administrative policies. The out of district volunteer is expected to know these policies prior to reporting to their shifts.</p>
Application Process	<p>Out of district volunteer application process is the same as for other volunteers with Lane Fire Authority.</p>
Chain of Authority	<p><u>Station #115 & 101 Shift Lieutenants are the overall supervisors of the Out of District Program.</u> This person is ultimately responsible for the program and those in the program.</p>
Discipline	<p>Any deviations from district policy or this guideline could be grounds for discipline. The district has a 3 (three) step process for disciplinary issues with last step being termination from the fire authority.</p> <p>Any <u>severe</u> infraction could be cause for immediate termination, without a 3 step process, by the discretion of the Fire Chief or a designee.</p>
Program Contacts	<p>Fire Authority Administration Phone is (541) 935-2226</p>