

CANNON BEACH RURAL FIRE PROTECTION DISTRICT

PO Box 24, Cannon Beach, OR 97110



**Student Scholarship Program
July 2021**

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GOALS AND OBJECTIVES OF STUDENT PROGRAM

1. To house and fund firefighting students to learn and have firsthand training on the principles of firefighting, fire prevention, fire control and emergency medical services.
2. To educate firefighting students on how to operate and maintain lifesaving apparatus and firefighting equipment, through hands-on exposure.
3. To engrain the principles of physical culture, health education in fire and emergency medical services through day-to-day operations, hands-on experience, and hands on classroom time.
4. To facilitate the social, intellectual, and physical welfare of students, and create a better acquaintance and closer association among fire service members by mutual endeavor and cooperation.
5. To augment fire station staffing through call response and fire station stewardship.

ARTICLE 1: QUALIFICATIONS

Citizenship, Age & Educational Level

Students must be a US Citizen, at least 18 years of age, and have documentation of a High School Diploma, G.E.D., or Certificate of Advanced Mastery. Students must possess good reading, writing and record keeping skills; possess qualities necessary to perform team tasks. They must have ability to perform tasks in confined space.

Driver's License and Insurance

Students must possess and maintain a valid Oregon Driver's License and be insurable by the Cannon Beach Fire District insurance carrier.

Acceptance and Evaluation/Physicians Exam and Drug Screen

Students will need to pass an application process, inhouse physical agility evaluation, external medical exam (NFPA 1582 physical), background check, oral interview, and pass a drug screen to be accepted into the program. Students must be physically, intellectually, and emotionally capable of performing the duties according to your area of assignment

Part-time Employment outside Student Program

Students are allowed to work part-time during the Student Program, not to interfere with any part-time Fire station requirements.

Article 2: CANDIDATE SELECTION

Once accepted into the program, the Fire District will fund students in accredited programs. Preference will be given to Fire Science or EMS educational programs. Students must maintain a 3.0 GPA or better. Clatsop Community College or Tillamook Community College will be given preference. Six (6) credits (at a minimum) per term are required, excluding summer.

Start Date

The Student Program will begin at the discretion of the chief.

ARTICLE 3: REIMBURSEMENTS / STIPEND

Tuition Assistance

Students are given a tuition assistance based on time served in the program.

- ✓ Year 1 tuition up to \$1500 per term
- ✓ Year 2 tuition up to \$1750 per term
- ✓ Year 3 & 4 tuition up to \$2000 per term

Reimbursements/Stipend

- A. Resident volunteers will receive an education stipend while enrolled in the program. This dollar amount goes towards tuition, fees and books. The fire department will be billed directly for the associated costs. The student does not receive extra monies not spent.
- B. Students will receive volunteer compensation as per the volunteer comp policy.
- C. During Summer term (June through August), Students will be given \$20 stipend each 12 hours of shift worked. If student is off any of the 12 hours for work, student will not receive stipend for that shift.

- D. There is no schooling reimbursement during the summer term. All exceptions to this rule are on a case-by-case basis with approval from the Fire Chief.

Volunteer Compensation

Each time a volunteer participates in a call, they are awarded points. Students are considered volunteer firefighters. Points are given a monetary value at the end of each month allowing everybody to participate in splitting a set pool of money.

ARTICLE 4: CLASS REQUIREMENTS

Certifications

- A. If student has not reached Firefighter-I status at the time of starting the student program, they will be required to complete Recruit Training and Probation.
- B. The student shall be certified in CPR / First Aid within the Recruit Training period.
- C. The EMT basic course must be completed, passed and student certified at the state and national registry level, preferably within the first year -- this may vary based on course availability.
- D. The student must complete NFPA Firefighter Task Performance Evaluations (TPE), no matter the student's prior experience. TPE must be completed by the end of the first year of student program.
- E. Student will complete all probationary FF1 requirements within 1 year.
- F. Student will be certified to drive group 1 apparatus within Recruit Training.
- G. Student will be certified to drive group 2 apparatus within 12 months.

Required Credit Hours

Students will carry at least six (6) credit hours per academic term (Fall, Winter, Spring). Any exception must be pre-approved by the Recruit and Retention Coordinator (RRC). Each student must have their class schedules approved by the RRC Coordinator in advance of term begin date.

GPA Requirements

Students must maintain a 3.0 grade point average per term with an acceptable attendance record. If the students grade point average falls below 3.0, the student will be placed on academic probation and will have until the end of the next term to bring the average up to 3.0 per term or he/she may be terminated from the program.

Handing in Grade Report

Students will provide the RRC with a copy of their grade report after each academic term for placement in their files. Resident volunteers will sign a waiver so that RRC is able to talk to the college about school related issues. Example: grades, attendance, etc.

Being Excused from Duty for Education

- A. Students are excused from duty any time that they are involved in a school class or lab. Those who must attend classes during duty shifts are required to finish out their shift directly after class. If classes occur in the early part of the student's assigned 24-hr shift, the student should report for shift duty if they will be on duty for a minimum of 2 hours before needing to leave for class.
- B. Students must notify the duty officer when they will be leaving for classes while working any shift.

ARTICLE 5: COLLEGE vs RECRUIT TRAINING

College

Degree Interest: Students are required to take a minimum of 6 accredited college credits towards a degree in Fall, Winter, and Spring Terms. As stated in “Candidate Selection”, preference will be given to Fire Science or EMS educational programs. Students must maintain a 3.0 GPA or better. Clatsop Community College or Tillamook Community College will be given preference. The college dictates the course offering dates and times.

EMT Certification: EMT Certification is done through Clatsop Community College or a District approved course. The college dictates the course offering dates and times.

Recruit Training

Recruit Training: Recruit Training is administered in house (by the Cannon Beach Fire District). Recruit Training requires approximately 132 hours training, which introduces new recruits to firefighting knowledge and skills. This typically runs 3 months but may be adjusted to accommodate unknown variants. Students will have classroom and hands-on skills in areas of emergency services such as hydrants; water supply; ladders; vehicle fires and extrication; extinguishers; search and rescue; victim removal; hazmat; CPR and live fire. Because this is developed in house, there is some flexibility in accommodating college schedules.

ARTICLE 6: EMPLOYMENT vs SHIFTS

Shifts

Shifts are the time period during which program students will be assigned work assignments from the Fire Station. Shifts will be assigned by the RRC.

- A. Shift and work assignments will be made at the discretion of the RRC
- B. There are two shifts in the Student Program referred to as: “24/48” and “48/96”. A 24/48 shift requires a student be “on” work for 24 hours and “off” work the following 48 hours. Similarly, a 48/96 would require a student be “on” work for 48 hours and “off” work the following 96 hours.
- C. Shifts will start at 0800 and run thru to 0800 on 24 hours shifts. Depending on resident staffing levels a student may be assigned to a modified Detroit schedule. A Modified Detroit Schedule will work 24 hours on then has 24 hours off; which repeats 3 times and then has 72 hours off. This allows for junior and senior firefighters to be paired together. When students are off shift they are not required to stay at the fire station.
- A. Students may be moved from shift-to-shift as the need arises. The RRC will give final approval of all transfers. Students may be rotated among the shifts every 6 months or as needed. The student should understand that being assigned to a shift and performing activities with that shift, be it under emergency situations or just day to day activities, shall be for the student’s benefit of learning the actual conditions encountered on the job.
- B. **Assigned Shift Absence.** It will be the responsibility of the student to ensure that their assigned shift is covered in the event of their absence for reasons other than school classes or labs and approved by RRC. Coverage of the shift must be done by another resident volunteer.
- C. They will receive a shift stipend in summer term if student is not enrolled in college classes
- D. The Fire Department reserves the right to assign, discipline, and discharge any student as the need arises.

Employment

Students are allowed to have external employment as long as it does not interfere with Academic and Shift obligations, with the exception of College Summer Term. All external employment needs to be approved by RRC to ensure no conflict of interest.

During summer months, Students will be allowed to leave CB Fire shift for outside employment returning to shift once the outside employment is complete for the day.

ARTICLE 7: Pulling the pieces together

The below table illustrates how the above pieces fit together. Columns are explained as follows:

<i>MONTH</i>	Self-explanatory.
<i>TRAINING DURATIONS</i>	The Recruit Training duration is 3 months but is subject to vary in duration. Students are allowed to respond to most calls with the exception of fire calls. Students are not allowed to ride in the Fire Engine until after completing Recruit Training, by regulation. Once Recruit Training is complete , students will be on a mandatory 6-month probation applying hands-on experience. Students can obtain the Firefighter I rank as soon as they complete the 6-month probation and up to 1 year from starting Recruit Training.
<i>COLLEGE</i>	Tuition Assistance will be given during Fall, Winter and Spring Terms. Summer terms will not receive assistance unless prior approval is given. Students are required to carry a minimum of 6 credit hours and maintain a GPA of 3.0 or higher.
<i>SHIFT</i>	The student will participate in shift work the entire time they are on the student program. Shift Schedules will be administered by RRC.
<i>EMS</i>	EMS classes are provided in the Fall and Winter college terms at Clatsop Community College. CB FIRE does not control their schedule, but may provide alternatives.
<i>RFPD COMPENSATION</i>	In the summer months, CB Fire provides Living Quarters (LQ), Shift Pay (SP), and Volunteer Points (VP). In Fall, Winter and Spring Terms, CB Fire provides Tuition Assistance (TA), Living Quarters (LQ), and Volunteer Points (VP). Students can receive Tuition Assistance <i>or</i> Shift Pay, but not Tuition Assistance <i>and</i> Shift Pay at the same time.
<i>EXTERNAL EMPLOYMENT</i>	Students can work part-time jobs in their shift's "off" time. This will allow the student to focus on their college, shift and homework obligations. During the summer, there is greater flexibility in allowing students to work more outside employment hours because they are not in college, so shifts and Recruit Training can be more flexible to accommodate students.

College Schedule

SEMESTER	TRAINING	COLLEGE	STUDENT COMPENSATION
Summer	RECRUIT TRAINING	N/A	Living Quarters, Shift Pay, Volunteer Points
Fall	Prob/On Job Training	6 cr./3.0 GPA	Tuition Assistance, Living Quarters, Volunteer Pay
Winter	Prob/On Job Training	6 cr./3.0 GPA	Tuition Assistance, Living Quarters, Volunteer Pay
Spring	On the Job Training	6 cr./3.0 GPA	Tuition Assistance, Living Quarters, Volunteer Pay
ONE YEAR MARK: RECRUIT TRAINING + EMS = FIREFIGHTER I			
Summer	On the Job Training	N/A	Living Quarters, Shift Pay, Volunteer Points
Fall	On the Job Training	6 cr./3.0 GPA	Tuition Assistance, Living Quarters, Volunteer Pay
Winter	On the Job Training	6 cr./3.0 GPA	Tuition Assistance, Living Quarters, Volunteer Pay
Spring	On the Job Training	6 cr./3.0 GPA	Tuition Assistance, Living Quarters, Volunteer Pay

ARTICLE 8: TRAINING

Training Timeline Example

ID	Task Name	Start	Finish	Durations	2021		2022				2023				2024	
					Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2	Q3	Q4	Q1	Q2
1	Recruit Training	7/1/2021	9/30/2021	3 Months												
2	Task Book Complete	9/30/2021	9/30/2021	Milestone	◆											
3	Inhouse Skills/Eval	9/30/2021	9/30/2021	Milestone	◆											
4	Driver – Group 1	9/30/2021	9/30/2021	Milestone	◆											
5	CPR/First Aid Cert	9/30/2021	9/30/2021	Milestone	◆											
6	Probation/Entry Lvl	10/1/2021	3/31/2022	6 months												
7	1st Hand Experience	10/1/2021	7/1/2024	Ongoing												
8	Pump Operator – Grp 2	2/1/2022	3/1/2022	1 month												
9	EMT Basic Classwork	10/1/2021	9/30/2022	12 months												
10	EMT Basic Certificate	10/3/2022	10/3/2022	Milestone	◆											
11	FireFighter I	10/1/2021	9/30/2022	1 year												
12	Task Perform Eval (TPE)	10/3/2022	10/3/2022	Milestone	◆											
13	Wildland Firefighter	10/3/2022	11/3/2022	1 w/Progress												
14	Aerial Operator	11/4/2022	1/4/2023	2 months												
15	Specialty Rescue	1/5/2023	7/3/2024	Ongoing												

Note: Some durations may be adjusted based on various factors determined by CB Fire District

Primary Phases of Training

Cannon Beach Rural Fire Protection District applies standards established by both the Oregon Department of Public Safety Standards and Training (DPSST) and the National Fire Protection Association (NFPA) as the foundation of training deliverables. CBFire has broken training into primary phases to facilitate Candidates achieving full fledged Firefighter status. These phases are:

- 🔥 **Phase I - Recruit Training.** Recruit Training requires approximately 132 hours training, which introduces new recruits to firefighting knowledge and skills. This typically runs 3 months but can run longer to accommodate unknown variants. Students will have classroom and hands-on skills in areas of emergency services such as hydrants; water supply; ladders; vehicle fires and extrication; extinguishers; search and rescue; victim removal; hazmat; CPR and live fire. Throughout the Recruit Training students' skills will be tested. **Outcomes will include:** Completion of a task book, inhouse skills and evaluations, Driver of Group1 vehicles training, and CPR/First Aid Certification. During this phase, students are considered **Entry Level Firefighters** (or Candidates).
- 🔥 **Phase II – Probation.** Students are placed on 6-month probation following Recruit Training. Experience helps build confidence. During the required probation, students can go on calls, build their skills, gain confidence, and establish comradery with others. During this time students begin EMT Basic Certification class as offered through Clatsop Community College or other approved providers; learn how to drive a Group 2 vehicle (Pump Operator); and get firsthand experience on calls. **Outcomes will include:** Confidents in responding to calls and competence in driving Group 2 vehicles. During this phase students are considered **Probationary Firefighters** (or “Probies”).

- 🔥 **Phase III – Firefighter I.** After completing the Recruit Training and Probation, students will have both knowledge and experience. Students will need to pass the Task Performance Evaluation (TPE) for firefighter I, applying learned knowledge and skills. Students will have one year to complete. Students will be given the detailed requirements prior to testing. **Outcomes will include:** Formal Firefighter I designation and ability to respond and participate in all calls such as motor vehicle accidents, rescue operations, EMS and Fire. After successfully passing evaluation, Probationary Firefighters have earned the title of **Firefighter I**.
- 🔥 **Beyond.** Once Firefighter I level is reached, the firefighter can branch out into multiple areas of expertise and competencies such as: Wildland Firefighter, Aerial Operator; Firefighter II, and Specialty Rescue (such as Rope and Surf).

Training, Probation, Drills and Drill Absences

- A. Any absence must be excused in advance by the RRC.
- B. Training will include, but not be limited to Wednesday night fire and EMS drills. If any mandatory training is missed, the student will be required to make it up within two weeks.
- C. It is the student's responsibility to see that the competencies are completed to the satisfaction of the Division Chief.
- D. Students who have not made-up drills or who have failed to pass task performances shall be considered on Disciplinary Probation until these items are made up. Disciplinary Probation should not be confused with 6-month Probation period directly after Recruit Training.

ARTICLE 9: UNIFORMS

House Uniforms

- A. The student will be provided with uniforms to be worn while on duty. Uniforms may include the following:
 - 1. Department T-shirt
 - 2. Department sweatshirt
 - 3. Uniform Shirt
 - 4. Uniform pants
 - 5. Uniform belt
 - 6. Department hat
 - 7. Department jacket
- B. Students will provide their own steel-toed black boots
- C. Uniforms shall not be worn at any time off duty except for travel to and from assigned shift work. Most items are to be returned to the RRC when replacements are needed and at the conclusion of program participation. Communication will be provided as to what needs to be returned at the time of program conclusion.

Protective Clothing

Protective clothing will be provided to the student at no cost. The RRC will supply the student with the appropriate items. These items will need to be returned prior to conclusion of the program.

ARTICLE 10: DUTIES

Response and Participation on Calls

Students are strongly encouraged to respond to calls when not on shift. The level of participation by the student in emergency situations will be at the discretion of the officer in charge.

For Medical calls, students may provide EMS/first aid within the scope of their EMS certification, while following Cannon Beach Fire District EMS protocols.

Calls, Training and Events

The students will be expected to:

- A. Participate in emergency situations at the discretion of the an officer or individual in charge of call.
- B. Respond to calls such as motor vehicle accidents, Rescue Operations, EMS, Fire.
- C. Write Patient Care Reports.
- D. Pursue advanced training including but not limited to: wildland training (FFT1, FFT2, Engine Boss), High Angle Rescue, Inspector 1.
- E. Once EMS/first aid certified, provide EMS/first aid within the limits of their EMS certification, while following Cannon Beach Fire District EMS protocols.
- F. Participate in events and fundraisers, as possible.

The length of probation may be extended due to poor performance or firefighter skills shortcomings needing more time to garner trust within the peers and officers and or further reasons dictated by officer staff.

Upkeep of Living Quarters and Grounds

- A. Student residents are responsible for the upkeep of their individual living areas. This means all personal possessions shall be put away, dirty clothes shall be hampered and floors shall be clean of debris. Beds shall be neatly made each morning.
- B. Student residents are responsible for the upkeep and cleanliness of shared living areas, station bathrooms, and kitchen.
- C. Clutter will be picked up, bathrooms maintained in a clean manner, floors vacuumed or mopped, and counters kept clean. The grounds will be monitored, litter picked up when needed, weeds pulled, etc.

Apparatus and Equipment Checks

- A. Daily Apparatus and equipment checks will be done as assigned.
- B. There will be random room inspections performed by the RRC.
- C. The upstairs meeting room will be kept clean and maintained at all times. This in a sense will be your living room but understand that it is also a multi-use public space. Dirty dishes left in the sink will not be tolerated. Garbage and recycling will be taken out daily and monitored so we don't have disturbing smells upstairs.
- D. Students will actively participate in performing daily station maintenance and other work assignments as directed by Shift officer.

Personal Car Maintenance Work

Students may do light maintenance work on their private vehicles providing there is no conflict with other department activities. On regular workdays, private vehicles are not allowed in the apparatus bay between 08:00 to 17:00.

Physical Fitness & Homework Time

One hour of workout is encouraged for each 24-hour period, providing shift work is completed. Homework can be completed during shift provided shift work is completed.

ARTICLE 11: PERSONAL CONDUCT

Students will conduct themselves in a manner acceptable to Cannon Beach Fire District (i.e. behavior, physical appearance, personal hygiene, and overall cooperation with other Fire Department personnel and members of the public). The student must remember that his/her actions will reflect on the image of Cannon Beach Fire District.

Alcohol & Illicit

Students will not come to the station under the influence of any alcohol or drugs, to include Marijuana. Alcohol and illicit drugs are not allowed on premises.

Customer Service

Cannon Beach Fire District practices customer service within the organization. It is the student's responsibility to maintain and uphold this philosophy in all dealings with the department's patrons.

Complying with Department Policies

Students will be subject to all department policies, rules and regulations. Students must also abide by all federal, state, and local laws. Failure to comply with them, or any of the criteria required for placement in this program may result in immediate release from the program. Students will be required to read and understand all LEXIPOL policies for Cannon Beach Fire District. Students will be given all policies prior to starting their first assigned shift and sign a form stating that they have read and understand the policies set forth by Cannon Beach Fire District. Rules must be followed.

ARTICLE 12: FACILITY USE & VISITORS

Room Assignments

Student's rooms will be assigned at the discretion of the RRC.

Visitation and Quiet Hours

- A. **Under no circumstances** will any private vehicle be permitted to be parked in front of an in-service piece of apparatus. The work area will be cleaned, and all tools used will be stored in their appropriate place after completing the task.
- B. Visitors will be allowed in the station on a limited basis. Conjugal visits will not be allowed.
- C. Except for department sanctioned events, curfew for visitors will be 2200 hours. Noise will be held to a minimum after 2200 hours.
- D. Non-fire department personnel will not be permitted in the dorm sleeping areas without the permission of a Chief Officer. All visitors must be accompanied by fire department personnel while in the station at all times.

Children

Children under the age of 18 must be supervised by an adult at all times when in the station.

Station Security

Personnel will be responsible for maintaining the integrity of the security system. Access cards to the outside door shall not be given to non-members.

Station Condition

No person shall damage or deface city property, equipment, or buildings. Every effort will be made to properly maintain the condition and appearance to the Fire Station and equipment.

Shop Tools and Equipment

Shop tools and equipment will be replaced immediately following their use.

ARTICLE 13: STUDENT PROGRAM MANAGEMENT

The Recruitment & Retention Coordinator (RRC) will administer the Student Program. This includes recruiting, monitoring, record retention and student performance. Responsibilities are as follows:

Fire Chief (FC) Responsibilities

- A. FC will approve exceptions to summer term reimbursements.

Division Chief (DC) Responsibilities

- A. DC shall conduct periodic evaluation of the student program.
- B. DC will ensure student competencies are satisfactorily met.
- C. Building Training Plan and monitoring progress.

Recruitment & Retention Coordinator (RRC) Responsibilities

- A. RRC will assign student rooms, shifts, and work assignments.
- B. RRC will approve College Credit Hours if below the required 6-hour credits.
- C. RRC will pre-approve College Class Schedules.
- D. RRC will obtain a waiver from student to discuss grades and related issues.
- E. RRC will conduct quarterly student evaluations to track student progress.
- F. RRC will approve shift trades and transfers prior to shifts.
- G. RRC will receive and review student grade reports.
- H. RRC will follow compliance retention standards for all paperwork/records.
- I. RRC will perform random_room inspections.
- J. RRC will process any request from students to discontinue program.

Shift Officer (SO) / Duty Officer (DO) Responsibilities

- A. SO will supervise students performing daily station maintenance and work assignments.
- B. SO will revise daily duty assignments as needed for shift.
- C. DO will be informed by student of any inability to meet obligations on call and adjust as needed.
- D. Aid in Shift Training.

ARTICLE 14: EVALUATION

Shift Officer Evaluation of Student

The RRC will do a student evaluation form quarterly to track their progress throughout the program. The completed form will be placed in their personnel file for record keeping, and a copy will be given to the intern.

Evaluations

Students will be evaluated quarterly by the RRC with input from the Officers in the following areas:

- a) Ability to comprehend and retain given information
- b) Willingness to learn
- c) Work habits
- d) Work performance
- e) Interpersonal skills
- f) Equipment location on apparatus
- g) Firefighter skills
- h) Medical skills
- i) Operation of power equipment
- j) Roads, streets, and hydrants
- k) Department Standard Operating Guidelines
- l) Apparatus operation (depending on certification level)
- m) Station duties
- n) Attendance

It is the student's responsibility to be aware of these and take the necessary steps to assure a successful evaluation.

Evaluation Comments

Comments on positive student achievement, special recognition, recommendations for disciplinary action, complaints, or suggestions should also be included in the comment section.

ARTICLE 15: RESIGNING FROM PROGRAM

Students shall notify the Recruitment & Retention Coordinator and Chief Officers one month prior to discontinuing participation in this program. This notification shall be in writing or email. (This will be helpful in providing ample time for selection of a replacement.) All issued items, i.e., pagers, keys, and personal protective equipment, must be returned prior to departure. Cannon Beach Fire District reserves the right to recover expenses from any equipment or uniforms from student should they withdraw from the program.