

**NORTH COUNTY
REGIONAL FIRE AUTHORITY
POLICY MANUAL**



Subject:	Part-Paid Firefighter Program		
Reference Number:		VOLUME	ONE
Effective Date:	01/24/2018	POLICY	51
Last Revision Date:	01/01/2017	CODE	
Signature of Approval:	John C Cermak, Fire Chief		Page 1 of 8

GENERAL PURPOSE:

To enhance and maintain the level of service provided to the community it shall be the policy of North County Regional Fire Authority to operate a part-time duty program; to provide Part-Time Firefighter staffing where, when, and as needed; and maintain a state of alarm readiness. The Part-Time Firefighter Program will also focus on the development of knowledge, skills, and abilities to provide employees with attributes to successfully transition into the full-time position of firefighter.

A point based system will be utilized to recognize the service and dedication to the preparation of the necessary skill sets within the North County Regional Fire Authority based on time in service, certifications in pay grade, and assessed retained manipulative skill maintenance.

POLICY:

1. All Part Time Firefighters are employees of North County Regional Fire Authority and are used on a temporary basis for the purpose of providing station staffing and emergency response.
2. Part-Time firefighters shall serve a twelve-month probation period beginning when the employee is authorized to work shifts in the part-time duty program.
3. No guarantee of work availability, wage structure, benefits and/or term of employment is provided to part time firefighters by North County Regional Fire Authority.
4. Part-Time Firefighters are employees at will.
5. The Fire Chief shall determine the number, rank, certification level and qualifications of employees filling this position.

REQUIREMENTS:

6. Upon employment, the person appointed to the position of part time firefighter shall meet and maintain, as a minimum, the requirements outlined below:
 - 6a Medical and Physical Fitness for duty standards established by the Fire Authority.
 - 6b Washington State Driver's License and acceptable driving record as determined by the Fire Chief and/or insurance provider.
 - 6c Pass Fire Authority background check.

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- 6d VFIS/EVIP certification and Fire Authority approved driver/operator within one year.
- 6e IFSAC Firefighter 1 and Washington State EMT-B or equivalent (approved by Fire Chief or his designee)
- 6f Complete the Duty Check off Book, Medic Assist Program, and receive approval by the Training Division within in 180 days.

6.1 AVAILABILITY REQUIREMENTS:

- 6.1a. PP FF must work 5 (24hr) shifts per month assigned by the Assistant Chief of Operations or Designee. An exception can be made to work a 12- hour shift in lieu of a 24-hour shift if it will make it possible for a closed station to be opened for a 12-hour period. This must be agreed upon by the PP FF and Assistant Chief of Operations.
 - In the event they do not fulfill that 5 shift minimum without approval, they will immediately revert back to pay step 1 until they fulfill one full month requirement of five shifts before their previous pay scale is reinstated.
 - In some cases, the District may hire personnel specifically that are not intended to meet the five shift minimum to assist in short term vacancies that this would not apply. The hiring interview will note the specific position being filled.
- 6.1b PP FF shall not work more than 7 (24hr) shifts per month, unless authorized by the Fire Chief/or designee.
- 6.1c PP FF must not work more than 72 consecutive hours per workweek unless authorized by the Fire Chief/designee.
- 6.1d Monday to Sunday is considered a "Workweek."
- 6.1e PP FF extra hours in training, public events, etc. shall not interfere with 72 hours shift work time rule. This means the PP FF can work 72hrs and still attend a training class with pay the next day.
- 6.1f PP FF shall be allowed shift trades with Assistant Chief of Operations approval.

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- 6.1g Shift trades must be completed 10 days in advance. Trades shall be day for day trade in the same month period. Less than 10 day deviations may be made by the Supervisor.
- 6.1h PP FF wanting to give up a shift shall be handled by the Assistant Chief of Operations or Designee.
- 6.1i Non-Resident PP FF employment shall not exceed 5 years, unless authorized by the Fire Chief
- 6.1j The Department recognizes that Part Paid Firefighters (PP FF) may be assigned to a Holiday on one of their five (5) obligated shifts per month. It is expected of the (PP FF) to fulfill this requirement, unless the Assistant Chief of Operations or Fire Chief gives approval to dismiss the Holiday shift.
- 6.1k Part-Time employees, who arrive late for duty, fail to report for a scheduled shift, or abandon their shift are subject to disciplinary action, up to and including termination.

6.2 PART-TIME EMPLOYEE STAFFING: All employees will have the opportunity to make work shift selections utilizing Firetrex or the NCFE desired staffing process (45 - 60) days in advance. The work schedule may be visualized via Firetrex software.

- 6.2a 12 Part Paid Firefighter (PP FF) per shift or as deemed necessary by the Fire Chief/designee
- 6.2b 4 – 8 Part Paid Firefighters (PP FF) can serve as fill-in/on-call employee's. These employee's shall serve as fill-in's when NCFE is short staffed during Wildland Season and/or Critical short staff.
- 6.2c Total PP FF should not be below 28 or be above 45

7. COMPENSATION:

- 7a Part-Time Firefighters shall be responsible for completing their time cards daily. If an employee's time card is not submitted by the last day of the month the employee's missing time card will be paid with the following month's pay period. For FLSA purposes, each Part-Time Firefighter is scheduled for a 28 day work period.

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- 7b PP FF shall receive overtime pay. (One and a half times their regular rate of pay)
- 7c Overtime will be given if hours exceed 168 hours in a month.
 - 7c.1 Reference Federal Code....Section 7(k) of the FLSA provides that employees engaged in fire protection or law enforcement may be paid overtime on a "work period" basis. A "work period" may be from 7 consecutive days to 28 consecutive days in length. For work periods of at least 7 but less than 28 days, overtime pay is required when the number of hours worked exceeds the number of hours that bears the same relationship to 212 (fire) or 171 (police) as the number of days in the work period bears to 28. For example, fire protection personnel are due overtime under such a plan after 106 hours worked during a 14-day work period, while law enforcement personnel must receive overtime after 86 hours worked during a 14-day work period.
- 7d Holidays will be compensated at one and one half (1-1/2) of current scale and be applied to the following holidays:
 - New Year's Day
 - Martin Luther King Day
 - President's Day
 - Memorial Day
 - Independence Day
 - Labor Day
 - Veteran's Day
 - Thanksgiving Day
 - Day After Thanksgiving Day
 - Christmas Eve Day
 - Christmas Eve

8. PAY SCALE:

All members are brought in and expected to complete their probation manual and medic assistant manual in the first six months. All steps in Pay Step 2 shall be completed before advancing into Step 2 and completion of each additional step. A copy of all

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certifications and proof of passing shall be provided through the chain of command to the Human Resources and Finance Managers.

PAY STEP 1 (\$13.00/hr)

- Probationary Manual and testing Completed
- Medic Assistant
- Members with 2 – 4 Years College Degree or Served or is/has served in the U.S. Military will automatically start at \$14.00/hr. (Both will have to gain all certifications in Pay Steps 1, & 2 within 1 year of employment or return to the \$13.00/hr pay rate until they are achieved).

PAY STEP 2 (\$13.50hr)

- 1 Year of Employment
- NWCG Wildland Firefighter type 2 w/Pack Test
- NIMS 100, 200
- Achieved and maintains all items in Step 1
-

PAY STEP 3 (\$14.00/hr)

- 1 Year of Employment
- IFSAC Instructor I
- Water Rescue Technician
- Achieved and maintains all items in Step 1 and 2

PAY STEP 4 (\$14.50/hr)

- 1.5 Years of Employment
- NIMS 300 and 700
- NWCG Wildland Firefighter Type 1
- CPR Instructor or CBR Evaluator
- IFSAC Firefighter 2
- Achieved and maintains all items in Step 1, 2 & 3

PAY STEP 5 (\$15.00)

- 2.5 Years of Employment
- 2 Letters of recommendation from the Assistant Chief of Operations or Fire Chief

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- Completes Final Step Firefighter Exam (written, practical, and interview)
- Completes three additional certifications from list below
 - IFSAC Instructor II
 - Fire Company Operations 1 (College Accredited)
 - Advance Pump Operations (College Accredited)
 - Paramedic Certificate National Register Paramedic (NREMT-P)
 - Rescue System 1
 - HAZMAT Technician
 - AAS or Certificate of AS Degree
 - Advance Extrication
 - IFSAC Officer 1
 - Boat Operator
- Maintains all items in Step 1, 2,3 & 4

PAY STEP 6 (\$15.50)

- 3 Years of Employment
- Maintains all items in Step 1, 2,3, 4 & 5

Note: Part Time EMT Only personnel will be employed at a rate of no more than the Washington State Minimum Wage

Note: Each part time firefighter will be assigned a group that will require them to be preassigned that shift. In the event they do not fulfill that obligation, they will immediately revert back 1 step in pay grade until they have completed a full year of assigned holidays within their group. New part time employees will be assigned to a group upon hiring and will not be eligible for any other pay grade incentives until they have completed the assigned shifts within their assigned group. In the event there are too many assigned employees for the shift requirements, the district reserves the right to release the appropriate number of employees to adequately staff the organization by seniority. Groups will be rotated annually to prevent someone from being required to work the same holidays every year. It will be the responsibility of the firefighter to make trade provisions with other firefighters to meet their obligations. In the event the need for sick leave occurs, a doctor's note will be required to fulfill this obligation, however you

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may be asked to fulfill another person's sick leave. In the event it is refused, the refusal will constitute reverting back one pay grade.

- Each part time employee will be available to sign up and be compensated for a minimum of 24 hours annually in community events such as the Lights of Christmas, Stanwood Camano Fair, and other community events deemed necessary. In the event they do not assist with staffing these events, their pay will revert one pay grade lower than earned until they meet that commitment, at which time they will revert back to the previous pay step.

NORTH COUNTY FIRE & EMS				
PART TIME FIREFIGHTERS ASSIGNED GROUPS				
GROUP 1	GROUP 2	GROUP 3	GROUP 4	GROUP 5
CHRISTMAS	CHRISTMAS EVE	NEW YEARS DAY	NEW YEARS EVE	FOURTH OF JULY
MEMORIAL DAY	THANKSGIVING	LABOR DAY	EASTER	HALLOWEEN
VETERAN'S DAY	MOTHER'S DAY	FATHER'S DAY	DAY BEFORE THANKSGIVING	MARTIN LUTHER KING DAY
PRESIDENT'S DAY	THIRD OF JULY	SECOND OF JULY	FIRST OF JULY	FRIDAY BEFORE LABOR DAY
FRIDAY BEFORE MEMORIAL DAY	ST PATRICKS DAY	VALENTINE'S DAY	DAY AFTER CHRISTMAS	DAY FOLLOWING THANKSGIVING

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PERCENTAGE POINTS BASED RECOGNITION FOR TESTING- Employees have to be working in the capacity of part time firefighter, not on leave of absence, and working the minimum of 5 shifts per month, for the previous 3 months to qualify for the recognition points. 15 percentage points maximum.

PERCENTAGE POINTS BASED TESTING ADVANCEMENT					
YEARS	(up to) 1	(up to) 2	(up to) 3	(up to) 4	(up to) 5
POINTS	1/2	1	1 1/2	2	2 1/2
MAXIMUM= 2.5					
ONE HALF PERCENTAGE POINT PER PAY GRADE CERTIFICATIONS & QUALIFICATIONS*					
PAY STEP	1	2	3	4	5
POINTS	1/2	1	1 1/2	2	2 1/2
MAXIMUM= 2.5					
*NOT NECESSARY TO BE IN PAY GRADE, JUST COMPLETED CERTS AND QUALS FOR THE PAY GRADE FOR POINT QUALIFICATION. In order to qualify for pay step certification and qualification points, one must complete in a progressive order i.e pay step one certifications and qualifications must be completed prior to earning points for pay step two certifications and qualifications					
SKILLS ASSESSMENT= 5 TOTAL PERCENTAGE POINTS BASED ON MANIPULATIVE SKILLS FROM THE PREVIOUS YEAR'S DRILL CARDS					
MAXIMUM= 5.0					
**SKILLS ASSESSMENT TESTING WILL OCCUR PRIOR TO THE EXAMINATION FOR A FULL TIME POSITION. OVERALL POINTS WILL BE ADDED TO THE PERCENTAGE RECEIVED FROM THE OUTSIDE TEST FOR RECOGNITION OF SERVICE AND QUALITY OF TIME SERVED.					
MILITARY PREFERENCE = 5 or 10 TOTAL PERCENTAGE POINTS (See Eligibility Form for details). Honorable discharge is required and a copy of your DD214 is mandatory					
MAXIMUM = 10.0					