



Internship Firefighter Program

Participant Name: _____

North Fort Myers Fire Control District

Internship Firefighter Program

Purpose

The purpose of the North Fort Myers Internship Program is to provide a supplement to the career Fire Suppression Division in both emergency and non-emergency capacities. As an intern, you will gain an insight into what it really means to work as a firefighter/EMT. This program will offer you basic and advanced training along with opportunities to gain quality experience in the fire service.

Interns must understand that being a participant in this program is strictly for gaining experience only, with no pay or promise of future pay or the belief that they will be entitled to a future career job position at the North Fort Myers Fire Control District.

1. Qualifications/Prerequisites for Internship Firefighters

For acceptance into the program, interns will be required to have the following:

- A. Must be a Florida State certified F.F.II
- B. Must be a Florida State certified E.M.T
- C. Must have a valid Florida driver license, with no moving violations
- D. Must provide an up-to-date physical, within 12 months of start date which verifies that a volunteer is fit for duty at the District
- E. Must submit to periodic drug tests
- F. Must submit to a law enforcement back ground check
- G. Depending on the amount of applicants desiring entry into the program, candidates may have to sit for an oral review/test conducted by the District's Internship Firefighter Committee. Upon committee approval, an applicant will be reviewed by the Fire Chiefs for final approval
- H. It is preferred that upon entry, an intern has a red card or at least has completed S-130 and S-190
- I. Our department is National Incident Management System (NIMS) compliant. It is preferred that interns entering the program also have recognized certificates for I-100, I-200, and I-700. If not, these courses can be completed online through FEMA's independent study website.

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2. Probation

An intern firefighter is considered an “at will” probationary position and is subject to being separated/terminated from the position at any time, with or without cause, and with or without advance notice, at the sole discretion of the Chief or his designee. The intern’s performance is continually subject to review by the Chief, supervisors, and the Internship Firefighter Committee. Any intern who violates any part of the provisions of this intern position description is subject to being terminated from the program.

3. Stand-by-time

Stand-by-time will be required by all interns. Stand-by-time is the actual time (hours) spent working on duty at a fire station. Internship firefighters are required to complete 24 hours of stand-by-time each month. This time may be split into blocks of time that are a minimum of 4-hour increments. Interns will be responsible for scheduling stand-by-time with a shift supervisor at the beginning of each month. The supervisor will then designate a shift, time, and location. Upon starting the program, interns will be issued an “Internship Firefighter Training Check-off List.” The purpose of this check-off list is to familiarize interns with departmental operations, vehicles, tools, equipment, etc.

This is a professional fire district and when on duty, interns will have many of the same duties and obligations as a career firefighter. Interns will be considered part of the shift to which they are assigned and must participate in all activities or any task assigned by a supervisor. A copy of the District’s employee manual will be provided to all interns. All interns will be personally responsible for reviewing, understanding, and abiding all rules, regulations, polices, guidelines and procedures applicable to the internship position.

Interns who desire to stay overnight at a station must coordinate with a supervisor. When staying overnight, interns must comply with departmental policies addressing hygiene, grooming, and clothing requirements for sleeping and showering. Bed linens are not provided by the District, but are absolutely required when sleeping on District mattresses. Interns not staying overnight at the station must leave the station by 2200 hours.

If you’ve never worked overnight on shift before, this may be somewhat of a culture shock to you. You’ll often be working with 3-5 people all of which use the same bathrooms, the same kitchen, and sleep in the same room. This may require some personal adjustment, but most people once they adapt to this type of environment learn to enjoy the atmosphere. Remember to report to duty properly groomed and in your issued uniform.

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Think of working an overnight shift as going on a short vacation: you'll need to pack a bag. It is not out of the ordinary for you to respond to a fire or other incident that may require you to shower when you get back to the station. Some of the things you should consider include:

- Pillow, sheets, blanket
- Toothbrush, toothpaste, soap, and shampoo
- Wash cloth and towel
- Department pants, T-shirts, underwear, socks and shorts to sleep in. It is important to bring spare clothes.
- Also consider bringing some food for your shift until you get the feel of what your coworker's eating habits are. Some stations grocery shop and eat all meals together, others eat individually.

4. Uniforms

Uniforms will be provided to interns and will not be worn when off duty except when going to and from a fire station. Interns are prohibited from obtaining any item that can be used in an official capacity which has the District's name or likeness on the item including but not limited to badges, hats, jackets, T-shirts, patches, etc.

All items of property owned by or issued by the District must be returned to the District at the time of separation from the Internship Program. If all items are not returned at the time of separation, all necessary action to recover these items, including the use of law enforcement, may be used to recover the items. Any item bearing the District's name or likeness is considered property of the District, regardless of who purchased the item.

5. Training

Interns will be expected to obtain at least 4 hours of training each month and will be coordinated through the intern's supervisor. Initially, training may include components of the Internship Firefighter Training Check-off List. Additional training may be our departmental in-service training or if approved by the intern's supervisor, other fire service related classes may be considered and used toward the hours needed each month.

Continuing Intern Training After Completion of Check-off List

Interns have several options to maintain their 4 hours of monthly training that will be logged into FireHouse. This includes but not limited to:

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Activity/Training Topics	Hours
If the intern completes morning truck check: <i>Daily Activities, NFPA 1500-Daily Vehicle Maintenance/Inspection, NFPA 1002 4.2</i>	.5 hour (1/2 hour)
If the intern physically completes Thursday's functional test and 60-second donning drill under <i>Daily Activities, NFPA 1500-Daily SCBA Checkout:</i>	Up to 1 hour
If the intern works out they can document <i>Firefighter Fitness NFPA 1500</i>	.33
If the intern participates in any Company Training that was conducted at the station they were assigned, it can be documented.	
A fire service related class approved by the BC and offered by a credible agency such as EVOC, pumping apparatus, FEMA ICS, FO1 classes, etc.	
Independent study training selected by the intern and approved by the BC or Company Officer.	

6. Responding to Emergencies

Interns are permitted to respond to emergency calls with the District's career staff while on duty and at the sole discretion of the Fire Chief, shift supervisor, or other incident commander. If an intern wishes to respond to an emergency call who is not present at the station when an emergency call is received, the intern will proceed to the Station first and not to the emergency scene in his/her personal vehicle unless otherwise directed by the Fire Chief, shift supervisor or other incident commander.

The use of emergency lights and sirens on personal vehicles is prohibited. In all instances, an intern is obligated to obey the commands of the Fire Chief, shift supervisor or other incident commander with regard to whether to respond to an emergency call and with regard to all activities performed during an emergency incident and thereafter. This includes, but not limited to, orders for when an intern can leave an emergency incident, or what activities must be performed after the emergency is concluded. An intern is expected to remain at an emergency call or at the station throughout the duration of the emergency call and thereafter for purposes of returning District equipment to a full service status for the next emergency call.

7. Chain of Command

The chain of command for an intern firefighter is as follows:

- a. Intern Firefighter

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- b. Career Firefighter
- c. Career Engineer
- d. Career Lieutenant
- e. Career Battalion Chief
- f. Assistant Chiefs
- g. The Fire Chief

All interns must follow the chain of command.

8. Disciplinary Action

To reiterate, an intern can be terminated immediately upon violation of any policies, procedures, rules, regulations or orders of the District, including those orders of a supervisor. At all times, the District reserves the right, in the District's sole discretion as exercised by the Chief or his designee, to take any action affecting an individual's status as an intern, including but not limited to, termination from the Internship Program.

10. Modification/Disclaimer

This program document will be monitored and evaluated on a continual basis and may be changed, amended, or withdrawn at the sole discretion of the Fire Chief or his designee at anytime with or without notice. Furthermore, this document will not supersede any policy set forth by the District.

11. Position Description

As a member of this department, one of the most important documents you need to be familiar with is the position description below:

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Position Description for

Intern Firefighter

General Functions

Specific orders and direction will be provided by a supervisor. At an internship level, being involved in this program will require a knowledge and understanding of firefighting, rescue, and BLS methods and techniques. A large portion of time is spent performing housekeeping duties, caring for property, and cleaning/maintenance of

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vehicles tools and equipment. Success is determined through examinations, a daily log of activities, and observation of on-the-job performance.

Illustrative Tasks

- As directed by a supervisor, an intern firefighter may be required to deploy and operate a hose line on the fire ground. Other tasks may include, deploying and climbing a ladders, retrieval and operation of tools and equipment.
- As directed by a supervisor, an intern may perform routine housekeeping duties at the station such as cleaning walls, windows, and floors; caring for, maintaining, and testing apparatus and equipment; making minor repairs to the station; and performing a variety of other manual tasks..
- An intern will participate in training and drills on such subjects as firefighting, tool and equipment operation, EMT/BLS skills, rescue, etc.

Knowledge, Skills and Abilities (KSAs)

An intern must have:

- The ability to learn a wide variety of firefighting duties and methods including the inspection and operation of fire vehicles, equipment, and tools
- The ability to understand and follow oral and written instructions
- An ability to perform mechanical functions
- An ability to perform tasks that require physical strength, agility, and an ability to meet such specific physical requirements as may be established by the District

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Internship Firefighter Training Check-off List

Below is the intern training check-off list. Each activity must be dated and have a signature of your assigned mentor or supervisor. It will be your job as an intern to report and communicate to your supervisor regarding the completion of this schedule. For instance, if you come in for stand-by time, show the supervisor your schedule and discuss what activities you need to get signed-off on. Once this schedule is completed, it will be given to your supervisor who will in turn submit it to Administration to put in your personal file in the main office.

Orientation		
You will be issued a department employee manual. This is a large reading assignment, but it is important you read Chapters 2, 3, and 4. Some of the material pertains to paid employees, but as an intern, it is important you familiarize yourself with our policies, procedures, and guidelines. By dating and signing, you are indicating you have read and understand each chapter.	Date	Supervisor

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Read Chapter 2 of Employee Manual		
Read Chapter 3 of Employee Manual		
Read Chapter 4 (SOGs of Employee Manual)		
Read Exposure Control Manual		
PPE/Equipment Issuance (Ensure Intern is Issued the Following)		
Helmet		
Hood		
Structural Firefighting Coat		
Structural Firefighting Pants and Suspenders		
Structural Firefighting Boots		
Structural Firefighting Gloves		
SCBA Mask With Proper Fit		
Secondary Eye Protection (Safety Glasses)		
Ear Plugs		
2 PAR Tags		

SCBA Operations		
Topic	Date	Supervisor
Review Daily Inspection of SCBA Equipment, Policy 3.2 (1)		
Demonstrate Ability to Practically Complete SCBA Functional Tests, Policy 3.2 (2)		
Demonstrate Ability to Practically Swap Cylinders		
Review Mako System Procedures		

Rescue Unit Operations		
Topic	Date	Supervisor
Seat Belt Policy		
MDC Call Operations (Demonstrates Ability to Acknowledge Call, Enroute, On-scene, Available, Training, Out-of-Service, etc.)		
MDC rebooting, password MDC		
MDC Mapping (Also Manual Mapping Options Should System go Down, Such as Map Books)		
Run Sheet Pads		
ERG		
Door Openers and EVAC		
Passport/PAR Tags		
High Visibility Safety Vests		
SCBA Units		

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Pump/Booster Reel Operations		
Medical Bag Equipment and Usage (also see Basic Life Support Review)		
AED Review (procedures, pads plugged in , status indicator light)		
Other Misc. Equipment Pertinent to Check-off		
Hand-Held Radios		
Responsibility of Radio, Policy 3.5 (1)		
Lee County Radio line-up chart		
Use of Military Time and Phonetics, Policy 3.5 (2 & 3)		
Radio Identification Call Numbers, Policy 3.5 (4)		
Identify components of hand-held units (including battery swap/charger)		
Complete surfing exercise (Appendix A)		
VHF radios		

Basic Life Support Review		
Topic	Date	Supervisor
Demonstrates Ability to Obtain Blood Pressure, Pulse, Respirations		
Demonstrates Ability Opening the Airway, OPA Insertion		
Demonstrates Ability to Perform CPR/AED Procedures (Manikin may be used)		
Demonstrates Ability to Perform Obstructed Airway Techniques		
Demonstrates Ability to Perform Oxygen Preparation and Delivery (Non-Re-breather, Nasal Cannula, BVM)		
Demonstrates the Ability to Perform I-Gel Preparation and Insertion		
Demonstrates the Ability to Perform Glucose Monitoring		
Demonstrates the Ability to Perform V-Vac Usage		
Demonstrates the Ability to Perform Temperature Monitoring		
Demonstrates the Ability to Perform Pulse Ox Monitoring		

Engine Operations		
Topic	Date	Supervisor
PAR Tags/Passport		
High Visibility Safety Vests		
SCBA Units		
Thermal Imaging Camera Operations		
Seat Belt Operation		
Other Cab Equipment		
Thorough Compartment (Tool/Equipment) Familiarization		
Review Hose Lay Deployment and Repacking		
1. Demonstrates Ability to Deploy and Repack 1¾ S-Load		
2. Demonstrates Ability to Deploy and Repack 2½ Attack		
3. Demonstrates Ability to Deploy and Repack 5"		
Demonstrates Ability to make 5" Hydrant Connection		
Review Power Equipment		

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Demonstrates Ability to Start and Operate Hydraulic Power Plant		
Demonstrates Ability to Deploy, Hook-up, and Operate Spreader, Cutter, and Ram		
Demonstrates Ability to Start and Operate K-12 Tool		
Demonstrates Ability to Start and Operate Chain Saw		
Demonstrates Ability to Start Smoke Fan		
Demonstrates Ability to Deploy and Operate Air Bag System		
Review Ground Ladders		
Demonstrates Ability to Lower Ladder Rack; Ladder Removal and Replacement		
Demonstrates Ability to Deploy Attic Ladder		
Demonstrates Ability to Deploy Roof Ladder Hooks		
Demonstrates Ability to Deploy 24' Extension Ladder		
Review Pike Poles		

Brush Truck Operations		
Topic	Date	Supervisor
PAR Tags/Passport, Mutual Aid Staging Forms		
Radios (800/VHF)		
Hose Deployment/Reel Operations		
Demonstrates Ability to Start/Operate Pump		
Refill Operations		
Fire Shelters		
Compartment Familiarization		

Stand-by Time Entry Procedures		
Topic	Date	Supervisor
Demonstrates ability to enter stand-by time and training in FireHouse (Appendix B)		

Appendix A

Course: Hand-held, Radio Line-up Chart and Surfing Exercise

Materials: Hand-held radio, radio line-up chart

1. Top Buttons
 - a. Toggle Switch- Zones 1-3
 - b. Key pad lock
 - c. Emergency Incident Button (EIB)
2. Side Buttons
 - a. Top button- Light and scan nuisance (by pressing can omit nuisance channel; turn radio off and then on to reset scan sequence?)
 - b. Middle button- Key pad lock
 - c. Scan on/off (on/off is not an option anymore from menu screen)

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Speed Drill

1. Go to Bayshore Fire Dept. (BFD) Ops
2. TAC 24, toggle to TAC 34,,,,Go to TAC 44,,, Go to TAC 54
3. Go home using Home button
4. TAC 32
5. STAGE-2
6. LZ CNTL (Air TAC)
7. CH FTAC-2
8. Radio on SCAN
9. 8TAC91D (notice the little sideways cross in brackets. This indicates you are talking directly to another radio, not through a repeater)
10. CCFD-5 (821 MHz)
11. TAC-45
12. Key pad lock
13. Toggle to Zone 2, locate NFD OPS

Appendix B

Internship FireHouse Stand-by-Time Entry Procedures

1. Once in FireHouse, on top tool bar, click on Activity
2. Enter Start Date. Ensure it's the correct date for which you are logging your stand-by-time
3. Next, under Default Activity Code type in SBT (stand-by-time)
4. Small window will pop up asking "Create new record in staff activities?" Click on Yes
5. Continue across screen filling in the "Start Time," "Date," and "End Time"
6. To the right of Activity Description (which should display "stand by time") there is a "Location" entry. Click on box to right and a screen will display. Scroll down to the "S" codes and select/click the station you completed your SBT
7. Under Default Values, enter "Station" and the "Shift" you completed your SBT
8. Under Activity Type, click on Other
9. Click on Add and Staff ID window will display. Type in your Staff ID number. Right click on Save at bottom of window and scroll/click on Save & Close
10. To finalize your report, right click on Save at bottom of displayed window and scroll/click on Save & Close; window should disappear
11. Exit program by clicking on the File icon at top of screen. Scroll down to bottom/click on Exit

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12. Program will ask you if you "Are You Sure You Want to Exit FIREHOUSE Software; click Yes