



# CITY OF HOOD RIVER

FIRE & EMERGENCY MEDICAL SERVICES

1785 Meyer Parkway, Hood River, OR 97031 | HoodRiverFire.com  
Office 541-386-3939 Fax 541-387-4590



## Position Announcement

### College Intern Program

Hood River Fire & EMS is creating an eligibility list for our College Intern Program. This program was established to provide financial assistance and residence to individuals enrolled in an accredited college, with preference given to Fire Science, EMS, and/or Allied Health educational tracks. The City of Hood River will provide full time residence and up to \$8,000 per year for tuition and other approved education related expenses. In return, the intern will be obligated to 108, 24-hour shifts per year on an assigned shift at the Hood River Fire Department for a minimum of 2 years.

### Qualifications

- Must be at least 18 years of age and have documentation of a High School Diploma, G.E.D., or Certificate of Advanced Mastery.
- Oregon EMT
- Must possess and maintain a valid Driver's License and be insurable by the City of Hood River insurance carrier.
- Will need to pass an application process, oral interview and drug screen.
- Must possess a CPAT no older than 6 months. For information on CPAT and to schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com).
- NFPA Firefighter I training completed (preferred).
- NFPA Hazardous Materials Operations Level Responder training completed (preferred).
- Wildland Interface Firefighter (FFT2) training completed (preferred).

### How do I apply?

- Email Sy Yean at [s.yean@hoodriverfire.com](mailto:s.yean@hoodriverfire.com) requesting an application packet.
- Return complete application packet to Hood River Fire & EMS, Attn: Sy Yean, 1785 Meyer Parkway, Hood River, OR 97031. This must include a copy of your driver's license, copies of certifications/training completed, and proof of successful CPAT.
- Applications must be received by **5:00PM on Friday, July 6, 2018.**

We are looking to interview candidates in July followed by appointments made contingent upon background check and drug screen results.

We greatly appreciate your interest in our program. If you have any questions, please contact Sy Yean at [s.yean@hoodriverfire.com](mailto:s.yean@hoodriverfire.com).

# HOOD RIVER FIRE & EMS

## Administrative Policy

Policy 1-20.30  
Revised 05/16/2018  
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### College Intern Program

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#### **PURPOSE:**

Assist in the mission of the department to Prevent, Prepare and Protect the community of Hood River. College Interns will respond along with shift personnel to all calls for emergency response as their training permits. Interns will also provide service as the primary driver for long distance transfers and assist with all station duties: vehicle checks, station maintenance, public-education, and any other duties shift personnel assign to you. In consideration of this service, Interns receive a scholarship to pursue a college degree in an approved educational track.

#### **AUTHORITY & RESPONSIBILITY:**

The Fire Chief has overall responsibility for the financial management of the College Intern Program. The Training Officer has responsibility of the operational management of the program. Each Shift Officer has responsibility of the daily activities of their assigned Interns.

#### **REFERENCES:**

- College Intern Program Agreement (Form 1-20.01)
- College Intern Quarterly Evaluation (Form 1-20.02)
- EMT Driver Job Description (DAP 1-20.38)
- EMT Field Training Manual (Form 8-20.01)

#### **POLICY:**

##### **Qualifications**

1. Must be at least 18 years of age and have documentation of a High School Diploma, G.E.D., or Certificate of Advanced Mastery.
2. Must possess an Oregon EMT certification.
3. Must possess and maintain a valid Driver's License and be insurable by the City of Hood River insurance carrier.
4. Must possess a CPAT no older than 6 months.
5. Will need to pass an application process, oral interview and drug screen.
6. NFPA Firefighter 1 training completed (preferred).
7. NFPA Hazardous Materials Operations Level Responder training completed (preferred).
8. Wildland Interface Firefighter (FFT2) training completed (preferred).

## Requirements

1. College Interns will be enrolled in an accredited college, in an approved field of study, unless approved by the Training Officer.
2. Preference will be given to Fire Science, EMS Educational Programs and Allied Health educational tracks.
3. Must maintain a 3.0 or better.
4. College Interns will be encouraged to actively engage in the Hood River Volunteer Firefighters Association.
5. College Interns are strongly encouraged to respond to calls, if possible, when not on shift.

## Duties and Operational Responsibilities

1. College Interns will respond along with other shift personnel to all calls for emergency response.
2. College Interns will be the primary driver for long distance transfers.
  - a. Resident Volunteers need to have their EMT Field Training Manual completed within 60 days of starting as an Intern.
3. College Interns will participate in fire safety education classes and fire safety inspections under the supervision of the shift officer.
4. College Interns will actively participate in performing daily station maintenance and other work assignments as directed by the shift officer.
5. The level of participation by the Intern in emergency situations will be at the discretion of the company officer or paramedic in charge.
6. The College Intern must obtain NFPA Firefighter 1 certification within the first 6 months of appointment.

## Shift Assignments

1. College Interns will be assigned to one of three duty shifts, A, B or C, under the supervision of the shift officer.
2. The College Intern 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 Intern's benefit of learning the actual conditions encountered on the job.
3. The College Intern will be assigned to 48-hour on 96-hour off shifts on a regular rotation; shift will start at 0730.

## Training

1. College Interns are encouraged to attend all training and drills. This includes, but is not limited to, Wednesday night drills and EMS case reviews.
2. While off duty, College Interns are strongly encouraged to respond to all station or greater alarm calls. This is encouraged due to the hands-on experience that can be obtained during these situations.

**Conduct**

1. College Interns will conduct themselves in a manner acceptable to Hood River Fire & EMS (i.e. behavior, physical appearance, personal hygiene, and overall cooperation with other Fire Department personnel and members of the public). The College Intern must remember that his/her actions will reflect on the image of Hood River Fire & EMS.
2. College Interns of legal drinking age who consume alcoholic beverages off-site and off-duty will not respond to emergency calls for a minimum of twelve hours.
3. Hood River Fire & EMS practices customer service within the organization. It is the Intern's responsibility to maintain and uphold this philosophy in all dealings with the department's patrons.
4. College Interns will be subject to all department policies, rules and regulations. Interns must also abide by all federal, state and local laws.
  - a. Failure to comply with them, or any of the criteria required for placement in this program may result in release from the program.
5. College Interns shall notify the shift officer and Training Officer one month prior to discontinuing participation in this program. This notification shall be in writing.
  - a. All issued items (i.e. pagers, keys, and personal protective equipment) must be returned prior to departure. Hood River Fire & EMS reserves the right to recover expenses from any College Intern should they withdraw from the program.

**Program Management**

1. The Training Officer or designee shall have the responsibility of College Intern recruitment, retention of educational records, and monitoring Interns performance (in cooperation with the assigned Shift Officer).
2. The Training Officer or designee shall have the responsibility of administration, monitoring, and periodically evaluating the College Intern program.

**School and Class Requirements**

1. The Hood River Fire & EMS College Intern Program is designed to be a multi-year program. All class schedules and training shall be in accordance with a time-line to graduate with an Associate's Degree, preferably in Fire Science, Paramedicine or other related allied health degree.
  - a. The College Intern is strongly encouraged to utilize the college's advisors to help ensure that he/she is on track to graduate within the time-line.
2. College Interns will carry at least twelve (12) credit hours per academic term. Any exception must be pre-approved by the Training Officer. Each student must have their class schedules approved by the Training Officer.
3. College Interns must maintain a 3.0 grade point average per term with an acceptable attendance record.
  - a. If the College Interns grade point average falls below 3.0, the Intern will be placed on academic probation and have until the end of the next term to bring the average back up to 3.0 per term or he/she may be terminated from the program.

4. College Interns will provide the Training Officer or designee with a copy of their grade report after each academic term for placement in their files.
5. College Interns 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 48hr shift, the student should report for shift duty if they will be on duty for a minimum of 2 hours before their scheduled class starts. The 2 hour minimum does not include the drive time to the scheduled class. The shift officer must be notified of these types of classes, or needed study times, before they occur and has case by case discretion.

## Uniforms and Clothing

1. The College Intern will be provided with uniform items to be worn while on duty. Uniforms may include the following:
  - a. Department blue T-shirt
  - b. Department blue sweatshirt
  - c. Uniform Shirt
  - d. Uniform pants
  - e. Approved black footwear
  - f. Approved black belt
  - g. Department hat
  - h. Department jacket
2. Uniforms shall not be worn at any time off duty except for travel to and from assigned shift work.
3. These items are to be returned to the Training Officer when replacements are needed and at the conclusion of program participation.
4. Protective clothing will be provided to the College Intern at no cost. The Training Officer will supply the student with the appropriate items. These items will need to be returned prior to conclusion of the program.

## Evaluations

1. The shift officer or assigned FTO will complete a Monthly FTEP Evaluation, (found in ERS library) to track their progress throughout the first 6 months of the program. The completed form will be turned in to the Training Officer and placed in their personnel file for record keeping. A copy will be given to the intern. After the initial 6 months, no routine evaluation will be required. Individual corrective action plans will be utilized for any deficiencies.
2. College Interns will be evaluated by the shift officer or designee 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. Operation of power equipment

- h. Fire Prevention Activities
- i. Station duties
- j. Attendance
- k. Grades
- l. Medical skills
- m. Firefighter skills
- n. Driving
- o. Apparatus operation (depending on certification level)
- p. Department Standard Operating Guidelines
- q. Roads, streets, and hydrants

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

3. Comments on positive College Intern achievement, special recognition, recommendations for disciplinary action, complaints, or suggestions will also be included in the comment section.

### **Absences, Leave, and Time Off**

1. College Interns will be assigned to a specific shift (A, B, or C).
2. College Interns will be granted leave in the amount of 288 hours, (12 shifts), per year. The year will start at appointment date. The Shift Officer will maintain records on each Interns accumulated time off.
3. Leave time will accrue at a rate of 24 hours per month. This leave is to be used at the Intern's discretion.
  - a. Examples for using time off are; personal time, vacation time, family emergencies, illness, doctor appointments, etc. Unused leave will accrue and be carried over into the next school year. Prudent use of leave is strongly advised.
4. All vacation request forms will be approved by the shift officer for tracking and record keeping.

### **Reimbursements**

1. All College Interns should graduate at the end of two years with a Fire Science or other Associates degree.
  - a. College Interns will be continually evaluated by the Training Officer to see that they are on schedule to graduate.
2. The student's college advisor as well as the Training Officer must approve all schedules and classes. Termination from the program may result if this schedule is not maintained.
3. College Interns will receive up to \$8,000 per year for payment of tuition, books, lab fees, and other approved school costs.

### **Equipment Return Procedure**

1. All assigned items shall be checked back in prior to a student leaving the program. This check in will be a formal procedure as set forth by the Training Officer.

### **Facilities Use and Visitor Policy**

1. College Interns may do light maintenance work on their private vehicles providing there is no conflict with other department activities.
  - a. On regular workdays, private vehicles are not allowed in the apparatus bay prior to 5:00 PM. Authorization will be obtained from the duty officer before any procedures begin.
2. **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.
3. Visitors will be allowed in the station on a limited basis. Conjugal visits will not be allowed.
4. Except for department sanctioned events, curfew for visitors will be 2200 hours. Noise will be held to a minimum after 2200 hours.
5. Non-fire department personnel will not be permitted in the dorm sleeping areas without the permission of the duty officer. All visitors must be accompanied by fire department personnel while in the station at all times.
6. Personnel will be responsible for maintaining the integrity of the security system. The combination to the outside door shall not be given to non-members.
7. 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.
8. Shop tools and equipment will be replaced immediately following their use.

### **Residency Specific Guideline**

1. A College Intern is encouraged to maintain full time residency at the fire station. This is optional for all College Interns.
2. College Intern's rooms will be assigned at the discretion of the Training Officer.
3. College Interns 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.
4. College Interns are responsible for the upkeep and cleanliness of their living areas.
5. Clutter will be picked up, bathrooms maintained in a clean manner, floors vacuumed or mopped, and counters kept clean.

### **Miscellaneous**

1. Amendments to the College Intern's rules and regulations will be posted on the station bulletin board and copies given to each College Intern.
2. The Fire Department reserves the right to assign, discipline, and discharge any student as the need arises.
3. The College Intern understands that there is no job offer at the end of the agreement period.
4. Shift and work assignments will be made at the discretion of the shift officer.

**Termination from the Program**

1. The City and Fire Chief reserve the right to terminate any individual that has been selected for this program, from the program and to terminate the agreement between the College Intern and Hood River Fire & EMS if any of the above conditions are not adhered to.



# Hood River Fire & EMS



1785 Meyer Parkway  
 Hood River, OR 97031  
 www.hoodriverfire.com  
 Phone (541)386-3939  
 Prevent - Prepare - Protect



Please read all instructions carefully. Fill out this application completely, accurately and legibly.  
 Type or Print in ink; answer all questions completely; sign legal name on last page

POSITION APPLYING FOR	DATE

Check all that apply:    Full Time    Part-Time    Seasonal    Volunteer

PERSONAL INFORMATION	
NAME (LAST, FIRST, MI)	Home Phone:
ADDRESS (mailing and physical)	Cell Phone:
CITY, STATE, ZIP	Email Address:
Are you legally eligible for employment in the United States? <input type="checkbox"/> YES <input type="checkbox"/> NO	

DRIVER'S LICENSE INFORMATION			
LICENSE NUMBER	CLASS	STATE	EXPIRATION
ENDORSEMENTS	RESTRICTIONS		

EDUCATION	
ARE YOU A HIGH SCHOOL GRADUATE? <input type="checkbox"/> YES <input type="checkbox"/> NO	IF YES, LIST YEAR, SCHOOL AND LOCATION
IF NO, CIRCLE HIGHEST GRADE COMPLETED 6   7   8   9   10   11   12	IF NO, YEAR AND LOCATION GED COMPLETED
ENTER BELOW ANY COLLEGES, UNIVERSITIES OR TECHNICAL SCHOOLS ATTENDED (Use extra page if necessary)	
Name of School	City/State
Date Attended	Major
Degree	
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REFERENCES	
NAME	RELATIONSHIP
PHONE	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME	RELATIONSHIP
PHONE	HOW LONG HAVE YOU KNOWN THIS PERSON?
NAME	RELATIONSHIP
PHONE	HOW LONG HAVE YOU KNOWN THIS PERSON?



**EXPERIENCE AND SKILLS**

Summarize special job-related skills and qualifications acquired from employment, coursework, seminars or other experience

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**ATTACHMENTS**

Please attach along with your application photocopies of the following:

- Driver's License
- 3 Year Driving History (available at the DMV)
- Fire or EMS related certifications and course completions (DPSST print out if available)
- Any other requested information
- Hood River Fire Veteran Preference Form (if applicable)

The City of Hood River is an equal employment opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, marital status, expunged juvenile record, family relationship, mental or physical disability, or veteran's status. The City of Hood River prohibits harassment of any employees including employees in these protected classes.

Interviews are given on a competitive basis, using job-related factors, after a written application has been received and reviewed. Because of the large numbers of applications received, not everyone who applies for a position will be interviewed.

**DISCLAIMER AND SIGNATURE**

I \_\_\_\_\_ hereby certify that this application contains no misrepresentations or falsifications and that the information given is true and complete to the best of my knowledge and belief. I understand that misrepresentation, falsification, or omission of facts called for in this application is cause for cancellation of the application and/or dismissal from my position with the Hood River Fire & EMS.

I authorize the City of Hood River and Hood River Fire & EMS to make any necessary and appropriate investigation to verify the information contained herein, and I authorize the release of that information to the City of Hood River and Hood River Fire & EMS. This information includes my background investigation and any information relating to my activities obtained from individuals, schools, the military, employers, criminal justice agencies, the DMV, and other sources of information.

I understand that a background investigation will be conducted and I authorize the background investigation agency(s) to release arrest, detentions, field citations, field interview cards, officer's records, jail/custody booking records, traffic citations and traffic accident information, district attorney records, court records, report, or information source needed to determine my suitability for employment or membership. If it is discovered that I am involved in any felonies, I understand that the background investigation agency is obligated by law to report this information to the proper jurisdiction. I hereby release the City of Hood River, Hood River Fire & EMS, the background investigation agency, and any individuals, school employers, or organizations listed on this application or utilized in processing and verifying this application from any liability or damage which may result from furnishing the information requested, including any liability pursuant to any State or local code or ordinance, or any similar laws.

If I am accepted as a member of Hood River Fire & EMS, I agree to conform to the rules and regulations of the City of Hood River and Hood River Fire and EMS. I also understand that failure to do so can be cause for dismissal from the organization.

Signature \_\_\_\_\_

Date \_\_\_\_\_