



# **IDYLLWILD FIRE**

## ***Rules & Regulations***

---

### **Mission Statement**

The mission of the Idyllwild Fire Protection District is to protect lives property and environment through the provision of comprehensive integrated "All Risk" Fire Protection, Emergency Medical Services and other Emergency Services that result in social, economic, and environmental benefits for the people of Idyllwild.

### **Value Statement**

In dealing with our community and customers, we: recognize that we are here to serve the needs of the community and its citizens; will always strive to provide the best customer care and service in a professional and positive manner; will operate with a high sense of ethics, honesty, and integrity; will treat our customers with respect, dignity, fairness, and compassion; will remain responsive to the changing needs of our community.

In dealing with each other, we:

Will treat each other with respect based on mutual trust and common purpose. Do the right things, ethically, honestly and with integrity. Openly encourage involvement in the decision-making process. Accept accountability for the quality of services the department renders to the community. Encourage a learning environment where challenges, adversities, and mistakes are embraced in order to strive for success. Go beyond basic duties to help others and improve our community. Take responsibility for developing and training ourselves and each other.

## **Distribution List**

1. Fire Chief's Office
2. Assistant Fire Chief Administration Office
3. Shift Battalion Chief's Office
4. All Fire Captains
5. All Fire Engineers
6. All Firefighters.
7. All at will Employees.

A copy of the Rules and Regulations is also available to each member of the Fire Department on the following drives:

[www.idyllwildfire.com](http://www.idyllwildfire.com)

## Table of Contents:

Page #	Item
--------	------

4	Ratification
4	Oath of Office
4	Introduction
5	Definitions

### Job Descriptions & Responsibilities:

7-9	Fire Chief
10-12	Assistant Fire Chief
13-14	Battalion Chief
15	Administrative Assistant
16-17	Fire Captain
18-19	Fire Engineer
20-22	Firefighter Paramedic/ EMT
23-25	Intern Reserve Firefighter EMT (At Will Employee)
26-28	Volunteers
29	Cadet

### Testing Process:

30	Battalion Chief
31	Captain
32	Engineer
33	Firefighter
34	Intern Reserve Firefighter / EMT
35	Volunteer

### General Performance / Conduct:

36-38	General Performance - All Members
39-40	Conduct - All Officers
41-42	Conduct- All Members
43-44	Evaluation
45-53	Other Duties as assigned General

## **Ratification**

The Fire Chief of the IFPD has read and reviewed this edition of the Rules and Regulations. These rules and regulations, as submitted, have been found to be reasonably written to allow for fair and equitable decisions for the Fire Department members.

## **Oath of Office – Taken By All Members**

I, solemnly swear, that I will support the Constitution of the United States of America and that of the State of California; I will obey the laws and ordinances of the County of Riverside; familiarize myself with and be obedient to the rules, regulations and orders of the Idyllwild Fire Protection District; and faithfully serve the Idyllwild Fire Protection District in the discharge of my duties, as a member of the Fire Department, to the best of my knowledge and ability, so help me God.

## **Introduction**

The Rules and Regulations will not provide a solution to every question or problem which may develop in an organization designed and established to render emergency service. It is, expected, however, that it will be sufficiently comprehensive to cover, either in a specific or general way, the privileges, obligations, and duties of the members of the Idyllwild Fire Protection District.

The Rules and Regulations are not designed nor intended to limit any member in the exercise of his/her good judgment or initiative in taking appropriate action in extraordinary situations. Actions should be based on the loyalty, integrity, and discretion of all members. Nothing contained in the Rules and Regulations should be construed to be in conflict with any provisions of Civil service codes or Laws. If any conflict or discrepancy exists, or develops, clarification and decisions will be made by the Fire Chief.

## Definitions

1. Act: To perform; to do; to serve; or to operate.
2. Alarm: A notification to respond to an emergency.
3. Apparatus: Any Fire Department fire engine, ladder truck, rescue ambulance or other equipment owned by the IFPD.
4. Battalion Chief: A Chief Officer or Acting Chief Officer in command of a shift or assigned as the Fire Marshal.
5. Captain: Assigned member in a command of a company.
6. Chain of Command: The order of ascending or descending rank.
7. Channels, through: The transmission of orders and communications through the intermediate officers ascending or descending order of rank.
8. Chief's Office: Office of the Fire Chief.
9. Chief's Staff: The Chief Officers and administrative staff of the Fire Department.
10. Company: A crew of members under the command of a Captain assigned to a station with apparatus.
11. Constant Staffing: A system of maintaining a designated number of qualified personnel on duty at all times. (See the IFPD ICFA MOU)
12. Dispatch Center: The dispatch and communication center of the Fire Department.
13. Dispatchers: Personnel assigned to the Dispatch Center to receive and dispatch fire units.
14. Emergency Vehicles: Any Fire Department vehicle so defined in the California State Motor Vehicle Code.
15. Engineer: Classification of rank. Apparatus and pump operator.
16. Fire Chief: The Administrative and Operations head of the Fire Department hereinafter referred to as "Chief".
17. False Alarm: An alarm given with malicious intent or without reasonable cause.
18. Fire Prevention Code: That portion of Municipal Code prescribing regulations for the safeguarding of life and property from hazards of fire and explosion arising from the storage, handling and use of hazardous substances, material and devices, and from conditions hazardous to life or property in the use or occupancy of buildings or premises.
19. First-In-District: The area in which a company is normally the first to arrive in response to an alarm.
20. General Order: An order issued by the Chief to amend or supplement the Rules and Regulations of the department, operational procedures, or policies. Each general order will bear a serial number.
21. Headquarters: The office of the Fire Chief, the administrative center of the Fire Department.
22. Loss of Privileges: The loss of those privileges granted to members by the Fire Chief.
23. Member: Any Career "full time" employee of the Fire Department.
24. Military Time: A time system beginning at 0001 hours (12:01 a.m.) and proceeding to 2400 hours (12:00 mid-night) which is used exclusively.
25. Multiple Alarm: Any emergency which requires more equipment than the regular assignment.
26. Officers: Officers of the Fire Department (i.e.: Fire Chief, Assistant Chief, Battalion Chief, Captain, and other personnel assigned by the Fire Chief).
27. Quarters: Any engine house, department building, office, storeroom, workroom, yard, shop, or place wherein members are permanently assigned or employed.
28. Relief or Acting: A member who acts in the official capacity of another.
29. Reprimand: A formal written notification of deficiency which may become a permanent part of the member's personnel file.
30. Rules & Regulations: The governing rules, procedures, and order of the Fire Department.

- 31. Shift: The entire fire fighting personnel on duty during a 48-hour period commencing at 0800 hours.
- 32. Special Detail: One (1) or more members assigned by the Chief to such departmental service and hours of work as he/she may deem necessary.
- 33. Special Notice: A transitory notice issued by the Chief for the guidance and information of members of the Department.
- 34. Still Alarm: An alarm not received by telephone, radio, or alarm system.
- 35. Subordinate: One who stands in rank below another.
- 36. Superior Officer: Any officer of a higher rank than one's own.
- 37. Unit: One (1) company, one (1) piece of apparatus or a single resource.

**Job Title:** Fire Chief  
**Division:** Administration  
**Reports to:** Board of Fire Commissioners

**Job Summary:**

Under general administrative direction, plans, directs, manages, and oversees the activities and operations of the Fire Department including fire prevention, suppression, investigation, inspection, emergency medical services, and public education; coordinates assigned activities with other City departments and outside agencies; and provides highly responsible and complex administrative support to the Board of Fire Commissioners.

**Major Duties:**

1. Assume full management responsibility of all Fire Department services and activities (i.e.: fire prevention, suppression, investigation, inspection, emergency medical services and public education).
2. Manage the development and implementation of Fire Department goals, objectives, policies, and priorities for each service area; establish, within IFPD policy, appropriate service, and staffing levels; allocate resources accordingly.
3. Select, train, motivate and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.
4. Exercise direct supervision over management, supervisory, professional, technical, and clerical staff.
5. Continuously monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures; assess and monitor workload, administrative and support systems, and internal reporting relationships; identify opportunities for improvement; direct the implementation of changes; maintain efficient and cost-effective emergency response teams.
6. Represent the Fire Department to other Fire departments, elected officials, and outside agencies; explain and interpret Fire Department programs, policies and activities; negotiate and resolve sensitive, significant, and controversial issues.
7. Ensure responsive, appropriate service delivery by conferring with civic, professionals, service, fraternal and other community groups.
8. Select, train, motivate, and evaluate Fire Department personnel; provide or coordinate staff training; work with employees to correct deficiencies; implement discipline and termination procedures when necessary.

**Examples of Important and Essential Duties:**

- Plan, direct, and coordinate, through subordinate level managers, the Fire Department's work plan; meet with management staff to identify and resolve problems; assign projects and programmatic areas of responsibility; review and evaluate work methods and procedures.
- Manage and participate in the development and administration of the Fire Department budget; direct the forecast of additional funds needed for

- staffing, equipment, materials, and supplies; direct the monitoring of and approve expenditures; direct the preparation of and implement budgetary adjustments as necessary.
- Coordinate Fire Department activities with those of other departments and outside agencies and organizations; prepare and present staff reports and other necessary correspondence.
  - Conduct a variety of organizational studies, investigations, and operational studies; recommend modifications to Fire Department programs, policies, and procedures as appropriate.
  - Ensure proper maintenance and availability of equipment, apparatus, buildings and other facilities.
  - Respond to major fire alarms and personally direct fire suppression activities as necessary.
  - Supervise and conduct fire incident investigations.
  - Direct and participate in the research of alternative approaches to fire suppression, hazardous material handling, fire and life safety code, and emergency programs.
  - Participate on a variety of boards and commissions; attend and participate in professional group meetings and conferences; stay abreast of new trends and innovations in the field of fire science.
  - Respond to and resolve difficult and sensitive inquiries and complaints.

### **Knowledge and Skills:**

- Operational characteristics, services, and activities of comprehensive fire prevention, suppression, investigation, and inspection programs.
- Organization and management practices as applied to the analysis and evaluation of programs, policies, and operational needs.
- Modern and complex principles and practices of program development and administration.
- Modern fire prevention, fire suppression, and rescue principles, practices, techniques, and procedures, including the operation and maintenance requirements of the various types of fire apparatus equipment, tools, and devices.
- Mechanical, chemical, and related characteristics of a wide variety of hazardous materials and objects.
- Pertinent Federal, State, and local laws, codes, and regulations.
- Recent developments and sources of information in fire administration.
- Advanced principles and practices of budget preparation and administration.
- Incident command theory.
- Procedures, methods, and techniques of emergency medical services including first aid, CPR, ALS and BLS techniques and tactics.
- Principles of supervision, training, and performance evaluation.
- Principles and practices of data collection and report preparation.
- Local geography including the location of water mains and hydrants and the major fire hazards of the district.
- Safe driving principles and practices.



- Provide administrative and professional leadership and direction for the Fire Department.
- Develop, implement, and administer goals, objectives, and procedures for providing effective and efficient fire prevention, suppression, investigation, and inspection services.
- Plan, organize, direct, and coordinate the work of management, supervisory, professional, and technical personnel; delegate authority and responsibility.
- Select, supervise, train, and evaluate staff.
- Identify and respond to community, IFPD Board, and other issues, concerns and needs.
- Analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals.
- Research, analyze, and evaluate new service delivery methods, procedures, and techniques.
- Plan, direct, and review fire suppression, fire and life safety code compliance, emergency medical service, and hazardous materials emergencies operations and activities.
- Interpret and apply the policies, procedures, laws, codes, and regulations pertaining to assigned programs and functions.
- Make technical and emergency decisions quickly and calmly under emergency conditions.
- Prepare and administer large and complex budgets; allocate limited resources in a cost-effective manner.
- Conduct thorough investigations including researching, collecting, compiling, and analyzing information and data.
- Establish record keeping systems and procedures.
- Prepare clear and concise administrative and financial reports.
- Exercise good judgment, flexibility, creativity, and sensitivity in response to changing situations and needs.
- Communicate clearly and concisely, both orally and in writing.
- Establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Job Title: Assistant Fire Chief  
Department: Fire  
Reports to: Fire Chief

### **Job Summary:**

Plans, directs and coordinates various Fire Department programs and operations to include communications, training, fire prevention, data collections and maintenance, homeland security, emergency medical services, fire suppression, apparatus maintenance, and personnel.

### **Major Duties**

1. Manages and directs various Fire Department Divisions including Operations Division, Emergency Medical Services (EMS) Division, Fire Prevention Division, Communication and Technology Division, and Training Division.
2. Exercises direct supervision over department middle management, supervisory, professional, technical, and clerical staff.
3. Assists the Fire Chief with development and implementation of Fire Department goals, objectives, policies, and priorities for each assigned service area; establishes within IFPD Policy, appropriate service and staffing levels; allocates resources accordingly.
4. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and procedures; assesses and monitors work loads, administrative and support systems, and internal reporting relationships; identifies opportunities for improvement, directs the implementation of changes; maintains efficient and cost-effective emergency response teams.
5. Selects, trains, motivates, and evaluates Fire Department personnel; provides and/or coordinates staff training; works with employees to correct deficiencies.
6. Assists the Fire Chief in the development, management, and administration of the Fire Department budget. Directs the forecast of additional funding needs for staffing, equipment, materials, and supplies. Monitors and approves expenditures. Directs the preparation and implementation of budgetary adjustments as necessary.
7. Researches, analyzes, and evaluates new service delivery methods, procedures, and techniques.
8. Conducts internal investigations.
9. Responds to major emergencies or events and directs operational activities upon assumption of command.
10. Assists the Fire Chief with the development and implementation of the Fire Department's work plan.
11. Assists the Fire Chief in various administrative functions such as community risk assessment, code development, department budget development, long-term capital improvements, labor negotiations and other personnel related matters.
12. Assumes command of the department in the absence of the Fire Chief.
13. Performs other related special projects as required or assigned.

**As Administrative Assistant Fire Chief:**

1. Responsible for managing and directing the Fire Prevention, Communication and Technology, and Training Divisions of the Fire Department to include preparation of Division budgets, and coordination of activities, goals and objectives with Division Officers.
2. Serves as department Risk Management Coordinator and supervises Department Safety Officer.
3. Plans, directs, and supervises Homeland Security operations.
4. Supervises the Fire Marshal, Training Officer, and Communication & Technology Officer.
5. Assists in directing departmental operations and maintenance of radios and communication equipment.
6. Directs departmental data collection and records maintenance.
7. Acts as Department Grant Committee Coordinator.
8. Supervises and administers the CAD system and the Department's RMS program.
9. Maintains departmental rules and regulations.
11. Manages and directs the personnel functions of the Fire Department.

**As Operations Assistant Fire Chief:**

1. Responsible for managing and directing the Operations Division and Emergency Medical Services Division to include; preparation of Division budgets, and coordination of activities, goals and objectives with Division Officers.
2. Supervises the Department Shift Fire Battalion Chiefs and EMS Coordinator.
3. Assures personnel resources and services are appropriately deployed through communication with the Fire Battalion Chiefs.
4. Ensures proper maintenance and availability of department apparatus, equipment, buildings and other facilities.
5. Develops, implements and administers goals, objectives, and procedures for providing effective and efficient fire suppression and EMS services.
6. Performs as the Fire Department Operations Officer.
7. Develops specifications for fire apparatus, buildings, and equipment.
8. Maintains departmental operations manual.
9. Liaison to Emergency Operations Center Operation Section.

**Qualifications:**

Appointment as a Fire Battalion Chief with the IFPD.  
Valid State of California Class C Firefighter endorsement Driver's License.  
State Fire Marshal Chief Officer Certification is highly desirable.

**Knowledge and Skills:**

- Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
- Knowledge of departmental rules and regulations pertaining to fire prevention, employee safety, personnel procedures, emergency medical services, and emergency operations and procedures.
- Skill in planning, coordinating, developing, scheduling, implementing, and evaluating various training programs relevant to operation of the Fire Department.
- Skill in preparing and maintaining various departmental reports, records, and budgets.
- Skill in advanced principles and practices of budget preparation and administration.
- Ability to communicate clearly and concisely, both orally and in writing.
- Ability to make technical and emergency decisions quickly and calmly under emergency conditions.
- Ability to establish, maintain, and foster positive and harmonious working relationships with those contacted in the course of work.

Job Title: Battalion Chief  
Department: Fire  
Reports to: Fire Chief / Assistant Fire Chief

### **Job Summary:**

Directs departmental activities and supervises subordinates in the operation and maintenance of fire stations, equipment, and apparatus to include directing emergency rescues, fire suppression, fire prevention, communications, training and routine procedures.

### **Major Duties:**

1. Commands Fire Department emergency field operations to include establishing strategic objectives and directing operations.
2. Responds to alarms of fire and other emergencies as prescribed and directed, and assumes active command until relieved by an Assistant Fire Chief or the Fire Chief. Deploys apparatus and personnel in the most advantageous manner for the preservation of life and property and the control and extinguishment of fire or in otherwise managing an emergency situation or condition.
3. Observes, plans, administers and evaluates the training activities.
4. Formulates, maintains and implements uniform applications of established policy, rules, orders, practices and procedures to include Department Personnel Manual and Operations Manual.
5. Researches modern firefighting and prevention methods.
6. Attends conferences, conventions, seminars and educational meetings.
7. Submits an annual budget for staff functions to include planning and implementing assigned activities within proposed budget.
8. Submits an annual operations report.
9. Prepares and maintains departmental reports and records to include payroll and personnel files.
10. Supervises and participates in preparation of specifications for protective clothing and safety devices.
11. Supervises the purchasing, maintenance, testing and replacing of equipment, vehicles, and other mobile equipment.
12. Promptly reports and investigates all accidents to apparatus and other department property through the chain of command to the Fire Chief.
13. Performs various personnel functions to include performance evaluations and hiring of new personnel.
14. Serves as Acting Fire Chief of the Fire Department in the absence of the Fire Chief or Assistant Fire Chiefs.
15. Ensures the uniform application of established policies, rules, orders, practices, and procedures of the department and requires subordinates to cooperate with one another in applying uniform policy.
16. Promptly and implicitly enforces the laws, ordinances, rules, regulations, orders and/or directives that govern the Fire Department.
17. Visits all facilities at least twice a week.
18. Conducts internal affairs investigations.

19. Performs other related duties as required or assigned by an Assistant Fire Chief or the Fire Chief.

**Qualifications:**

Appointment as a Fire Captain in the IFPD for a minimum of 2 years, following completion of mandatory probationary period.

Valid State of California DMV Firefighter endorsement Driver's License.

Certified Emergency Medical Technician.

**Knowledge and Skills:**

- Knowledge of emergency rescue procedures and practices involving fire, chemicals or bomb threats, fire-fighting principles, techniques and principles of hydraulics applied to fire suppression.
- Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
- Knowledge of Idyllwild geography and streets.
- Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods to include State laws, municipal codes and ordinances related to fire prevention and inspection work.
- Skill in supervising operation and maintenance of fire equipment, apparatus, and tools.
- Skill in interpreting and enforcing laws, ordinances, statutes, and Fire Prevention Bureau requirements.
- Skill in coordinating and scheduling various training programs relevant to operation of the Fire Department.
- Skill in performing or supervising fire and arson investigations to determine cause and origin of fire.
- Skill in preparing and maintaining various departmental reports, records, and budgets.
- Skill in supervising inspections of commercial and residential occupancies and reviewing plans and specifications for fire and life safety compliance.
- Skill in planning, coordinating, developing, scheduling, implementing, and evaluating various training programs relevant to operations of the Fire Department.
- Skill in developing and writing staff reports and budgets.
- Skill in supervision and management.
- Skill in leadership.

Job Title: Administrative Assistant  
Division: Administration  
Reports to: Fire Chief, Battalion Chief.

**Job Summary:**

Performs a wide variety of routine to complex clerical duties as assigned. Works through issues, receives, types and processes various applications, reports, claims, permits, purchase requisitions and other forms. Performs other related duties as assigned or required. Works on special assignments and other administrative assignments as directed by the Fire Chief or his designees.

**Knowledge and Skills:**

- High school diploma or equivalent supplemented by specialized clerical courses and 1 (one) year clerical/secretarial experience comparable to that of an Administrative Clerk in other Cities, or any equivalent combination of education and experience.
- Knowledge of English usage, spelling, grammar, and punctuation.
- Knowledge of office practices, procedures and terminology and relevant departmental policies.
- Knowledge of filing, bookkeeping and record-keeping.
- Knowledge of shorthand, fast notes and note keeping.
- Knowledge of basic math.
- Skill in operating office equipment including calculator, typewriter, computer, copier, and word processor. (Excel and Word literate)
- Ability to communicate with confidential information.
- Ability to communicate clearly and effectively, both orally and in writing.
- Ability to understand and carry out oral and written instructions.
- Ability to establish and maintain effective working relationships with departmental personnel and the public.
- Will follow all laws and ordinances of the State of California and the United States of America and will protect the privacy of all information relating to the IFPD its personnel and customers. Will also follow all HIPAA regulations.

Job Title: Fire Captain  
Department: Fire  
Reports to: Assistant Fire Chief / Battalion Chief

**Job Summary:**

Command a Fire Company during an assigned shift. Includes participating in and directing personnel in Rescue, Fire Suppression, Fire Prevention, Station and Equipment maintenance, Training, and Emergency Medical Care.

**Major Duties:**

1. Responds to alarms and directs the route to be taken to the fire.
2. Determines the firefighting methods to be employed and the need for additional assistance at fire scenes.
3. Directs and assists crew in firefighting and related life and property protection and provides life support, first aid, and CPR to include assisting paramedics.
4. Supervises salvage, rescue, and fire aid activities to include conducting fire prevention inspections and investigations.
5. Supervises the maintenance of the station, grounds and all assigned apparatus and equipment.
6. Supervises fire apparatus and equipment operations and assists firefighters and paramedics when necessary.
7. Inspects station buildings, grounds, quarters, equipment, supplies, and firefighting appliances.
8. Trains and drills company personnel in all phases of firefighting, rescue, first aid, resuscitation, and fire prevention to include development and implementation of new programs.
9. Prepares and maintains various fire reports, payroll schedules, duty schedules, records and operates department computer.
10. Collects and evaluates bids for station maintenance projects and prepares specifications for equipment and supervises purchases of materials, supplies and appliances.
11. Performs various personnel functions to include maintaining files and conducting performance appraisals.
12. May perform duties of the Battalion Chief when assigned.
13. Performs other related work as required or assigned.
14. Maintains all required skills, competencies, and fitness required for this position.

**Qualifications:**

High school diploma, five (5) years of experience and full-time employment as a Career Firefighter and at a minimum completion of probation and not less than 6 (six) months experience after probation as a full time Engineer.  
Must have a Valid State of California "Firefighter Restrictive" Driver's License.  
Must be a Certified Emergency Medical Technician Paramedic (state and county certified).



State Fire Marshal FF1 and 2 Certification. Must be certified on the operation of all department apparatus.

Must possess or have completed one of the following: State Fire Marshals Fire Officer Certification or NWCG 310-1 certification through S 336.

**Knowledge and Skills:**

- Knowledge of State and municipal code laws and ordinances related to fire prevention and code enforcement.
- Knowledge of emergency rescue procedures and practices involving fire, chemicals, or bomb threats.
- Knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression.
- Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
- Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods to include State laws and municipal codes and ordinances related to fire prevention and inspection work.
- Knowledge of Idyllwild Fire Protection District geography and streets.
- Skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations.
- Skill in supervising and coordinating operation and maintenance of fire equipment, apparatus, and tools.
- Skill in interpreting and enforcing laws, ordinances, statutes, and Fire Prevention Bureau requirements.
- Skill in inspecting or supervising inspections of commercial and residential occupancies and reviewing plans and specifications for fire and life safety code compliance.
- Skill in planning, coordinating, developing, scheduling, implementing, and evaluating various programs relevant to fire prevention aspects of the Fire Department.
- Skill in performing or supervising fire and arson investigations to determine the cause and origin of fire.
- Skill in preparing and maintaining accurate departmental reports, records.
- Ability to communicate clearly and concisely, both orally and in writing.

Job Title: Fire Engineer  
Department: Fire  
Reports To: Fire Captain

### **Job Summary:**

Drives and operates fire apparatus in response to fire and other emergency calls to render emergency medical services, suppress fires and perform related work of an Engineer and Firefighter.

### **Major Duties:**

1. Respond to fire and other emergency alarms by driving fire apparatus to the scene.
2. Operates aerial ladder and pumping apparatus, assists in the suppression of fires and in the protection of life and property.
3. Performs emergency medical services.
4. Performs periodic maintenance and assists in repairs to fire equipment and apparatus.
5. Instructs other fire personnel in the operation and maintenance of fire equipment and apparatus.
6. Participates in fire prevention activities, inspections, drills, and demonstrations.
7. Prepares and maintains service records for all fire apparatus and equipment.
8. May perform duties of Firefighter or Acting Fire Captain when assigned.
9. Performs other related work duties as required.
10. Maintains all required skills, competencies, and fitness required for this position.

### **Knowledge and Skills:**

- Ability to meet all requirements established by the IFPD.
- Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods to include state laws, municipal codes and ordinances related to fire prevention and inspection work.
- Knowledge of emergency rescue and evaluation procedures involving fire, chemicals, or bomb threats.
- Knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression. Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
- Knowledge of state and local building and maintenance codes and the health and safety code.
- Knowledge of fire protection and fire alarm systems and components and their functional requirements.
- Working knowledge of vehicle mechanics and rescue procedures involving electricity and gas.
- Knowledge of Idyllwild Fire Protection District geography, streets, and area hospitals. Skill in performing strenuous work under adverse

conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations.

- Skill in operating and maintaining fire equipment, apparatus, and a variety of tools.
- Skill in inspection and testing fire protection and alarm skills. Skill in interpreting and enforcing laws, ordinances, statutes, and Fire Prevention Bureau requirements.
- Skill in inspecting commercial and residential occupancies and reviewing plans and specifications for fire and life safety code compliance.
- Skill in performing fire and arson investigations to determine cause and origin of fire. Skill in driving an ambulance safely during emergencies and in route to an area hospital. Skill in thinking clearly, making decisions and reacting quickly in emergency situations.

**Qualifications:**

Must have a minimum of 3 (three) years' experience and full-time employment of at least two (2) years as a Firefighter EMT or Paramedic.

Must be a Certified Emergency Medical Technician EMT B or P. State and Riverside County. Must be certified on the operation of all fire department apparatus. Fire Hydraulics/ Apparatus or Driver Operator 1A/1B, Command 1A or NWCG 336.

State Fire Marshal FF1 and 2 required.

Valid California "Firefighter Restrictive" Driver's License.

I 200.

Job Title: Firefighter Paramedic or EMT B  
Department: Fire  
Reports to: Fire Captain / Engineer

**Job Summary:**

Performs a variety of emergency operations to protect lives and property including fire suppression, emergency medical services, and maintenance of stations, maintenance of grounds, maintenance of equipment, and fire prevention inspections as well as other related duties.

**Major Duties:**

1. Responds to all types of rescue, fire suppression, medical and non-medical emergency calls and implements action required to save lives and property.
2. Participates in continuing study, training, and drill activity to achieve and maintain required skills to include regular fitness program to maintain good health and physical strength.
3. Maintains fire equipment, ambulance, apparatus, hydrants, quarters and grounds to include performing motor tests on apparatus when assigned as a Acting Fire Engineer.
4. Prepares and maintains various departmental reports and forms and operates departmental computer.
5. Provides life support, CPR and first aid and assists paramedics when necessary.
6. Shops for and prepares meals.
7. Operates department equipment as directed to emergency calls.
8. Performs hazardous material containment practices.
9. Ventilates burning buildings to carry off hazardous smoke and gases.
10. Assists in the performance of fire and arson investigation to include examining fire scene and determining origin or cause of fire.
11. Performs fire prevention inspections and tests to assure compliance with state and federal laws, rules and regulations.
12. Conducts public education and information classes to include performing public appearances and conducting fire station tours.
13. Senior firefighters may supervise junior firefighters during high rise firefighting operations and hazardous material containment.
14. May serve as alarm operator (dispatcher) or drive ambulance when necessary.
15. May serve as an Acting Engineer in their absence. (As approved by the duty officer).
16. Performs other related work as required.
17. Maintains all required skills, competencies, and fitness required for this position.

## **Qualifications and Certifications:**

Minimum age of 18 years old at time of application.

Fire Academy graduate, or FF1 certification. Minimum of twelve (12) college units with a minimum of six (6) units in Fire Technology. Valid California Class C Driver's License for application. Must obtain California DMV "firefighter restricted" driver's license (minimum) prior to end of probationary period. Must possess current EMT P or B certification card. State Fire Marshal Firefighter I and II Certification by the end of the probationary period. Must possess a State Paramedic and County REMS certification to operate. Must complete State Fire Marshalls approved sixty-seven (67) hour or the USFS 40 (forty) hour minimum wildland training program by the completion of probation, one (1) year. Must successfully complete a one (1) year probationary period.

## **Knowledge and Skills:**

- Ability to meet all requirements established by the IFPD.
- Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods to include state laws, municipal codes and ordinances related to fire prevention and inspection work.
- Knowledge of emergency rescue and evaluation procedures involving fire, chemicals, or bomb threats.
- Knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression.
- Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry. Knowledge of state and local building and maintenance codes and the health and safety code.
- Knowledge of fire protection and fire alarm systems and components and their functional requirements.
- Working knowledge of vehicle mechanics and rescue procedures involving electricity and gas.
- Knowledge of Idyllwild Fire Protection District geography, streets, and area hospitals.
- Skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations.
- Skill in operating and maintaining fire equipment, apparatus, and a variety of tools.
- Skill in inspection and testing fire protection and alarm skills. Skill in interpreting and enforcing laws, ordinances, statutes, and Fire Prevention Bureau requirements.
- Skill in inspecting commercial and residential occupancies and reviewing plans and specifications for fire and life safety code compliance.
- Skill in performing fire and arson investigations to determine cause and origin of fire. Skill in driving an ambulance safely during emergencies and in route to an area hospital.
- Skill in thinking clearly, making decisions, and reacting quickly in emergency situations.

**EMT Related duties:**

1. Performs various EMT practices and procedures to include CPR, first aid, all aspects of basic life support and all trained lifesaving and treatment procedures.
2. Performs various basic life support functions to include airway management, bleeding control, trauma assessment, bandaging, splinting and other BLS procedures as required.
3. Operates radio and other communication devices. Will as needed obtain blood pressure, pulse, and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices, or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of BLS care.
6. Interprets and applies various city and county regulations and policies.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Conducts demonstrations for community organizations and supervises field internship of field Firefighter EMT's.
9. Re-stock ALS and BLS equipment and supplies as needed.
10. Assists paramedic with ALS care within the EMT scope of practice.

Job Title: Intern Reserve Firefighter EMT  
Department: Fire  
Reports to: Fire Captain, Fire Engineer and Firefighter

### **Job Summary:**

The IFPD Intern Fire Reserve program is designed to develop future firefighter candidates and to help them reach their ultimate career goals. Through a process of continuing education, working with Fire Service professionals, and on the job training opportunities, interested candidates should be able to bring them closer to a Fire Service career.

Performs a variety of emergency operations to protect lives and property including fire suppression, emergency medical services, and maintenance of stations, maintenance of grounds, maintenance of equipment, and fire prevention inspections as well as other related duties.

### **Major Duties:**

1. Responds to all types of rescue, fire suppression, medical and non-medical emergency calls and implements action required to save lives and property.
2. Participates in continuing study, training, and drill activity to achieve and maintain required skills to include regular fitness program to maintain good health and physical strength.
3. Maintains fire equipment, ambulance, apparatus, hydrants, quarters, and grounds to include performing motor tests on apparatus when assigned as a Fire Engineer.
4. Prepares and maintains various departmental reports and forms and operates departmental computer.
5. Provides life support, CPR and first aid and assists paramedics when necessary.
6. Shops for and prepares meals.
7. Operates department equipment as directed when responding to emergency calls.
8. Performs hazardous material containment practices.
9. Ventilates burning buildings to carry off hazardous smoke and gases.
10. Performs fire and arson investigation to include examining fire scene and determining origin or cause of fire.
11. Performs fire prevention inspections and tests to assure compliance with state and federal laws, rules and regulations.
12. Conducts public education and information classes to include performing public appearances and conducting fire station tours.
13. May serve as alarm operator (dispatcher) or drive ambulance when necessary.
14. May serve as an Engineer/ pump operator in their absence if qualified and approved by the duty officer.
15. Performs other related work as required.

**EMT Related duties:**

1. Performs various EMT practices and procedures to include CPR, first aid, all aspects of basic life support and all trained lifesaving and treatment procedures.
2. Performs various basic life support functions to include airway management, bleeding control, trauma assessment, bandaging, splinting and other BLS procedures as required.
3. Operates radio and other communication devices. Will as needed obtain blood pressure, pulse, and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices, or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of BLS care.
6. Interprets and applies various city and county regulations and policies.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Conducts demonstrations for community organizations.
9. Re-stock ALS and BLS equipment and supplies as needed.
10. Assists Paramedic with ALS care within the EMT scope of practice.

**Major Duties:**

1. Supports the day-to-day operations of the Fire Department, through a variety of assignments, some part of a daily routine and others performed as the need arises.
2. May be assigned to work in any division of the Fire Department: Administration, Fire Prevention, Fire Suppression, Emergency Medical, CPR or Vehicle Maintenance.
3. Assignments may be of short or long duration, with a Reserve working in several different areas within a single day. Assignments might include: assisting with vehicle and equipment maintenance, assisting with training classes and drills; helping with papers, props, visual aides, etc; assisting Fire prevention Bureau personnel with public education presentations; delivering mail, parts, and packages; picking up parts, supplies, and equipment from vendors and retailers; answering phones, receiving the public at the front desk; performing clerical functions, such as copying, filing and general office work; and any other reasonable task that supervisors might assign.

**Qualifications and Certifications:**

Minimum age of 18 years old at time of application

Valid California Class C Driver's License for application. Must obtain California Class B firefighter restricted driver's license (minimum) prior to end of probationary period (One year). Must possess current EMT certification card. State Fire Marshal Firefighter I Certification by the end of the probationary period. Certified Riverside County (REMS) Paramedic Training Program, if assigned as a Paramedic. Must complete State Fire Marshalls approved 67 hour or the USFS



40 hour minimum wildland training program by the completion of probation, one (1) year. Must successfully complete a one (1) year probationary period.

### **Knowledge and Skills:**

- Ability to meet all requirements established by the IFPD.
- Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods to include state laws, municipal codes and ordinances related to fire prevention and inspection work.
- Knowledge of emergency rescue and evaluation procedures involving fire, chemicals, or bomb threats.
- Knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression.
- Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
- Knowledge of state and local building and maintenance codes and the health and safety code.
- Knowledge of fire protection and fire alarm systems and components and their functional requirements.
- Working knowledge of vehicle mechanics and rescue procedures involving electricity and gas.
- Knowledge of Idyllwild Fire Protection District geography, streets, and area hospitals.
- Skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations.
- Skill in operating and maintaining fire equipment, apparatus, and a variety of tools.
- Skill in inspection and testing fire protection and alarm skills. Skill in interpreting and enforcing laws, ordinances, statutes, and Fire Prevention Bureau requirements.
- Skill in inspecting commercial and residential occupancies and reviewing plans and specifications for fire and life safety code compliance.
- Skill in thinking clearly, making decisions, and reacting quickly in emergency situations.

Job Title: Volunteer / Firefighter First Responder  
Department: Fire  
Reports to: Fire Captain, Fire Engineer, and Firefighter

### **Job Summary:**

The IFPD Volunteer program is designed to augment the public service requirements of the district.

Through a process of continuing education, working with Fire Service professionals, and on the job training opportunities, interested candidates should be able to augment and assist the Career Staff in the performance of their duties when needed.

Assists in a variety of emergency operations, in an effort to protect lives and property including fire suppression, emergency medical services and maintenance of stations.

Will assist in the maintenance of grounds, maintenance of equipment, and fire prevention inspections as well as other related duties.

### **Major Duties: At the Direction of Staff -**

1. Responds to all types of rescue, fire suppression, medical and non-medical emergency calls and implements action required to save lives and property.
2. Participates in continuing study, training, and drill activity to achieve and maintain required skills to include regular fitness program to maintain good health and physical strength.
3. Maintains fire equipment, ambulance, apparatus, hydrants, quarters, and grounds to include performing motor tests on apparatus when assigned as a Fire Engineer.
4. Prepares and maintains various departmental reports and forms and operates departmental computer.
5. Provides life support, CPR and first aid and assists paramedics when necessary.
7. As directed performs hazardous material containment practices.
8. As directed ventilates burning buildings to carry off hazardous smoke and gases.
9. As directed performs fire prevention inspections and tests to assure compliance with state and federal laws, rules and regulations.
10. May serve as alarm operator (dispatcher) or drive ambulance when necessary.

### **EMS Related duties:**

1. Performs various EMS practices and procedures to include CPR, first aid, all aspects of basic life support and all trained lifesaving and treatment procedures.
2. Performs various basic life support functions to include airway management, bleeding control, trauma assessment, bandaging, splinting and other BLS procedures as required.

3. Operates radio and other communication devices. Will as needed obtain blood pressure, pulse, and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices, or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of BLS care.
6. Interprets and applies various city and county regulations and policies.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Re-stock ALS and BLS equipment and supplies as needed.
9. Assists paramedic with ALS care within the EMT scope of practice.

#### **Other Duties:**

1. Supports the day-to-day operations of the Fire Department, through a variety of assignments, some part of a daily routine and others performed as the need arises.
2. May be assigned to work in any division of the Fire Department: Administration, Fire Prevention, Fire Suppression, Emergency Medical, CPR or Vehicle Maintenance.
3. Assignments may be of short or long duration, with a volunteer member working in several different areas within a single day.  
Assignments might include: assisting with vehicle and equipment maintenance, assisting with training classes and drills; helping with papers, props, visual aides, etc; assisting Fire prevention Bureau personnel with public education presentations; delivering mail, parts, and packages; picking up parts, supplies, and equipment from vendors and retailers; answering phones, receiving the public at the front desk; performing clerical functions, such as copying, filing and general office work; and any other reasonable task that supervisors might assign.

#### **Qualifications and Certifications:**

Minimum age of 18 years old at time of application

Valid California Class C Driver's License. Must obtain California Class B firefighter restricted driver's license (minimum) prior to end of probationary period One (1) year. Must possess a current first responder or EMT certification card. State Fire Marshal Firefighter I Certification by the end of the probationary period one (1) year.

#### **Knowledge and Skills:**

- Ability to meet all requirements established by the IFPD.
- Knowledge of departmental rules and regulations on fire prevention, safety, fire codes, first aid and rescue methods to include state laws, municipal codes and ordinances related to fire prevention and inspection work.
- Knowledge of firefighting principles, techniques and principles of hydraulics applied to fire suppression.

- Knowledge of modern fire prevention and suppression methods, fire behavior and basic fire chemistry.
- Working knowledge of vehicle mechanics and rescue procedures involving electricity and gas.
- Knowledge of Idyllwild Fire Protection District geography, streets and area hospitals.
- Skill in performing strenuous work under adverse conditions for a sustained period of time to include ability to react quickly and calmly in emergency situations.
- Skill in operating and maintaining fire equipment, apparatus and a variety of tools.
- Skill in inspection and testing fire protection and alarm skills.
- Skill in inspecting commercial and residential occupancies and reviewing plans and specifications for fire and life safety code compliance.
- Skill in thinking clearly, making decisions and reacting quickly in emergency situations.
- Must meet residency minimum requirements as noted in the Volunteer MOU.

Job Title: Fire Cadet  
Department: Fire  
Reports to: Fire Captain, Fire Engineer and Firefighter

### **Job Summary:**

The IFPD Fire Cadet program is designed to develop future Firefighter candidates and to help them reach their ultimate career goals. Through a process of continuing education, working with Fire Service professionals, and on the job training opportunities, interested candidates should be able to bring them closer to a fire service career.

### **Major Duties:**

1. Supports the day-to-day operations of the Fire Department, through a variety of assignments, some part of a daily routine and others performed as the need arises.
2. May be assigned to work in any division of the Fire Department: Administration, Fire Prevention, Fire Suppression, Emergency Medical, CPR or Vehicle Maintenance.
3. Assignments may be of short or long duration, with a cadet working in several different areas within a single day. Assignments might include: assisting with vehicle and equipment maintenance, assisting with training classes and drills; helping with papers, props, visual aides, etc; assisting Fire prevention Bureau personnel with public education presentations; delivering mail, parts, and packages; picking up parts, supplies, and equipment from vendors and retailers; answering phones, receiving the public at the front desk; performing clerical functions, such as copying, filing and general office work; and any other reasonable task that supervisors might assign.

### **Qualifications and Certifications:**

Enrolled in or Completion of High School.

Must possess a valid California driver's license by age 17.

Must maintain at least a 2.5 Grade Point Average.

Must be at least 15.5 years old and not more than 18 years old upon appointment as a Fire Cadet.

## **Battalion Chief Examination Process:**

The written portion of the Battalion Chief exam will be an essay comprised of three (3) questions.

The questions may be derived from fire department and IFPD policies and manuals and personal professional accomplishments. The candidate's exam will be scored for grammar, sentence structure, and composition. All submissions must be at least at an Associates degree college-level to pass this portion of the exam.

This will account for 10% of the examination process. No names shall appear on the candidate's submitted work. IFPD administration shall develop a system of numbers to track the submissions. Candidates will have five hours to complete the written portion.

## **Tactical**

The tactical portion of the examination process will be held at Fire Station #621. Battalion 1 will be parked on the apparatus floor where all the reference material normally carried on Battalion 1 will be at the candidate's disposal. The exam will consist of a series of visual images where the candidate must state a size-up then treat the situation as a discussion problem. This portion of the exam will be graded by both in and outside raters and constitute 50% of the examination process. The candidate will have 1.5 hours to complete the tactical portion.

## **Oral Interview**

This portion of the examination process will be evaluated by the Fire Chief and at least two (2) additional outside raters / additional inside raters can also be utilized at the discretion of the Fire Chief. Each candidate can expect to be asked questions regarding operational procedures, personal work history, personal fire service contributions, internal supervisory roles, and other related topics. This portion of the exam will account for 40% of the examination process.

## **Reference Material**

Each candidate should be familiar with and prepared to utilize all materials carried on the command vehicle and fire department and IFPD policies and manuals.

## **Captain Examination Process:**

The written portion of the Captain's test will be an essay comprised of three (3) questions. The questions will be derived from departmental manuals approved by the Fire Chief. The candidate's exam will be scored for grammar, sentence structure, and composition. All submissions must be at least entry college-level to pass this portion of the exam. This will account for 15% of the examination process. The written exam will also be graded by the Fire Chief for content. No names shall appear on the candidate's submitted work. The IFPD Fire Chief shall develop a system of numbers to track the submissions. This will account for 10% of the examination process. Candidates will have three (3) hours to complete the written portion.

## **Tactical**

The tactical portion of the examination process will be held at Fire Station #621. A fire engine will be parked on the apparatus floor where all the reference material normally carried on the engine will be at the candidate's disposal. The exam will consist of a series of visual images where the candidate must state a size-up then treat the situation as a discussion problem. This portion of the exam will be graded by outside raters and consist of 25% of the examination process. The candidate will have 1.5 hours to complete the tactical portion.

## **Oral Interview #1**

This portion of the examination process will be evaluated by outside raters. Each candidate can expect to be asked questions regarding leadership, discipline, duties, responsibilities and other related topics. This portion of the exam will account for 30% of the examination process.

## **Oral Interview # 2**

This portion of the examination process will be evaluated by the Fire Chief. Each candidate can expect to be asked questions regarding operational procedures, personal work history, personal fire service contributions, internal supervisory roles, and other related topics. This portion of the exam will be one (1) hour in length and account for 30% of the examination process.

## **Reference Material**

Each candidate should be familiar with and prepared to utilize all materials carried on the fire apparatus and internal fire department manuals.

**Engineers Examination Process:**

The written portion of the Engineers test will consist of an essay comprised of two (2) questions and a written examination of one hundred (100) questions.

The questions will be derived from departmental and fire service manuals by the IFPD training Officer and approved by the Fire Chief.

The candidate's essay exam will be scored for grammar, sentence structure, and composition. All submissions must be at least entry college-level to pass this portion of the exam. The written exam will also be graded for content.

The questions in the written exam will be graded and scored with a 80% minimum passing score required to continue in the process.

No names shall appear on the candidate's submitted work. The IFPD Fire Chief shall develop a system of numbers to track the submissions. This will account for 25% of the examination process. Candidates will have four (4) hours to complete the written portion.

**Tactical**

The tactical portion of the examination process will be held at Fire Station #621. A fire engine will be parked on the apparatus floor where all the reference material normally carried on the engine will be at the candidate's disposal. The exam will consist of a series of visual images where the candidate must state a size-up then treat the situation as a discussion problem. This portion of the exam will also include a tactical pumping evolution where a Fire Engine will be utilized for this portion of the test. The final tactical portion of the exam will include a driving test. The tactical portion of the exam will be graded by outside and inside raters and consist of 25% of the examination process. The candidate will have 1.5 hours to complete the tactical portion of the exam.

**Oral Interview # 1**

This portion of the examination process will be evaluated by outside and inside Fire Chiefs/ Captains / Engineers. Each candidate can expect to be asked questions regarding leadership, discipline, duties, responsibilities, and other related topics. This portion of the exam will account for 25% of the examination process.

**Oral Interview #2**

This portion of the examination process will be evaluated by the Fire Chief or his/her designees. Each candidate can expect to be asked questions regarding operational procedures, personal work history, personal fire service contributions, internal supervisory roles, and other related topics. This portion of the exam will account for 25% of the examination process.

**Reference Material**

Each candidate should be familiar with and prepared to utilize all materials carried on the fire apparatus and internal fire department manuals.



## **Firefighters Examination Process:**

The written portion of the firefighters test will consist of an essay comprised of two (2) questions and a written examination consisting of 100 questions. The questions will be derived from departmental and fire service manuals by the IFPD Training Officer and approved by the Fire Chief. The candidate's exam will be scored for grammar, sentence structure, and composition. All submissions must be at least entry college-level to pass this portion of the exam. The written exam will be graded for content.

The questions in the written exam will be graded and scored with a 80% minimum passing score required to continue in the process.

No names shall appear on the candidate's submitted work. The IFPD Fire Chief shall develop a system of numbers to track the submissions. This will account for 50% of the examination process. Candidates will have three (3) hours to complete the written portion.

### **Oral Interview # 1**

This portion of the examination process will be evaluated by outside and inside Fire Officers. Each candidate can expect to be asked questions regarding duties, responsibilities, and other related topics. This portion of the exam will account for 25% of the examination process.

### **Oral Interview # 2**

This portion of the examination process will be evaluated by the Fire Chief or his/her designees. Each candidate can expect to be asked questions regarding operational procedures, personal work history, personal fire service contributions, and other related topics. This portion of the exam will account for 25% of the examination process.

## **Reference Material**

Each candidate should be familiar with and prepared to utilize all materials and information to help them to be successful throughout the hiring process.

**Reserve Examination Process;  
TBD by the IFPD Fire Chief.**

**Volunteer Examination and Process:  
TBD by the IFPD Fire Chief.**

## **All Members (General Performance Requirements).**

1. All members shall familiarize themselves with and be obedient to laws, rules & regulations, all department manuals, and orders effecting the operation of the Fire Department.
2. All members shall respond to all fires or alarms to which they may be dispatched, detailed, or summoned and exert their greatest energy and best ability to perform their full duty under any and all circumstances.
3. All members shall keep themselves in readiness to perform their duty and not absent themselves from duty or place of assignment without specific permission of their immediate superior officer.
4. All members shall report to their immediate superior officer the loss or finding of any department badge, identification card, book, or other city equipment.
5. All members shall be responsible for the safekeeping and proper care of all department property in their charge and report any abuse or loss observed.
6. All members shall practice economy in the use of supplies and metered services and see that waste is avoided.
7. All members shall accord obedience, respect, and courtesy to superior officers and those performing the duties of a higher officer rank. Officers will be referred to and addresses by their accepted titles, (i.e.: "Chief" for the Chief Officers and "Captain" for the Company Commanders).
8. All members shall be courteous and respectful to the public and others within whom they have official dealings.
9. All members shall promptly notify the department of any inability to report for duty at the time required.
10. All members shall carry their identification cards while off duty and at other times when necessary for identification purposes.
11. All members shall, when relieved from duty under charges, promptly surrender all department property to their immediate superior officer.
12. All members shall instruct those designated to act in their stead and satisfy themselves that their relief person has the ability and are capable of performing the duties to which they are assigned.
13. All members shall act in a higher rank when assigned and accept responsibility for the performance of the duties of that position.
14. All members shall keep their persons, uniforms, beds, and lockers in a neat and clean condition. Persistence in un-clean or offensive habits will be just cause for disciplinary action.
15. All members shall promptly notify their immediate superior of all matters coming to their attention affecting the interest and welfare of the department.
16. All members shall participate in drills and other department training activities as directed, be thoroughly familiar with all equipment they may be required to use in the performance of their duties and perform related work as required.
17. All members shall possess a valid driver's license issued by the Department of Motor Vehicles, State of California; know the provisions of the Vehicle Code and Traffic Ordinance; and be familiar with other pertinent information regarding their privileges and responsibilities as operators of Fire Department automotive equipment. All members shall immediately notify the department of any revocation of driving privileges by the DMV.

18. All members are required to maintain a telephone at their place of residence. All members shall notify the department within twenty-four (24) hours of any change of residence or telephone number.
19. Under the direction of the Fire Chief, members detailed to head the various bureaus of the department shall have charge of the administrative duties of the respective bureaus and shall be responsible for the maintenance of discipline and authority.
20. Bereavement leave will be allowed in accordance with MOU.
21. Suggestions for the improvement of the department or the well-being of the membership will, when presented through channels, be welcome and carefully considered.
22. Members making recommendations for changes, alterations, or improvements in the department shall consult with and report in writing to their immediate superior officer. All such recommendations shall be forwarded to the Fire Chief with the approval or disapproval of the intermediate officers noted thereon.
23. All uniformed members of the department shall be regarded as a part of the working force and may be required to perform such duties as circumstances of the service demand.
24. The official roster of the Fire Department and data affecting the tenure in office of members will be maintained by the Administrative Assistant at the direction of the Fire Chief.
25. Members are subject to such off-duty details and extra duty as may be required to cope with emergencies or to effectively represent the department in civic and other public functions.
26. When two (2) or more members of equal rank below Captain find themselves in a position which requires them to initiate action, the senior member will assume command until relieved by an officer.
27. When a member receives an order, which is in conflict with a previous order, he/she shall so inform the officer who issued the conflicting order and be governed by his/her instructions.
28. Any member having cause to believe that he/she has been unjustly or unfairly treated or disciplined shall appeal through channels to the Fire Chief to hear his/her case.
29. Solicitation in company quarters for the sale of uniforms and uniform accessories approved by the Fire Chief and other articles incidental to the welfare of the members while on duty, may be permitted by the authority of the Fire Chief. A private business transaction arranged by an individual member with a representative member of a commercial establishment may be permitted in quarters, provided it does not interfere with departmental duties.
30. For administrative purposes, seniority shall be consistent with the personnel system Rules and Regulations of the Idyllwild Fire Protection District.
31. When two (2) or more members have been appointed to the Department on the same date, seniority will be determined by their respective positions on the eligible list from which they were appointed.
32. Vacation time may be taken as earned per the MOU and as per the personnel manual.
33. In the transaction of department business, members shall, unless otherwise ordered, operate through their immediate superior officers.

34. All members are subject to extra duty as may be required to effectively maintain constant staffing. Members failing to comply shall be subject to disciplinary actions.
35. All members of the department, irrespective of the bureaus to which they are attached, or the duties they perform, are subject to the rules and regulations and orders concerning government of the uniformed force, particularly such Rules and Regulations as apply to conduct, work discipline and transgression of laws. Employee evaluations are to be completed by supervisors on all employees each quarter for the first two (2) years of employment. Employee evaluations will be completed on each employee annually for each year after the second year of employment. (See employee evaluation).
36. Members of the department may exchange time off with other members (in rank or out of rank) with prior permission of their company officer.
37. A record shall be kept of items and equipment issued to members of the department as designated by the Fire Chief.
38. Sick leave shall not be considered as a privilege in which the employee can use at his/her discretion. It shall be allowed as an employee benefits only in case of actual sickness or disability of the employee.
39. Improper use or abuse of sick leave is grounds for disciplinary action.
40. All members will obey the laws protecting the privacy of all: Other members of the IFPD, members of the public, customers, and other persons which they have contact with.
41. All members will safeguard any and all personal information written or otherwise of any persons which they come in contact with through the discharge of their duties. (All HIPAA regulations will be strictly enforced.)

## **Conduct – All Officers**

1. Officers shall cooperate with one another and be responsible for full uniform performance of the duties delegated to them; shall require subordinates under their command to comply with all orders, Rules and Regulations, practices and procedures of the department; and shall promptly report by well sustained charges and violation of Rules or orders or other dereliction of duty.
2. They shall be vigilant and active in enforcing the rules, requiring strict compliance therewith, promptly correcting any irregularities. No officer shall tolerate or connive at any violation or evasion of the rules.
3. Officers shall be just, dignified and firm in their dealings with subordinates and see that good order and proper discipline is maintained among members of the department.
4. When in their judgment, an offense committed by a member under their command is sufficiently serious to warrant immediate action, Chief Officers shall have the power to summarily relieve such member of his/her duties. An immediate verbal report of such shall be made through channels, followed by proper and well-sustained written charges on which official relief from duty may be made by the Fire Chief.
5. It shall be their duty to decide promptly any question of doubt on the part of their subordinates relative to the interpretation of regulations or orders, and in emergencies to immediately prescribe the action to be taken.
6. Officers shall apprise one another of occurrences and happenings incidental to administration of their units.
7. Officers shall make prompt verbal report to their superior officer of any unusual occurrence concerning the department. All such occurrences are to be investigated at once and, when necessary, a written report containing facts of the case forwarded with dispatch.
8. They shall preserve, until their purposes have been served, all orders, notices, communications, and records pertaining to the operation of their respective units.
9. Officers shall be responsible for the completeness, accuracy, and dispatch of all reports with which they are concerned.
10. In the conduct of the business of the department, officers shall, if possible, personally, and directly administer the affairs with which they are concerned.
11. They shall cause all fires to be extinguished with the least possible danger to life and property, prevent unnecessary damage by water or other extinguishing agents, take appropriate precautions against rekindle and leave the premise in a safe condition. A diligent effort shall be made by the officer in charge of a fire to determine and preserve evidence of cause.
12. Whenever a member saves a human life, at the risk of his/her own, or performs an especially commendable act, the officers under whom the act was performed shall make a full report on the subject.
13. The numerical quota of all units shall be maintained and deficient staffing shall be reported to superior officer immediately.
14. No officer shall interfere in matters or operations for which another officer of equal rank is responsible except with the latter's consent or by order of a superior officer. Conflict of authority must be strictly avoided.
15. At fires or other emergencies, regularly appointed officers, while on or off duty, shall have precedence in command of those acting in the same rank. Such

officers shall assume a commanding position at emergencies to which they respond, except when an officer of equal or greater rank is present and orders them to do otherwise.

16. Authority granted to a subordinate officer shall become the right of a superior officer to exercise at his/her discretion.

17. Chief Officers on shift duty shall keep the dispatch informed of their whereabouts and movements.

18. Acting officers shall have the authority and be required to enforce the regulations and orders of the position, and will be charged with the knowledge of and be accountable for the proper execution of the duties of such rank.

19. Acting officers shall be accorded all the privileges pertaining to the office in which they are acting and shall be obeyed and respected accordingly.

20. No acting officer shall alter or annul the standing orders of the regular officer without specific authority of a superior officer.

21. The officer in charge, at the scene of any fire, shall assume command and shall have full power and authority to direct the operation of extinguishing the same and to take the necessary precautions to prevent the spread thereof. In the course of such, he/she may prohibit approach to such fire by any person, vehicle, vessel, or thing and may remove or cause to be removed and kept away from such fire any vehicle, vessel, or thing and all persons not actually and usefully employed, in his/her judgment, in the extinguishing of such fire or the preservation of life and property in the vicinity thereof.



## **Conduct – All Members:**

1. In matters of general conduct, members shall be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and shall commit no act, either on or off duty, tending to bring reproach or discredit upon the department or its members.
2. Members shall not belong to any organization, association or society which will in any manner divide their loyalty to the department, the IFPD or the United States of America.
3. No member shall conduct himself/herself in a manner, or be a party to any act, which would tend to impair the good order and discipline of the Department.
4. No member shall engage or participate in employment outside the department without written application and approval from the Fire Chief.
5. In matters effecting the policy and practices of the department, no member shall give utterance by public speech or publication, or take any similar action either directly or indirectly, without first obtaining the approval of the Fire Chief.
6. No information relative to the business affairs or policies of the Department shall be furnished by any person or persons not connected therewith, except as authorized by the Fire Chief.
7. No member shall, on or off duty, use the uniform, badge, or prestige of the department for the purpose of personal gain or aggrandizement.
8. No member shall lend his/her name, as a member of the department, to any commercial or business enterprise, nor shall approve or countenance then use of the name, uniform, or prestige of the department for any such purpose.
9. No member shall receive or accept a reward, fee, or valuable gift from any person for services related to the performance of duty except for which is approved by the Fire Chief.
10. No member shall contact individual members of the Board of Commissioners on any matter affecting the department or any employee thereof without prior approval of the Fire Chief.
11. No member shall directly or indirectly solicit the influence or intercession of any person or persons to affect his/her transfer or promotion. Requests for transfer shall be in writing through channels.
12. No member shall solicit or accept the personal or financial aid of any subordinate to promote his/her private interests or those of any superior officer.
13. No member, on or off duty, shall attempt to influence the vote of a member on duty for or against any candidate for public office.
14. No member shall, while representing himself/herself as a member of the department or by using the uniform, badge, or prestige of the department, attempt to influence the vote of any person for or against any candidate for public office.
15. No solicitation, speeches, or distribution of campaign literature for or against any candidate for public office shall be permitted on department property.
16. Members shall avoid political or religious arguments in quarters or elsewhere while on duty.
17. No member shall have in his/her possession or partake of any intoxicating liquor, drug, or compound while on duty or in uniform.

18. No member shall be a party to any malicious gossip, report, or activity, which would tend to disrupt Department morale or bring discredit to the department or any member thereof. Under no circumstance, shall any member or officer of the department make derogatory statements or adversely criticize department policy or the departmental activities of other officers, except in an official written communication, through channels, addressed to the personal attention of the Fire Chief, or personally by a verbal report to the Fire Chief.
19. The falsification of records, the making of misleading entries or statements with intent to deceive or the willful mutilation of any useful department record, book, paper, or document will be considered a serious offense.
20. Smoking by members in uniform will not be permitted on public conveyances, at public functions, on fire fighting apparatus, passenger cars, pick-ups or any departmental vehicle while engaged in drills or while on duty at fires. Reasonable exception may be made by the officer in charge or IFPD Fire Chief.
21. Members shall not loan, sell, give away or appropriate to their own use any public property, nor shall they pilfer or be guilty of theft at fires or elsewhere.
22. Justifiable complaints repeatedly made against any member for neglect or refusal to pay his just debt will constitute cause for disciplinary action.
23. No member shall go off duty before change of shift unless properly relieved.
24. Members shall not gamble in quarters, on details or while on duty.
25. Punctuality is required of all members. Failure to report for duty or to place of assignment at the time specified will be considered cause for disciplinary action. Tardiness shall be reported immediately.
26. Inefficiency or indifference of members in the performance of their duties shall be sufficient basis for disciplinary action.
27. No member shall willfully disobey any lawful order issued by a superior officer; nor shall he/she speak disrespectfully of, or to, any officer while either is on duty.
28. The wrongful or injurious exercise of authority on the part of any member of the department may constitute cause for discipline of any member.
29. The violations of any of the provisions of the Rules and Regulations or orders of the department, or the neglect or evasion of duties prescribed, shall constitute cause for discipline of any member.
30. No member shall be discriminated against by any other member on the basis of race, color, sex, sexual orientation, national origin, gender, or religious creed.
31. Members shall not use obscene, uncivil, or boisterous language at fires, in quarters, or while engaged in games in which the Department is represented. Engagement in physical altercations under any circumstances is prohibited. Members are expressly forbidden to engage in any boisterous conduct, "horseplay", or similar activities not occasioned by the requirements of their duty and which may result in injury or illness to anyone.
32. Viewing of x-rated, pornographic movies and/or video tapes in the fire station is prohibited at all times.
33. Weapons, lethal and non-lethal as identified by the California Penal Code, are not permitted in the IFPD Fire Station. Any exceptions must have written approval from the Fire Chief.



Idyllwild Fire Protection District  
54160 Maranatha Drive Idyllwild CA 92549  
Performance Evaluation

RATING CRITERIA	RATING SCALE				
<b>RATING INSTRUCTIONS:</b> Use the following scale to rate the Employee and comment on any category. However, a <b>SPECIFIC</b> comment must be made in the Company Commander Observations if a rating of <b>BELOW STANDARD</b> is given.					
<p><b>Below Standard:</b> Frequently demonstrates difficulty in determining and performing basic job components and/or the actions necessary to accomplish required tasks. Requires substantial supervisory assistance and review. Quality and quantity of work is usually below acceptable levels. Requires prompting to start tasks.</p> <p><b>Standard:</b> Determines and performs the essential job components and the actions necessary to accomplish required tasks. Requires an acceptable amount of supervisory direction and review. Quality and quantity of work is within acceptable levels. Demonstrates initiative.</p> <p><b>Above Standard:</b> Exceptional ability and initiative to determine and perform virtually all job components and the actions necessary to accomplish required tasks. Requires little supervisory direction or review. Quality and quantity of work consistently exceeds requirements in accuracy, thoroughness and timeliness. Demonstrates outstanding initiative and motivation.</p>	<b>ABOVE STANDARD</b> (excellent)	<b>STANDARD</b> (meets all minimum requirements)	<b>BELOW STANDARD</b> (fails to meet minimum requirements)	<b>REMEDIAL TRAINING</b> (must undergo additional training)	<b>NOT OBSERVED</b>
<b>PERFORMANCE CATEGORY</b>					
<b>PROFESSIONAL ORIENTATION</b>					
1. Acceptance of feedback and personal responsibility					
2. Attitude toward duties and responsibilities					
3. Uniform and grooming					
<b>INTERPERSONAL SKILLS</b>					
4. Interaction with department members.					
5. Interaction with citizens.					
6. Interaction with Captain/Station Commander/Officers.					
7. Training/Self-initiated field study.					
8. Interaction with other agencies.					
<b>KNOWLEDGE</b>					
9. Department policies and procedures.					
10. Station SOG's/Routine Duties.					
11. Emergency operations/SOG's.					
12. Fire prevention/Fire code					
13. EMS SOG's					
<b>PERFORMANCE</b>					
14. Apparatus and equipment inventory.					
15. Response time to calls.					

Initial\_\_\_\_\_

16. Radio and MDT use/Radio communication skills.					
17. Driving skills - routine conditions.					
18. Driving skills - emergency conditions.					
19. Firefighter safety awareness.					
Effective use of personal protective equipment.					
21. Firefighter skills.					
22. Evaluation and control of scene.					
23. Patient assessment and treatment skills.					
24. Basic communication skills.					
25. Demeanor/Teamwork.					
26. Equipment knowledge/Daily proficiency exercises.					
27. Problem solving, decision making, judgment.					
28. Fire prevention activities.					
29. Performance/Non-emergency conditions.					
30. Performance/Emergency conditions.					
31. Physical conditioning.					

#### COMPANY OFFICER OBSERVATIONS

**OBSERVATIONS:**

**STRENGTHS:**

**WEAKNESSES:**

**SPECIFIC PROFICIENCY EXERCISES RECOMMENDED:**

**OTHER INSTRUCTION/TRAINING:**

#### COMPANY OFFICER

Captain:	Signature:	Date:
----------	------------	-------

#### CHIEF OFFICER

Chief:	Signature:	Date:
--------	------------	-------

**Employee: \_\_\_\_\_ Rank : \_\_\_\_\_**

Name:	Signature:	Date:
-------	------------	-------

**Other Duties as Assigned:**

Any Employee when assigned as:

- **Fire Marshal:**

1. Plans, develops, implements, and directs fire prevention, arson detection and life safety training programs.
2. Schedules, conducts, and reviews inspections, and fire investigations.
3. Determines fire origin and cause.
4. Recommends the adoption of Fire Prevention Codes.
5. Prepares, maintains, and supervises preparation of various departmental records, reports, and budget requirements.
6. Directs all fire department fire prevention and pre-fire planning activities.
7. Develops, revises, and evaluates fire prevention manuals and requirements, and schedules annual fire prevention inspection routes.
8. Attends local and state Fire Prevention Officer's meetings and seminars.
9. Conducts field inspections and reviews life/safety plans for building construction and fire protection systems.
10. Enforces federal, state, city, and all other adopted fire department codes and prepares necessary documents to ensure compliance to include City Attorney action.
11. Coordinates legal matters pertaining to fire prevention and life safety with federal, state, city, and other officials.
12. Coordinates with the Public Works Department to ensure FPB requirements on mains, hydrants, sprinklers, standpipe systems, and other building fire protection systems.
13. Conducts internal affairs investigations.
14. Performs other related duties as required or assigned by the Assistant Fire Chief or the Fire Chief.

- **CPR/CERT Coordinator:**

Coordinates recruits and trains personnel and teaches cardiopulmonary resuscitation (CPR)/CERT.

(All duties may not be performed by all incumbents)

1. Formulates and recommends goals, objectives, priorities, policies, and procedures concerning the CPR/CERT program.
2. Plans, coordinates, directs, and teaches CPR/CERT.
3. Recruits, trains, and supervises volunteers to assist in CPR instruction.
4. Writes and distributes a health-oriented newsletter.
5. Makes presentations, provides information, and answers questions concerning the CPR/CERT program to other departments, schools, and the general public.
6. Performs secretarial and clerical duties in the daily operation of the program.
7. Acts as a liaison between the Fire Department, the Heart Association, the American Red Cross, Hemet Unified School District, Service Clubs, and private corporations.
8. Performs other related work/duties as assigned or required.

**Qualifications:**

Education: Captain or Engineer Rank and two (2) years of experience working with volunteers or any equivalent combination of education and experience.

**Knowledge and Skills:**

Certificate as a CPR instructor.

Knowledge of office methods and procedures.

Ability to communicate clearly and effectively, both orally and in writing.

Ability to deal courteously and diplomatically with City staff, departmental personnel, and the general public.

- **As an Administrative Captain:**

1. Serves as adjutant to the Fire Chief in the areas of operations, communications, personnel, and support services.
2. Assists in coordination and processing of new hires.
3. At the direction of the Fire Chief, performs research, develops and recommends policies and procedures for existing and new programs, reviews existing policies and procedures, makes necessary recommendations and rewrites policies and standard operating procedures and general orders.
4. Coordinates in-service training between fire department personnel and the communications section of the IFPD dispatch provider.
5. Assists the Fire Chief with development and determining accurate budgets and accounting issues of the fire department.
6. Responsible for coordinating the repair and maintenance of the department's radio systems and equipment, and the radio battery maintenance program.
7. Responsible for the submission of completed fire reports to the State Fire Marshal in a timely manner.
8. May be designated as the departmental Training Officer.
9. Serve as a member of the fire department command or general staff during incidents.
10. Will work a regular duty schedule subordinate to the on-duty Shift Fire Captain, unless working for the regular duty Shift Captain and then will work as Shift Captain during that duty tour.
11. Will work at Engineer Paramedic wage unless otherwise approved for an increase by the Fire Chief.

- **As a Deputy Fire Marshal:**

1. Coordinates various Fire Department programs to include homeland security, public fire education, community-based preparedness, and assists in monitoring local compliance with applicable state and local fire protection standards.
2. Assists in the development of Incident Action Plans (IAP's) for large scale special events or emergency incidents.
3. Assists the Office of Emergency Management in the training of staff, including Employee Emergency Response Team (EERT), for response to natural or man-made disasters.
4. Coordinates training exercises for terrorism and natural disaster response scenarios with Police Department, Office of Emergency Management, and other local area Fire Departments.
5. Coordinates training with Hemet Unified School District regarding mitigation, preparedness, response, and recovery from a terrorist attack or natural disaster, to include the Disaster Assistance Response Training (DART) and CPR/AED program in the schools.
6. Coordinates and instructs the Community Emergency Response Team training (CERT) program, including development of program goals, objectives.
7. Supervises the CPR coordinator and the IFPD CPR program.
8. Acts as liaison to the Office of Emergency Management to insure that the department is in compliance with the Emergency Operations Plan. Attends Emergency Operations Center (EOC) meetings and training sessions.
9. Serves as the department technology officer.
10. Serves as the department's building enforcement officer.
11. Participates in making presentations to a variety of community groups, schools, and the public; presents safety information on fire and life safety and emergency procedures and techniques.
12. Coordinates and liaisons with community member regarding the Firewise/Communities USA National Program.
13. Coordinates and supervises the Vegetation Clearance Program and Wildland Pre-Attack Plan program.
14. Provides technical information and assists fire company personnel in code interpretation, fire prevention training, and fire inspections.
15. Reviews existing and proposed modification of model building and fire prevention codes to include recommending adoption or changes.
16. Conducts field inspections to determine compliance with state and local codes and ordinances pertaining to fire prevention.
17. Reviews architectural plans for new construction and remodels.
18. Conducts fire investigations to determine fire cause and origin.
19. Reviews and revises fire prevention pre-plans generated by fire inspectors and Fire companies.
20. Serve as a member of the Fire Department Command or General Staff during a major incident.
21. Supervises and administers the Fire Cadet Program.



- **As EMS Coordinator:**

1. Performs various duties as they pertain to the EMS service provided by the IFPD.
2. Attends regular PMAC, HEMS and REMS meetings.
3. Updates personnel on policy and procedures pertaining to the delivery of EMS related services.
4. Keeps informed on all changes to protocol and policies of agencies governing the delivery of EMS services.
5. Maintains department records including but not limited to: State and County Certifications, ACLS, PHTLS, CPR, PALS, AMLS, and other certification required by IFPD ALS and BLS personnel.
6. Maintains records pertaining to the continuing education of all department personnel.
7. Processes any and all licensing and permit requirements as they pertain to the delivery of BLS and ALS service and transportation provided by the IFPD.
8. Conducts investigations arising from issues pertaining to the delivery of EMS by the IFPD.
9. Maintains department records and supplies for pharmacological delivery, administration and purchasing.
10. Controls and maintains all EMS related purchases of materials, equipment, and other products necessary to provide seamless delivery of our EMS program.
11. Develops and oversees a CQI (continuing quality improvement) program.
12. Informs the Chief Officer of all projects, investigations, and other high priority information.
13. Builds and delivers the CE (continuing education) program and maintains the programs authenticity with all governing agencies as required.
14. Develops an EMS Training program to enhance the continuing education needs of all ALS and BLS personnel.
15. Provides support to all ALS and BLS employees with their educational and training needs.
16. Trains and updates IFPD personnel on all EMS related equipment.

- **As Grants and Agreements Officer:**

1. Researches and obtains information as it pertains to Grant writing for the benefit of the IFPD.
2. Becomes familiar with and researches the best practices of grant writing to gain better award percentages.
3. Keeps informed on the latest grant offerings of all types to include but not limited to: Private, State, Federal, Corporate and other Grant opportunities.
4. Performs various duties as they pertain to agreements including but not limited to: Cal EMA, USFS, Cal Fire, FEMA, OES and other State, Federal and Local agencies.
5. Develops agreements with any and all agencies required by the IFPD in the performance of our service delivery.
6. Develops Mutual and Automatic aid agreements with Federal, State and Local government agencies.
7. Maintains records of the expiration dates of all agreements in order to provide seamless relationships with Federal, State and Local agencies.
8. Maintains current financial considerations of the IFPD when developing and presenting agreements so as not to cause a financial hardship for the IFPD.
9. Will communicate all activity with the IFPD Fire Chief in an effort to keep the Fire Chief apprised of all grant and agreement projects, alterations or events concerning the grants and agreements bureau.
10. Presents a current list of projects for review by the IFPD Fire Chief.
11. Presents drafts of grants and agreements for review by the IFPD Fire Chief. Follows through with alterations to drafts as required and delivers all final grants and agreements in a timely manner.

- **As a Paramedic:**

1. Performs various paramedic practices and procedures to include CPR, first aid, all aspects of advanced life support and all trained life saving and medical treatment procedures.
2. Performs various advanced life support functions to include airway management, pharmacology, E.C.G. interpretation, cardio version and defibrillation.
3. Operates two-way radio or phone to transmit information regarding patient's condition, blood pressure, pulse, and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices, or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of transport to the hospital.
6. Interprets and applies various city and county regulations and policies relating to which incidents require hospital radio contact and selection of hospital suited for incident.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Conducts demonstrations for community organizations and supervises field internship or paramedic trainees.
9. Teach the department's "in-house" EMT recertification program.

- **As an EMT B:**

1. Performs various EMT practices and procedures to include CPR, first aid, all aspects of basic life support and all trained lifesaving and treatment procedures.
2. Performs various basic life support functions to include airway management, bleeding control, trauma assessment, bandaging, splinting and other BLS procedures as required.
3. Operates radio and other communication devices. Will as needed obtain blood pressure, pulse and any other information relevant to treatment of various life saving and medical emergencies.
4. Operates various medical equipment, devices, or instruments necessary to treat various medical emergencies and to save lives.
5. Determines and provides proper method of BLS care.
6. Interprets and applies various city and county regulations and policies.
7. Prepares various reports and documents and may testify in court on legal cases.
8. Conducts demonstrations for community organizations and supervises field internship of field Firefighter EMT's.
9. Re-stock ALS and BLS equipment and supplies as needed.
10. Assists paramedic with ALS care within the EMT scope of practice.

- **As Mechanic Fleet manager:**

1. Maintains and repairs emergency and non-emergency apparatus, equipment, and tools.
2. Performs preventive maintenance on apparatus, equipment, and stations to include conducting apparatus and pump tests.
4. Contacts vendors and suppliers and maintains shop inventory and equipment, tools, and supplies.
5. Maintains maintenance logs and records all completed and work in progress.
6. Notifies commanding Officer of any misuse, neglected or damaged equipment.