

FIREFIGHTER RESIDENT/INTERN *Program*



Our Mission

To preserve and protect the life, health and property of the residents of the Fortuna Fire Protection District from fire, disaster and emergency incidents through education, training, prevention and preparation.

Our Vision

We are committed to active participation within our community, to serve as role models and to effectively utilize all our available resources to provide the highest level of service possible.

We will strive to maintain our operational readiness and response capabilities to meet the needs of our community both now and into the future.

Our Values

We value the following guiding principles and believe they establish the foundation upon which our members are able to build an effective emergency services team.

Honesty ~ Integrity ~ Respect ~ Teamwork ~ Professionalism



FIREFIGHTER RESIDENT/INTERN *Programs*



Fortuna Volunteer Fire Department

Established June 20, 1904

The following are the transcripts from the original documents regarding the formation of the

Fortuna Volunteer Fire Department;

Fortuna Cal.

June 20, 1904

A meeting was called of the citizens for the purpose of organizing a Fire Dept. with C.O. Wellock as chairman and F. Mills as secretary. Moved and seconded that we proceed to organize.

Nominations then in order, nominations for Chief, H.P. Monroe and C.C. Lawrence. H.P. Monroe received 11 votes, C.C. Lawrence received 9 votes

F. Mills was nominated for secretary and elected by acclamation.

Chief Monroe then took the chair. Moved and seconded that the Department consist of two companies, Hook & Ladder Co. and Hose Co.

Adjourned for a few minutes to organize the two companies.

A.C. McArthur was elected treas. by acclamation

A committee was appointed to draft constitution and by-laws consisting of C.O. Wellock, J.E. Taylor, F. Swauger, F. Smith and A.C. McArthur.

Department adjourned until Mon. June 27.

F. C. Mills, Sec.

Following the adjournment, meetings were then held by both fire companies that evening. With the formation of the two fire companies came the elections of the Foremen positions (today known as Captains and Lieutenants). C.O. Willock was elected as Foreman of the Hook & Ladder Company with C.C. Lawrence being elected Foreman for the Hose Company. Interesting to note that even today, many departments refer to their officer meetings as foreman meetings.

Dear Firefighter Resident/Intern Candidate:

Thank you for your interest in the Fortuna Volunteer Fire Department's Resident/Intern Program. We have developed this booklet to acquaint you with what this program is and how it works.

The Fortuna Volunteer Fire Department Resident and Internship programs have been designed to offer individuals seeking a higher education a variety of options and benefits in fulfilling their educational and career goals while at the same time; allowing the Fire District to better serve the community through an improved level of response.

These programs are intended to provide opportunities across a wide variety of career choices by offering scholarships, residency, training and experience in a unique environment. For students wishing to supplement their educational costs regardless of career path, we offer scholarships and no cost living quarters as well as the opportunity to experience the world of public safety through additional training and response opportunities. In addition, these programs can provide a primary or secondary career path.

Students who are considering or are already in pursuit of a career as a firefighter and have completed or are planning to enroll in a fire academy will find that this program can fulfill the additional requirements needed for California State Fire Training Certification including the 12 month experience requirement, task book completion and preparation for the exam and skills testing. The programs are also an excellent opportunity for those interested in the Emergency Medical Services (EMS) field as well as any type of medical profession to gain invaluable experience through response opportunities and patient contact.

The Fortuna Volunteer Fire Department operates under the authority of the Fortuna fire Protection District, covering an emergency response area of 26 square miles and providing first responder fire, rescue and medical aid services to a population of over 15,000. The department responds to approximately 1,800 calls for service each year and works closely with neighboring agencies through mutual aid response as well as in the areas of training and additional programs such as fire prevention and public education.

Participants in the Resident and Internship Programs are able to participate in all aspects of emergency response (upon completion of training) as well as performing the daily activities common to the firehouse. Other opportunities include learning to perform fire and life safety inspections and providing public education to the community.



Pathway to a Fire Service Career



- 10 Must-do things to increase your odds of getting hired:
- Be an EMT
 - Volunteer your time
 - Take Fire Tech Classes (Certificate, Degree and specialize)
 - Maintain a clean background and lifestyle
 - Understand all phases of the hiring process
 - Start taking tests
 - Stop by Fire Stations
 - Get some life experience
 - Prepare for the background investigation
 - Learn as much as you can about the fire service & get some hands-on experience

High School

- Sports, Clubs, Math, Science, English, Shop
- Volunteer, Fire Explorer Programs
- Graduate, stay out of trouble
- Get or Be Physically Fit

Attend an Accredited FF1 Academy Or Utilize Alternative Delivery Method
 Complete Fire Academy Prerequisites in conjunction with working toward a Certificate and Degree in Fire Technology

- Meet with a College Counselor
- Develop an Educational PLAN
- Complete Fire Academy Prerequisites

- Intern, Apply for Jobs, Continue Formal Education
- Take the CPAT

Formal Education
 Certificate
 A.S. Degree

- 30 Units Core/Electives
- 30 Units General Education
- 60 Total Units

Oral Interviews Make or Break YOU!
 Take an Oral Interview Seminar & PRACTICE

- Fire Station Visit Rules**
1. Make an appointment
 2. Be on time
 3. Always bring something
 4. Dress Appropriately
 5. Be humble
 6. Be prepared
 7. Introduce yourself
 8. Don't play the comedic card
 9. Don't wear out your welcome
 10. Don't name drop
 11. Remember names
 12. Don't make yourself at home or get too comfortable
 13. Be positive and enthusiastic
 14. Don't wait until the last minute
 15. Walk away informed
 16. Say please and Thank you!

Road to being a Firefighter:
 EMT Certification
 Complete an Accredited Fire Academy
 Certificate, Degree in Fire Technology
 Get Experience (ROP, Intern, Volunteer, Apprenticeship, Seasonal)
 Firefighter-1 Certification
 Firefighter II Certification
 Specialized Training
 Community Service
 Paramedic Certification
 **Have a GREAT Resume!

Specialize
 Paramedic
 Driver/Operator
 Fire Prevention
 Haz Mat
 Company Officer
 Fire Investigator
 Fire Instructor
 Trench Rescue
 Swift Water Rescue
 High/Low Angle Rescue
 Auto Extrication

Continue Education
 B.A. or B.S. Degree
 Master's Degree
 A.S. Degree

Goal
 Firefighter



Table of Contents

Benefits of the Firefighter Resident & Internship Programs page 3

Application Process page 4

**Minimum Qualification for Acceptance into the Fortuna
Volunteer Resident and Internship Programs page 4**

Shift and Volunteer Response Requirements..... page 5

Orientation, Preliminary & Probationary Membership page 5

Examples of Required Duties page 5

Shift Duty Assignments..... page 7

Station Maintenance and Cleanliness page 8

Station Visitation page 8

Uniform & Hygiene Requirements..... page 9

Appendix page 10-13

Contact Information page 14



Benefits of the Firefighter Resident & Internship Programs

You will have the opportunity to:

- Assist you in acquiring your State of California FF-I Certificate.
- Receive available [scholarships](#)¹
- Gain hands-on experience in the field.
- Be mentored by experienced professionals.
- Develop new technical skills.
- Obtain the necessary certifications to gain employment.
- Improve your job-related skills in oral and written communications.
- Work in a profession that supports and gives back to the community.
- Acquire team building skills.
- Discover effective ways to market yourself for future employment opportunities.
- Establish successful work habits.
- Develop effective listening and communication skills.
- Better understand and honor diversity in the workplace.
- Realize the benefits of maintaining a balanced lifestyle.
- Learn to utilize effective time management tools.
- Explore career opportunities.
- Reside in comfortable living quarters at no cost (to include full kitchen and bathroom, day room, physical training equipment, computer lab with internet access and more (meals not included)).
- Continuing educational opportunities and support.
- Full Personal Protective Equipment and uniform (Interns/Residents shall provide their own daily work attire including duty boots).
- Worker's Compensation Insurance coverage in accordance with State law.

¹ See Appendix pages 11–13.

Application Process

All potential volunteers, intern volunteers and resident volunteers must complete the application (can be accessed online at www.fortunafire.com or in person in the District Office). Once received by the Recruitment Department the application will be processed and reviewed. Qualified applicants will be notified via the email or phone number provided.

Submit a resume, cover letter, copy of college transcript(s), and class schedule (*if applicable*)

Acceptance into the program: All applicants who meet the minimum qualifications will be scheduled for an in-person interview with representatives from The Fortuna Fire Department. Selection for entrance into the Internship or Resident Program will be based on the applicants' qualifications and the interview process.

Minimum Qualifications for Acceptance into the Fortuna Volunteer Resident and Internship Programs

Minimum Qualifications (for both programs):

1. Be at least 18 years of age.
2. Possess a high school diploma or GED equivalent.
3. Possess a valid California driver's license and have a clean driving history.
4. Consent to, and pass, a qualifying Department of Justice (DOJ) and Federal Bureau of Investigation (FBI) background check.
5. Consent to, and pass, a comprehensive drug screening.
6. **Completed or currently enrolled/attending an accredited Firefighter I Academy. (Internship)**
7. **Currently enrolled or planning to enroll in college courses (minimum of 9 credits) (Resident Program)**

Participation in the Resident and Intern Programs is expected to be a minimum of 12 months and a maximum of 2 years. Approval of additional participation will be at the discretion of the Fire Chief or his/her designated appointee. The District or the volunteer may end the volunteer's participation in the program at any time with or without cause.

Shift and Volunteer Response Requirements

In return for accommodations, Volunteer Interns and Residents are required to pull a minimum of four 12 hour shifts per week; this number may be negotiable based on school and/or work load at the discretion of the Fire Captain in charge of staffing. Shifts can be filled in any manner that will fit the Intern or Residents work or school schedule. Shifts are primarily 12 hour shifts with the “A” shift running from 06:00 to 18:00 and the “B” shift running from 18:00 to 06:00.

Staffing Levels::	<u>Weekdays</u>	<u>Weekends/Holidays</u>
A Shift (min. 2)	2 FF	3 FF
B Shift (min. 2)	3 FF	3 FF



Orientation, Preliminary & Probationary Membership

Resident and Intern Volunteers are required to become members of the Fortuna Volunteer Fire Department and as such will be assigned to a fire company and begin the orientation process. The expectation will be that they will fully participate in training, and community events. Residents and Interns shall also be required to respond to all emergency calls when “on duty” and are expected to respond as a “volunteer firefighter” for emergency calls when not on duty but available if more than a single engine response is requested or in the event that the current shift is not staffed for single engine response.

PROGRAM GUIDELINES

Examples of Required Duties

(Not all of the following pertain to those “Residents” solely participating in medical response)

- Respond to fire alarms with assigned engine; lay and connect hose lines; hold nozzles and direct water streams; raise and climb ladders.
- Provide basic life support during medical incidents, assessing and initiating patient care until relieved by a higher level of medical care personnel.
- Operate all types of portable fire extinguishes, hand tools, hose lines, power tools and appliances, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.
- Participate in routine fire department activities such as public education sessions, fire inspections, and fire station tours.
- Participate in fire and/or medical drills and attend training sessions.
- Maintain regular and consistent attendance.
- Promote and maintain safety in the work place.
- Work cooperatively with others.

Shift Duty Assignments

When on duty, Resident and Intern Volunteers will follow the same duty assignment guidelines as Volunteer Shift Program participants.

The priority of duty crews is to be ready and available for response as needed. Maintaining crew integrity is essential and is the responsibility of all members of a duty crew to participate in all daily assignments including but not limited to;

- Stations duty assignments
- Training assignments
- Apparatus and equipment maintenance/cleaning assignments
- Public education and fire prevention assignments
- Community events as scheduled

The Duty officer will communicate the shift activities to all crew members at the beginning of each shift and will update the Duty Chief as well as the incoming Duty Officer (next shift) of the status of assignments.

While it is reasonable to expect a lesser amount of activity during the “B” Shift, all duty crews are to participate in assignments as requested. At a minimum, each duty crew is required to complete one hour of training per shift. Training can be tailored to match current department training topics, EMS related topics and can be assigned as computer based training as weather dictates.

Station Maintenance and Cleanliness

Fortuna Fire Protection District (FFPD) property shall be kept in a condition that is presentable to the public at all times. Personnel participating in the Resident and Intern Programs are expected to take pride and ownership in the living quarters being provided as well as all FFPD property. The Duty Officer is responsible for the overall daily maintenance of living quarters and will see that the following station maintenance plan is strictly adhered to.

- Ensure all kitchen areas are clean and neat
- All foods shall be purged when expired
- All shared living spaces are to be kept clean of debris, waste, garbage, clothing items and general clutter
- Trash cans in all areas are to be emptied daily or as needed.
- Bathroom areas, showers, sinks and toilets are to be kept clean at all times
- Floors in all areas of the living quarters are to be maintained as needed

Occasional repairs and or additional maintenance of the facility will be assigned as needed as part of a shift assignment by the Duty Officer or Duty Chief.

Station Visitation

Station living quarters are intended to provide temporary residence for the Volunteer Shift Program as well as a primary residence for Volunteer Firefighter Resident and Intern participants. However, the facility may be used by other volunteer staff for access to the training room, visitation and special events. Shift personnel will have priority over all aspects of the living quarter's facility, a privilege which is to be recognized by all staff, sleeping quarters are provided for On-Duty Personnel, Interns, and Residents only. Overnight guests are not allowed. At no time are "conjugal" visits allowed on FFPD property regardless of the relationship to personnel who may be on or off duty and regardless of time of day.

Typical visiting hours are from 09:00 to 22:00 hours. Personnel are to recognize that the Volunteer Shift, Resident and Intern Volunteer Programs are duty oriented; any abuse of visitation privileges will result in the loss of those privileges.

Personnel are to recognize that the FFPD facility is often used for social events which may at times impose on quiet time. Respect for personnel will be of utmost priority with social functions not to be allowed to extend past midnight.

Uniform & Hygiene Requirements

All participants in the Resident and Intern Program are expected to maintain a high level of personal hygiene, including being clean shaven daily and shall be responsible for maintaining the personal and protective gear and equipment they are assigned. All uniforms shall be maintained in presentable and functional condition. Faded, worn, or damaged articles shall be repaired or replaced.

As Residents and Interns, you will be required to wear a Class “B” (daily) uniform while on duty. Typically, Class “B” uniform shirts shall be worn during business hours. The shirt is to be worn over a navy blue department regulated t-shirt. When directed by your supervisor, you may wear the Department regulated t-shirt without the uniform shirt for activities such as emergency response, training, and maintenance.



APPENDIXES

Resident/Intern Scholarship:

In an effort to expand its core of Resident and Intern Volunteers, the Fortuna Fire Protection District has launched a scholarship program geared towards those individuals interested in obtaining a Firefighter 1 Certificate and/or those individuals interested in pursuing a higher education.

As a qualifying Resident/Intern you would be eligible for \$1000.00 per semester

In order to qualify for this scholarship, a candidate must be a current Resident/Intern Volunteer and meet the following criteria:

- Minimum GPA of 2.5
- Enrolled in at least 6 units or enrolled in or have completed an accredited FF1 Academy

Applicants must fully complete the application in its *entirety* and include in the *following order*:

- A cover letter introducing yourself and outlining your future personal and career goals. Also include any FVFD activity you've been involved in or related community service you've performed or volunteered for.
- FVFD Scholarship Application form (available in the District Office).
- Verification of acceptance or proof of enrollment from the institution you plan to or are currently attending, showing a minimum of nine (9) enrolled units.
- A copy of current transcripts showing a cumulative overall GPA of 2.5.
- Two current letters of recommendation. One from a faculty member and the other from a personal friend or associate.
- A professional resume including all academic and work history, as well as community service or volunteer time.



Mike Corley (MCS) and Ladies Auxiliary (FFLA) Scholarship:

Who is eligible to apply?

- Active, non-probationary and/or exempt members of the Fortuna Volunteer Fire Department (FVFD), including Explorers.
- Children, grandchildren or spouses of active, non-probationary and/or exempt members of FVFD.
- Qualified Resident Volunteer Firefighters and Resident Intern Firefighters.

Applicants must be enrolled and already attending one of the following accredited scholastic institutions:

- University
- Junior/Community College
- Technical Trade School

Applicants must fully complete the application in its *entirety* and include in the following order:

- A cover letter introducing yourself and outlining your future personal and career goals. Also include any FVFD activity you've been involved in or related community service you've performed or volunteered for.
- FVFD Scholarship Application *form* (available online or in the District Office).
- Verification of acceptance or proof of enrollment from the institution you plan to or are currently attending, showing a minimum of six enrolled units.
- A copy of current transcripts showing a cumulative overall GPA of at least 2.0.
- Two current letters of recommendation. One from a faculty member and the other from a personal friend or associate.
- A professional resume including all academic and work history, as well as community service or volunteer time.

Priority will be given in the following order:

- FVFD High School seniors.
- First time applicants.
- Previously non-awarded applicants.
- Active members will be given priority over Exempt members.
- Applicants who have or are scheduled to help with the FVFD MCS and/or FFLA fundraising events will be given additional consideration.
- Applicants that are pursuing public service careers; Fire, Police, and medical fields will be given additional consideration.

The MCS and/or FFLA Scholarship applications will be evaluated based on the following:

- Verification of the relationship to a FVFD Active or Exempt member.
- Financial need.
- Purpose and plans for higher education.
- Personal background, academic and work history, career goals, and references.
- Community service participation.
- Proof of acceptance from the institution you plan to attend.
- Must maintain an overall cumulative GPA of 2.0 or higher, for continued eligibility.

Application opening and closing dates:

The MCS and FFLA Scholarship Committees begins accepting applications in Mid February of each year and the process closes on May 1st. Applications postmarked after May 1st will ***not*** be considered and shall be returned to sender. Also, hand delivered applications will ***not*** be considered. In order to be accepted, all applications ***must be*** mailed (to the below address) and postmarked. The recipient(s) of the MCS and FFLA Scholarship(s) will be notified of their award and its amount by July 1st of the current year. Please include a recent photo for use in the newspaper, if awarded (photos will not be returned). Fire Explorers and Resident/Inter pictures shall be in uniform.

Mail your application(s) to:

Mike Corley Scholarship

c/o Fortuna Volunteer Fire Department

320 S. Fortuna Blvd.

Fortuna, CA 95540

Fortuna Fire Ladies Auxiliary Scholarship

c/o Fortuna Volunteer Fire Department

320 S. Fortuna Blvd.

Fortuna, CA 95540

Every year MCS and FFLA determines an appropriate amount of scholarship monies based on their current financial situation. Monies are awarded at the discretion of the scholarship committee and are in no way guaranteed until a final determination is made with all scholarship committee members present. Any immediate family members (of the applicant) on the scholarship committee will recuse themselves from the discussion and final determination of the application in question, however, they will be given an opportunity to voice their support of the applicant before any final determination is made.

Recipients of these scholarships will receive disbursements per semester or per quarter. Disbursements will be made directly to the student at MCS and/or FFLA discretion on or before the start of the school year. The monies received are to be used to cover educational costs only. There will be a limit of 2 (two) scholarships awarded per applicant.

Fortuna Volunteer Fire Department
Fortuna Fire Protection District

Contact Information

District Office	(707)725-5021	Ext. 101
Fire Chief	(707)725-5021	Ext. 103
Staffing Captain	(707)725-5021	Ext. 102
Barracks	(707)725-5021	Ext. 108

Website: <https://fortunafire.com/>

<https://www.facebook.com/FortunaVolunteerFireDepartment>

320 S. Fortuna Blvd.
Fortuna, CA 95540