

**Memorandum of Understanding
Mid-Columbia Fire and Rescue
&
IAFF Local 1308**

Firefighter Apprenticeship Program

WHEREAS, Mid-Columbia Fire and Rescue (District) and IAFF Local 1308 (Union) are parties to a collective bargaining agreement that expires on June 30, 2025; and

WHEREAS, the District has been approached by the OSFM and OSFF JATC with a limited/exclusive opportunity to participate in a fully funded two (2) firefighter apprenticeship program; and

WHEREAS, the District seeks to increase personnel to augment the Fire District's service level by providing new positions consisting of the classification of Firefighter Apprentice. The parties have reached agreement on the terms and conditions of employment of these positions as provided for under the Public Employees Collective Bargaining Act. The classifications are represented by the Union; and

WHEREAS, the purpose of this MOU is to establish exceptions to the collective bargaining agreement for the purpose of employing apprentice firefighters at Mid-Columbia Fire and Rescue.

NOW THEREFORE, the District and Union agree to this Memorandum of Understanding under the following terms:

- 1) The parties agree to the terms and conditions of employment for the Firefighter Apprenticeship Program, as denoted by certain modifications of limited duration to provisions of the current CBA, with the classification of Firefighter Apprentice as negotiated below.

ARTICLE 2 – RECOGNITION

2.1 The District recognizes the Union as the sole and exclusive bargaining agent for all regular full-time employees of the Fire District holding positions listed in Appendix A of the CBA (Wages) hereof (with respect to wages, hours, and other conditions of employment.) This includes all part-time employees, providing the same or similar services as covered by the job descriptions of employees referenced in Appendix A. The parties further agree that the classifications of Chief, Division Chief, Office Manager, supervisory positions above Captain, clerical, temporary, seasonal, volunteer, and confidential employees are excluded from the bargaining unit. Persons hired into the Fire District under federal or state grants or funding, or through joint programs with other public agencies, shall be subject to the conditions of the foregoing, to the extent that such coverage is consistent with the terms of such grant or agreement. The District will advise the Union

at, or shortly after, the time such employees are hired, as to those provisions of this Agreement, if any, which are not applicable to such employees.

Effective upon the Fire District and IAFF Local 1308 signing this MOU, the parties acknowledge the District will participate in the OSATC Fire Fighter Apprenticeship Program sponsored by the District. Firefighter Apprentices will be considered a separate classification and serve a limited duration status. There is no expectation of continued employment following completion of the Firefighter Apprenticeship program. Firefighter Apprentices are recognized as a member of the bargaining unit to the extent that the rights and benefits provided by the collective bargaining agreement are secondary to the rules and conditions of the Apprenticeship Program. For the purposes of the collective bargaining agreement, a Firefighter Apprentice will receive the same benefits and rights under this agreement as a Firefighter unless expressly stated otherwise.

This Agreement does not cover temporary employees. A temporary employee is any employee who is hired for a limited term not to exceed six (6) months or any employee (regardless of term) who is hired to replace a regular, full-time employee who is on leave due to disability or other causes regardless of position.

For the classification of Firefighter Apprentice, Firefighter, Lieutenant or Captain, a part-time employee is any employee whose regular work schedule is less than 216 hours in a 27-day work cycle. Part-time employees on a 40-hour schedule (2080 hr./yr.) are those budgeted less than 1.0 FTE. Part-time employees shall be subject to all terms of this Agreement, except as follows:

1. Paid Time Off: Regular part-time employees shall receive Sick Leave consistent with state law. Regular part-time do not earn Funeral Leave (Article 10), Holidays (Article 11), and Vacation benefits (Article 12).
2. Health care benefits for regular part-time employees are prorated based on budgeted FTE and subject to insurance carrier eligibility.

ARTICLE 3 – MANAGEMENT RIGHTS

The District retains the exclusive right to exercise the customary rights and functions of management including, but not limited to, directing the activities of the Department, determining the standards and levels of service and methods of operation, including the introduction of new equipment; the right to hire, layoff, transfer and promote, and to establish standards and procedures relating thereto; to discipline or discharge for cause; to determine work schedules and assign work, and all other such rights and functions not specifically referred to in this Agreement and not expressly abridged by specific provisions of this Agreement.

The Union further recognizes that the District has statutory rights and obligations in contracting for matters relating to District operations. The right to contracting and subcontracting is vested in the District, including the exercise of said contracting and subcontracting rights in the event of emergency, public need or when based on operational need and efficiency as determined by the District.

The District retains the sole discretion to continue or end participation in the Apprenticeship Program without further bargaining obligation.

ARTICLE 7 – SENIORITY

7.1 Definition: “Seniority”, as used in this Agreement, is determined by the length of an employee’s continuous service with the District, and/or the established seniority list documented in the IGA (1995) between The Dalles City and Wasco Rural Fire Protection District (Mid-Columbia Fire and Rescue). Seniority provisions do not apply to Firefighter Apprentices.

ARTICLE 8 – HOURS AND OVERTIME

8.1 Hours: Upon agreement of the parties and under an FLSA 7(K) exemption, the regular work schedule for Firefighter Apprentices, Firefighters, Lieutenants or Captains shall be a 3-4 shift schedule. Shift personnel shall work 3 (24) hour shifts every other day followed by four (4) days off. (Generally, 216 hours per 27 days/2920 hours per year) Additionally, management reserves the right to incorporate and assign regular full-time floater positions working a 7k exemption schedule. The District reserves the right to create new positions other than Firefighter Apprentices, Firefighter, Lieutenant, or Captain that is not on this schedule.

EMS Unit: The EMS Unit consists of EMS only classifications. For employees working a 2920 average yearly schedule, the regular work schedule will adhere to the related MOU dated March 8, 2022.

EMS classifications are not lawfully eligible for FLSA 7(k) status.

The District may schedule newly hired Firefighters and Firefighter Apprentices for a training academy in lieu of the normal shift schedule. Generally, the training academy hours will be weekdays, (Monday-Friday) with 4 days scheduled for 11.25 hours and 1 day at 11 hours with the intent to provide 56 hours of assigned regularly scheduled work hours per week. Overtime would be paid consistent with the collective bargaining agreement. The District reserves the right to adjust new employee schedules to integrate employees into the regular shift schedule upon completion of the academy.

8.2 Overtime:

F. Overtime Calculation:

1. For employees on a FLSA 7(k) work schedule in Article 8.1, the work schedule generally results in 12 hours of overtime in each 27-day FLSA cycle. Subsequently, all hours worked above 204 in the 27-day period are subject to overtime payment. Employees will receive the additional overtime compensation (the difference between straight pay and overtime pay for all hours worked over 204 in the paycheck following the end of the 27-day cycle.

2. Overtime Computation: The following steps are used for computing overtime rates as consistent with applicable law for all classifications:

Step 1: Hourly Rate from wage scale.

Step 2: Apply additional incentive compensation* received during the work period for all hours worked in the work period, either for a 40-hour work week period for non-exempt classifications or FLSA 7(k) work period as provided in this agreement, to determine the statutory hourly regular rate of pay for computing overtime.

Step 3: Using the statutory hourly regular rate of pay, calculate the additional 0.5 hourly payment for all hours worked subject to overtime payment either by FLSA or by this agreement. All hours worked are paid at a minimum of straight time.

*Incentives are: AA, BA, EMT Intermediate, EMT Paramedic, AIC, Ambulance Transfer On-Call Assignment Pay, Longevity, and FTO.

The District reconciles the overtime rate per pay period to reflect any change in applicable compensation earned as incentives.

8.4 Callback:

All time worked in excess of the regular shift shall be paid to the nearest one-quarter hour at the overtime rate above. If such time is not in conjunction with the regularly scheduled work hours, it must be paid at a minimum of two (2) hours at the overtime rate. If the actual number of hours worked on a callback is greater than two (2) hours, the employee must be paid for the actual number of hours worked at the overtime rate. Exceptions: The two-hour minimum does not apply for assigned meetings, drills, quarterly formal case reviews, physical exams, training, or similar operational assignments not associated with responding to emergency staffing needs, and the employee will be paid overtime for hours worked to the nearest one-quarter hour. Firefighter Apprentices are not eligible for emergency callback except when approved by the Duty Officer and assigned to an approved ATO.

8.6 Training Time:

G. Local Community College Course Attendance: Personnel may be allowed to attend classes during a term for local community college courses while on duty provided that the following conditions are met:

1. The class must be job related.
2. Minimum staffing is maintained at no cost to the Fire District.
3. Should a class be offered during the daytime and nighttime, the employee shall register for the nighttime class to minimize the overall impact to shift productivity and staffing levels.

Subject to District approval, Firefighter Apprentices may attend college while assigned to a shift while on duty. Firefighter Apprentices will not be compensated while attending college courses during their regularly scheduled time off.

ARTICLE 9 – SICK LEAVE

9.3 Injury/Illness//Disability:

A. On-the-job Injury, Illness or Disability. When an employee sustains a compensable injury, illness or disability while acting in the course and scope of their employment with the District and has an accepted claim under Oregon workers' compensation law, the following policies shall apply:

1. Initial 90-day period: For the first 90 days from date of injury, an employee may elect to use sick leave benefits for the difference between the value of time-loss payments as determined by worker's compensation and the employees' regular net income. Payments are subject to applicable withholdings. For the purposes of this Article, "regular net income" is the base monthly salary for the employee in the classification found in the wage schedule plus any permanent incentives* for the regular work schedule** less tax deductions. Upon use of all of the employee's sick leave, the employee may choose to use vacation or holiday leave if accrued. Once such leaves are exhausted, the supplemental payments will stop. The dollar value paid by the Fire District will be converted to the employee's hourly wage rate and charged on an hourly basis against the employee's accrued leaves. Employees will need to provide copies of the time-loss payments to the District. If the employee's time-loss payments plus sick leave benefits exceeds the employee's regular net income, the employer is authorized to deduct any overpayment incurred from employee's subsequent paychecks, including a final check upon notice to the employee.

*Permanent incentives include: AA, BA, EMT Intermediate, Longevity, and EMT Paramedic, as applicable.

** Regular hours for Firefighter Apprentices, Firefighters, Lieutenants and Captains are for the 3-4 shift schedule in Article 8 with 204 straight time hours and 12 regularly scheduled overtime hours per every 27-day FLSA cycle.

The employee shall keep the District informed of their status at least once a week. At the end of the 90-day period, the employee's condition shall be reviewed by the attending physician and the District's workers' compensation insurance carrier to determine when the employee will be able to return to work, either in the employee's regular position or on light duty, as provided by policy and pursuant to Oregon law. Light duty assignment by the District may also occur prior to this time subject to medical approval. Refusal of light duty assignment may result in termination of time loss benefits by the carrier and loss of reinstatement rights.

ARTICLE 12 – VACATIONS

12.1 Accrual: Vacation leave with pay shall accrue at the following monthly rates for Firefighter Apprentice, Firefighters, Lieutenants, and Captains working a 7K, 27-day work period and for EMS Unit members working a 2920 schedule as identified in Article 8.1:

Years of Service	Monthly Accrual
After 1 year, up to 5 years	19 hours
More than 5, less than 10 (starts at 60 months)	22 hours
More than 10, less than 15 (starts at 120 months)	25 hours
More than 15, less than 20 (starts at 180 months)	28 hours
More than 20, less than 25 (starts at 240 months)	31 hours
25 years or more (starts at 300 months)	33 hours

Accrued vacation shall be credited as earned vacation for each month of service, in accordance with the above, except that vacation accrued during the first twelve (12) months of continuous service shall not be credited as earned vacation until the employee completes the first twelve (12) months of continuous service. For EMS classifications, those employees may use accrued vacation after the first 90 days of continuous service.

Any vacation accrued in excess of two (2) times the annual accrual will be forfeited, provided that in the event an employee is unable, due to departmental operational needs, to take a vacation, the employee may request and be granted a waiver in writing so as to allow for the accrual beyond the above maximum for a specified period. Such waiver period shall normally not exceed four (4) months in duration.

Part-time employees will receive a pro-rata rate of vacation accrual leave based upon budgeted FTE.

ARTICLE 13 – GRIEVANCE PROCEDURE

13.1 The purpose of the grievance procedure shall be to settle differences between the District and employees as quickly as possible, to insure efficiency and to promote employees' morale. Any grievances, which may arise during the term of this Agreement, shall be resolved through the procedures set forth in this Article. A grievance means any dispute, complaint, problem, issue, or question arising with respect to conditions of employment as set forth in this Agreement. For Firefighter Apprentices, disciplinary actions can only be contested through the Apprenticeship program and the grievance process does not apply.

The employee and/or Union should meet with the Division Chief in an attempt to informally resolve the issue. If there is no informal resolution, the employee and/or Union shall use the following grievance procedure:

STEP 1 (Division Chief): After attempting to resolve a grievance informally, the affected employee(s) and/or the Union may claim a breach of this Agreement in writing to the Division Chief within fifteen (15) business days from the occurrence thereof.

The notice shall contain, but not be limited to, the following information:

1. The relevant facts of the occurrence;
2. The date of the occurrence;
3. The specific provisions of this Agreement which have allegedly been violated;
4. The remedy sought.

The Division Chief shall meet with the aggrieved party who may be accompanied by a Union representative at the meeting. The Division Chief shall respond to the grievance in writing within fifteen (15) business days of receipt of the grievance.

Should the District raise a grievance, the District will contact the Union President, or designee, in an attempt to resolve the dispute informally.

STEP 2 (Fire Chief): In the event that the grievance is still unsettled, the Union shall, within ten (10) business days of the written response or non-response to the grievance at Step 1, present the grievance in writing to the Fire Chief. The Fire Chief shall render a decision in writing within ten (10) business days of receipt of the grievance.

Should the District allege a formal grievance, the matter will be addressed to the Union President or designee using the Step 2 process, respectively.

STEP 3 (Mediation): In the event that the Union is not satisfied with the decision rendered by the Fire Chief, the Union shall, within ten (10) business days following the receipt of the Fire Chiefs response, notify the District of their intent to submit the grievance to mediation. The union shall contact the Employment Relations Board and request a mediator. The designated mediator shall set a time and place for a hearing which is agreeable to both parties. Mediation does not apply to terminations. For grievances filed by the District, the District will follow the same process, respectively.

STEP 4 (Arbitration): If an impasse is declared in writing by either party during mediation, the moving party (party filing the initial grievance) shall have ten (10) business days upon declaration of the impasse to notify the other party in writing of their intent to submit the grievance to arbitration. Within the same ten-day period, the moving party shall contact the Employment Relations Board, with "cc" to the other party, and request a list of seven (7) Oregon arbitrators. Both the District and the Union shall have the right to strike three (3) names from the list. The Union shall strike the first name and

the District shall then strike one name. The process shall be repeated, and the remaining person shall be the arbitrator. The designated arbitrator shall set a time and place for a hearing which is agreeable to both parties. The arbitrator shall have authority to consider only a claim based upon a specific provision of the Agreement and shall have no authority to add to, modify or detract from this Agreement. Any decision of the arbitrator within the scope of this Agreement shall be final and binding upon the parties.

ARTICLE 16 – LAYOFF AND RECALL

16.1 Layoff: A layoff is a separation of employment. In the event the District determines a layoff to be appropriate, Fire Unit employees shall be laid off by department seniority without regard to classification. EMS Unit employees shall be laid off by seniority within the classification being reduced. This provision does not apply to Firefighter Apprentices, and continuation of the classification or staffing levels for the classification of Firefighter Apprentice is subject to the discretion of the District without further bargaining obligation.

ARTICLE 17 – GENERAL PROVISIONS

17.3 Civil Service Commission: Hiring procedures for those positions covered under the authority of the Civil Service Commission shall be established by the Civil Service Commission. Inasmuch as all matters pertaining to employee selection, promotion, and class specification (e.g., job description) are subject to the review of the Civil Service Commission, all such matters shall not be subject to the terms of this Agreement or a claim of a violation of this Agreement. Firefighter Apprentices are governed by the Apprenticeship Program.

17.4 Probationary Period: The probationary period is an integral part of the employee selection process and provides the District with the opportunity to upgrade and improve the District observing a new employee's work habits. Each new employee who successfully completes a probationary period of twelve (12) months, the employee shall be considered a regular employee and granted seniority to the last date of hire, excluding the classification of Firefighter Apprentice. The District shall have the right to discharge the probationary employee at will and without a showing of cause by the District. If an employee is on medical leave, worker's compensation, or approved leave without pay, for more than 14 calendar days during the probationary period, the District may toll and extend the probationary period accordingly.

Employees in the classification of Firefighter Apprentice follow a six (6) month probationary timeline and process as outlined in the BOLI Firefighter "Standards of Apprenticeship". This probationary period will run concurrently with the Fire District's twelve (12) month probationary period. Each Firefighter Apprentice who successfully completes the twelve (12) month probationary period, the Firefighter Apprentice shall remain a participant of the apprenticeship program. The probationary period served for a Firefighter Apprentice does not apply for any other

classifications within the bargaining unit. There is no expectation of continued employment following completion of the Firefighter Apprenticeship program.

Promotions to a higher classification within the bargaining unit: Each employee who is not a new employee but has been promoted to a higher-ranking classification in the bargaining unit must successfully complete a promotional probationary period of twelve (12) months. During the promotional probationary period, the District may return the employee to the employee's prior classification at will and without showing of cause.

The Union specifically recognizes that it shall have no right to contest the discharge of a new employee during the employee's probationary period and that it shall have no right to contest the demotion of a promoted employee during the employee's promotional probationary period. For Firefighter Apprentices, disciplinary actions can only be contested through the Apprenticeship Program and the grievance process does not apply.

For the EMS Unit, reclassification is limited to budgeted positions at the sole discretion of the District. An employee in the classification of EMT does not reclassify to the level of Paramedic solely because of receipt of a Paramedic certificate. Reclassification can only occur as offered by the District. An EMT who does receive a Paramedic certificate will be specifically limited to only perform the duties of EMT and may be subject to disciplinary action if exceeding the duties of their position.

17.5 Disciplinary Actions: No regular employee shall be disciplined without just cause and due process.

A. Due Process: For purposes of this Agreement, due process shall require that the following procedures be honored if disciplinary action is being considered.

- 1) Before any decision to take disciplinary action is finalized, the following shall occur:
 - a. The employee will be informed of the charges in writing and given the information that is the basis for possible disciplinary action;
 - b. After the employee has been informed of the charges, the employee shall have the opportunity to meet and discuss the matter with the supervisor deciding upon the final disposition. If the employee chooses to meet with the supervisor to discuss the charges, the employee shall be allowed to have a representative of the Union present. The meeting can be audio recorded by either party subject to actual notice provided consistent with applicable law. Audio copies will be shared upon request.
- 2) After the decision is made, the employee shall be given written notification thereof. If the decision is adverse to the employee, the employee shall have the opportunity to include a statement in the employee's defense in the employee's personnel file.

B. Just Cause: For purposes of this Article, just cause shall require that no employee shall be reprimanded in writing, suspended without pay, demoted, or terminated without just cause. If

a question as to just cause exists, it may be resolved by submission as a grievance pursuant to the provisions of Article 13.

C. Limitations: Oral reprimands, directives, counseling, and warnings, even if reduced to writing, shall not be considered disciplinary actions and shall not be subject to the provisions of this Agreement.

A written reprimand shall not be subject to the Due Process steps outlined in Part A of this Article. However, before a written reprimand is given, the District shall conduct an investigatory interview. If an employee is to be interviewed regarding an incident or circumstance, which may result in disciplinary action against the employee, the employee will be given reasonable advance notice of the subject of the meeting.

When in conflict with CBA and disciplinary policies of the District, disciplinary procedures for employees in the classification of Firefighter Apprentice will follow the standards of the Apprenticeship Program.

ARTICLE 19 – WAGES

19.1 Wage Scale: Employees covered by this Agreement shall be paid according to classification and rates of pay established in the attached “Appendix A Hourly Wage Schedule”. If the District creates a new position that falls within the scope of the bargaining unit, the parties agree to enter into wage negotiations for the purpose of establishing a rate of pay for that position. The District will not be precluded from hiring the position prior to final conclusion of the bargaining process.

For the term of this agreement, the salary scale will be adjusted as follows:

Effective and retroactive to July 2022, a new wage scale in Appendix A and Appendix B will be adopted.

Effective July 1, 2023, the base step for each classification will be increased by 5%.

Effective July 1, 2024, the base step for each classification will be increased by 4.5%.

For the classifications of FF, Lieutenant and Captain, steps are 5% apart. The classification of Lieutenant at Step 1 will be 5% above Step 5 Firefighter. The classification of Captain at Step 1 will be 5% above Step 2 Lieutenant.

For the classifications of EMT and Paramedic, steps are 5% apart.

The Firefighter Apprentice wage is part of the wage scale noted in Appendix “A” of the collective bargaining agreement. The classification of Firefighter Apprentice base wage will be paid in accordance with the Oregon State Firefighter Council Joint Apprenticeship Training Committee (OSFFC JATC) and BOLI Firefighter Standards of Apprenticeship (aka: Apprenticeship Program). In the first year of the apprenticeship program, Firefighter Apprentices will receive 73%

of the Step 1 Firefighter wage. In the second year of the apprenticeship program, Firefighter Apprentices will receive 80% of the Step 1 Firefighter wage. If the apprenticeship program should enter the third year, the Firefighter Apprentice will receive 100% of the Step 1 Firefighter wage.

* **Retroactive Pay:** Employees employed on the payroll date beginning the first 27 day-day work period cycle following execution of this agreement will receive retroactive pay as a one-time payment. The intent of retroactive pay is to include retroactive pay back to June 24, 2022, for the classifications of FF, LT, and CPT and to July 1, 2022, for the classifications of EMT and Paramedic. The one-time payment will be based on an employee's gross pay earnings (base pay, overtime, longevity, incentives, and other applicable hourly earnings) from the beginning of the pay period.

19.5 Certification Pay: In addition to the wages provided for in the Wage Schedule hereof, each employee who has an Associate or Bachelor's degree in Fire Science Technology will receive an additional premium of 2% of their base hourly rate with the exception of EMS Unit employees.

Bachelor's degree: Captains and Lieutenants who have a Bachelor's degree in an approved job-related degree (i.e., Fire Protection Engineering, Fire Prevention, Fire Service Administration, EMS, Public Administration) will receive an additional premium of 3% of their base hourly rate. This increase is in lieu of the AA degree certification pay.

Intermediate EMS Certification: Each employee within the classification of Firefighter, Lieutenant, Captain, or EMS Provider who continues to maintain an Emergency Medical Technician Intermediate certification will receive an additional premium of 5% of their base hourly rate.

Paramedic Certification for classifications of FF/LT/CPT: Each employee within the classification of Firefighter, Lieutenant, or Captain who continues to maintain an Emergency Medical Technician Paramedic certification will receive an additional premium of 10% of their base hourly rate.

The following incentives will apply to employees within the classification of Firefighter Apprentice. Associates Degree of Fire Science, EMT Intermediate certification, and Paramedic Certification, as applicable.

19.8 Apprentice Training Officer (ATO) Pay: Firefighters, Lieutenants, and Captains will receive an additional premium of 6% of their base hourly rate, on an hour-for-hour basis, when so assigned. ATO pay is not paid for members not assigned regardless of being engaged or interacting with the Firefighter Apprentice.

Appendix A - Hourly Rate Wage Schedule

Effective after execution consistent with Article 19:

FY 2022-2023									
Step	EMT	Paramedic	Firefighter	Rate	LT	Rate	Capt.	Rate	
Step 1	\$16.48	\$20.60	Step 1	\$21.52	Step 1	\$27.46	Step 1	\$30.28	
Step 2	\$17.30	\$21.63	Step 2	\$22.59	Step 2	\$28.83	Step 2	\$31.79	
Step 3	\$18.17	\$22.71	Step 3	\$23.72					
			Step 4	\$24.91					
			Step 5	\$26.15					
FY 2023-2024									
Step	EMT	Paramedic	Firefighter	Rate	LT	Rate	Capt.	Rate	
Step 1	\$17.30	\$21.63	Step 1	\$22.59	Step 1	\$28.83	Step 1	\$31.79	
Step 2	\$18.17	\$22.71	Step 2	\$23.72	Step 2	\$30.28	Step 2	\$33.38	
Step 3	\$19.08	\$23.85	Step 3	\$24.91					
			Step 4	\$26.15					
			Step 5	\$27.46					
FY 2022-2025									
Step	EMT	Paramedic	Firefighter	Rate	LT	Rate	Capt.	Rate	
Step 1	\$18.08	\$22.60	Step 1	\$23.61	Step 1	\$30.13	Step 1	\$33.22	
Step 2	\$18.99	\$23.73	Step 2	\$24.79	Step 2	\$31.64	Step 2	\$34.88	
Step 3	\$19.94	\$24.92	Step 3	\$26.03					
			Step 4	\$27.33					
			Step 5	\$28.70					

The pay period for classifications within the EMS Unit is monthly.

Steps are 5% apart. The wage for the Firefighter Apprentice Classification is governed by the Oregon State Firefighter Council Joint Apprenticeship Training Committee (OSFFC JATC) the Standards of Apprenticeship, and applicable law.

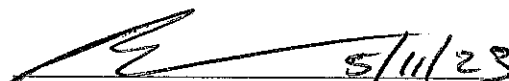
- 2) The parties agree to the classification job description for Firefighter Apprentice as found in Attachment A.
- 3) It is the intended goal of the District, for the duration of the District's participation in the BOLI approved Firefighter Apprenticeship Program, to maintain a staffing level of six (6) regular personnel. The District is not precluded from having five (5) regular personnel when one (1) firefighter apprentice is on duty at the Discretion of the District, based on operational or financial circumstances. The District shall not be required to hold personnel to meet this staffing goal.
- 4) This MOU shall not change the minimum staffing policy currently in effect.
- 5) This MOU and Attachment A are effective upon ratification by the respective parties and thereafter signature affixed by both parties below.
- 6) Disputes of this agreement are subject to the grievance process of the collective bargaining agreement and/or the BOLI approved Firefighter Apprenticeship Program, as applicable.
- 7) The contractual terms of this agreement will remain in effect for the duration of the District's participation in the BOLI approved Firefighter Apprenticeship Program. Upon termination by the District of the BOLI approved Firefighter Apprenticeship Program, this MOU shall become null, and void in its entirety.

**FOR LOCAL 1308 IAFF
RESCUE**



Union President Date

FOR MID-COLUMBIA FIRE &



Board President Date

POSITION DESCRIPTION
FIREFIGHTER
APPRENTICE

Mid-Columbia Fire and Rescue

DIVISION:	OPERATIONS
CIVIL SERVICE STATUS:	YES
BARGAINING UNIT:	LOCAL 1308
ADOPTED:	MAY 5, 2023
REVISED:	
DESCRIPTION:	LIMITED DURATION POSITION

GENERAL STATEMENT OF DUTIES

The Firefighter Apprentice will undergo initial recruit training while on probation and will continue to learn the general duties of Firefighter Apprentice/EMS work. Firefighter Apprentices will attend regularly scheduled training in firefighting methods, emergency medical services, salvage operations, public relations, public education, physical fitness, and associated topics throughout his/her tenure within this class. The Firefighter Apprentice will play an active role in preserving and protecting life and property by performing firefighting, emergency medical care, rescue, hazardous materials, fire prevention and public education, and other associated job performance requirements. The Firefighter Apprentice will ensure the readiness of firefighting equipment, apparatus, facilities, and will work under the supervision of the journeyman Firefighter. This classification is a limited duration position governed by the OSATC apprenticeship program and BOLI. Upon completion of the program, there is no expectation of continued employment.

SUPERVISION

Firefighter Apprentices are responsible to a Fire Department Company Officer at the rank of either a Lieutenant or Captain and receive general direction and mentoring in the performance of their duties from the Journeyman Firefighter. Firefighter Apprentice's will consult with their Journeyman Firefighter regarding day-to-day operations, emergency operations, equipment and apparatus readiness, and unusual events at the station regarding personnel, apparatus, equipment, etc. Firefighter Apprentices have no supervisory responsibilities.

INTERPERSONAL RELATIONSHIPS

Firefighter Apprentice's interact with Fire Department staff (e.g., EMT's, supervisors, etc.), the public (e.g., motorists, homeowners, business owners, homeless individuals, etc.), and with representatives of other agencies (e.g., police, members of other fire departments, public works,

etc.). These interactions occur during routine day-to-day operations, educational or informational presentations, inspections, and during emergency operations.

JOB PERFORMANCE COMPLEXITY

A Firefighter Apprentice's job involves complex emergency scene tasks, which must be accomplished correctly and rapidly, often without taking the time to reference procedures and policies, or to repeat tasks once they are accomplished. Errors may lead to life safety hazards and property loss.

TYPICAL WORKING CONDITIONS

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Firefighter Apprentices live and work in a fire station assigned to a duty shift. This work environment includes many of the same amenities of a home, including kitchens, showers, bed, etc. In this environment, Firefighter Apprentices will perform routine day-to-day activities, such as maintaining equipment and apparatus, meeting with supervisors and co-workers, planning and scheduling work, etc.

Outside of the fire station, Firefighter Apprentices perform essential job functions in all weather, noisy conditions, and under extreme emergency conditions such as fires, hazardous materials, auto accidents, etc. Work is often performed under emergency and stressful situations. The Firefighter Apprentice is exposed to sirens and hazards associated with fighting fires and rendering emergency medical assistance, including infectious substances, smoke, noxious odors, fumes, chemicals, solvents, and oils.

PRIMARY DUTIES AND ESSENTIAL FUNCTIONS

The following is a representative list of dimensions and tasks and may not include all functions:

Rescue & Fire Suppression

- Be aware of electrical lines when setting up ladders and directing water streams
- Seek the source of a fire and extinguish
- Determine the safest evacuation route
- Evacuate persons from a fire area
- Determine the stability of supporting surfaces
- Perform rescue operations as a part of a team
- Determine when to open roofs, walls, and doors
- Calculate the height of a building in feet from its floors to ensure ladders are elevated to the proper height

- Select the proper number of hoses required to reach the fire
- Determine the correct hose stream to use
- Calculate the height of a building in feet from its floors to ensure the proper number of hoses are selected to reach the fire
- Recommend assistance from law enforcement, medical, coroner, or utility personnel as needed
- Implement LCES during wildland incidents.
- Triage structures in the WUI.
- Implement wildland firefighting tactics

Administrative

- Write descriptions of situations in medical reports
- Complete incident reports on the computer
- Write building fire inspection reports

Emergency Medical Service

- Assess a patient's condition and provide basic and advanced life support based upon medical and trauma protocols, and assessment of patient condition to include interpreting EKG's, defibrillation, administering medications, including controlled substances, endotracheal intubation, cricothyrotomy, and chest decompression, and any other life saving measures as indicated through the Fire District's EMS Protocol
- Extricate people from automobiles
- Properly utilize emergency equipment and supplies
- Safely drive emergency response vehicle to and from a scene
- Use the necessary tools to free trapped persons
- Perform CPR or other appropriate cardiac emergency procedures
- Triage, treat and transport patients, as necessary.
- Rescue victims and apply resuscitation measures as necessary
- Prepare and transfer a patient to an emergency vehicle
- Identify and respond to hazards at the scene
- Gather information from a patient or family regarding the patient's medical history
- Provide concise and complete information to regarding the status of patients
- Prepare the emergency vehicle for the next response, including decontaminating and disinfecting unit and equipment, restocking supplies, inspecting equipment, and making or arranging for necessary repairs or replacement
- Control the emergency scene to protect yourself, coworkers, and the patient
- Assess the emergency scene and request assistance if necessary
- Accurately take incoming calls or information from the dispatcher regarding requests for emergency medical services
- Control a hysterical patient requiring medical attention

- Monitor and provide needed care when transporting a patient to a medical facility
- Assist medical staff with continued care of the patient
- Comfort family, friends, and bystanders at a fire scene or medical facility

Hazardous Materials (HAZ-MAT)

- Respond to the release or potential release of hazardous material
- Utilize and maintain personal/chemical protective equipment
- Complete required Hazardous Materials (First Responder Operations) training
- Read HAZ-MAT reference materials at a scene to provide the proper response to a hazardous materials spill
- Perform defensive mitigation techniques (e.g., diking, damming, diverting, etc.)
- Apply a foam blanket
- Perform offensive rescue techniques
- Spray extinguishing agents/chemicals on a fire

Fire Prevention/Pre-Incident Planning/Public Education

- Conduct pre-incident planning tours of target hazards and note tactical information such as location of exits, hazards, man traps, building construction and type to assist in future operations. Note hazards and determine fire code violations to report to Prevention Division.
- Investigate complaints of fire hazards, dangers, or violations
- Participates in public education, fire prevention, safety, and prevention programs; conducts demonstrations, tours and public speeches on EMS, CPR, first aid and other subjects to the public

Fire Investigations/Post-Fire Duties

- Inspect, service, and perform tests of all SCBA to ensure they are working properly
- Maintain all personal protective equipment
- Keep all tools and equipment in working condition
- Maintain an inventory of tools and equipment
- Replenish supplies when needed
- After a fire is extinguished, check for smoldering fire inside walls and ceiling
- Document regular service checks on all apparatus
- Search for missing people
- Preserve evidence at fire scene
- Assist with fire investigation
- Preserve and protect the fire area of origin
- Perform overhaul operations
- Inspect, clean, and polish equipment and apparatus by hand
- Remove all used equipment from rigs after a fire for cleaning

- Secure accident/fire scene
- Remove hoses from drying racks and store them
- Remove burned and charred waste
- Put furniture in one location and protect it with salvage covers

Training/Drills

- Maintain physical fitness standards of the department
- Learn how to successfully attack a fire
- Participate in ongoing training drills to develop and maintain proficiency
- Learn about extricating victims from vehicles
- Learn about forcible entry into buildings
- Read and comprehend written training materials
- Learn the most direct routes to various addresses in a response area
- Learn about ventilation methods to aid in extinguishing a fire
- Learn about the characteristics of and proper uses of ladders
- Learn fire department rules and regulations
- Learn, practice, and perform evolutions
- Learn about various methods of rescue
- Learn the locations of streets, water mains and hydrants in a response area
- Learn about building construction to determine how a fire might react in a building/structure, and to ensure the safety of those working in and around the building
- Learn about hydraulics and pump operation
- Learn about fire behavior
- Learn about ropes and knots to accomplish rescues
- Learn about appropriate fire streams given factors that can affect the flow of water through the air
- Learn about caring for hoses, hose lays and hose use
- Learn about various causes of fire
- Learn about water supply systems
- Learn about salvage and overhaul
- Learn about fire alarms
- Learn about ropes and knots to stabilize vehicles
- Learn about ropes and knots to successfully haul tools
- Learn about automatic sprinkler systems
- Learn about LCES
- Learn about the 18 Watchout situations and 10 Firefighting Orders.
- Learn about the Standards for Survival as they apply to wildland incidents.
- Learn about driving apparatus and equipment operation
- Learn about patient care, treatment, and transport

Fire Station Duties

- Report for duty on time
- Maintain positive working relationships with people in the fire house
- Present a clean and neat appearance
- Maintain a neat and clean working and living environment at the fire station
- Answer routine phone calls in the station
- Maintain the exterior of fire station: lawns, walkways, and driveways
- Plan and cook meals
- Store fire equipment and supplies
- Make your own bed and change linens when appropriate
- Maintain a neat, clean, and respectable living/sleeping area.

Public Relations

- Use tact and diplomacy in dealing with the public
- Interact and work with citizens
- Provide fire education programs to the public when requested
- Conduct fire station tours when requested and approved
- Make public education calls, presentations, and visits
- Refer people to agencies that provide social services

Communication

- Must have the ability to communicate effectively with citizens and co-workers by telephone, two-way radio, in written form or face-to-face with or without accommodation.
- Must have the ability to communicate effectively to allow for the taking of directions from dispatchers and command officers and to avoid injury from accident.
- Must conform to the MCFR chain-of-command and functions within the Incident Command System (ICS) during emergency operations.
- Listen to the dispatcher, other fire vehicles, and commanding officers by radio to determine courses of action
- Advise the commanding officer of fire conditions, hazards, and exposures at the scene
- Exchange necessary information with other personnel at a scene
- Talk with other personnel at an emergency scene to determine the best course of action
- Communicate with superiors during an incident
- Clearly and accurately communicate patient information and care to medical staff

Environmental/Working Conditions

- Avoid and protect against infectious agents
- Avoid and protect against hazardous substances through inhalation, injection, ingestion, and absorption
- Protect against possible burn injuries
- Fight fires in an extremely hot environment
- Work quickly to suppress a fire
- Fight fires in smoky buildings when visibility is poor or non-existent
- Prevent exposure to sharp objects
- Protect against uninstalled or unshielded electrical equipment
- Perform physically demanding tasks under extreme fluctuations in temperature
- Avoid and protect against high noise levels when riding in emergency vehicles
- Work a duty shift allowing for little or no sleep
- Perform on ladders
- Protect against smoke and dust
- Protect against radiation hazards
- Perform wearing full equipment
- Operate during incidents in extreme environmental conditions such as frigid or hot temperatures
- Work on or around moving machinery or equipment
- Withstand strong vibrations (e.g., riding in emergency vehicles or operating power tools)
- Work in confined spaces in cramped body positions
- Prevent exposure to noxious odors
- Perform in wet or moist areas
- Perform in slippery areas
- Perform in muddy areas
- Perform in icy areas

Driving/Apparatus Operation

- Performs routine maintenance on District vehicles and equipment.

Duties of a General Nature

- Works assigned schedule.
- Works extended hours/overtime as may be necessary to ensure 24/7 emergency coverage for the community.
- Work effectively for extended periods without regular or guaranteed meal or break periods.
- Remains calm in difficult and dangerous situations.
- Shall not pose a direct threat to the health or safety of other individuals in the workplace

or citizens encountered during work.

- Exercises good/reasonable judgment which is essential for rational decision-making in firefighting operations and support operations, the application of emergency medical procedures, technical rescue activities and other emergency response activities.

Other

- Perform additional primary duties and essential functions that may be identified.

TYPICAL DUTIES

The following is a representative list of dimensions and tasks and may not include all functions:

On-site Emergency Scene Duties

Maintain and Expand Job Knowledge - Study, practice, and maintain a working knowledge of up-to-date, job-related techniques through formal and informal class work, training sessions, and on-the-job experience.

Interact with Co-workers and Superiors - Interact and work together with other co-workers and supervisors on a regular basis.

Provide Training and Instruction - Provide formal or informal instruction, training, or guidance to co-workers and others.

Maintain Adequate Physical Condition – Participate in a physical training program to maintain adequate physical condition to perform job tasks.

Perform Fire Inspections, Code Enforcement Pre-Incident Planning and Fire Drills - Inspect buildings or structures to become familiar with potential fire hazards, conduct pre-incident planning, and identify code violations. Conduct fire drills at target hazards.

Perform Routine Station Chores - Perform standard station chores, including shopping, cooking, cleaning, and general station upkeep.

Write Reports and Correspondence - Complete forms and reports to document such things as inspection results, vehicle accidents, and actions taken at fire incidents. Write letters, memos, and other correspondence.

Perform Office Duties - Perform miscellaneous office tasks such as work with computers, maintain files, take notes, talk on the phone, and schedule meetings or other activities.

KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL CHARACTERISTICS

Knowledge of Hydraulics Principles - Knowledge of the principles of fireground hydraulics, as well as the ability to apply this knowledge to calculate the required pressures and volumes for various hoses, nozzles, and connections.

Knowledge of Response Area - Knowledge of local streets, traffic patterns, building layouts, pre-incident plans, as well as hydrant and other water source locations within local response area.

Awareness and Alertness - The ability to remain mentally focused and aware of one's surroundings, avoiding distractions, and concentrating on the tasks at hand. The ability to attain a high level of alertness quickly from a state of sleep.

Knowledge of Fire Apparatus - Knowledge of the various controls, gauges, clearances, and operating techniques, as well as manufacturer's specifications of various fire apparatus (pumpers, rescue vehicles, aerial apparatus, etc.).

Effectiveness Under Stress - The ability to remain calm, think clearly, and function effectively while under stressful conditions.

Knowledge of Firefighting Equipment - Knowledge of proper use and care of equipment used in emergency response situations (protective gear, breathing apparatus, extinguishers, ladders, hoses, rescue equipment, etc.).

Ability to Spot Apparatus - The ability to properly spot apparatus at emergency scenes to provide water supply, allow for effective advance of fire hose lines, perform aerial placement and permit access of other fire department vehicles and equipment at the scene.

Knowledge of Building Fire Extinguishment Systems - Knowledge of the various extinguishing systems found in buildings (standpipes, sprinklers, etc.) as well as knowledge of how to supply these systems.

Dependability and Reliability - The ability to consistently meet obligations and commitments, regardless of the circumstances.

Teamwork and Cooperation - The ability to work as a member of a team, doing one's fair share of work, using input and assistance from others, and putting group goals above individuals goals.

General Physical Characteristics - Having acceptable levels of eyesight and hearing with corrections, as well as other general physical characteristics required to perform the job.

Decision Making and Decisiveness - The ability to develop and consider alternatives for dealing with situations, and to readily make a decision or render a judgment.

Knowledge of First Aid and Emergency Care - Knowledge of techniques for providing first aid, stabilizing victims, and providing first responder care before hospital transport.

Respect for Rules and Authority - The ability to follow orders, rules, and regulations, and to show respect toward those with more experience or those in positions of authority.

Knowledge of Firefighting Tactics - Knowledge of firefighting tactics such as extinguishment, forcible entry, rescue, safety, overhaul, etc.

Problem Analysis - The ability to recognize problems, effectively seek out and identify relevant information, and determine causes of problems.

Attention to Detail - The ability to recognize and attend to the details of tasks and situations, and to demonstrate a commitment to accuracy.

Flexibility and Adaptability - The ability and willingness to adapt easily and quickly to changing environments, work duties, or other job requirements.

Knowledge of District Policies and Procedures - Knowledge of the fire department's operating procedures for a variety of work situations (emergency response procedures, station rules, chain of command, paperwork, etc.).

Spatial Orientation and Direction - The ability to know where one is in relation to the surrounding environment, visually locate objects and persons, accurately estimate distances and heights, and get from one place to another, even under adverse conditions.

Judgment and Reasoning - The ability to use common sense and logic to recognize, understand and form sensible and accurate relationships and conclusions.

Knowledge of Fire Behavior - Knowledge of fire behavior, fire chemistry, physics, hazards, causes, etc.

Mental Visualization - The ability to develop and use mental representations or mental pictures of such things as fire scenes, routes, and building layouts based upon descriptions and past experience.

Motivation and Initiative - The ability to develop and maintain an interest in work-related activities without prompting, and to willingly take on tasks and responsibilities.

Learning and Memory - The ability to comprehend, retain, recall, and apply information that is essential to the job, such as pre-incident plans and routes, verbal instructions, and commands, as well as information from reference materials such as codes and policies.

Mechanical Comprehension - The ability to understand basic mechanical principles, and apply those principles on the job.

Physical Ability- The ability to perform the physical activities that are necessary for the job, using strength, coordination, stamina, and related physical attributes, with or without accommodation.

Oral Communication - The ability to communicate effectively with or without accommodation.

Interpersonal Skills - The ability to relate well and get along with others, and respond to people in an appropriate manner.

Reading Comprehension - The ability to comprehend written materials such as reference manuals, training materials, and correspondence.

Manual Dexterity - The ability to use hand-eye coordination and fine muscular control to perform small or precise movements.

Perseverance - The ability to demonstrate perseverance, thoroughness, and follow-through when working on difficult or lengthy tasks.

Knowledge of Water Supplies - Knowledge of the most efficient ways to use available water supply systems, as well as knowledge of suitable emergency water sources.

Physical Coordination and Balance - The ability to remain agile and use well-coordinated movements, even under physically stressful conditions.

Physical Stamina and Endurance - The ability to perform a variety of physical activities in succession and to exert oneself physically over long periods of time without giving up.

Knowledge of National Incident Management System - Knowledge of the basic terminology associated with the Incident Management System, as well as the ability to carry out the functions of an incident commander at small scale incidents.

Ability to Train and Instruct - The ability to provide formal or informal instruction, training, or guidance to co-workers and others through demonstration and explanation.

Construction Knowledge - Knowledge of basic building construction and electrical principles, and the ability to apply those principles on the job.

Mathematical Ability - The ability to perform the basic mathematical calculations that are used on the job in a timely and accurate manner.

Written Communication - The ability to express oneself clearly and accurately. This includes all routine written work for the job, such as internal memoranda, routine documentation, and special reports.

Physical Requirements - A Firefighter Apprentice must be able to perform the essential physical functions of a Firefighter Apprentice as determined by the Fire District as outlined within this job description.

TOOLS AND EQUIPMENT USED

Emergency medical apparatus; fire apparatus; PPE, SCBA, fire pumps, hoses, and other standard firefighting equipment; firefighting and EMS training props; ladders, emergency medical equipment; radio; pager; personal computer; telephone.

GENERAL PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by any employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions. While performing the duties of this job, the employee is frequently required to stand; sit; walk; talk or hear; use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms. The employee is frequently required to climb or balance; stoop, kneel, crouch, or crawl; and taste or smell. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move up to 175 pounds. Specific vision abilities required by this job include close distance, color, and peripheral vision, depth perception, and the ability to adjust focus.

Essential Physical Functions

- Put on and wear protective equipment
- Open hydrant to charge the hose
- Use a 2 ½" or 1 ¾" inch hose as an attack line
- Use equipment (e.g., ax, sledge-hammer, etc.) to make forcible entries
- Enter smoke filled buildings/rooms with a hose in hand while wearing full protective clothing and equipment
- Crawl on a floor to locate by feeling or seeing or the heat of a fire source
- Systematically search for trapped persons
- Drag victims with the help of another co-worker
- Screw the hose connection to the hydrant
- Drag charged 1-3/4-inch hose upstairs and around furniture when fighting a fire
- Carry victims with the help of another co-worker
- Use a hose clamp to clamp a charged/uncharged hose
- Wrap a hose around a hydrant to stretch it out
- Climb stairs wearing full equipment while responding to a call for service

- Carry heavy equipment (hose pack, medical box, air bottles) upstairs while wearing full equipment
- Support a ladder, and raise the halyard to extend to the desired length, then lower into the objective
- Climb an aerial ladder wearing full equipment
- Hold a charged 1-3/4-inch hose unassisted and open the nozzle
- Drag a victim out of a building as a member of a team while wearing full turnout gear
- Drag accordion folded or flat load, uncharged 1 3/4", 2 1/2" or 4 1/2" inch hose until it is fully extended as a member of a team
- Drag charged 1-3/4 and/or 2-1/2-inch hose as a member of a team.
- Reload hose and put it back onto the apparatus
- Remove heavy equipment (i.e., ejector, positive pressure fan, fan, medical box) from the truck; transport and place it in operation assisted or unassisted.
- Use a pike pole to pull down a ceiling
- Carry people unassisted down ladders wearing full turnout gear
- Carry people as a member of a team via stairs wearing full turnout gear
- Carry people as a team on backboard and/or ambulance cot
- Remove and carry medical equipment from an ambulance unassisted
- Carry a section of rolled hose unassisted
- Lower ladders and re-bed them onto the truck/quint
- Remove ladders from the apparatus as a member of a team and carry it to its destination
- Operate a charged line from confined spaces
- Operate foam equipment
- Operate a line from heights (e.g., rooftops)
- While on a ladder, direct water at fire
- Operate the ladder pipe from an aerial platform
- Extend a hose line to a fire
- Hoist equipment to upper levels by a rope

Essential Mechanical Functions

- Make and unmake coupling connections
- Operate power tools (e.g., chain saw, circular saw, etc.) during the course of firefighting activities
- Remove the hydrant cap with a wrench
- Safely shut off utility services to buildings in emergency situations
- Operate heavy equipment (e.g., "jaws-of-life", etc.) in response to an emergency
- Operate electrical/gas shut-off valves
- For aerial ladders, set up truck jacks, place chocks, assist with positioning and raising ladder
- Make openings for ventilation using hand tools and power equipment (e.g., saws, axes, etc.)

- Respond to hazards related to electrical emergencies
- Operate a fire extinguisher
- Inspect a pumper during operation; check gauges
- Operate emergency medical equipment (e.g., ambulance cot, defibrillator, syringes, splints, suction unit, etc.) in response to an emergency.

Essential Cognitive Functions

- Ability to remain calm and follow oral and written procedures and instructions clearly and accurately in emergency situations
- Ability to demonstrate compassion to patients, family, and people under emergency circumstances
- Ability to demonstrate good customer relations skills
- Ability to manage difficult interpersonal situations and conflicts involving patients, family members, bystanders, and other healthcare and public safety workers
- Ability to demonstrate effective and positive interpersonal relationship skills with co-workers and supervisors, in both routine and stressful circumstances
- Ability to apply knowledge of curriculum, medical protocol, and procedures related to basic and advanced patient care
- Ability to apply knowledge of curriculum, principles, procedures, and guidelines related to fire and rescue operations
- Ability to apply knowledge of basic curriculum, principles, procedures, and guidelines related to apparatus operations

EXPECTED BEHAVIOR

The Firefighter Apprentice is expected to embrace, support, and promote the Fire District's mission, values, beliefs, and culture, which include but are not limited to the following:

- High ethical standards
- Active participation in teamwork
- Strong safety principles and safety awareness
- Provide outstanding customer service to internal and external customers

These traits are not basic job requirements but are expected behavior. Other duties and responsibilities will be performed as assigned.

JOB RESPONSIBILITIES RELATED TO PATIENT PRIVACY

The incumbent is expected to protect the privacy of all patient information in accordance with the District's privacy policies, procedures, and practices, as required by federal [and state] law, and in accordance with general principles of professionalism as a health care provider. Failure to comply with the Department's policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment.

The incumbent may access protected health information and other patient information only to the extent that is necessary to complete your job duties. The incumbent may only share such information with those who have a need-to-know specific patient information you have in your possession to complete their job responsibilities related to treatment, payment, or other company operations.

The incumbent is encouraged and expected to report, without the threat of retaliation, any concerns regarding the District's policies and procedures on patient privacy and any observed practices in violation of that policy through the chain-of-command.

The incumbent is expected to actively participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients, and others in accordance with District policy.

NOTATIONS

Appointees will be subject to completion of the probationary period defined in the Collective Bargaining Agreement.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the employer and the employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

Approved by the Mid-Columbia Fire and Rescue Civil Service Commission on this 5th day of May, 2023.

POSITION DESCRIPTION

FIREFIGHTER

APPRENTICE

Mid-Columbia Fire and Rescue

DIVISION: OPERATIONS
CIVIL SERVICE STATUS: YES
BARGAINING UNIT: LOCAL 1308
ADOPTED:
REVISED:

I have read and understand the contents of my position description.

Employee Signature

Date