

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **NCFD Volunteer Job Descriptions**
Policy Section: NCFD 1000 - NCFD Personnel Procedures Handbook
Policy Number: **NCFD 1000**
Effective Date: January 1, 2010 _____
Revision Date: Ernie Loveless, Chief

I. PURPOSE

This document will contain an outline of standardized job descriptions for seven operational positions for volunteers within the Napa County Fire Department. Each job description will be assigned its own individual policy number. They will provide performance expectations from the County of Napa and NCFD.

II. AUTHORITY / REFERENCES N/A

III. SCOPE

The job descriptions identified in this document will apply to all volunteer personnel throughout the nine Volunteer Fire Departments within NCFD. While there may be some variation in specific duty statements amongst the nine Volunteer Fire Departments, these job descriptions shall form a standard baseline for all volunteer positions within NCFD.

IV. DEFINITIONS N/A

V. ATTACHMENTS N/A

VI. POLICY / PROCEDURE

A “job description” is a written description of the job tasks, guidelines, and expectations assigned to a generic position or function. For the purposes of this document, it is recognized that the nine Volunteer Fire Departments may assign any given position or rank with a specific duty statement. These may vary from department to department, but the basic job descriptions identified in this policy will remain standardized throughout NCFD for all nine of the Volunteer Fire Departments.

Individual duty statements for specific positions will vary amongst the volunteers. For example, Volunteer Fire Departments may assign the same job tasks identified within a job description to different ranks or functions due to the different

organizational hierarchies throughout the nine Volunteer Departments. Because of these variations in the nine volunteer organizations, the Policies and Procedures Manual for NCFD will define only job descriptions, and not duty statements. It will be left up to the individual Volunteer Fire Chiefs to create their own specific duty statements for positions within their Department. However, those duty statements must follow the job descriptions outlined under these policies.

Career members of NCFD (CAL FIRE employees) have both duty statements and job descriptions provided through the Department of Personnel Administration with the State of California. Therefore, this document will address standardized sets of job descriptions only for volunteer personnel actively involved with the nine Volunteer Fire Departments within NCFD.

A. List of Job Descriptions for NCFD

The following is a list of documents identifying seven Job Descriptions for NCFD:

1. NCFD #1001 Volunteer Fire Chief Job Description
2. NCFD #1002 Volunteer Chief Officer Job Description
(This may include the titles or ranks such as Deputy Chief, Assistant Chief, and/or Battalion Chief)
3. NCFD #1003 Volunteer Company Officer Job Description
(This may include the titles or ranks such as Fire Apparatus Engineer, Lieutenant, and/or Fire Captain)
4. NCFD #1004 Volunteer Firefighter Job Description
5. NCFD #1005 Volunteer EMS Responder Job Description
6. NCFD #1006 Volunteer Recruit Job Description
7. NCFD #1007 Volunteer Support Member Job Description

These documents will reside in the NCFD Policies and Procedures Manual, and may be updated and modified from time to time.

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **Volunteer Fire Chief Job Description**

Policy Section: NCFD 1000 - NCFD Personnel Handbook

Policy Number: **NCFD 1001**

Effective Date: January 1, 2010

Revision Date:

Ernie Loveless, Chief

I. PURPOSE

This policy will provide a job description for a Volunteer Fire Chief position within the Napa County Fire Department. It will include, but not be limited to, duties and authorities, accountability, knowledge, skills, abilities, and other pertinent requirements.

II. AUTHORITY / REFERENCES

1. NCFD #2020 - Roles and Responsibilities
2. NCFD #4050 - Volunteer Fire Chief Qualifications
3. NCFD #3620 - Stipend Policy
4. NCFD #1732 - Respiratory Protection Program

III. SCOPE

This policy shall apply to all current and future Volunteer Fire Chiefs within Napa County Fire Department, regardless of which Volunteer Fire Department they are associated with.

IV. DEFINITIONS

N/A

V. ATTACHMENTS

N/A

1. NCFD #4001-A – NCFD Training Requirements Matrix

VI. POLICY / PROCEDURE

In Napa County, there are nine Volunteer Fire Departments (VFD) that collectively make up the volunteer component of the Napa County Fire Department (NCFD). Each of these nine departments has a selection and/or appointment process to choose one of their members to function as the Volunteer Fire Chief for that particular department. These nine individuals are important and integral members of NCFD, and have specific qualification requirements (NCFD #4050) as well as

identified roles and responsibilities within NCFD (NCFD #2020). In addition to the elements outlined in those two policies, the nine Volunteer Fire Chiefs have additional tasks outlined below for which they are responsible.

The nine Volunteer Fire Chiefs are responsible for the overall organization of their respective VFD through direct coordination and support from all levels of NCFD. They are supervised by the NCFD Fire Chief, but are expected to maintain close working relationships with the CAL FIRE field Battalion Chiefs, and the Assistant Operations Chief to ensure all operational and administrative needs are met.

A. Accountabilities and Responsibilities

A Volunteer Fire Chief may be held accountable for, and is responsible for a wide range of activities. This list includes, but is not limited to:

1. Following their individual VFD Bylaws.
2. Ensure they and all volunteers under their supervision adhere to all guidelines as approved in the NCFD Policies and Procedures Manual.
3. Function as a liaison for their VFD to their community through coordinated efforts with all levels of NCFD as appropriate.
4. Help recruit and provide orientation to new volunteers.
5. Ensure a high level of morale amongst NCFD volunteers.
6. Facilitate training through close coordination with the NCFD Training Bureau.
7. Evaluate volunteer performance and provide appropriate discipline when necessary.
8. Ensure that all fire apparatus and equipment assigned to their VFD are inspected on a regular basis.
9. Work with the Fleet Manager with CAL FIRE for any repairs and replacement of apparatus.
10. Be able to effectively provide command and control functions at emergency incidents.
11. Ensure that all volunteers within their VFD respond to emergency incidents in a safe and appropriate manner.
12. Coordinate with the NCFD Training Bureau to ensure all volunteers within their VFD are current on all appropriate training requirements, and can safely utilize these skills effectively at emergency incidents.
13. Ensures all necessary record keeping and paperwork for both NCFD and their respective VFD are maintained in a timely manner.

B. Knowledge, Skills and Abilities

A Volunteer Fire Chief must have proficient knowledge and skills in the following areas:

1. Knowledge of techniques and methods utilized to safely and proficiently mitigate an emergency incident.
2. Knowledge of command and control techniques.
3. Knowledge of all training programs and protocols utilized by the NCFD Training Bureau and other outside sources.
4. Knowledge of NCFD Training Bureau training techniques and methods.
5. Knowledge and support of any Firewise activities and/or other public safety education or awareness activities being conducted within their communities.
6. Knowledge of safe and efficient emergency response techniques.

7. Leadership skills including the ability to take full command at the scene of an emergency event, and recognition of when not to.
8. Analytical, problem solving, and sound decision making skills.
9. Effective verbal, oral and written communication skills.
10. Ability to deal effectively with people in difficult situations.
11. Effective public relations and public speaking skills.
12. Time and stress management skills.
13. Skills in fire service leadership and ethics

C. Additional Attributes and Demands

1. Maintain standards of conduct for themselves and all volunteers within their VFD.
2. Be respectful, flexible, and maintain cultural awareness and sensitivity.
3. Demonstrate sound work ethics.
4. Be consistent and fair.
5. Be aware of physical demands of the position and maintain ability to function within these demands.
6. Be aware of adverse environmental conditions that may at times be noisy, busy, dangerous, and will need excellent organizational, as well as time and stress management skills to complete the required tasks.
7. Very high levels of mental and emotional stress will be caused by the requirement of responding to and mitigating emergency incidents of all kinds. The Volunteer Chief must be able to maintain control in dangerous and hectic situations, and effectively utilize all aspects of the ICS system to minimize the possibility of loss of life, injury, and/or damage to property or the environment.

As a Volunteer Fire Chief within NCFD, none of the nine individuals within the VFD's are either capable or expected to perform all of the above bullet points alone. NCFD provides a wide ranging network of support and services through which these nine individuals must utilize and accept in order to effectively serve in their positions. It is only through the collective strength of all functions within NCFD – both volunteer and career – that will effectively provide the necessary level of customer service and safety the public both demands and deserves.

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **Volunteer Chief Officer Job Description**

Policy Section: NCFD 1000 - NCFD Personnel Handbook

Policy Number: **NCFD 1002**

Effective Date: January 1, 2010

Revision Date:

Ernie Loveless, Chief

I. PURPOSE

This policy will provide a job description for a Volunteer Chief Officer position within the Napa County Fire Department. It will include, but not be limited to, duties and authorities, accountability, knowledge, skills, abilities, and other pertinent requirements.

II. AUTHORITY / REFERENCES

1. NCFD #1001 – Volunteer Fire Chief Job Description
2. NCFD #3620 – NCFD Stipend Policy
3. NCFD #4001 – NCFD Training Requirements Policy
4. NCFD #1732 – Respiratory Protection Program

III. SCOPE

This policy shall apply to all current and future Volunteer Chief Officer positions within Napa County Fire Department, regardless of which Volunteer Fire Department they are associated with.

IV. DEFINITIONS

1. Volunteer Chief Officer – A volunteer within NCFD who is a member of one of the nine Volunteer Fire Departments (VFD) within Napa County, and has been assigned a title or rank such as Deputy Chief, Assistant Chief, and/or Battalion Chief.

V. ATTACHMENTS

1. NCFD #4001-A – NCFD Training Requirements Matrix

VI. POLICY / PROCEDURE

In Napa County, there are nine Volunteer Fire Departments (VFD) that collectively make up the volunteer component of the Napa County Fire Department (NCFD). Each of these VFD's has one Volunteer Fire Chief. In addition, each of these VFD's also has an adopted set of Bylaws that defines their organizational structure and outlines how their volunteers function within NCFD. One component of these Bylaws is a description of ranks and positions within the respective VFD. Throughout the nine VFD's, the Volunteer Chief Officer positions may contain ranks described as Deputy Chief, Division Chief, Assistant Chief, and/or Battalion Chief. Each of the nine VFD's defines through their Bylaws how these ranks function within their organization, but not every VFD will contain all of these ranks.

Because of the differences within the nine VFD's, this document will not attempt to identify a single description for all potential levels of a Volunteer Chief Officer. Each VFD may assign a wide variety of functions to these positions and due to this disparity, there is no intent to apply a single description to each of the positions within each VFD.

NCFD Policy #1001 (Volunteer Fire Chief Job Description) identifies a wide range of duties and authorities, accountability, knowledge, skills, abilities, and other pertinent attributes and demands for that function. On a very broad scale, these same items should mostly be applicable to the Volunteer Chief Officer classifications also. It is recognized that not every Volunteer Chief Officer will have the exact skill set, ability, or need to have each of these elements. Yet in most cases, a Volunteer Chief Officer will fill the role of the Volunteer Fire Chief in his/her absence, and as such, should be able to function in that same role.

Based on this, almost every item listed in the job description for Volunteer Fire Chief should also be applicable to the Volunteer Chief Officer positions. It will be the responsibility of the Volunteer Fire Chief to determine exactly which elements from NCFD #1001 are applicable to their specific Volunteer Chief Officers within their individual VFD's.

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **Volunteer Company Officer Job Description**

Policy Section: NCFD 1000 - NCFD Personnel Handbook

Policy Number: **NCFD 1003**

Effective Date: January 1, 2010

Revision Date:

Ernie Loveless, Chief

I. PURPOSE

This policy will provide a job description for a Volunteer Company Officer position within the Napa County Fire Department. It will include, but not be limited to, duties and authorities, accountability, knowledge, skills, abilities, and other pertinent requirements.

II. AUTHORITY / REFERENCES

1. NCFD #1004 – Volunteer Firefighter Job Description
2. NCFD #1732 – Respiratory Protection Program
3. NCFD #3620 – NCFD Stipend Policy
4. NCFD \$4001 – NCFD Training Requirements Policy

III. SCOPE

This policy shall apply to all current and future Volunteer Company Officer positions within Napa County Fire Department, regardless of which Volunteer Fire Department they are associated with.

IV. DEFINITIONS

1. Volunteer Company Officer – A volunteer within NCFD who is a member of one of the nine Volunteer Fire Departments (VFD) within Napa County and has been assigned a title or rank such as Fire Apparatus Engineer, Lieutenant, and/or Fire Captain.

V. ATTACHMENTS

1. NCFD #4001-A – NCFD Training Requirements Matrix

VI. POLICY / PROCEDURE

In Napa County, there are nine Volunteer Fire Departments (VFD) that collectively make up the volunteer component of the Napa County Fire Department (NCFD). Each of these VFD's also has an adopted set of Bylaws that defines their organizational structure and outlines how their volunteers function within NCFD. One component of these Bylaws is a description of ranks and positions within the respective VFD. Throughout the nine VFD's, the Volunteer Company Officer positions may contain ranks described as Fire Apparatus Engineer, Lieutenant, and/or Fire Captain. Each of the nine VFD's defines through their Bylaws how these ranks function within their organization, but not every VFD will contain all of these ranks.

Because of the differences within the nine VFD's, this document will not attempt to identify a single description for all potential levels of a Volunteer Company Officer. Each VFD may assign a wide variety of functions to these positions. Due to these differences, there is no intent to apply a single description to each of these positions within each VFD.

NCFD Policy #1004 (Volunteer Firefighter Job Description) spells out a wide range of general duties and responsibilities, accountabilities, knowledge, skills and abilities, pertinent for any volunteer working as a firefighter for NCFD. The Company Officer position is generally regarded as the next step above firefighter. Therefore, the Company Officer position will incorporate all those elements identified in the job description for Volunteer Firefighter, in addition to the items listed below:

1. Provides supervision and management duties for firefighters and/or other personnel at both the station level as well as on emergency incidents.
2. Provides for maintenance and care of their respective stations and equipment.
3. Provides oversight for firefighters, EMS responders, and support personnel for training as well as for the safe conduct and behavior of these volunteers at emergency incidents.
4. Is appropriately trained and has full working knowledge of maintenance and operations of all equipment assigned to them. As such, they will ensure any repair and/or operational issues are appropriately identified and notifications provided in a timely manner.
5. Has full working knowledge of the Incident Command System (ICS) and can function effectively and safely within this structure.
6. Has full working knowledge of the NCFD Policies and Procedures Manual and will abide by all rules, policies, and regulations as outlined for all NCFD Volunteers.
7. Maintains all required training as outlined through the NCFD Training Bureau.
8. Shall work in a professional and cooperative manner with all members of NCFD, both career and volunteer.

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **Volunteer Firefighter Job Description**
Policy Section: NCFD 1000 - NCFD Personnel Handbook
Policy Number: **NCFD 1004**
Effective Date: January 1, 2010 Signature on File
Revision Date: Ernie Loveless, Chief

I. PURPOSE

This policy will provide a job description for a Volunteer Firefighter position within the Napa County Fire Department. It will include, but not be limited to, duties and authorities, accountability, knowledge, skills, abilities, and other pertinent requirements.

II. AUTHORITY / REFERENCES

1. NCFD #1732 – Respiratory Protection Program
2. NCFD #3620 – NCFD Stipend Policy
3. NCFD #4001 – NCFD Training Requirements Policy

III. SCOPE

This policy shall apply to all current and future Volunteer Firefighters within Napa County Fire Department, regardless of which Volunteer Fire Department they are associated with.

IV. DEFINITIONS

N/A

V. ATTACHMENTS

1. NCFD #4001-A – NCFD Training Requirements Matrix

VI. POLICY / PROCEDURE

A Volunteer Firefighter for Napa County Fire Department works within the chain of command for their respective Volunteer Fire Department. Consistent with the mission and values of the NCFD, and under general direction, a Firefighter responds to rescue calls, administers emergency medical care, and performs a full range of firefighting duties including combating, extinguishing, and preventing fires. In addition, they are expected to assist in general station maintenance duties including station, grounds, apparatus, and tool maintenance.

A. General Duties and Responsibilities:

1. Don and use protective equipment properly and safely.
2. Retrieve equipment from apparatus.
3. Use radio and other types of communication equipment properly and safely.
4. Use department equipment properly and safely.
5. Help clean and maintain apparatus, equipment and station.
6. Respond to the station for incidents in a safe and timely manner per department policy.
7. Direct traffic, maintain scene security and safety.
8. Complete appropriate reports and log entries as advised.
9. Maintain currency in all required training as per NCFD policies.
10. Maintain RPP certification status as required by NCFD policies.

B. Accountabilities:

1. Use protective equipment from apparatus promptly.
2. Understand and accomplish orders and report back as necessary.
3. Work cooperatively with other emergency personnel.
4. Deliver emergency medical assistance and CPR per state and local laws.
5. Recognize hazardous situation and take proper action in accordance with NCFD policies.
6. Comply with all laws, rules, and regulations of NCFD and the County.

C. Knowledge, Skills, and Abilities:

1. Knowledge of general practices and safety procedures.
2. Understand ICS Command Structure, and follow chain of command.
3. Knowledge of NCFD Policies and Procedures Manual.
4. Haz Mat awareness.
5. Knowledge of basic fire prevention and public education.
6. Understand written and verbal communication on a variety of technical subjects.
7. Ability to work as a member of a team.
8. Physical ability to handle equipment and job duties.
9. Ability to follow orders as given.
10. Form and maintain positive working relationships.
11. Ability to deal with public respectfully and to communicate, and direct people.
12. Ability to perform and think under pressure for a long duration of time.
13. Ability to handle constructive criticism.
14. Ability to remain calm under emergency conditions.
15. Ability to work in confined spaces or equipment, or high places.

D. Experience, Application Process:

1. Minimum 18 years of age.
2. Successfully complete NCFD qualified Recruit Academy.
3. A candidate will become a Firefighter upon successful / proper demonstration of firefighter knowledge, skills, abilities, followed by written verification from the NCFD Training Bureau and approval of their respective Volunteer Fire Chief.

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **Volunteer EMS Responder Job Description**

Policy Section: NCFD 1000 - NCFD Personnel Handbook

Policy Number: **NCFD 1005**

Effective Date: January 1, 2010

Signature on File

Revision Date:

Ernie Loveless, Chief

I. PURPOSE

This policy will provide a job description for a Volunteer EMS Responder position within the Napa County Fire Department. It will include, but not be limited to, duties and authorities, accountability, knowledge, skills, abilities, and other pertinent requirements.

II. AUTHORITY / REFERENCES

1. NCFD #1732 – Respiratory Protection Program
2. NCFD #3620 – NCFD Stipend Policy
3. NCFD #4001 – NCFD Training Requirements Policy
4. NCFD #4054 – Volunteer EMS Responder Qualifications

III. SCOPE

This policy shall apply to all current and future Volunteer EMS Responders within Napa County Fire Department, regardless of which Volunteer Fire Department they are associated with.

IV. DEFINITIONS

1. The term EMS Responder will refer to anyone that is qualified to respond to medical aids, vehicle accidents, and public assists. EMS Responders will not be able to actively participate in any type of fire or rescue incident. They are also not able to actively participate in any incident that contains or has the potential to contain a hazardous atmosphere (IDLH)

V. ATTACHMENTS

1. NCFD #4001-A – NCFD Training Requirements Matrix

VI. POLICY / PROCEDURE

A Volunteer EMS Responder for NCFD works within the chain of command for their respective Volunteer Fire Department. Consistent with the mission and values of the Napa County Fire Department, and under general direction, an EMS Responder responds only to rescue calls and administers emergency medical care to patients. Because they are not required to be RPP certified, it is imperative they not be exposed to any type of IDLH atmosphere while performing their duties. While it is understood that routine calls can take a turn for the worse, it is the EMS Responder's responsibility to follow the chain of command, and not involve themselves in any activities that exceed their level of training and clearance while performing duties on emergency calls. In addition, they are expected to assist in general station maintenance duties including station, grounds, apparatus, and tool maintenance.

A. General Duties and Responsibilities:

1. Don and use protective equipment properly and safely.
2. Retrieve equipment from apparatus.
3. Use radio and other types of communication equipment properly and safely.
4. Use appropriate department equipment properly and safely.
5. Help clean and maintain apparatus, equipment and station.
6. Respond to the station for incidents in a safe and timely manner per department policy.
7. Direct traffic, maintain scene security and safety.
8. Completes appropriate reports and log entries as advised.
9. Maintain currency in all required training as per NCFD policies.
10. Has no requirement to maintain RPP certification status.

B. Accountabilities:

1. Use appropriate protective equipment from apparatus promptly.
2. Understand and accomplish orders and report back as necessary.
3. Work cooperatively with other emergency personnel.
4. Deliver emergency medical assistance and CPR per state and local laws.
5. Recognize hazardous situation and take proper action in accordance with NCFD policies.
6. Comply with all laws, rules, and regulations of NCFD and the County.

C. Knowledge, Skills, and Abilities:

1. Knowledge of general practices and safety procedures.
2. Understand ICS Command Structure, and follow chain of command.
3. Knowledge of NCFD Policies and Procedures Manual.
4. Haz Mat awareness.
5. Understand written and verbal communication on a variety of technical subjects.
6. Ability to work as a member of a team.
7. Physical ability to handle equipment.
8. Ability to follow orders as given.
9. Form and maintain positive working relationships.
10. Ability to deal with public respectfully and to communicate, and direct people.

11. Ability to perform and think under pressure for a long duration of time.
12. Ability to handle constructive criticism.
13. Ability to remain calm under emergency conditions.
14. Ability to work in confined spaces or equipment, or high places.

D. Experience, Application Process:

1. Minimum 18 years of age.
2. Successfully complete required portions of NCFD qualified Recruit Academy.
3. A candidate will become an EMS Responder upon successful / proper demonstration of emergency response knowledge, skills, abilities, followed by written verification and approval of their respective Volunteer Fire Chief.

E. Identification

1. EMS Responders will be identified by a blue reflective rocker and the letters "EMS" on their helmet. (Exact details will be provided in PPE policy)

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **NCFD Volunteer Recruit Job Description**

Policy Section: NCFD 1000 - NCFD Personnel Handbook

Policy Number: **NCFD 1006**

Effective Date: January 1, 2010

Revision Date:

Ernie Loveless, Chief

I. PURPOSE

This policy will provide a job description for a Volunteer Recruit position within the Napa County Fire Department. It will include, but not be limited to, information for prospective volunteers with NCFD, and will assist them to determine what level of participation they will ultimately perform for NCFD.

II. AUTHORITY / REFERENCES

1. NCFD #1732 – Respiratory Protection Program
2. NCFD #3620 – NCFD Stipend Policy
3. NCFD #1004 – Volunteer Firefighter Job Description
4. NCFD #1005 – Volunteer EMS Responder Job Description
5. NCFD #1007 – Volunteer Support Member Job Description
6. NCFD #4001 – NCFD Training Requirements Policy
7. NCFD #4053 – Volunteer Firefighter Position Qualifications
8. NCFD #4054 – Volunteer EMS Responder Position Qualifications

III. SCOPE

This policy shall apply to individuals who are interested in joining Napa County Fire Department as a Volunteer, regardless of what level of participation they ultimately choose, or what Volunteer Fire Department they are associated with.

IV. DEFINITIONS

N/A

1. Volunteer Recruit- A NCFD Volunteer who is insured as such by the County of Napa and who is serving at the Volunteer Support Level, or proceeding through the training requirements for Volunteer EMS Responder outlined in NCFD #4054
2. SSA – Staff Services Analyst

V. ATTACHMENTS

1. NCFD #4001-A - NCFD Training Requirements Matrix
2. NCFD #1006-A - NCFD Volunteer Application Form

VI. POLICY / PROCEDURE

When a citizen has expressed interest in becoming a volunteer with the Napa County Fire Department the following guidelines apply. There are nine Volunteer Fire Departments from which they can become a member, chosen primarily because of where they either live or work. At the base level, a new recruit may choose to participate as a Support member, an EMS Responder, or a Firefighter. Each position has specific requirements and/or limitations as outlined in the NCFD Policies and Procedures Manual. In addition, each of the nine Volunteer Fire Chiefs can assist with specific questions regarding their individual Volunteer Fire Departments. Once a decision has been made as to what level of participation a recruit would like to become involved, there will be policies as to what levels of training and certifications they must obtain prior to responding to emergency calls. This will vary depending on what level is chosen. The NCFD Training Bureau is responsible for all training requirements throughout the County, and will be able to provide answers to any questions they may have.

Once they have obtained the level of training necessary for any specific step, they may respond to emergency calls under the guidance of other members of NCFD, who will help them with all steps of becoming a Volunteer. Recruits will follow a step by step process to be added to the NCFD roster. These steps include the following:

1. Application packets will be assembled by the SSA and provided to the Volunteer Chiefs.
Must include:
 - a. Volunteer Application form NCFD #1006-A
 - b. Live Scan finger print form BCII 8016
Note: Live Scan Finger Prints may be obtained from Napa County Sheriff Department at 1535 Airport Blvd, Napa, CA
(Results will be sent from The Dept of Justice to NCFD SSA)
 - c. Valid drivers license history print out, DMV form INF 70-D
<http://www.dmv.ca.gov/forms/inf/inf70.htm>
 - d. Employment Eligibility Form I-9
<http://www.uscis.gov/files/form/i-9.pdf>
2. Once the application packet is complete, the results of the Live Scan have been returned to the SSA, and the Volunteer Fire chief has approved, signed, and delivered the packet to the NCFD SSA, the SSA will send a form letter to the Recruit directing them that a physical examination is needed, with instructions on how to follow the process.
3. The Recruit is responsible to then call either Job Care or Work Health for an appointment.
4. Once the appointment has taken place, Job Care / Work Health will either mail or fax in the results to the SSA.

5. Once these results have been received, the Recruit is ready to be fit tested. The NCFD SSA will then provide written notification to the recruit's Volunteer Chief and NCFD program managers (i.e. Warehouse, Training Bureau, SCBA/Fit Test programs, and B1407) stating the Recruit is insured by the County and is eligible as a Support Level member of NCFD.
6. The Volunteer Chief is then responsible for contacting the Recruit to inform them of completion of this initial process, and will assist them to set up an appointment for issuing personal protective equipment (PPE) and completing the fit test.

Note: Recruits planning to serve as Support or EMS Responders must complete all steps outlined above, with the exception of those pertaining to RPP Fit Testing. NCFD PPE will be issued in accordance with NCFD #1005 Volunteer EMS Responder Job Description and NCFD #1007 Support Member Job Descriptions.

NAPA COUNTY FIRE DEPARTMENT
VOLUNTEER FIREFIGHTER
PERSONNEL INFORMATION SHEET

STATION _____ DATE OF APPLICATION _____

LAST NAME _____ FIRST _____ MIDDLE _____

HOME ADDRESS _____ CITY _____ ZIP CODE _____

HOME PHONE _____ D.O.B. _____ GENDER _____

CELL PHONE _____ PAGER _____ EMAIL _____

CALIFORNIA DRIVERS LICENSE # _____ CDL CLASS _____

SS# _____

PROFESSION _____ WORK PHONE _____

*****IN CASE OF EMERGENCY NOTIFY *****

LAST NAME _____ FIRST _____ RELATIONSHIP _____

ADDRESS _____ CITY _____ PHONE _____

INDIVIDUAL PERSONNEL HISTORY

DATE OF APPLICATION _____ CHIEF'S INITIALS _____

Background Check Required For Volunteer Firefighter Applicants

Instructions

Prior to acceptance to the Napa County Fire Department as a volunteer, you are required to be finger-printed and have a background check performed by the Department of Justice (DOJ) and Federal Bureau of Investigation (FBI). Even if you have previously been fingerprinted, you must get a new set of prints taken due to the strict security rules established by the DOJ.

Fingerprinting is done electronically, through a process called LiveScan. You must go to the:

**Napa County Sherriff Department at:
1535 Airport Blvd, Napa, CA**

Appointments are mandatory. Please call 707 253-4509

Once you have made your appointment please notify Stacie McCambridge of time and date at:
Stacie.McCambridge@fire.ca.gov or 707 967-1417

Also, remember to bring a valid California Driver's License (CDL) military ID, or California State ID. No other forms of ID will be accepted.

Privacy Guarantee

Privacy and confidentiality of criminal history information is the responsibility of the Napa County Fire Department, the Napa County Human Resources Department, and the applicant's Volunteer Department. Once a response is received from the DOJ or FBI we are obligated to destroy that information once the decision is made on status. In addition, only preauthorized staff is permitted to review this information. All submitted material will be held in strict confidence. For this reason, fingerprints taken previously cannot be shared with our agency and a new set of prints are required.

If You Have a Conviction History

Conviction of a crime does not necessarily mean that an applicant will be denied. The appropriate Fire Department staff along with the County Legal Department will review each individual case where the applicant has a criminal conviction. Decisions will be based on applicable state statutes and regulations, and careful review of documents. If you are informed of your denial, you will have the right to an appeal. In most cases, a letter from you explaining the case/conviction(s) and copies of court documents can help us in the decision process.

If You Have Questions

Mike Wilson, Battalion Chief CAL FIRE/NCFD
707 967-1407
mike.wilson@fire.ca.gov



REQUEST FOR LIVE SCAN SERVICE

Applicant Submission

A1249
ORI (Code assigned by DOJ) NON SWORN VOLUNTEER
Authorized Applicant Type
Firefighter Volunteer
Type of License/Certification/Permit OR Working Title (Maximum 30 characters - if assigned by DOJ, use exact title assigned)

Contributing Agency Information:

NAPA COUNTY HUMAN RESOURCES
Agency Authorized to Receive Criminal Record Information
1195 THIRD STREET, ROOM 110
Street Address or P.O. Box
NAPA CA 94559
City State ZIP Code
A04056
Mail Code (five-digit code assigned by DOJ)
JENNYFER RASLER
Contact Name (mandatory for all school submissions)
(707) 253-4304
Contact Telephone Number

Applicant Information:

Last Name First Name Middle Initial Suffix
Other Name (AKA or Alias) Last First Suffix
Date of Birth Sex Male Female
Height Weight Eye Color Hair Color
Place of Birth (State or Country) Social Security Number
Home Address Street Address or P.O. Box
City State ZIP Code
Driver's License Number
Billing Number 141414 (Agency Billing Number)
Misc. Number (Other Identification Number)

Your Number: _____
OCA Number (Agency Identifying Number)

Level of Service: DOJ FBI

If re-submission, list original ATI number:
(Must provide proof of rejection)

Original ATI Number _____

Employer (Additional response for agencies specified by statute):

Employer Name Mail Code (five digit code assigned by DOJ)
Street Address or P.O. Box
City State ZIP Code Telephone Number (optional)

Live Scan Transaction Completed By:

Name of Operator Date
Transmitting Agency LSID ATI Number Amount Collected/Billed

Napa County Fire Department – Policy and Procedures Manual

Policy Title: **Volunteer Support Member Job Description**

Policy Section: NCFD 1000 - NCFD Personnel Handbook

Policy Number: **NCFD 1007**

Effective Date: January 1, 2010

Revision Date:

Ernie Loveless, Chief

I. PURPOSE

This policy will describe a position for a person who has a desire to provide a level of support to the Napa County Fire Department outside the realm of emergency response.

II. AUTHORITY / REFERENCES

1. NCFD #3620 – NCFD Stipend Policy
2. NCFD #1005 – Volunteer Firefighter Job Description
3. NCFD #1006 – EMS Responder Job Description

III. SCOPE

This policy shall apply to all individuals who wish to provide a level of support to the Napa County Fire Department for any function that does not directly involve emergency response. It is also a position for those new recruits who are proceeding up through, or do not meet the EMS Responder or Volunteer Firefighter levels of training.

IV. DEFINITIONS

1. Volunteer Support Position refers to a classification that is limited to volunteers who would like to be available to assist with the Napa County Fire Department on a level that does not require them to attend mandated trainings or a minimum response to emergency calls.

V. ATTACHMENTS

None

VI. POLICY / PROCEDURE

The Napa County Fire Department is almost exclusively comprised of individuals who respond to emergencies and provide care to the sick and injured, suppression activities at fires and other disasters, and numerous other activities at emergency events. Participation in all these activities requires minimum levels of training, clearances, and approvals prior to engaging in such activities.

Yet there are individuals throughout Napa County who may have a desire to assist NCFD with any number of functions that fall outside the traditional roles of an emergency responder. NCFD welcomes these individuals in a "Support Member" function to provide much needed help on a variety of levels.

It is not possible to specifically outline every task a Support Position may perform. These will vary depending on the individual and what level of expertise they bring to the Department. However, in no case will the Support members become actively engaged in any portion of emergency activity involving "hands-on" action. In addition, they will also remain outside any area of an emergency situation involving any type of IDLH atmosphere.

Support members will only be issued a NCFD wildland Nomex Jacket for identification. Volunteer Firefighters or EMS Responders who are temporarily assigned to the Support Member position for a period of three months or longer must return their remaining PPE to the NCFD warehouse. The required PPE will be re-issued when the member begins training to be re-instated as a Firefighter or EMS Responder.

While this policy will lack a certain amount of specificity, it will remain the responsibility of individuals in Incident Command functions to limit assignments for Support members to actions that provide a level of help at emergency incidents outside of direct engagement.