



**Volunteer Job Descriptions,
Membership and Training
Requirements**



Thanks for your interest in becoming a member of Spokane County Fire District 3. Spokane County Fire District 3 relies on part-paid firefighters, volunteers, and support positions to respond quickly to emergencies, perform firefighting duties, and provide assistance in prevention, education, and other areas to meet the department's mission.

There are many ways to serve as a member of Fire District 3; opportunities include our volunteer Firefighter, EMS responder, Support Services, Tender Operator and Wildland Firefighter programs. Volunteering at Fire District 3 has been a long and honored tradition, serving our community through a neighbor-helping-neighbor concept since its inception in 1945.

This document has been prepared to help potential new members understand the opportunities that exist to serve our community as a member of Fire District 3.

All volunteer positions require initial and ongoing (OTEP) training.

Initial position-specific training is required, training sessions vary throughout the year and can vary in hours. The following position-specific training approximate hours are as follows:

- Support Services: 11 - hours.
- Emergency Medical Service (EMS) Responders: 177 - hours Emergency Medical Technician (EMT) training.
- Tender Operator: 69 - hours
- Wildland Firefighter: 72 – hours
- Firefighter (All-Hazard): 172 – hours

Note: All hours are subject to change.

Annual ongoing(OTEP) training is needed to maintain currency for each specific position. Ongoing training commitments vary depending on the requirements of the specific position.

Ongoing annual training is completed through station, battalion, and district training nights.

- First Tuesday of the month,
 - Station Training for Stations 31, 39, 310 and 312 from 6:30PM-8:30PM
 - Battalion Training for Stations 32, 33, 34 and 311 from 6:30PM-9:30PM
- Second Tuesday of the month quarterly
 - District Wide Meeting from 6:30PM-8:30PM
 - Special Trainings
- Third Tuesday of the month,
 - Station Training for Stations 35, 36, and 37 from 6:30PM-8:30PM

- Battalion Training for Stations 31, 39, 310, and 312 from 6:30PM-9:30PM
- Fourth Tuesday of the month,
 - Station Training for Stations 32, 33, 34, and 311 from 6:30PM-8:30PM
 - Battalion Training for Stations 35, 36, and 37 from 6:30PM-9:30PM
- Fifth Tuesday of the month,
 - Special Training
- Day Training
 - First consecutive Wednesday – Friday 9AM-12PM. This is extra training that members can attend to make up a missed training or additions needs.

*The above schedule serves as a general example and is subject to change based on the needs of the department and/or its members

Minimum Qualifications

- Age: Must be 18 years old at time of hire.
- Education and Experience: High school diploma or equivalency. You must be able to read and write the English language fluently. Prior medical or firefighting experience is not necessary.
- Driving Record: Applicants must have a valid Washington State driver's license and a history of safe driving habits.
- Physical Ability: Ability to perform tasks associated with job description. Must pass medical physical for applicable job descriptions.
- Membership Requirements: must be agreeable to the time commitments as set forth by the District Policy (20.5R), the Washington Board of Volunteer Firefighters and applicable job descriptions.
- Must pass back ground check.

Application Process

Applications are accepted at any time and can be obtained at 10 S. Presley Drive Cheney WA 99004, or found online at www.scfd3.org Once submitted, Fire District 3 will provide direction for next steps in the hiring process.

Part-Paid and Volunteer (Recruit) Membership Requirements

**POLICY NUMBER #20-5R
JANUARY 11, 2023
PERSONNEL**

Membership Requirements

1.0 DEFINITIONS

1.1 Part-Paid – An employee of Fire District 3 that is compensated hourly for their time.

1.2 Volunteer (Recruit) – An employee of Fire District 3 that is compensated under a points system for their time. Typically, this is during a probational period while completing training and working on a position task book.

1.3 Inside member – Firefighter who resides or works inside the boundaries of Spokane County Fire District 3

1.4 Outside member – Firefighter who resides outside the boundaries of Spokane County Fire District 3

1.5 Officer – A member of the organization with supervisory responsibilities.

1.6 OTEP – Ongoing Training and Evaluation Program

2.0 PURPOSE

The purpose of this Policy is to establish minimum participation, skills maintenance, training, and response commitments for part-paid and volunteer (recruit) members. These minimums are established to meet the Washington Board of Volunteer Fire Fighters program requirements.

3.0 INTENT

The intent of this policy is to encourage participation while ensuring that members are adequately prepared to achieve the department's mission.

4.0 TRAINING ATTENDANCE REQUIREMENTS

A. Complete Ongoing Training and Evaluation Program (OTEP) requirements per applicable job description.

B. Complete the required number of scheduled trainings as defined in applicable job description.

5.0 SKILL MAINTENANCE

Members are responsible for maintaining skill levels through a combination of training, response and active participation. Random skill proficiency checks may be conducted.

6.0 RESPONSE AND SHIFT REQUIREMENTS

Part Paid Member response requirements are established as a minimum of one of the following three options:

1. Respond to 10% of applicable call types and/or activities annually (inside members only, but not applicable if assigned to a staffed station)

-OR-

2. Respond to 10% of calls annually plus one shift per month (inside members assigned to a staffed station)

-OR-

3. Work three 12-hour shifts per month (inside or outside members)

Volunteer (Recruit) Members are in a probationary role while working to complete their initial training and applicable Task Book(s). Once training and the applicable Task Book(s) are complete, volunteer (recruit) members are moved to Part-Paid Status. Volunteer (Recruit) Members should prioritize completing their initial training and applicable Task Book(s), but they are also encouraged to respond to incidents within their qualification level.

Volunteer (Recruit) Members shall not respond to incidents that they do not hold a qualification for.

The fire district reserves the right to evaluate individual circumstances on a case-by-case basis to establish alternative ways to meet the intent of the Part-Paid and Volunteer (Recruit) response/participation requirements.

7.0 OFFICER REQUIREMENTS

7.1 Officers shall meet all membership requirements plus 75% of Officer Meetings unless approved by Supervisor.

8.0 FAILURE TO MEET TRAINING, SHIFT AND/OR RESPONSE REQUIREMENTS

District training requirements will be tracked on a quarterly basis.

8.1 Applicable officers and members will receive notification for any member not meeting requirements

8.1.1 All missed training will be made up, in addition to the regularly scheduled training requirements.

8.2 The second occurrence will be a written warning and the member will not be allowed to participate until requirements have been met

8.2.1 Documentation will be sent to the applicable officers with a copy placed in the member's personnel file.

8.3 The member is responsible for successfully completing requirements. If the member is unsuccessful, further corrective actions, up to and including separation, may occur.



Volunteer

Job Descriptions and
Training Requirements



SPOKANE COUNTY FIRE PROTECTION DISTRICT #3 POSITION DESCRIPTION

POSITION: Volunteer (Recruit)

FLSA: Volunteer Status Exempt
From minimum wage and
overtime

REPORTS TO: Station Officer(s) and Chief Staff

ADOPTED: 1/11/2023

We strive to hire the most qualified individuals who possess and demonstrate the following team competencies: Trustworthiness, Integrity, Honesty, Loyalty, Respectfulness, Leadership, Team Player, Followership, Reliability and Commitment.

1.0 POSITION PURPOSE:

Position is dedicated to the preservation of life and property while striving to meet ever-changing needs of our community through quality education, fire prevention and emergency services.

Position is responsible for completing initial training, applicable task book(s), shift training, and responding to incidents as appropriate for one or more of the following positions:

- Support Services
- Tender Operator
- Wildland Firefighter
- Firefighter
- Emergency Medical Service Responder

2.0 TYPICAL DUTIES:

2.1 Perform training duties as assigned.

2.2 Respond to incidents commensurate with qualification level

2.3 Refer all official matters to the Station Captain, Station Lieutenant, or applicable officer.

- 2.4 Periodically inspect and maintain the fire station, observing the apparatus, equipment and general condition of the station.
- 2.5 Maintain good morale among fellow members.
- 2.6 Perform such other duties as the Station Captain, Station Lieutenant or Officers may deem necessary.
- 2.7 Acquire a thorough knowledge of the district and first alarm areas. Such knowledge shall include: structural condition of buildings, hazards, locations and functions of firefighting systems and water supply available for fire extinguishment.
- 2.8 Carry a pager or other notification device.
- 2.9 Acquire a thorough knowledge of the duties applicable to chosen position(s)
- 2.10 Review and understand Procedure #80-14 - Points Reimbursement
- 2.11 If a witness, or observer, of an emergency incident involving fire, rescue or medical aid, within the boundaries of Spokane County Fire District #3, or within the limits of any jurisdiction with which our agency has a mutual aid contract, shall be obligated to stop and render appropriate assistance to the best of their ability.
- 2.12 Position shall assist with other duties as assigned

3.0 PREREQUISITES:

- 3.1 High School graduate or equivalent and 18 years old at time of hire.
- 3.2 Applicant must possess a valid driver's license.
- 3.3 Ability to function in hazards associated with job description/position.
- 3.4 Pass background check
- 3.5 Pass a medical physical

4.0 REQUIREMENTS TO BE COMPLETED:

- 4.1 All required training for chosen position.
- 4.2 Must pass and maintain District's Fit for Duty and minimum physical standards applicable to chosen position(s)
- 4.3 Satisfactorily complete applicable position task book(s).

*** Completion of above tasks are required to move into a Part-Paid On-Call position.**




Initial Training (Prerequisites) for all response employees (45 Hours)

<i>Topic</i>	<i>Hours</i>	<i>Requirements</i>	<i>Notes</i>
Complete Application Process		Required	
District Orientation	3	Required	District
Fit for Duty	1	Required	District/Annually
<u>Online Requirements</u> *District Policy *Hazmat Awareness *Asbestos Awareness * Infectious Disease Awareness *ICS 100 *ICS 700 *Harassment Communication *Risk Management *Right to Know *Heat/Cold Emergencies *HIPPA *Hearing Conservation *Cancer Related Risk *Aircraft Awareness *Confined Space Awareness *Trench Awareness *Cold Water/Ice Awareness *Tech Rescue Awareness *Lockout Tagout *Fall Protection *Respirator Protection *Water Awareness *Extinguisher	27	Required District Prerequisites WAC 206-305-05502	Prerequisites are done before the start of any training phase or by any new employee. Some topics are required annually and could be repeated throughout the year during annual training requirements.
<u>First Aid/CPR/AED **</u>	8	Required	WAC/DOH 296-305-01515
EVIP**	6	Required for incident response	WAC/District 296-305-04505
Total Hours	45		

*** Courses will be run as soon as we get the minimum number of people*

Support Services

Job Descriptions and Training Requirements



SPOKANE COUNTY FIRE PROTECTION DISTRICT #3 POSITION DESCRIPTION

POSITION: Support Services

FLSA: Non-Exempt

REPORTS TO: Station Officers, on-scene Incident Commander
or assigned Company Officer.

ADOPTED: 1 / 1 1 / 2 0 2 3

We strive to hire the most qualified individuals who possess and demonstrate the following team competencies: Trustworthiness, Integrity, Honesty, Loyalty, Respectfulness, Leadership, Team Player, Followership, Reliability and Commitment.

1.0 POSITION PURPOSE:

Position performs functions of support during incident response, prevention/education, event planning, and other duties as assigned to support the mission and members of the district. This Position will not be engaged in any incident operations that requires them to enter into a WARM or HOT zone. This position is to remain in the COLD zone during incident response.

Definitions:

Cold Zone: The control zone of an incident that contains the command post and such other support functions as are deemed necessary to control the incident.

NOTE: The cold zone established the public exclusion or clean zone. There are minimal risks of human injury or exposure in this zone.

Warm Zone: The control zone outside the hot zone where personnel and equipment decontamination and the hot zone support takes place.

NOTE: The warm zone is a limited access area for members directly aiding or in support of operations in the hot zone. Significant risk of human injury (respiratory, exposures, etc.) can still exist in the warm zone.

Hot Zone: The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone is presenting the greatest risk to members and will often be classified as an IDLH (Immediate Dangerous to Life or Health) atmosphere.

2.0 TYPICAL DUTIES:

2.1 Respond to emergency incidents and performs assigned incident support tasks in accordance with District and Washington State standards policies, and laws.

2.2 Participate in applicable training.

- 2.3 Performs other duties as assigned. This may vary over time based upon the department's needs.
- 2.4 May drive and operate district support apparatus in accordance with applicable district policies and procedures.
- 2.5 Learn and follow District policies and procedures.
- 2.6 Perform routine station maintenance and clerical duties
- 2.7 Participate in event planning and delivery to include but not limited to annual barbeque, recruit graduation, and other special events.
- 2.8 Subject to hazards associated with response; including but not limited to the dangers of adverse weather, unpleasant odors, heat, high noise levels, hazardous traffic conditions, and contact with persons under severe emotional stress.

3.0 PREREQUISITIES:

- 3.1 High School graduate or equivalent and 18 years old.
- 3.2 Applicant must possess a valid driver's license.
- 3.3 Ability to function in hazards associated with job description.
- 3.4 Pass background check
- 3.5 Pass medical physical
- 3.6 Agreeable to the time commitments as set forth by District Policy (20.5R), the Board of Volunteer Firefighters and this Job Description

4.0 REQUIREMENTS:

- 4.1 Must pass and maintain District minimum medical physical.
- 4.2 Incident Prevention (EVIP) certification
- 4.3 Successfully complete Support Services Task Book.
- 4.4 Annual completion of required training and skill maintenance as determined by the Departments Training Division.
- 4.5 Participate in-person for 6 trainings annually.
- 4.6 Satisfactorily complete one-year probation period

Support Services Initial Training Requirements (11 Hours)

<i>Topic</i>	<i>Hours</i>	<i>Requirements</i>	<i>Notes</i>
Support Unit 35 Overview **	4	Required	District
SCBA Overview **	1	Required	District
Maps and Communications	2	Required	District
Accountability	2	Required	WAC 296-305-5000
Health and Safety	2	Required	NFPA 1500
Total Hours	11		

Task book completion	Varies	Required	The task book will vary depending on the job duties.
----------------------	--------	----------	--

*** Required only if SU35 operator*

Support Services Annual Training Requirements

Topic – OTEP	Hours	Frequency	Source
Hearing	1	Initial/Annual	WAC 296-817
EVIP-Annual w/SU35	2	Initial/Annual	WAC/District 296-305-04505
First Aid/CPR/AED	2	Every 2 years	WAC/DOH 296-305-01515
Respiratory Protection Firefighters Respiratory Protection General Industry	1	Initial/Annual	WAC 296-305-04001 296-842
Asbestos	1	Initial/Annual	WAC 296-305-05502
HIPPA Awareness	1	Initial/Annual	CFR 45
Hazardous Materials Awareness	1	Initial/Annual	WAC 296-305-05502
Right to Know	1	Initial/Annual	WAC 296-901-07722(5)
Incident Management Systems	1	Initial/Annual	WAC 296-305-05502 NFPA 1561, 2008 edition NIMS
SU35 Training and SCBA Fill Station	4	Initial/Annual	District
Harassment Awareness	1	Initial/5 years	WAC 357-34-100
Communications	1	Initial/Annual	District
Participate in 6 scheduled In-Person Trainings	12-18 may include hours above	Monthly	District
Total Hours	17-35 hours	Annual	WAC/District
Response Requirements	10% response		District/BVFF

**Annual requirements do not take effect until after the member has completed their Prerequisites and initial training.*

Emergency Medical Services Responder

Job Descriptions and
Training Requirements



SPOKANE COUNTY FIRE PROTECTION DISTRICT #3 POSITION DESCRIPTION

POSITION: Emergency Medical Services Responder

REPORTS TO: Station Officers, on-scene Incident Commander or assigned Company Officer.

ADOPTED: January 11, 2023

FLSA: Non-exempt

We strive to hire the most qualified individuals who possess and demonstrate the following team competencies: Trustworthiness, Integrity, Honesty, Loyalty, Respectfulness, Leadership, Team Player, Followership, Reliability and Commitment.

1.0 POSITION PURPOSE:

Position is dedicated to the preservation of life by providing immediate medical care, while also striving to meet the ever- changing needs of our community through quality education, prevention, and emergency services.

2.0 TYPICAL DUTIES:

- 2.1 Responsible for maintaining good morale among fellow members.
- 2.2 Perform assigned tasks in accordance with District and Washington State standards, policies, and laws
- 2.3 Operate district equipment
- 2.4 Responding to medical emergencies or the need the for medical services
- 2.5 Learn and follow District policies and procedures.
- 2.6 Refer all official matters to the Station Captain, Station Lieutenant, or applicable officer.
- 2.7 Assist with fire station maintenance and inspections; observing apparatus, equipment and general condition of the station.
- 2.8 Perform training duties as assigned.
- 2.9 Acquire a thorough knowledge of the District and first alarm areas.
- 2.10 Carry a district pager or other notification device.
- 2.11 Perform prevention and education functions.
- 2.12 Performs other duties as assigned within the purpose of the position
- 2.13 Subject to all hazards associated with response, including but not limited to the dangers of adverse weather, unpleasant odors, heat, high noise levels, hazardous traffic conditions, and contact with persons under severe emotional stress.
- 2.14 If a witness, or observer, of an emergency incident involving fire, rescue or medical aid, within the boundaries of Spokane County Fire District #3, or within the limits of any jurisdiction with which our agency has a mutual aid contract, shall be obligated to stop and render appropriate assistance to the best of their ability.

3.0 PREREQUISITIES:

- 3.1 High School graduate or equivalent and 18 years old.
- 3.2 Applicant must possess a valid driver's license.
- 3.3 Ability to function in hazards associated with job description.
- 3.4 Pass background check
- 3.5 Pass medical physical
- 3.6 Agreeable to the time commitments as set forth by District Policy (20.5R), the Board of Volunteer Firefighters and this Job Description

4.0 REQUIREMENTS:

- 4.1 Must pass and maintain District's Fit for Duty and medical physical.
- 4.2 Meet annual department requirements
- 4.3 Successfully complete Position Task Book.
- 4.4 Annual completion of required training and skill maintenance as determined by Department Training Division.
- 4.5 Participate in-person for 14 scheduled trainings annually.
- 4.6 Satisfactorily complete one-year probation period

EMS Responder Initial EMT Training (177 Hours)

<i>Topic</i>	<i>Hours</i>	<i>Requirements</i>	<i>Note</i>
Completion of Prerequisites	<i>Above</i>	<i>Required</i>	
District Recruit Integration	3	Required	
Accountability	2	Required	WAC 296-305-5000
Maps and Communications	2	Required	District
Basic EMT Class (blended online/in-person)	Below	Required	WAC 246-976-023
EMS System	2		
Workforce Safety	2		
Therapeutic Communication	1		
Documentation	2		
EMS System	1		
Medical Legal & Ethics	2		
Multicultural Awareness	1		

LAB TIME	5		
Medical Terminology	1		
Anatomy & Physiology	3		
Pathophysiology	2		
Life Span Development	2		
Lifting and Moving Patients	2		
LAB TIME	6		
Principles of Pharmacology	2		
Medical Administration	2		
Emergency Medication	4		
Airway Management	2		
LAB TIME	6		
Respiration	4		
Artificial Ventilations	4		
Patient Assessment	1		
Scene Size Up	1		
LAB TIME	6		
Primary Assessment	2		
History Taking	2		
Secondary Assessment	1		
Monitoring Devices	2		
Reassessment	1		
LAB TIME	8		
Medical Overview/Infectious	2		
Neurology Behavior	2		
Abdominal/GI disorder	2		
Immunology	2		
Endocrine Disorders/Hematology	1		
Psychiatric	1		
Cardiovascular	1		
Toxicology	1		
LAB TIME	2		
Respiratory Emergencies	4		
Genitourinary/Renal	1		
Gynecologic Emergencies	2		
Non-Traumatic Musculoskeletal Disorder	1		
Diseases of the Eyes, Ears, Nose and Mouth	1		
Shock	1.5		
Resuscitation	1.5		
LAB TIME	4		
LAB TIME	6		
Trauma Overview	1		
Multi-system Trauma	1		
Bleeding	3		
Chest Trauma	1		
Abdominal & GI Trauma	1		
LAB TIME	3		
Orthopedic Trauma	3		
Soft Tissue Trauma	1		
Head, Facial, Neck & Spine Trauma	2		
Nervous System Trauma	2		
Environmental Emergencies	3		
LAB TIME	5		
Obstetrics and Neonates	3		
Special Considerations	1		
Pediatrics	2		

Geriatrics	2		
Patients w/ Special Challenges	1.5		
Safety Ground Ambulance	2		
Incident Management/HAZMAT	2		
Multi Causality Incidents	2		
Air Medical	1		
Vehicle Extrication	1		
Mass Casualty	1		
LAB TIME	7		
National Testing	2		
Total Hours	177		
Completion of Task Book	Varies	Required	District

EMS Responder Annual Requirements


<i>Topic</i>	<i>Hours</i>	<i>Frequency</i>	<i>Source</i>
PPE Inspection	2	Bi-annual	WAC 296-305-02002
EVIP	4	Annual	WAC/District 296-305-04505
First Aid/CPR AED	2	Annual	WAC/DOH 296-305-01515
Infectious Disease Awareness	1	Annual	WAC 296-305-02501
HIPPA	1	Annual	CFR 45
Hazardous Materials	1	Annual	WAC 296-305-05502
Right to Know	1	Annual	WAC 296-901-07722(5)

Asbestos Awareness	1	Annual	WAC 296-305-05502
Incident Management Systems	2	N/A	WAC 296-305-05502
Hearing Conservation	1	Annual	WAC 296-817
Harassment Awareness	1	Annual	WAC 357-34-100
Fit for Duty	1	Annual	NWCG/District
Heat Illness Emergencies	1	Annual	WAC296-305-05004
Confined Space Awareness	1	Annual	WAC 296-305-05111
ICE Awareness	1	Annual	WAC
Technical Rescue Awareness	1	Annual	WAC 296-305-05111
Lockout Tagout	1	Annual	WAC 296-803
Fall Protection	1	Annual	WAC296-305-05502
Trench Awareness	1	Annual	WAC 296-305-05111
EMS OTEP (At level of State EMS License) Topic varies annually	30	Monthly	WAC246-976-163/County EMS Council
12 -14 In-Person Trainings	28-42 may include hours above	Annual	District
Total Training Hours	55-97		WAC/District
Response Requirements	10% of Response		District/BVFF

**Annual requirements do not take effect until after the member has completed Prerequisite and initial training.*

Tender Operator

Job Descriptions and
Training Requirements



SPOKANE COUNTY FIRE PROTECTION DISTRICT #3
POSITION DESCRIPTION

POSITION: Tender Operator

REPORTS TO: Station Lieutenant, Incident Commander on scene or assigned Company Officer.

ADOPTED: 1/11/2023

FLSA: Non-Exempt

1.0 POSITION PURPOSE:

Position drives and operates a tender in support of incident response, prevention/education, training, maintenance, and other duties as assigned to support the districts mission. Position will not be engaged in incident operations that requires entering a HOT zone. This position is to remain in the WARM or COLD zones of the incident.

Definitions:

Cold Zone: The control zone of an incident that contains the command post and such other support functions as are deemed necessary to control the incident.

NOTE: The cold zone established the public exclusion or clean zone. There are minimal risks of human injury or exposure in this zone.

Warm Zone: The control zone outside the hot zone where personnel and equipment decontamination and the hot zone support takes place.

NOTE: The warm zone is a limited access area for members directly aiding or in support of operations in the hot zone. Significant risk of human injury (respiratory, exposures, etc.) can still exist in the warm zone.

Hot Zone: The control zone immediately surrounding the hazard area, which extends far enough to prevent adverse effects to personnel outside the zone. The hot zone is presenting the greatest risk to members and will often be classified as an IDLH (Immediate Dangerous to Life or Health) atmosphere.

2.0 TYPICAL DUTIES:

- 2.1 Responsible for maintaining good morale among fellow members.
- 2.2 Performs assigned tasks in accordance with District and Washington State Standards, policies, and laws.
- 2.3 Operate district tenders & equipment in accordance with applicable district policies and procedures.
- 2.4 Incident Response
- 2.5 Learn and follow District policies and procedures.
- 2.6 Refer all official matters to the Station Captain, Station Lieutenant, or applicable officer.
- 2.7 Assist with fire station inspection and maintenance, observing the apparatus, equipment and general condition of the station.
- 2.8 Perform training duties as assigned.
- 2.9 Acquire a thorough knowledge of the district and first alarm areas.
- 2.10 Perform prevention and education functions.
- 2.11 Perform other duties as assigned
- 2.12 Carry a district pager or other notification device.

- 2.13 Subject to hazards associated with responses, including but not limited to the dangers of adverse weather, unpleasant odors, heat, high noise levels, hazardous traffic conditions, and contact with persons under severe emotional stress.
- 2.14 If a witness, or observer, of an emergency incident involving fire, rescue or medical aid, within the boundaries of Spokane County Fire District #3, or within the limits of any jurisdiction with which our agency has a mutual aid contract, shall be obligated to stop and render appropriate assistance to the best of their ability.

3.0 PREREQUISITES:

- 3.1 High School graduate or equivalent and 18 years old.
- 3.2 Applicant must possess a valid driver’s license.
- 3.3 Ability to function in hazards associated with job description.
- 3.4 Pass background check
- 3.5 Pass a medical physical
- 3.6 Are agreeable to the time commitments as set forth by District Policy (20.5R), the Board of Volunteer Firefighters and this Job Description

4.0 REQUIREMENTS:

- 4.1 Must pass and maintain District’s Fit for Duty and minimum medical physical.
- 4.2 Meet annual department requirements
- 4.3 Successfully complete Position Task Book
- 4.4 Annual completion of required training and skill maintenance as determined by Department Training Division.
- 4.5 Participate in 12 in-person scheduled trainings annually.
- 4.6 Satisfactorily complete one-year probation period

Tender Operator Initial Training Requirements (69 Hours)

<i>Topic</i>	<i>Hours</i>	<i>Requirements</i>	<i>Note</i>
Completion of Prerequisites	<i>Above</i>	<i>Required</i>	
District Recruit Integration	3	Required	
Firefighter PPE	4	Required	WAC 296-305-02002
NWCG S-130/S-190/L-180	40	Required/Spring	NWCG FFT2 class only done in the Spring phase
Water Supply	4	Required	District
Pump Operations	4	Required	District
Hose line and Hose Stream	4	Required	District
Fire Hose	4	Required	District

Accountability	2	Required	WAC 296-305-5000
Maps and Communications	2	Required	District
Health and Safety	4	Required	NFPA 1500
SCBA Over View	1	Required	District
Total Hours	69		
Completion of Task Book	Varies	Required	District

Tender Operator Annual Requirements

<i>Topic</i>	<i>Hours</i>	<i>Frequency</i>	<i>Source</i>
PPE Inspection	2	Bi-annual	WAC 296-305-02002
EVIP w/Tenders	4	Annual	WAC/District 296-305-04505
First Aid/CPR/AED	4	Annual	WAC/DOH 296-305-01515
HIPPA	1	Annual	CFR 45
Hazardous Materials	1	Annual	WAC 296-305-05502
Right to Know	1	Annual	WAC 296-901-07722(5)
Asbestos Awareness	1	Annual	WAC 296-305-05502
Incident Management Systems	2	N/A	WAC 296-305-05502
Hearing	1	Annual	WAC 296-817
Harassment Awareness	1	Annual	WAC 357-34-100
RT-130 (Wildland Refresher)	4	Annual	WAC296-305-07010
Fit for Duty	1	Annual	NWCG/District
Water Supply	2	N/A	District
Fire Pumps/Operator	2	N/A	District
Fall Protection	1	Annual	WAC296-305-05502
Communications	1	Annual	District
Participate in 12 scheduled In-person Trainings	24-36 may include hours above	Monthly	District
Total Hours	26-65	Annual	WAC/District
Response Requirements	10 % Response	Annual	District/BVFF

**Annual requirements do not take effect until after the member has completed their Prerequisites and initial training.*

Wildland Firefighter

Job Descriptions and
Training Requirements



SPOKANE COUNTY FIRE PROTECTION DISTRICT #3 **POSITION DESCRIPTION**

POSITION: Wildland Firefighter

REPORTS TO: Station Officer, Incident Commander on scene or assigned Company Officer.

ADOPTED:

FLSA: Non-Exempt

We strive to hire the most qualified individuals who possess and demonstrate the following team competencies: Trustworthiness, Integrity, Honesty, Loyalty, Respectfulness, Leadership, Team Player, Followership, Reliability and Commitment.

1.0 POSITION PURPOSE:

The position is dedicated to the preservation of life and property while striving to meet the ever-changing needs of our community through quality education, fire prevention and emergency services

2.0 TYPICAL DUTIES:

- 2.1** Responsible for maintaining good morale among fellow members.
- 2.2** Performs assigned tasks in accordance with District and Washington State Standards, policies, and laws.
- 2.3** Operate district equipment in accordance with the applicable district policies and procedures.
- 2.4** Incident Response: Respond to wildland fires
- 2.5** Learn and follow District policies and procedures.
- 2.6** Refer all official matters to the Station Captain, Station Lieutenant, or

- applicable officer.
- 2.7 Assist with fire station inspection and maintenance, observing the apparatus, equipment and general condition of the station.
 - 2.8 Perform training duties as assigned.
 - 2.9 Acquire a thorough knowledge of the district and first alarm areas.
 - 2.10 Perform wildland fire duties including fire suppression, water handling, line construction, prevention, education, and training as applicable.
 - 2.11 Perform other duties as assigned
 - 2.12 Carry a district pager or other notification device.
 - 2.13 Subject to hazards associated with responses, including but not limited to The dangers of adverse weather **and fire**, unpleasant odors, heat, high noise levels, hazardous traffic conditions, and contact with persons under severe emotional stress.
 - 2.14 If a witness, or observer, of an emergency incident involving a wildfire, within the boundaries of Spokane County Fire District #3, or within the limits of any jurisdiction with which our agency has a mutual aid contract, shall be obligated to stop and render appropriate assistance to the best of their ability.

3.0 PREREQUISITES:

- 3.1 High School graduate or equivalent and 18 years old.
- 3.2 Applicant must possess a valid driver's license.
- 3.3 Ability to function in hazards associated with job description.
- 3.4 Pass a background check
- 3.5 Pass a medical physical
- 3.6 Are agreeable to the time commitments as set forth by the District Policy (20.5R), the Board of Volunteer Firefighters, and this Job Description

4.0 REQUIREMENTS:

- 4.1 Must pass and maintain District's Fit for Duty and minimum medical physical.
- 4.2 Meet annual department requirements
- 4.3 Successfully complete Position Task Book
- 4.4 Annual completion of required training and skill maintenance as determined by the Department Training Division.
- 4.7 Participate in 8 in-person scheduled trainings annually.
- 4.8 Satisfactorily complete one-year probation period

Wildland Firefighter Initial Training Requirements (62-72 Hours)

Topic	Hours	Requirements	Note
Completion of Perquisites (online)			
Application Process		Required	
ICS100	3	Required	WAC
ICS700	3	Required	WAC
Health and Safety (multiple topics)	4	Required	WAC/NFPA1500
District Policy and Procedures	2	Required	District
Completion of Basic Training (In-Person)			
District Orientation	3	Required	District
NWCG S-130/S-190/L-180	40	Required/Spring	WAC 296-305
Apparatus Familiarization	2	Required	District
Fit for Duty	1	Required	District
First Aid/CPR	4	Required	WAC
Total	62		
Options			
Pump Operations (basic)	4		District
Maps and Communications	2		District
EVIP	6		WAC
Total	12		
Completion of Task Book (transitions to part-paid member)			
	Varies	Required	District

Wildland Firefighter Annual Requirements

Topic	Hours	Frequency	Source
RT130 (wildland refresher)	4	Annual	WAC 296-305
RT130 Online	1	Annual	WAC 296-305
PPE Inspection	1	Bi-annual	WAC 296-305
Fit for Duty	1	Annual	NWCG/District
First Aid/CPR (every other year)	4	Annual	WAC 296-305
Total	11		
Options			
EVIP	3	Annual	WAC 296-305-
EVIP Online	1		
Pumps Operations (basic)	2	N/A	District
Communications	1	Annual	District
Total	7		
Participate in 8 scheduled In-person Trainings	18-24 may include hours above	Monthly	District
Response Requirements			
	10 % Response	Annual	District/BVFF

*Annual requirements do not take effect until after the member has completed their Prerequisites and initial training.

Firefighter

Job Descriptions and
Training Requirements



SPOKANE COUNTY FIRE PROTECTION DISTRICT #3 POSITION DESCRIPTION

POSITION: Firefighter (Part-Paid On Call) **FLSA:**NON-EXEMPT

REPORTS TO: Station/Shift Captain or Lieutenant **ADOPTED:** 1/11/2023

We strive to hire the most qualified individuals who possess and demonstrate the following team competencies: Trustworthiness, Integrity, Honesty, Loyalty, Respectfulness, Leadership, Team Player, Followership, Reliability and Commitment.

1.0 POSITION PURPOSE:

Position is dedicated to the preservation of life and property while striving to meet the ever-changing needs of our community through quality education, fire prevention and emergency services.

2.0 TYPICAL DUTIES:

- 2.1** Responsible for maintaining good morale among fellow members.
- 2.2** Perform assigned tasks in accordance with District and Washington State standards, policies, and laws.
- 2.3** Learn and operate district equipment in accordance with applicable district policies and procedures.
- 2.4** Incident response and management
- 2.5** Learn and follow District policies and procedures.
- 2.6** Refer all official matters to the Station Captain, Station Lieutenant, or applicable officer
- 2.7** Assist with fire station inspection and maintenance, observing the apparatus, equipment and general condition of the station.
- 2.8** Perform training duties as assigned.
- 2.9** Acquire a thorough knowledge of the district and first alarm areas. Such knowledge shall include: structural conditions of buildings, hazard potential, locations and functions of fire fighting

- systems and water supply available for fire suppression.
- 2.10** Carry a district pager or other notification device.
 - 2.11** Perform fire prevention and education functions.
 - 2.12** Perform other duties as assigned within the purpose of the position.
 - 2.13** Subject to hazards associated with responses, including but not limited to the dangers of adverse weather, unpleasant odors, heat, high noise levels, hazardous traffic conditions, and contact with persons under severe emotional stress.
 - 2.14** If a witness, or observer, of an emergency incident involving fire, rescue or medical aid, within the boundaries of Spokane County Fire District #3, or within the limits of any jurisdiction with which our agency has a mutual aid contract, shall be obligated to stop and render appropriate assistance to the best of their ability.

3.0 PREREQUISITES:

- 3.1** High School graduate or equivalent and 18 years old.
- 3.2** Applicant must possess a valid driver's license.
- 3.3** Ability to function in hazardous conditions associated with job duties.
- 3.4** Pass background check
- 3.5** Pass medical physical
- 3.6** Are agreeable to the time commitments as set forth by District Policy (20.5R), the Board of Volunteer Firefighters and this Job Description

4.0 REQUIREMENTS

- 4.1** Must pass and maintain District's Fit for Duty and medical physical.
- 4.2** Meet annual department requirements
- 4.3** Successfully complete Position Task Book.
- 4.4** Annual completion of required training and skill maintenance as determined by the Training Division.
- 4.5** Participate in-person for 14 scheduled trainings annually.
- 4.6** Satisfactorily complete one-year probation period.

Basic Firefighter Initial Training Requirements 172 hours

<i>Topic</i>	<i>Hours</i>	<i>Requirements</i>	<i>Note</i>
<i>Completion of Perquisites</i>	<i>Above</i>	<i>Required</i>	
Academy Orientation	4	Required	Structure Academy is only offered in the Fall.
CPR/First Aid/AED	4	Required	If not already completed.
Maps and Communications	4	Required	
Intro. To the Fire Service	4	Required	
Accountability	1	Required	
Health and Safety	4	Required	
Firefighter PPE/SCBA	8	Required	
Fire Dynamics	4	Required	
Fire Suppression	4	Required	
Confidence Burn (Hand On)	8	Required	
Fire Hose	4	Required	
Hoseline/Hose stream OPS	4	Required	
Water Supply/Hose Ops	8	Required	
Pump Operations	4	Required	
Building Construction	4	Required	
Power Tools	1	Required	
Hose Handling	2	Required	
Forcible Entry	2	Required	
Ventilation	4	Required	
Vent/Forcible Entry (Hands-On)	4	Required	
Rope and Knots	3	Required	
Extinguishers	1	Required	
Ground Ladders	4	Required	
Overhaul and Property Conservation	4	Required	
Search and Rescue	4	Required	
Firefighter Survival	3	Required	
Rapid Intervention Teams	2	Required	
Ladders/Search (Hands-On)	8	Required	
Size Up	1	Required	
Multiple Company Operations (Hand On)	8	Required	
Live Fire (Hands-On)	8	Required	
Hazmat Awareness	4	Required	
NWCG S-130/S-190/L-180	40	Required	Only offered in Spring
Total Hours	172	Required	Hours vary depending on certs.
<i>Hazmat Operations</i>	<i>36</i>	<i>Optional</i>	
Completion of Task Book	Varies	Required	

Firefighter Annual Requirements

<i>Topic</i>	<i>Hours</i>	<i>Frequency</i>	<i>Source</i>
PPE Inspection	2	Bi-annual	WAC 296-305-02002
EVIP	4	Annual	WAC/District 296-305-04505
First Aid/CPR AED	2	Annual	WAC/DOH 296-305-01515
Infectious Disease Awareness	1	Annual	WAC 296-305-02501
HIPPA	1	Annual	CFR 45
Hazardous Materials	1	Annual	WAC 296-305-05502
Right to Know	1	Annual	WAC 296-901-07722(5)
Asbestos Awareness	1	Annual	WAC 296-305-05502
Incident Management Systems	2	N/A	WAC 296-305-05502
Hearing Conservation	1	Annual	WAC 296-817
Harassment Awareness	1	Annual	WAC 357-34-100
RT-130 (Wildland Refresher)	4	Annual	WAC296-305-07010.
Fit for Duty	1	Annual	NWCG/District
Water Supply	1	N/A	District
Fire Pumps/Operator	1	N/A	District
Heat Illness Emergencies	1	Annual	WAC296-305-05004
SCBA DON/DOFF	1	Quarter	WAC 296-305-04001
LIVE FIRE – 1 @ 3 years	4	Annual	WAC 296-305-05502
Multiple Company Operations	2	Annual	District
Confined Space Awareness	1	Annual	WAC 296-305-05111
ICE Awareness	1	Annual	WAC
Technical Rescue Awareness	1	Annual	WAC 296-305-05111
Lockout Tagout	1	Annual	WAC 296-803
Fall Protection	1	Annual	WAC296-305-05502
Trench Awareness	1	Annual	WAC 296-305-05111
Participate in 14 In-Person Trainings	28-42 may include hours above	Monthly	District
Total possible Training Hours	38-80		WAC/District
Response Requirements	10% of Response		District/BVFF

**Annual requirements do not take effect until after the member has completed their Prerequisites and initial training.*

Join Our Family



Spokane County
Fire District 3

509-235-6645 / SCFD3.ORG

209-532-ee42 \ 2CFD3'ORC