



Fairfield Fire Department



Expectations & Responsibilities Reserve Firefighter

Expectations and Role of the Reserve Firefighter

Welcome to the Fairfield Fire Department. There are many things that can and will be accomplished during your time in the Reserve program. The following list of expectations and responsibilities are minimums that may be modified at your Captains discretion.

Realize that there is rank structure in the Fairfield Fire Dept, and the position of Reserve is at the bottom.

Around the Station

- You are to arrive ON TIME to your assigned station.
- You are to be dressed in full uniform by 0800 hrs.
- All firefighting gear is to be placed on the engine no later than 0800hrs.
- Assure that your SCBA is full and operational.
- Check in with Captain and find out what needs to be accomplished for the shift
- You are responsible for answering the phone, doing dishes, backing the engine, pumping gas, and attaching the plymo-vent.
- Posted at each station are daily/weekly chores that are to be completed. Take the initiative and complete them prior to being asked.
- Check with the crew on what monthly duties you may help with.
- Clean up after yourself.
- There is plenty to do around the fire station, you should not be sitting or lying-in recliners. You should be studying when not working.
- Be mindful of cell phone and social media usage during work hours unless cleared by your supervisor.
- If you see other firefighters working, ask to help them.

On Calls

- You may have your paramedic license, but the Engine Medic oversees all medical calls.
- Assist the Medic on medical calls as needed. Get restock from Medic and restock bags.
- Know location of all equipment (medical, extrication, and firefighting), on the engine.
- Discuss your role on the fire ground with your Captain. He/she will tell you what they are comfortable with you doing during a fire.
- There is a lot of work to be done on the fire ground, stay busy, you should not be standing around.



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- Be your own safety officer.
- Be respectful and non-judgmental of clientele.
- Always wear appropriate PPE. Make sure your safety vest and bulletproof vests are worn as necessary. If you do not know, ask.

General Guidelines

- Address superiors with respect to their title.
- Have fun and be positive.
- Be a self-starter.
- Respond in a timely manner to department emails.
- This is a learning process, don't be afraid to ask questions.
- Act as an adult.
- You are responsible for participating in 2 special events a year, mandatory quarterly drills, assisting with 2 explorer drills, and working 72 hours a month (preferably in 24 hr. blocks). 12-hour blocks may be approved by your Captain. Captain's may also approve a swap to work on another shift if you cannot make your 72 hours on the assigned shift. Failure to meet the minimum requirements will result in termination.
- In the case of extenuating circumstances, contact program coordinator for approval to modify schedule.
- Stay in contact with your Captain regarding scheduling your shifts. If you cannot make a scheduled shift, contact your Captain ahead of time.
- If you have any issues, you should speak with your assigned Captain directly to resolved.
- As a reserve, you are involved in a long-term job interview. You and your actions are being always evaluated by the whole department, act accordingly.
- What is your "end-game"? You should always be working toward a goal; we have no desire to carry dead weight. Being a Fairfield Fire Department Reserve has become a very sought-after position for people wanting to get into the fire service.
- It is expected that you have a plan to become a paramedic within a reasonable period.
- You are expected to gain work experience on an ambulance, as either a full time or a part time employee.
- You are expected to stay current with all licenses (drivers, EMT, Paramedic, ACLS, etc...).
- Contact the Reserve Program Coordinator and/or Representatives with questions and concerns regarding the program.

Off Duty



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- You are now a representative of the Fairfield Fire Department and are expected to carry yourself in a manner that does not bring negative attention to the department.
- If you are invited to participate in activities off-duty with other members, realize you and your behavior are being always watched
- Do not falsely represent yourself to the public as a career firefighter for the City of Fairfield.
- Do not wear your fire department t-shirt off duty.
- Do not involve yourself in union matters, departmental, or political issues.
- If you become employed with Cal Fire or Dept. of Forestry for the wildland season, your reserve shifts will be excused pending Reserve Program Coordinator's approval.

Training

Your task book is **your responsibility**, stay current with it. It may not need to be done sequentially, but do not fall behind. If you need sign offs completed tell your captain ahead of time, so that he/she may put them on his/her schedule. Sign offs are designed to test your knowledge of the skill, it is not the time to be learning how to perform the task.

There will be MANDATORY quarterly drills. These are not optional. You will know several months in advance of the dates, so that you can arrange to be there.

Every 6 months you will rotate captains and shifts. At this time your captain will be completing an evaluation on you and discussing it with you. This is made to be a tool for learning and improving. You will also have an opportunity to complete a "self-evaluation" and review with your captain. If rotations cause an issue with any scheduling, please reach out sooner over later so we can come up with a solution.

I fully understand the expectations set forth in this document. I also understand that my Captain may have additional expectations for me. If I cannot or do not meet the expectations listed above, I understand that I may be relieved of my duties as a Reserve Firefighter for the City of Fairfield.

Employee Signature: _____

Date: _____

PRINT NAME: _____

Supervisor Signature: _____

Date: _____

PRINT NAME: _____