

621 N. MAIN STREET
EDGERTON, WI 53534
PHONE: 608-884-3327
FAX: 608-884-3639
WWW.EDGERTONFIRE.COM



EDGERTON FIRE PROTECTION DISTRICT
EDUCATIONAL OPPORTUNITY
FIREFIGHTER/ EMT INTERNSHIP

All Items must be turned in to Edgerton Fire Protection District to be considered for the Internship Program

- Application Form**
- Resume**
- Edgerton Fire Protection District Background Form**
- State of Wisconsin Healthcare Provider Background Form**
- Release Of Student Records**
- Valid State of Wisconsin Drivers License**

Optional:

- Letters of Recommendation/Commendation**
- State of Wisconsin EMT-Basic License**
- State of Wisconsin Firefighter I Certificate**
- AHA Healthcare Provider CPR Certification**
- NIMS Certifications**
- Any other certifications/ or licenses**

PROUDLY SERVING THE EDGERTON AREA SINCE 1883

EDGERTON FIRE PROTECTION DISTRICT

Firefighter/EMT Educational Opportunity

If you are interested in becoming a Firefighter/EMT, the Edgerton Fire Protection District is offering one of the best opportunities to do so. As it becomes harder to get a career position in the fire service, having fire fighting and EMS experience becomes crucial. The Edgerton Fire Protection District offers the opportunity to become a very well rounded Firefighter/EMT through education and experience. Enthusiastic individuals who are interested in learning new skills and are self motivated are encouraged to apply.

Purpose:

To provide career firefighter responsibilities and experiences to selected students.

Benefits of Internship Program

- Fire/EMS certification classes
- National Registry and Licensed Emergency Medical Technician –Basic Level in Wisconsin
- State Licensed Emergency Medical Technician- Intermediate Technician Level in Wisconsin
- Experience and knowledge with an active fire department. Opportunity to function in a Combination Department (Full-Time and Paid-on-Call Staff).
- Additional educational opportunities for professional development beyond the Associate FPT degree. Seminars, fire department drills, and advanced certification classes are some of the offerings.

This is a one to three year internship, and may be renewed bi-annually by mutual consent.

Internship Requirements

- High School Diploma & Transcripts
- Physically able to perform the job duties
- Medical Evaluation by Department Physician
- Have or obtain WI EMT-Basic license
- Provide proof of current immunizations (MMR, Hepatitis B, Varicella, Tuberculosis, Tetanus)
- Intern must complete an exit interview at the end of the internship.

EDGERTON FIRE PROTECTION DISTRICT

Selection of Interns:

Students will be selected for the program by the Chiefs and EMS Director of the Edgerton Fire Protection District. The following criteria will be used to select candidates.

1. Applications must be received by the Edgerton Fire Protection District (or postmarked) on or before the established deadline. Late applications will not be considered.
2. The candidate must successfully pass an oral interview in front of the Fire Chiefs and EMS Directors.
3. The candidate must pass a background investigation. This consists of, but is not limited to, contacting previous employers and references as well as a driver license check. The candidate will sign an authorization for release of information form.
4. The candidate must be able to meet all physical requirements as specified by the Edgerton Fire Protection District. A fit for duty test will be required and paid for by the department.

Internship Requirements for Participation

Once a student is selected for the Edgerton Fire Protection District Intern Program, the following expectations will be required:

1. The Intern must be a full-time student.
2. A credit load of at least 12 credits per semester must be maintained.
3. The Intern will maintain a 2.7 overall grade point average.
4. The Intern will be required to successfully complete the minimum training requirements as required for all Edgerton Fire Protection District Firefighters/ EMTs.

Failure to meet the above requirements will result in the removal of the Intern from the Internship Program.

Provisions for Interns:

1. Sleeping quarters for use while on duty
2. Storage area for personal articles and clothing
3. Access to washer (only for turnout gear)
4. Firefighter turnout gear
5. Two collared polo shirts, one job shirt, and two pairs of pants.

EDGERTON FIRE PROTECTION DISTRICT

6. All Edgerton Fire Protection District employees and interns are covered by Workers Compensation and an additional accident and sickness insurance policy the Edgerton Fire Protection District carries for its employees and members.
7. Stipend of \$200.00 per month. Stipends are dispersed electronically. Interns will be paid at the appropriate pay rate for all calls that they respond on during intern hours. Interns may also earn extra money by taking EMS shifts during their off time. Students shall maintain an overall 2.7 grade point average. Failure to maintain a 2.7 grade point average or higher could result in dismissal from the program. If the Intern leaves or is dismissed before completion of the term of the Internship program, he or she shall refund 100% of any payments made to the Intern for that semester.
8. Interns are responsible for any Income Taxes and Social Security deductions on the tuition reimbursement.

Intern Responsibilities:

1. Costs of Fire Protection Technician Associate Degree Program
2. Approved black shoes/boots and socks to be worn with uniform.
3. Black belt for uniform.
4. If Edgerton Fire Protection District property is damaged by misuse or careless use the Intern is responsible for the replacement cost or repair of the damaged equipment.

Intern Expectations:

1. The Intern will assist our full time staff with pre-emergency planning, fire inspections, maintenance, and other tasks. Interns will perform daily vehicle readiness checks, inventory surveys, cleaning, and any other duties assigned by the Fire Chief or ranking officer. After business hours, they will serve as a point of contact for District residents by taking messages or directing calls to the appropriate departments.
2. The Intern's appearance is considered a reflection of the level of professionalism and dedication to the department. The Intern shall pay attention to his or her basic hygiene (i.e. clean shaven).
3. The Intern is to awake, showered and dressed for the day before 0600 daily, excluding weekends when scheduled for duty.
4. Clothing is to be stored on hangers and within clothes bags. Piles of clothing will not be tolerated. Beds are to be made neatly each morning before 0600. **Rooms will be inspected.**

EDGERTON FIRE PROTECTION DISTRICT

5. The intern shall complete a binder documenting all calls they respond on and trainings that they participate in. This shall be turned into the Deputy Chief at the end of each month. This binder will also have a report of hours worked for the month.
6. Intern's will complete one hour of physical fitness for every 24 hours worked. A log of the exercise will be turned in each month with the intern binder.
7. All duties are to be completed on time. Exceptions are made for emergency response & other extenuating circumstances beyond student control i.e., injury or family emergency.
8. The Intern's actions, and the actions of their visitors, reflect upon the department. The student is responsible for the actions of their visitors. Visiting hours during the week will be from 1600-2000. On weekends visiting is permitted from 0800-2000. There will be no visitors allowed in sleeping quarters.
9. Interns will not make any personal long distance phone calls using the Edgerton Fire Protection District phones. Cells phone use will be prohibited during emergency calls and any training sessions. The use of cell phones during work hours should be limited and not interfere with assigned duties.
10. **AT NO TIME** are Interns to store or have alcohol, firearms, ammunition, or anything else deemed dangerous by the Fire Chief in the station. Violation of this rule will result in immediate dismissal from the Intern Program.
11. The Intern will decline any offers of wildland firefighting while in the Intern program.
12. If the Intern is to be away from the area (not available for calls) for an extended period of time (i.e. out of town on vacation), the Intern is to notify the Chief on duty as to the length of absence and give information as to how they can be contacted.
13. Semester grades are to be provided to the Edgerton Fire Protection District as soon as they are available to the Intern. The grades are used to determine GPA standards for the program and will go into the personnel file of the Intern. If grades have not been provided to the Edgerton Fire Protection District by the start of the next semester, the Intern may be removed from the Internship program and will not receive their stipend.
14. Interns will need an e-mail account. Interns are expected to read any memos or e-mails for notification of special events, notices, and changes in policy and/or procedures.

EDGERTON FIRE PROTECTION DISTRICT

15. The Intern shall follow the Policies and Procedures set forth by the Edgerton Fire Protection District.
16. If an Intern is ill and needs and/or seeks medical attention, they are required for safety reasons to let the Chief of the department know if they will be under the influence of any prescribed medications.
17. Any deviation from scheduled shifts must be approved by the Deputy Fire Chief or EMS Director.

Duty Shifts:

All Interns will be required to work 48 hours per week. These hours will not conflict with the Intern's class times, including travel time to and from classes. Interns will earn 48 hours of vacation time each quarter. Vacation time must be approved by the Fire Chiefs or EMS Directors. Fall internships begin the second week of August. Spring internships begin the second week of January. Intern shifts are to be determined by the Fire Chiefs or the EMS Directors. Occasionally, interns will be asked to attend special events. Hours worked at these events will count towards their required hours. Examples of these events include: community events, department events, and county-wide events.

Chain of Command:

The Edgerton Fire Protection District Fire Chief is in charge of the Intern program. Paid personnel and other volunteers on the department are to report to the Fire Chief or Officer in Charge if intern duties have not been completed. This would include station duties and truck checks. The Fire Chief or Officer in Charge will then contact the Intern on duty and resolve the problem.

Discipline:

It is hoped that there will be no need for any type of discipline. This policy is in place to have an established course of action in the event that responsibilities of the Intern are not met. The choice is available to the Intern not to fulfill any of the daily, weekly, or other responsibilities, but that decision will result in corrective action.

The Fire Chief of the Edgerton Fire Protection District has the option of terminating the student firefighter Intern program at any time if the Fire Chief determines it is in the best interest of the Edgerton Fire Protection District.

EDGERTON FIRE PROTECTION DISTRICT

Any Intern who is in violation of the Intern policy, or the policies and procedures of the Edgerton Fire Protection District or in the Fire Chiefs opinion is in violation of the policy, or is in possession of alcohol, firearms, ammunition, or anything else deemed dangerous by the Fire Chief, will be removed from the program immediately.

For all other issues not covered herein, the Intern will go through the following steps before dismissal from the program:

1. The Fire Chief will meet with the Intern and discuss the problems. This meeting will serve as a notice that there is a problem with the Intern's performance. Corrective actions will be discussed and the Intern will abide by the Fire Chiefs instructions. Written documentation of the meeting and decision will be placed in the Intern's file.
2. If the problem is not resolved in step one, or, there is a continuance of various other problems, a review committee will be formed. This committee will consist of the Fire Chief and at least two Officers. Written documentation of the meeting and decision will be placed in the Intern's file.
3. If the committee should recommend dismissal, the Fire Chief will dismiss the Intern. The dismissal will be effective immediately. The intern will be responsible for returning all Edgerton Fire Protection District property immediately. The Intern will be responsible for removing any personal belongings from the station immediately.