

## West Plains Recruit Structural Academy Interlocal

This Agreement dated January 20, 2016 is entered into and between Spokane County Fire District 10 (SCFD10), Airway Heights Fire Department (AHFD), a department of the City of Airway Heights, Medical Lake Fire Department (MLFD), a department of the City of Medical Lake and the City of Cheney with operations conducted through the Cheney Fire Department (CFD). The above entities are sometimes referred to as "agency" or "agencies."

### RECITALS

1. This agreement is entered into the by AHFD, MLFD and CFD under the authority of RCW 35A.11.040 and SCFD10 under the authority of RCW 52.12.031 and in conformity with chapter 39.34 RCW, the Interlocal Cooperation Act.
2. In order to operate a more efficient and effective volunteer structural firefighting academy, SCFD10, AHFD, MLFD and CFD are collaboratively operating the West Plains Recruit Structural Academy (WPRSA). These agencies are also able to participate in SCFD10's Crew Leader Academy (CLA) as the WPRSA is utilized as a training opportunity for crew leader trainees.
3. The agencies desire to enter into the Agreement to establish the rights and responsibilities of each party in the RSA and CLA.

### AGREEMENT

To carry out the purposes of the Agreement and in consideration of the benefits to be received by each agency, it is agreed as follows:

#### 1. Responsibilities of each agency:

- 1.1 SCFD10 will provide the primary training facility (Station 10-1) and will schedule all "off-site" training, primarily at the City of Spokane Fire Training Center and/or the Washington State Fire Academy (North Bend).
- 1.2 Each agency will provide a representative to sit on the Review Committee. The Review Committee will handle evaluation appeals, review WPRSA discipline issues, and make decisions to dismiss recruits from the WPRSA. The chair of the Review Committee shall be the SCFD10 representative and shall be responsible for calling and organizing Review Committee meetings as necessary.
- 1.3 Each agency will provide fire apparatus as available and deemed necessary by the WPRSA Coordinator.

- 1.4 All recruits from each agency will be issued full structural firefighting PPE, SCBA (with one spare bottle) and accountability names tags (minimum of two) by the recruit's agency.
- 1.5 Each agency will provide instructors proportionate to the number of students the agency has in the academy. This will particularly be applicable for live fire training, where each participating agency will provide one qualified instructor for each five students, or proportion thereof.

**2. Recruit Requirements:**

- 2.1 Recruits must have completed I-100 and IS700 prior to the start of the WPRSA.
- 2.2 Recruits shall abide by the Recruit Code of Conduct (Appendix A).
- 2.3 Recruits shall have agency documentation of SCBA Fit Testing prior to any IDLH exposure.

**3. Crew Leader Trainee (CL-T) Requirements:**

- 3.1 CL-T's shall have a minimum of one year of experience as a firefighter, two or more is preferable.
- 3.2 CL-T's shall have previously completed an approved structural firefighting academy and be trained to the FF1 level.
- 3.3 CL-T's shall, to the best of their ability, provide a safe learning and working environment for his/her assigned recruits.
- 3.4 CL-T's shall mentor and coach recruits in order to assist them in growing in the knowledge, skills and abilities of firefighters.

**4. Instructor Requirements:**

- 4.1 Instructors provided by the agencies shall be approved by the WPRSA Coordinator prior to teaching. All instructors will operate with the role and constraints assigned by the Lead Instructor.
- 4.2 All instructors shall adhere to assigned curriculum and/or lesson plans and will refrain from providing instructions that conflict with the approved curriculum.
- 4.3 Instructors shall abide by the Instructors Code of Conduct (Appendix B).

**5. Costs:**

- 5.1 Participating agencies will be responsible for paying their proportionate share of WPRSA and CLA costs. These costs include, but are not limited to:
  - 5.1.1 Facility Rental (SFD Training Center, SVFD Training Center and Washington State Fire Academy)
  - 5.1.2 Recruit Academy Uniform (t-shirts, sweats, sweatshirts, etc.,)

### 5.1.3 Printing costs

5.2 SCFD10 shall invoice participating agencies for all charges. Invoices shall be payable within 30 days of receipt of invoice. Agencies will responsible for all costs incurred even if the recruit does not complete or pass the Recruit Academy.

6. **Term:** This Agreement shall be in effect for the Winter 2016 Recruit Academy which is scheduled during the dates of February 10, 2016 through June 23, 2016. Thereafter, this Agreement shall automatically renew unless terminated in writing by an agency.

7. **Liability Insurance:** Each agency agrees to carry, at all times during the term of this Agreement, liability insurance coverage in the minimum amount of \$1,000,000.00 covering each agency for all activities of the employees, volunteers and officials of each agency relating to the performance of this Agreement.

8. **Liability:** Each of the agencies shall, at all times, be solely responsible for the acts or omissions of its personnel that occur or arise in any way out of the performance of this Agreement by its personnel and further agree to indemnify and hold the other agencies, its employees and officials harmless from all costs, expenses, losses, liability and damages, including cost of as reasonably determined by a court with jurisdiction. This indemnity and hold harmless shall include any claim made against either agency by an employee of the agency, even if the agency is thus otherwise immune from liability pursuant to the worker's compensation statute, Title 51 RCW. This limited waiver of immunity has been mutually negotiated.

### 9. Miscellaneous

9.1 **No Separate Entity Created.** This Agreement does not establish a separate legal entity, joint board, or administrative section for the purpose of acquiring, managing or disposing of property, or any other financial obligation allowed under the Act.

9.2 **Administration.** Unless the agencies otherwise agree, there shall be no lead agency responsible for the administration of this Agreement. This Agreement shall be administered jointly by the Chief Officers of the respective agencies.

9.3 **Property Ownership.** This Agreement does not provide for jointly owned property.

9.4 **Benefits.** This Agreement is entered into for the benefit of the agencies to this Agreement only and shall confer no benefits, direct or implied, on any third person.

- 9.5 **Filing/Web Site.** This Agreement shall either be filed with the County Auditor or by listing on any of the agency's websites in accordance with RCW 39.34.040.
- 9.6 **Non-Waiver of Breach.** The failure of any agency to insist upon strict performance of any of the covenants and agreements contained in this Agreement or to excise any option conferred by the Agreement in one or more instances shall not be construed to be a waiver or relinquishment of those covenants, agreements or options and the same shall be and remain in full force and effect.
- 9.7 **Assignment.** Any assignment of this Agreement by any agency without the prior written consent of the non-assigning agency shall be void. If the non-assigning agency gives its consent to any assignment, the terms of this Agreement shall continue in full force and effect and no further assignment shall be made without additional written consent.
- 9.8 **Modification.** No waiver, alternation or modification of any of the provisions of this Agreement shall be binding unless in writing and signed by a duly authorized representative of each agency and subject to ratification by the legislative body of each agency.
- 9.9 **Entire Agreement.** The written terms and provisions of this Agreement, together with any exhibits attached hereto, shall supersede all prior communications, negotiations, representations or agreements, either verbal or written of any officer or other representative of each agency, and such statement shall not be effective or be construed as entering into or forming a part of or altering in any manner this Agreement. All of the exhibits are hereby made part of this Agreement.
- 9.10 **Severability.** If any section of this Agreement is adjudicated to be invalid, such action shall not affect the validity of any section not so adjudicated.
- 9.11 **Notice.** All communications regarding this Agreement shall be sent to the agencies at the addresses listed on the signature page of the Agreement, unless notified to the contrary. Any written notice hereunder shall become effective upon personal service or three (3) business days after the date of mailing by registered or certified mail, and shall be deemed sufficiently given if sent to the addressee at the address stated in this Agreement or such other address as may be hereafter specified in writing.

SPOKANE COUNTY FIRE DISTRICT 10

By:   
Nick Scharff, Fire Chief

Date: 2-10-16

NOTICES TO BE SENT TO:

SPOKANE COUNTY FIRE DISTRICT 10  
ATTN: CHIEF SCHARFF  
929 S GARFIELD ROAD  
AIRWAY HEIGHTS WA 99001

AIRWAY HEIGHTS FIRE DEPARTMENT

By:   
Mitch Metzger, Fire Chief

Date: 10 FEB 16

NOTICES TO BE SENT TO:

CITY OF AIRWAY HEIGHTS FIRE DEPT  
ATTN: CHIEF METZGER  
1208 S LUNDSTROM  
AIRWAY HEIGHTS WA 99001

MEDICAL LAKE FIRE DEPARTMENT


By:   
Jason Mayfield, Fire Chief

Date: 2/5/16

NOTICES TO BE SENT TO:

CITY OF MEDIAL LAKE FIRE DEPT  
ATTN: CHIEF MAYFIELD  
PO BOX 369  
MEDICAL LAKE WA 99022

CHENEY FIRE DEPARTMENT

By:   
~~Mike Winters, Fire Chief~~  
Tom True Love, Mayor

Date: February 11, 2016

NOTICES TO BE SENT TO:

CITY CHENEY FIRE DEPT  
ATTN: CHIEF WINTERS  
611 FOURTH STREET  
CHENEY WA 99004

## Addendum - Recruit Academy Personnel

This form shall be completed for each Recruit Academy

WPRSA Coordinator – Will act as the liaison between all agencies, be the chair of the Review Committee and schedule/coordinate IFSAC examinations.

Lead Instructor – will schedule all training sessions, procure and schedule outside facilities, request additional equipment or apparatus as needed for drills, schedule unit and assistant instructors, manage logistics for the WPRSA, evaluate all recruits and make recommendations for passing the course.

2016-1  
Recruit Academy # m Metzger@CAWH.org

Chief Mitch Metzger City of Airway Heights FD  
WPRSA Coordinator Name/Agency/Phone Number/Email

PO Don Malone City of Airway Heights FD DMalone@CAWH.org  
Lead Instructor Name/Agency/Phone Number/Email

LT Brett Anderson SCFD10 BAnderson@SCFD10.org  
Assistant Lead Instructor Name/Agency/Phone Number/Email

FF Garth Werner City of Airway Heights FD gwerner@CAWH.org  
Drill Master Name/Agency/Phone Number/Email

None  
Assistant Drill Master Name/Agency/Phone Number/Email

Review Committee Members: (List name and agency)

Lt Richard Gatten - SCFD10 - Logistics Officer  
FF Marty Shier - SCFD10 - Assistant Logistics

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## **Appendix A – Recruit Code of Conduct**

This *Code of Conduct* will help you to be successful in your fire department training. This guide cannot substitute for the need to practice good judgement. During Recruit School it is expected that you will conduct yourself in a manner consistent with becoming an honest, dependable and reliable firefighter.

Each recruit will abide by the *Recruits Code of Conduct*. This *Code of Conduct* has been organized by critical **characteristics** that each recruit shall master during their Recruit Training.

### **Accountability**

It is essential that firefighters are accountable for assignments, actions, and equipment assigned to them.

- Recruits shall be trained in an environment that holds them accountable for their actions.
- Recruits shall be responsible for their equipment and assignments.

### **Communication**

Communication is vital to the fire service from the office to the emergency incident. The need to communicate clearly and concisely shall be emphasized throughout Recruit School.

- Recruits shall listen attentively during the classroom session; speaking only when acknowledged and not interrupt while others are speaking.
- Recruits shall address Instructors and Guests by their respective title and surname, or as “Sir” or “Ma’am.”
- Recruits will be continually evaluated. During evaluations the recruit shall listen to their evaluator, instructor, and/or department representative attentively, accept criticism/compliments graciously, and give appropriate verbal response.
- Recruits shall listen attentively while on the drill ground and shall follow orders as stated. If there is a lack of understanding, the recruit shall request clarification.

### **Courtesy**

Courtesy is demonstrating a caring and polite attitude while working with others.

- Recruits shall master courtesy while working in a close, team-oriented environment where consideration and courtesy are essential elements of the team concept.

### **Following Instructions**

One of the most important lessons to be learned during the Recruit School is the ability to be disciplined in following directions and orders.

- Recruits shall follow the written and oral guidelines established by the Recruit School Instructors.

### **Honesty**

Honesty is an essential element of a career in the fire service.

- Recruits shall not lie, cheat, or steal.
- Recruits shall admit to making a mistake if a mistake is made.
- Recruits shall not cover up a mistake or negligent act, but they shall bring it to the immediate attention of the Lead Instructor.

### **Leadership**

Leadership has been described as the ability to get people to do what you want them to do. True leadership goes beyond that and encompasses the respect and admiration of followers. It involves more than words or personal charisma. It is comprised mostly of action, setting and reaching goals and objectives.

- From time to time during the Recruit School each Recruit may be placed in the position of company leader. In that position, she/he shall ensure that the team is where it is supposed to be, prepared to perform the task, and on time.

### **Manipulative Skills**

Manipulative skills are the hands-on proficiencies required by a firefighter to safely and effectively carry out various aspects of the job. Personal mastery of these skills is essential for the firefighters own safety, as well as those on his/her team and the general public.

- Recruits shall be taught using International Fire Service Training Association (IFSTA) lesson plans that have been evaluated and meet the NFPA 1001 Standards for Firefighter 1.

### **Organization**

It is essential that firefighters have the ability to organize their thoughts, personal equipment, and manuals and work areas. This knowledge shall work toward team unity in every day operations and working situations.

- Recruits shall keep their work areas, classrooms; apparatus, equipment and training areas organized and clean.

### **Punctuality**

Firefighters need to be punctual at all times. In our profession, it could mean the difference between life and death.

- Recruits shall be trained to carry out orders and assignments thoroughly.
- Recruits shall be required to demonstrate they are capable of carrying out jobs and tasks with little or no supervision.
- Recruits shall be prompt and demonstrate they are able to follow a schedule.



### **Respect**

Respect is essential in the fire service. A firefighter spends a large portion of their time in close quarters with other members of the fire department. Firefighters must respect authority, peers, and the public.

- Recruits shall demonstrate respect to Instructors, Guests and the Public.
- Recruits shall use proper communications when addressing Instructors, Guests and the Public.
- Recruits shall demonstrate respect to their peers at all times.
- Recruits shall respect the property of the departments, the public and their peers.

### **All Recruits Shall:**

- Follow the Chain of Command
- Be prepared for class with advance reading and work assignments completed when due
- Wear appropriate clothing
- Observe department policies
- Lead by Example
- Return equipment and apparatus to service
- Refrain from the use of offensive language
- Always be a Safety Officer

### *HELPFUL HINTS*

- **Be early** for classes so that we can start on time. All absences are discouraged and should be pre-arranged if absolutely necessary.
- **Be prepared** for classes. Complete your homework prior to the beginning of the class when it is due. Have your task sheets for that day's lesson ready for the lesson. Bring full Personal Protective Equipment (PPE) and Self-Contained Breathing Apparatus (SCBA) to each class with you. Saturday classes are full day sessions – lunch is not provided, so arrangements should be made prior to class. Bringing a sack lunch, water and a sport drink is highly recommended.
- **Dress** appropriately for the class. Casual attire is acceptable for lecture sessions. Clothing appropriate to be worn under PPE is appropriate for practical sessions. A lot of our training will be conducted in the eye of the public so please do not wear clothing with imprints and/or insignia that might be offensive to others.
- **Be responsible** to yourself and others. Report any incident, injury and/or illness to the Lead Instructor immediately.

- Health and Fitness are important. To reduce the risk of injury stretch and exercise before strenuous training sessions. Keep yourself hydrated during practical training sessions. The use of Alcohol and/or non-prescribed Drugs and/or being under the influence is strictly prohibited and will be cause for immediate dismissal.
- Return equipment and apparatus to service at the end of each session. The sooner that our equipment and apparatus are back in service the sooner we can finish a training session. If everyone will help out this will be an easier task.
- Working and Studying together in teams is strongly encouraged and highly recommended. We are all here for the same reasons.
- If you have questions, ASK THEM!
- Have fun as you learn. The Instructors and your department Administration appreciate and understand the commitment necessary to complete this Recruit School.

## Appendix B – Instructor Code of Conduct

This *Code of Conduct* will serve as a guide to help us to provide the students with a uniform and professional Recruit Academy.

This *Code of Conduct* is a guide and cannot replace Common Sense, Good Judgement, Personal Training and Experience.

It is each Instructors responsibility to provide accurate instruction in the delivery of the lesson subject matter. At all times, all Instructors shall provide an informative and safe learning environment.

### **All Instructors Shall:**

- Lead by Example for all recruits
- Be early
- Be prepared for class
- Wear appropriate clothing
- Address students by “Recruit and surname”
- Observe department policies
- Be fair
- Follow the chain of command
- Follow the IFSTA curriculum and NFPA 1001 Standards for FF1
- Return equipment and apparatus to service
- Refrain from the use of offensive language
- Remain aware of student’s physical condition
- Always be a Safety Officer
- Be respectful of students, instructors, departments, equipment, etc.
- Enforce and follow the *Recruits Code of Conduct*