Overview

Fire, life safety and emergency medical services provided to the community of Wilton have been greatly enhanced since the inception of the Apprentice Firefighter Program in the Wilton Fire Protection District (WFPD). The Program works very well, however, in an effort to continuously improve it; revisions to the program must be implemented. The following revisions of the originally approved document are intended to improve management of the Program and better define the roles of the Apprentice Firefighter and the Wilton Fire Protection District.

The original Firefighter Apprentice Program was written with three classifications of fire fighting personnel, Resident Volunteers, Non-resident Shift Captains (considered volunteers in the original program draft) and Apprentice Firefighters. All personnel are essentially volunteers; therefore, classifications will be Resident Volunteers, Shift Captains and Shift Firefighters.

Due to the nature of the fire service, the current Administration considers all Wilton Fire Protection District personnel one cohesive team without divisions.

Personnel Qualifications/Entry

Applications for Shift Captain are received and reviewed by the Assistant Fire Chief.

Minimum Qualifications for Shift Captains:

2. California Emergency Medical Technician-Basic
3. Three (3) years experience as full time (paid firefighter)
4. California Firefighter Restricted Class “B” or Commercial Class “B” drivers license
5. Must be in good health
6. Minimum of eighteen (18) years of age

Desired qualifications for Shift Captain:

1. State of California, State Fire Marshall’s Office Instructor IA and IB
When an approved applicant is selected, the WFPD Chief Staff shall conduct a test/oral interview. The applicants California DMV driving record will be reviewed and a personal background investigation may be performed.

**Shift Captain Expectations**

Shift Captains report directly to the Duty Officer of the day.

Shift Captains will assist in suppression of fires, rescue and life saving operations; respond to emergency medical calls and render first aid; handle fire streams and other fire service equipment in suppression of fires; perform daily maintenance of station(s), apparatus and equipment; make required equipment checks; may have to occasionally drive and operate emergency vehicles as needed; assists in putting apparatus and equipment back in readiness for other emergencies; prepares necessary reports and maintains necessary records. Shift Captains shall assist in the training of personnel to achieve individual goals, such as basic firefighting skills, Firefighter I Certificate sign-offs, apparatus driving and pump operations skills and assist Shift Firefighters for evaluations. Shall also perform other duties as assigned.

Shift Captains must be individuals that have a solid background in the Fire Service that can demonstrate leadership and provide mentoring for Staff Firefighters as well as Resident Volunteers. Shift Captains are the first level of supervision. Shift Captains are responsible for carrying out the objectives of the organization. Shift Captains must insure their units are able to provide quality service to the public in Fire Suppression, Emergency Medical Service and Public Education. This responsibility requires the ability to interact effectively with members of their companies, District Managers and the public. Under direct and often indirect supervision, and with coordination, assumes command of a fire station and its personnel during an assigned shift, assumes command at fire scene or other emergencies until relieved by higher authority; directs company personnel; enforces Department policy and is accountable for morale and discipline.

Shift Captains shall maintain an approved District project (i.e. scheduling, PPE, annual hose testing, etc). Projects will be approved and monitored by the WFPD Chief staff.
Shift Captains will be subject to progressive disciplinary actions, up to, and including termination from the program. Immediate termination may be implemented for just cause.

Shift Captains are also subject to Standard Operating Procedure #311.300 (attached).

**District Responsibilities**

The Wilton Fire Protection District will provide a per shift monetary stipend.

- Shift Captains will receive two hundred (200) dollars per twenty four (24) hour shift to cover on duty meals and uniforms.
- WFPD approved Licensed Paramedics, providing Advanced Life Support skills, will receive an additional twenty five (25) dollars per twenty four (24) hour shift.

*Approved as written by the WFPD Board of Directors*  
*November 17, 2010*