

Ames Fire Department Standard Operating Guidelines

Book: 1 – Organization

Section: V – Personnel Policies and Procedures

Chapter: 4 – **Master Firefighter Program**

Date Approved: 02-12-2014

Revision No.: 2 (06-19-13) Approved by: 

Review Date: 2017

PURPOSE:

The achievement of Master firefighter is encouraged, but not an employment requirement, and it is ultimately each individual's responsibility to ensure that required documents are submitted to the review committee. This guideline will provide a method for ensuring that Ames Fire Department (AFD) members receive consistent and timely consideration for acceptance into the Master Firefighter program.

POLICY:

A Standards Committee, composed of the two Deputy Chiefs (or other officers designated by the Fire Chief) and two members chosen by the Association, shall advise the Chief in establishing or changing the qualifications and standards, as well as recommending eligible firefighters.

These additional departmental policies clarify and *do not supersede* Master Firefighter procedures within the articles of the Agreement: City of Ames and International Association of Firefighters, Local 625.

PROCEDURES:

Qualifications

To become eligible for Master Firefighter, an applicant must complete the following:

- Base Qualifications - *required* items:
 - Successful completion of fire science core courses
 - Fire science courses must be determined equivalent to the associate's level courses as identified by the Fire and Emergency Service Higher Education (FESHE), by assigned representatives from Fire Administration and the International Association of Firefighters, Local 625
 - It is also recommended that employees obtain a firefighter specialist certificate, although it is not required
 - Successful completion of *three* non-core courses
 - Fire science courses must be determined equivalent to the associate's level non-core courses as identified by FESHE.
 - Certified Firefighter II
 - Current Iowa EMS certification (Emergency Medical Responder) or higher
 - Current Hazardous Materials Technician certification
 - 60 months of service as a Firefighter with the Ames Fire Department


Ames Fire Department Standard Operating Guidelines

Book: 1 – Organization

Section: V – Personnel Policies and Procedures

Chapter: 4 – **Master Firefighter Program**

Date Approved: 02-12-2014

Revision No.: 2 (06-19-13) Approved by: 

Review Date: 2017

- Additional Qualifications - requires a minimum of *two* of the following:
 - Apparatus or Aerial Driver/Operator certification
 - Confined Space certified¹
 - Extrication Specialist certified¹
 - Fire Department or city-sponsored team member
 - Fire Investigation trained and/or team member
 - Instructor I certification
 - Instructor II certification
 - Safety Officer trained and/or certified

Committee

- A standards committee composed of two deputy chiefs (or other command-level officers designated by the Fire Chief) and two members designated by the International Association of Firefighters, Local 625 will be used to review qualifications, standards, candidates, and make recommendations to the Fire Chief
- If necessary, the Committee will meet each June and December
- The Committee will have 30 days to review submitted Master Firefighter packets and provide an application recommendation to the Fire Chief.

Master Firefighter Application

To apply for Master Firefighter, a firefighter may at any time, submit a completed *electronic*² packet to all members of the standards committee.

- The electronic packet should include only necessary copies of *all* completed educational and professional requirements or certificates.
- Packets submitted prior to an applicant's completion of 60 months of employment with the Ames Fire Department will be reviewed in the same manner as other packets.
 - Recommendations to the Fire Chief will be made by the committee within 30 days of receipt.
 - If approved for Master Firefighter, the applicant shall only receive pay at Step D the first full pay period following 60 months of employment.
- It is important to note that occasionally additional work may be required in order to complete the program, causing the member to carry their goal past the 60 months of employment.

¹ A certificate from the Ames Fire Department is sufficient


² Hard copies will not be accepted.

Ames Fire Department Standard Operating Guidelines

Book: 1 – Organization

Section: V – Personnel Policies and Procedures

Chapter: 4 – **Master Firefighter Program**

Date Approved: 02-12-2014 Revision No.: 2 (06-19-13) Approved by: 

Review Date: 2017

Loss of Master Firefighter Qualification(s)

It is each individual member's responsibility to maintain current certifications and qualifications for Master Firefighter. The loss of any credential that would result in the failure to meet the Master Firefighter requirements must be reported immediately to all members of the standards committee, and will result in:

- Reductions of pay from the current firefighter Step D pay back to Step C.
- The return of any undue Master Firefighter compensation to the City of Ames;

REFERENCES:

Agreement: City of Ames and International Association of Firefighters Local 625

http://www.usfa.fema.gov/nfa/higher_ed/feshe/feshe_model.shtm