



# Travis County ESD No. 2 INTERNSHIP PROGRAM

2018

## Pflugerville Fire Department Training Division



## WHAT IS THE INTERNSHIP PROGRAM?

Travis County Emergency Services District (ESD) No. 2, also known as the Pflugerville Fire Department, named “the District” throughout this document. The District designed its Internship Program to appeal to motivated individuals who are dedicated to learning the skills necessary for a career in the fire service. By providing an Internship Program in a region with low unemployment and a limited number of other training options, the District benefits by being able to attract, identify and train a diverse group of promising candidates for future employment. The community is also served when area citizens can advance their career goals close to home.

The Internship Program gives interns an inside look at the District, and the District likewise has an opportunity to observe and assess an intern’s dedication, skills and performance. This affords both parties an opportunity to see if an employment relationship meets both parties’ needs. The District provides equal employment opportunities (EEO) to all employees and applicants for employment without regard to race, color, religion, gender, sexual orientation, national origin, age, disability, military service or genetic information.

Best of all, interns benefit because the Internship Program:

- Offers a condensed training timeline (one academic semester rather than two);
- Does not charge for its training program (unlike other academies where tuition can be thousands of dollars), because the District absorbs all of the administrative, textbook, and material costs; and
- Offers interns, accepted into the program, a monthly stipend of \$1,000.00 upon successful completion of each period of training, up to a maximum of \$4,000.00. Stipends will only be offered for periods for which an individual is meeting monthly objectives in the program (see Appendix F).

Also, while employment is not guaranteed, successful completion of the Internship Program and passing the necessary exams can lead to employment with the District or other fire service employers.

The District’s Internship Program offers the following:

1. A basic structure fire suppression course, approved by the Texas Commission on Fire Protection (TCFP), that qualifies successful graduates to take the TCFP basic structural fire-fighting exam (see Appendix B);
2. An emergency medical services training course, approved by the Texas Department of State Health Services (DSHS), that qualifies successful graduates to take the National Registry exam and the DSHS state certification exam for certification as an EMT-Basic (see Appendix C); and
3. Training for the Candidate Physical Ability Test (CPAT) (see Appendix D).

## **ARE YOU ELIGIBLE TO JOIN THE INTERNSHIP PROGRAM?**

Applicants must be at least age 18, have a high school diploma or equivalent, and not have any conditions that would disqualify them from eventual employment as firefighter/EMTs in Texas. TCFP and National Registry have background check requirements and require U.S. citizenship or other eligibility to work in the United States. Applicants must be able to read, write, and speak English; understand and follow supervisory direction; and meet the Internship Program attendance requirements. Interested applicants must:

1. Complete the District's internship application packet;
2. Complete the District's interview;
3. Sign the Internship Agreement (Appendix A); and
4. Either (a) be a graduate of a District recognized high school program, or (b) possess the TCFP certification, or (c) possess the EMT-Basic certification, or
5. Successfully complete an EMT-Basic aptitude exam.

If an applicant has either the TCFP certification or the EMT-Basic certification, he or she can attend the Internship Program to complete their missing component required to serve as a firefighter in Texas.

## **WHAT IS REQUIRED DURING THE PROGRAM?**

Under the direction of the Training Chief and supervised by District members, the program traditionally lasts 16 weeks (typically August until mid-December) and requires 40 hours per week of classroom and hands-on instruction; generally from 7 a.m. to 4 p.m. Interns are trained concurrently in fire prevention, suppression, rescue, public fire safety education, and emergency medical services. Outside the classroom interns will make fire prevention visits, participate in public education, perform general administrative assignments, and may, with appropriate waivers, participate in ride-alongs on emergency vehicles.

A high level of physical fitness is required, and training is provided to help interns meet the physical ability test standards. Interns will engage in physical labor and physical fitness, including hose rolling, cleaning apparatus and stations, and emergency scene clean-up.

Interns are measured throughout each term. Satisfactory attendance and performance are required in order to remain in the program and be eligible for the stipend. Completion of the program during the semester requires satisfactory achievement on these four components:

1. Completion of the Texas Commission on Fire Protection (TCFP) basic fire certification course;
2. Completion of the National Registry EMT certification course;
3. Regular and satisfactory participation in the physical fitness program; and
4. Positive performance evaluation by staff throughout the program.

## **WHAT HAPPENS AFTER COMPLETING THE INTERNSHIP PROGRAM?**

To be eligible for hire as a firefighter/EMT in Texas after completing the Internship Program, an intern must:

- Take and pass the TCFP basic fire certification exam (see Appendix B); and
- Take and pass the National Registry EMT-Basic certification exam and be certified by DSHS (see Appendix C); and
- Take and pass the Candidate Physical Ability Test (see Appendix D); and
- Meet the National Fire Protection Association (NFPA) 1582 physical requirements (see Appendix E).

Once an intern has met these standards, the intern may receive an offer for employment from the District. Offer of employment is not a guarantee by this program. Any employment offer will be subject to the District's standard selection processes (including a background check, drug screen, and NFPA physical) and available vacancies. If hired, the intern will be employed as a probationary firefighter and be enrolled in the District's Recruit Academy.

## Appendix A- Internship Agreement

### Travis County ESD No. 2 Internship Agreement

This Internship Agreement is between \_\_\_\_\_ (Intern) and Travis County Emergency Services District No. 2 (TCESD2), also known as Pflugerville Fire Department, regarding a course of classroom instruction and field training in a professional setting (Internship Program) preparatory to certification as a firefighter and emergency medical technician (EMT).

#### **I. Nature of Internship Program:** The Program is based on the following assumptions:

- a. The training is the same type as is offered by various colleges and other fire academies. The Internship Program provides classroom instruction and field training to prepare the Intern to take:
  - The Texas Commission on Fire Protection (TCFP) basic structural fire-fighting exam;
  - The National Registry exam and the Texas Department of State Health Services (DSHS) state certification exam for certification as an EMT-Basic; and
  - The Candidate Physical Ability Test (CPAT).
- b. The Intern does not receive wages for participation in the Internship Program, because the Intern is not an employee. However, TCESD2 pays a stipend of \$1,000.00 for each period of successful participation in the Internship Program to assist the Intern with living expenses.
- c. The Internship Program typically lasts the equivalent of one academic semester.
- d. The Intern's enrollment only lasts while the Intern attends and successfully participates in the Internship Program. Successful participation is determined by TCESD2.
- e. The Intern's work does not replace the work of paid employees, but provides significant educational benefits for the Intern.
- f. Both the Intern and TCESD2 understand that successful completion of the Internship Program does not entitle the Intern to a paid job. The training is similar to an educational internship. It is not employment, and completion of the Internship Program does not guarantee employment.

#### **II. Rules for Intern Activity:**

- a. Interns must follow TCESD2 policies and procedures. Violation of TCESD2's policies and procedures could result in removal from the Internship Program.
- b. Interns must be equipped with personal protective equipment (PPE) that is appropriate for the activity being performed. Interns may be issued a personal emergency response pack.
- c. Interns may NOT be substituted as firefighters for staffing purposes.
- d. The Shift Commander must approve an Intern ride-along to ensure there is room on fire or EMS apparatus or vehicles. Interns shall be seated and wear seatbelts at all times when on TCESD2 vehicles.
- e. Interns may not drive TCESD2 vehicles under any circumstances (not even to back up).
- f. Interns may climb ground ladders only under direct supervision of a firefighter.

- g. Interns may not enter or perform any duties that are within the designated “hot-zone” or immediately dangerous to life or health (IDLH) of any emergency scene.
- h. Interns may wear SCBA as part of a training session that does not include proximity to a site immediately dangerous to life and health only when properly fitted and trained to do so (with such training documented in writing and based on state regulations) and while under the direction of a TCESD2 training officer.
- i. Interns must obey and follow direction of any TCESD2 Officers or Firefighters at all times, whether on an emergency or non-emergency scene.
- j. Interns may be brought to emergency incidents to assist in various duties, including, but not limited to, photography, victim assistance, restoring apparatus and equipment, rehabilitative assistance and duties assigned by Incident Commander. At no time is an Intern allowed to respond to an incident scene in their personal vehicle.
- k. Proper attire shall be required for all Interns participating in fire station or emergency scene activities, which will include closed-toed shoes, long dark pants and a full T-shirt (Fire Intern T-shirt is recommended).
- l. While operating as an intern of TCESD2, all Interns shall act in a professional manner.
- m. Interns shall sign the Activity Sheet (green sheet) whenever participating in the program.
- n. Interns shall understand that they may be present at situations that require a high degree of confidentiality/privacy related to incident or medical information. Interns are not allowed to share incident or medical information with anyone outside TCESD2 for any reason. Failure to maintain proper confidentiality/privacy may lead to dismissal from the program.
- o. Fraternalization between Interns and employees of TCESD2 is strictly prohibited.
- p. Interns may attend TCESD2-sponsored training as well as training with the TCESD2 Fire Explorers. While training with the Fire Explorers, Interns shall be under the direction of a Fire Department Explorer Advisor.
- q. Interns may not be in the fire stations unaccompanied at any time with the exception of times during their scheduled duty when the full-time staff is out of the office.

### **III. Obligations of Interns:**

- a. Interns must successfully complete the required components:
  - TCFP basic fire certification: an 8-week hybrid fire academy or completion of the high school fire academy.
  - National Registry emergency medical technician certification: a 16-week traditional classroom course with clinical hours. Both fire and EMT courses can be done concurrently.
  - Participation in the physical fitness program: an obstacle course that proves minimum entry level physical ability.
  - Positive performance evaluation by staff throughout internship: a monthly evaluation based on daily performance.
- b. Interns must have regular attendance for 40 hours per week throughout the Internship Program.
- c. Interns must become familiar with TCESD2’s Standard Operating Guidelines, which includes the department’s Mission Statement, Organizational Statement and Code of Ethics.
- d. Interns must know and obey all rules as set forth by the TCESD2.

- e. Interns must participate in TCESD2 events, which include, but are not limited to, department awards picnics, holiday parties, parades, drills, general meetings, semi-annual cleaning, hose and ladder testing and special committee meetings.
- f. Interns must perform other duties as assigned, to provide a thorough introduction to the firefighting profession.

**IV. Orientation and Supervision:** The Intern will orient themselves to the policies, rules and schedules of the Internship and organization. The Intern will be assigned a direct supervisor who will be available by phone or other electronic means for consultation, training and direction for the Intern.

**V. TCESD2 Responsibilities:** TCESD2 will provide an orientation to the Intern, regular feedback, a formal midterm conference, and periodic written evaluation of the Intern. TCESD2 will conduct the final evaluation of the Intern's completion of the Internship and assign a grade to the Intern as applicable.

**VI. Removal of intern:** Either TCESD2 or the Intern may revoke or end the internship at any time for any reasons. The Intern agrees that TCESD2 may end the internship if it believes the Intern is violating Internship Program rules and regulations or if TCESD2 determines the Intern's actions are detrimental to its operations.

**VII. Media Release:**

- a. The Intern grants permission to TCESD2, its legal representatives and assigns, and those acting with TCESD2's authority and permission (such as other employees acting lawfully), the unrestricted right to photograph, take film footage of, and/or make electronic sound recordings of the Intern in connection with the Internship Program (collectively, "Media") for use on the TCESD2 website or in its publications, brochures, newsletters, magazines or other types of media now or hereafter known for illustration, art, promotion, advertising, trade or any other purpose whatsoever.
- b. Intern waives any right to inspect or approve the finished Media that may be used, and Intern waives any right to royalties or other compensation arising from or related to the use of the Media.
- c. Intern agrees never to create or publish Media or content on social media related to TCESD2 that compromises safety or that could reasonably be viewed as malicious, obscene, threatening or intimidating, that disparages employees of TCESD2 or other Interns, that is an invasion of privacy or confidentiality, or that might constitute harassment or bullying.
- d. Intern may not take any unauthorized electronic equipment on an emergency ride.

**VIII. Responsibility and Insurance**

- a. Intern assumes responsibility for his/her negligence in the performance of any responsibilities, duties or obligations under this Internship Agreement. Intern is not an agent or employee of TCESD2. Intern's relationship with TCESD2 is contractual, and is terminable at any time.
- b. TCESD2 maintains liability coverage for its employees, officers, and agents in the performance of this Internship Agreement. .

- c. TCESD2's health insurance does not cover Interns. Interns may choose to provide their own health insurance for the duration of the Internship Agreement, but are not required to do so. Any medical or health-related expenses incurred by the Intern during the Internship Agreement shall be borne solely by the Intern.

**IX. General Provisions:**

- a. This Internship Agreement is the entire agreement between the Intern and TCESD2. Intern and TCESD2 may modify this Agreement by a subsequent written agreement executed by both parties.
- b. This Agreement is governed by the laws of the State of Texas. Venue is proper in Travis County, Texas.
- c. The parties executing this Internship Agreement below hereby certify they have the authority to sign this Agreement on behalf of their themselves or TCESD2, respectively.
- d. The Intern agrees to the terms and conditions of this Internship Agreement as shown by his/her signatures below.

**X. RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT**

In consideration of my acceptance into the Internship Program, I agree to release, waive, and discharge any and all claims and damages for personal injury, death, or property damage that I have and that may hereafter accrue to me while participating in the Internship Program. This agreement is intended to discharge, in advance, Travis County Emergency Services District No. 2, including its officers, employees, agents, co-sponsors or volunteers (collectively, TCESD2), from any and all liability that may arise while I am participating in the Internship Program, even if that liability arises out of negligence or carelessness on the part of TCESD2.

I further agree to indemnify and hold harmless TCESD2 from, against, and for any claims, suits, judgments, proceedings, losses, liabilities, damages, or expenses arising out of any injury, death or property damage that occurs while participating in the Internship Program, even if the injury, death or property damage arises out of the sole negligence of TCESD2.

I understand that participation in the Internship Program involves an element of risk and that there is a real potential for injuries or accidents. Knowing and understanding those risks, I hereby agree to assume all risks of my participation in the Internship Program. I further agree that this agreement to waive and release TCESD2 from liability, to indemnify and hold harmless TCESD2, and to assume the risks of participating in the Internship Program is to be binding on my heirs, executors, and assigns.

**I HAVE CAREFULLY READ THIS RELEASE AND WAIVER OF LIABILITY, ASSUMPTION OF RISK, AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW. I UNDERSTAND THAT THIS IS A BINDING CONTRACT BETWEEN TCESD2 AND ME.**



**TRAVIS COUNTY EMERGENCY SERVICES  
DISTRICT No. 2**

**INTERN**

**Recommended by:**

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_

Name: \_\_\_\_\_

Date: \_\_\_\_\_

**Approved by:**

\_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

## **Appendix B - Texas Commission on Fire Protection (TCFP) Basic Certification Requirements**

Basic fire suppression certification - overview

To work in Texas as a paid firefighter, you have to earn a Texas "basic structure fire suppression" certificate. To earn the certificate, you must:

1. Finish a basic firefighter training program.
2. Show that you can perform basic fire-fighting skills.
3. Pass the state certification test.
4. Finish your emergency medical responder training.
5. Get fingerprints and pass a criminal history background check (should be done beforehand).
6. Apply for your certification.

Additional information can be found here:

[http://www.tcfp.texas.gov/certification/basic\\_certification/basic\\_certification-overview.asp](http://www.tcfp.texas.gov/certification/basic_certification/basic_certification-overview.asp)

## **Appendix C – Texas Department of State Health Services (DSHS) Emergency Medical Technician Basic Certification Requirements**

### **Initial certification-licensure**

Texas has five levels of certification. The highest is Licensed Paramedic, followed by EMT-Paramedic, Advanced EMT, EMT-Basic and Emergency Care Attendant (ECA). To view EMS certification/licensure rules and policies, visit our Rules/Policies page.

In Texas, EMS training programs are approved and monitored by staff in field offices located throughout the state.

### **Application and exam process for all applicants**

Note that the processes for state application and National Registry application are separate and distinct. You must pass the NR exam to become eligible for state certification; therefore, you must meet all requirements (such as application, fee, etc.) set forth by NR. To view NR requirements, go to [www.nremt.org](http://www.nremt.org). If you want to work in Texas, you must gain state certification by following the application instructions below. You are allowed to take the NR exam prior to submitting your state application.

### **Requirements**

1. Be at least 18 years old
2. Have a high school diploma or GED certificate
3. Successfully complete a DSHS approved EMS training course
4. Submit a completed EMS Personnel Certification application and fee
5. Pass the National Registry exam
6. Submit fingerprints for Texas/FBI criminal history check.
7. Paramedic licensure applicants are required to follow the steps above and submit proof of either a two-year EMS degree or a four-year degree in any field. See equivalency.

## **Appendix D - Candidate Physical Ability Test (CPAT)**

The Internship Program provides a physical fitness program to prepare candidates for taking and passing the CPAT. Passing the CPAT is required for employment as a paid firefighter in Travis County Emergency Services District No. 2.

Individuals should engage in advanced physical training prior to the CPAT, targeting muscle groups used in lifting, pushing, pulling, carrying and other actions related to firefighter tasks. A workout program may include distance running, sprints, rowing, stair climbing with weight pack and weight lifting to develop both the upper and lower body.

Download and view the Candidate Preparation Guide for information about specific physical training and weightlifting in preparation for the CPAT. See Appendix B of the [CPAT Manual](#).

The CPAT exam is comprised of eight stations that are completed in one continuous sequence. The test is pass/fail. The maximum time allowed for passing is 10 minutes and 20 seconds. Download/view the CPAT Orientation Guide for detailed information at <https://www.seattle.gov/Documents/Departments/fireJobs/CPATOrientationGuide.pdf>.

## Appendix E – National Fire Protection Association (NFPA) 1582 Physical Requirements

Medical clearance from the TCESD2 physician is required as a condition of employment. It is important to note that there are medical conditions that disqualify a candidate from being a firefighter with TCESD2.

General information about an NFPA physical can be found here:

<http://www.fstaresearch.org/iafc-releases-guide-to-address-gap-in-firefighter-physicals/>

Physician Guidance *\*TCESD2 retains a physician who conducts the NFPA 1582 physical.*

<http://www.fstaresearch.org/resource/?FstarId=11591>

The actual NFPA 1582 standard can be found here:

<https://www.nfpa.org/codes-and-standards/all-codes-and-standards/list-of-codes-and-standards/detail?code=1582>

## **Appendix F - Monthly Objectives Required for Stipend**

Interns must follow all applicable TCESD2 policies and procedures. The following are specific responsibilities of the intern. These items must be completed in a satisfactory manner in order to receive the stipend.

Failure to meet monthly objectives may also lead to dismissal from the program. The intern must show up to assigned training periods, assignments, and communicate emergency situations when they cannot attend. More than 3 absences will result in dismissal from the program.

Interns must participate and comply with EMT-Basic and/or fire training program requirements, assignments, exams, and tests. Interns must participate, assist, and comply with execution of fire and life safety education programs for the general public. Interns must meet the following applicable monthly benchmarks:

Each month- Positive performance evaluation.

Each month- Fire and EMT course requirements.

Each month- 80 average or better on block exams (no zeros).

CPAT- Month 1, must successfully complete the stepmil event according to CPAT guidelines.

CPAT- Month 2, must successfully complete the stepmil portion, and complete the remaining course.

CPAT- Month 3, must successfully complete the stepmil portion, and complete the remaining course within 12 minutes.

CPAT- Month 4, must successfully complete CPAT course.