



Travis County ESD No. 2 HEALTH & FITNESS INTERNSHIP PROGRAM

2019

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, is named “the District” throughout this document. The District designed its Health & Fitness (HF) Internship Program to appeal to motivated individuals who are dedicated to learning the skills necessary for a career in Strength and Conditioning (S&C).

The HF Internship Program gives interns an inside look at the District and the role of the Health & Fitness Coordinator (HFC) as a full time strength & conditioning coach in a fire department, and the District likewise has an opportunity to observe and assess an intern’s dedication, skills and performance. The District provides equal opportunities to all applicants for this internship 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 HF Internship Program:

- Offers an inside look and training opportunity for the emerging field of tactical strength and conditioning in the fire service;
- Offers interns, accepted into the program, a quarterly 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 quarterly objectives in the program (see Appendix C).

The field of tactical S&C is continuing to grow and there are special considerations when working within the first responder community. Successful completion of the HF Internship Program will result in an understanding of these and can lead to employment in a wide area of opportunities.

The District’s Internship Program offers the following:

1. Practical work experience in strength and conditioning including but not limited to: assisting the HFC in the implementation of training programs and leading small groups independently
2. Education in the most recent research related to the fire service and first responders and their health & wellness
3. The opportunity to educate and present to the department on several topics
4. Exposure to the standardized and research supported Fitness Assessments used in the Fire Service such as the Candidate Physical Ability Test (CPAT) (see Appendix D) and others used at the District

ARE YOU ELIGIBLE TO JOIN THE INTERNSHIP PROGRAM?

Applicants must be at least age 18 and be able to read, write, and speak English; understand and follow supervisory direction; and meet the Internship Program attendance requirements. Applicants must meet the following criteria:

- Have completed a bachelor's degree; OR
- Have a professional certification from the National Strength and Conditioning Association (NSCA), American College of Sports Medicine (ACSM), or like; and
- Have a minimum of 6 months of training individuals or in a group setting.

Interested applicants must:

1. Complete the District's application
2. Submit a 3-5 minute video of example coaching;
3. Complete the District 's interview; and
4. Sign the Internship Agreement (Appendix A);

WHAT IS REQUIRED DURING THE PROGRAM?

Under the direction of the Training Chief and supervised by the Health & Fitness Coordinator (HFC), the program traditionally lasts 16 weeks and requires 30 hours per week of classroom and mostly hands-on instruction; generally from 7 a.m. to 2 p.m. daily, with a 1 hour lunch break. Interns are trained concurrently in the principles of strength and conditioning, biomechanics, introduction to the fire service and its culture, standardized fitness assessments used in the fire service, and the considerations of training first responders. Outside the classroom interns will assist in coaching a hiring recruit academy, a high school fire academy, and incumbent fire fighters, as well as participate in some ride-alongs on emergency vehicles.

An adequate level of physical fitness is required, as the HF intern will be partaking in the training and testing for the Candidate Physical Ability Test (CPAT). Passing this test is not required by the H&C intern, but participation is.

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 components:

1. Assist in all Fire and EMT intern training sessions and testing procedures;
2. Assist in training of HS academy and incumbent firefighters;
3. Attempt CPAT testing each quarter;
4. Read 5 peer-reviewed articles or publications related to firefighter health & wellness, draft a written summary and discuss topics with the HFC;
5. Produce a 10-15 minute recorded presentation on an approved topic to be distributed to the department each quarter. The HF Intern will come up with the ideas for the presentations and the HFC Will approve topic;

6. Assist HFC with any appropriate office duties, including but not limited to, programming data collection, and supplementary program development;
7. Regular and satisfactory participation in the physical fitness program and; and
8. Positive performance evaluation by staff throughout the program.

WHAT HAPPENS AFTER COMPLETING THE INTERNSHIP PROGRAM?

At completion of the internship, the HF intern will have gained both a working knowledge and experience of the role of strength and conditioning in the tactical realm, specific to the fire service.

The HF Intern will be encouraged to seek employment in the realm of strength and conditioning. The HFC is able to serve as a reference should the HF intern choose.

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 program of professional development and training in a professional setting (Internship Program).

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 professional entities. The Internship Program provides classroom instruction and field training to prepare the for a career in strength and conditioning.
- 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 quarterly 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 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 District provided equipment that is appropriate for the activity being performed.
- c. Interns may NOT be substituted as employees 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 must obey and follow direction of any TCESD2 Officers or Staff at all times, whether on an emergency or non-emergency scene.
- h. 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.

- i. Proper attire shall be required for all Interns participating in fire station or emergency scene activities, which will include closed-toed shoes, full T-shirt (Intern T-shirt is recommended), and long dark pants or physical training (PT) shorts, when appropriate.
- j. While operating as an intern of TCESD2, all Interns shall act in a professional manner.
- k. Intern activity shall be tracked whenever participating in the program.
- l. 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. The use of personal electronic devices to capture images of emergency scenes is strictly prohibited.
- m. Interns shall understand they they may be present at situations that require a high degree of privacy related to the fitness of TCESD2 employees. Interns are not allowed to share any of this information with anyone outside of the HFC. Failure to maintain proper privacy may lead to dismissal from the program.
- n. Fraternalization between Interns and employees of TCESD2 is strictly prohibited.
- o. 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.
- p. 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:
 - Assist the HFC in training of the Fire and EMT Interns, HS Academy, and Department Firefighters.
 - Read a minimum of 5 peer-reviewed articles or publications related to firefighter health and wellness, draft a written summary and discuss topics with HFC.
 - Produce a 10-15 minute recorded presentation on an HFC approved topic each quarter. Some of these will be assigned by the HFC, others can be chosen by HF Intern.
 - Participation in the physical fitness program: training and attempt of an obstacle course that proves minimum entry level physical ability.
 - Positive performance evaluation by staff throughout internship: a quarterly evaluation based on daily performance.
- b. Interns must have regular attendance for 40 hours per week throughout the Internship Program. More than 3 absences may result in dismissal from the program.
- c. Interns must become familiar with TCESD2's Standard Operating Guidelines and policies, 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 culture of the fire service or the role of the HFC.

- 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:

Signature:

Name: _____

Name: _____

Title: _____

Date: _____

Date: _____

Approved by:

Name: _____

Title: _____

Date: _____

Appendix B - Candidate Physical Ability Test (CPAT)

The Internship Program provides a physical fitness program to prepare its Fire and EMT 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.

The HF Intern is required to partake in the physical training in preparation for the CPAT as well as the CPAT testing attempts. Passing the CPAT is not a requirement for the HF Intern; there are no required CPAT performance standards for the HF Intern.

The information listed below is for information purposes only:

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 C - Quarterly 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 quarterly 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 may result in dismissal from the program.

Interns must meet the following applicable quarterly benchmarks:

Each quarter- Positive performance evaluation.

Each quarter- Minimum of 5 peer-reviewed articles and/or publications regarding firefighter health and wellness. Some of these will be assigned by the HFC, others can be chosen by HF Intern. Draft a written summary of each review and discuss with the HFC.

Each quarter – Participation in CPAT training and CPAT testing. CPAT performance standards are not a requirement for the HF Intern.

For reference, the quarterly benchmark standards set for the Fire and EMT Interns are below. These performance standards are not required for the HF Intern

- Quarter 1, must successfully complete the stepmil event according to CPAT guidelines.
- Quarter 2, must successfully complete the CPAT course within 15 minutes.
- Quarter 3, must successfully complete the CPAT course within 12 minutes.
- Quarter 4, must successfully complete the CPAT course within 10 minutes and 20 seconds. (National CPAT standard)