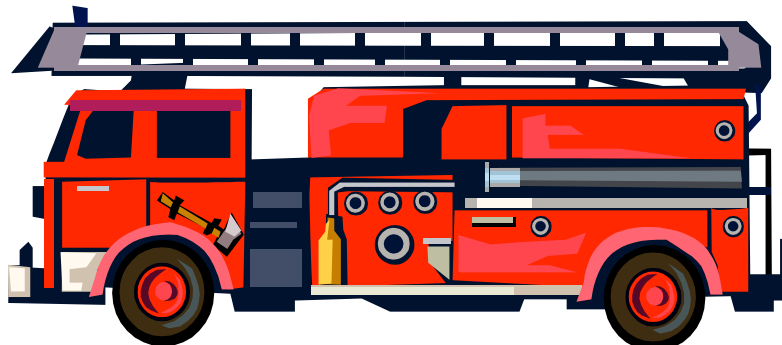




Firefighter Internship Program



A Cosumnes River College Cooperative Work Experience Education Program
in partnership with the
Cosumnes Community Services District Fire Department



Dear Firefighter Internship Candidate,

Thank you for your interest in the Cosumnes River College (CRC) Cooperative Work Experience Education (Co-op) and Cosumnes Community Services District Fire Department Internship Program. We have developed this booklet to provide you with information to become more acquainted with what this program is and how it works.

The Firefighter Internship Program is a collaborative effort between Cosumnes River College's Co-op Work Experience Education Program and the Cosumnes Community Services District Fire Department. CRC and Cosumnes Fire have been partners since 1987.

The program is a 2 year commitment and is designed for fire technology students who desire a real-world opportunity to apply knowledge and skills learned in the classroom to an internship site. It also includes participation in a required weekly Fire Technology Work Experience class (FT498). This course provides an opportunity for students to learn more about their chosen career, develop confidence, and obtain valuable information on professional development.

Cosumnes CSD Fire Department and CRC take pride in this partnership and program and have set high standards that students must meet in order to be a part of this great team. As a result, our student interns have excelled and have been highly successful in achieving their career goals.

The Firefighter Internship is designed to provide the successful student with the State certifications necessary to obtain fulltime employment in the fire service. Certifications include: Firefighter I, HAZMAT FRO, Confined Space Awareness, Vehicle Extrication, and ICS200.

As you read this booklet, consider all aspects of the internship seriously and how they would fit into your lifestyle. Give serious consideration to the time commitment, the cost involved for participating, and most importantly, why you are selecting this field for your future. We encourage you to read the enclosed information carefully.

You can connect with the CRC/Cosumnes CSD Fire Department Internship by calling the CRC Cooperative Work Experience Education & Internship program at (916) 691-7372; located in the Business & Social Science Building at BS 106.

Thank you for your interest in our program!

Cooperative Work Experience Education
Cosumnes River College

Cosumnes Community Service District
Fire Department

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Benefits of the Firefighter Internship Program

Seven Reasons to Acquire an Internship

1. To check out or decide if this is a career that aligns with your interests, values, skills, and personality. Most importantly, will this career be a good fit for you, and will it make you happy?
2. To gain hands-on experience.
3. To mentor under experienced professionals.
4. To develop new technical and soft skills.
5. To obtain the necessary certifications, including a Firefighter I Certificate, to gain employment.
6. To improve your job-related skills in oral and written communications.
7. To give back to the community.

Reasons Why the Required Co-op Fire Technology 498 Work Experience Class Will Benefit YOU

You Will:

1. Have an opportunity to check out your career decision. Is the fire technology field a good fit for you?
2. Earn transferable units, up to 16 in total, of academic credit in your major.
3. Acquire team building skills.
4. Discover effective ways to market yourself for future employment opportunities.
5. Learn to establish successful work habits.
6. Develop effective listening and communication skills.
7. Better understand and honor diversity in the workplace.
8. Realize the benefits of maintaining a balanced lifestyle.
9. Learn to utilize effective time management tools.
10. Explore career opportunities, assessment and management skills.

The Job of Firefighting

Every year, fires and other emergencies take thousands of lives and destroy property worth billions of dollars. Firefighters help protect the public against these dangers by rapidly responding to a variety of emergency situations. They are the first emergency personnel at the scene of an accident or medical emergency and may be called upon to put out a fire, treat injuries and illnesses or perform other vital functions.

Firefighters spend much of their time at fire stations, which usually have features common to a residential facility like a dorm. When an alarm sounds, firefighters respond rapidly, regardless of weather or time of day. Because fighting fire is dangerous and complex, it requires organization and teamwork. At every emergency scene, firefighters perform specific duties assigned by a Fire Officer. At fires, they connect hose lines to hydrants, operate hoses, use power tools, and position ladders for fire ground

operations. Firefighters may also rescue victims, ventilate smoke-filled areas, and provide emergency medical services to the sick and injured. In fact, most calls to which firefighters respond involve medical emergencies. About half of all fire departments provide ambulance service for victims. Most departments require firefighters to be certified as Emergency Medical Technicians (EMT) as a minimum. A great deal of Fire Departments desire their employees to be Licensed Paramedics.

Between alarms, firefighters clean and maintain equipment, participate in training and drills, conduct fire inspections, and participate in physical fitness activities. They also prepare written reports on fire incidents and review fire science literature to keep abreast of technological development and changing administrative practices and policies.

Among the personal qualities firefighters need are mental alertness, self-discipline, courage, mechanical aptitude, endurance, strength, and a sense of public service. Initiative and good judgments are also important because firefighters make quick decisions in emergencies. Members of a crew live and work closely together under conditions of stress and danger for extended periods; therefore they must be dependable and able to get along well with others.

Firefighters are also community advocates. They assist citizens from all walks of life whose lives are in their hands. Firefighters must be caring and sensitive to people who are caught in very vulnerable life situations. Therefore, firefighters must have “soft skills” as well as technical skills. Their ability to listen and communicate with individuals and co-workers, follow directions, and respect team members, **are required characteristics of a quality firefighter.**

The Cosumnes Community Services District Fire Department

Settler James Hall built a stage stop and hotel in the area known as Elk Grove in 1850. Other settlers also came to the area in search of prosperity-prompting commercial development along Main Street. In 1892, the Elk Grove Fire Department and Elk Grove Water Works were founded simultaneously after a series of disastrous fires threatened to ruin the town. The Department began with a small group of volunteers and a single hose cart over 100 years ago and since then has continued to grow along with the community of Elk Grove.

In 1985, the Department changed its name from the Elk Grove Fire Department to the Elk Grove Community Services District Fire Department. The merging of the Fire Department with the Elk Grove Recreation and Parks District brought about the change in names.

The Cosumnes Community Services District encompasses approximately 157 square miles, bounded on the north by Calvin Road and the Sacramento City Limits; on the east by the Cosumnes River; on the south by the San Joaquin County Line and on the west by the Union Pacific Railroad/Mokelumne River. The District serves the residents

of the City of Elk Grove and the City of Galt as well as the other unincorporated territories of south Sacramento County. The Department operates eight fire stations. The Cosumnes CSD Fire Department proudly serves the community by providing response to fires and non-fire related emergencies. The Department also provides fire prevention inspections, plan review, public education, fire investigation, and advanced life support and transportation for medical emergencies in the community.

The Cosumnes Community Services District Fire Department's mission statement is:
"To protect lives, property, and the environment from fire or other natural and man made disasters and emergencies in a courteous, timely, and effective manner."

The mission statement of the Community Service District is:

"To enhance the quality of life for those residing, doing business, and visiting the Elk Grove Community."

Minimum Qualifications for Acceptance into the Firefighter Internship

1. Complete Fire Technology (FT) 300 Fire Protection Organization (3 units), with a "C" or better, prior to applying for the Co-op Internship Program. This class provides an introduction to fire protection, career opportunities in fire protection and related fields, philosophy and history, and more.
2. Possess a current Sacramento County EMS EMT (or Paramedic) Certification Accreditation Card. Paramedics must also have a California Sate Paramedic License.
3. Possess a current CPR for the Healthcare Provider Card (or the equivalent) from the American Heart Association and maintain it during the entire FT 498 Program.
4. Posses a GED or a High School Diploma.
5. Have a valid California driver's license.
6. Be 18 years of age or older.
7. Have an overall GPA of 2.5 or better.
8. Possess the strength and stamina to pass a Physical Abilities Test and a Doctors Physical including a respiratory test.
9. Consent to a qualifying DOJ, FBI background check.
10. Be able to demonstrate prior work or leisure teamwork experience.
11. Be able to purchase selected fire clothing.
12. Register in Fire Technology Work Experience 498 class and pay appropriate unit fee for every semester you participate in the internship. Enrollment is required.
13. Participate in an interviewing workshop prior to your oral interview.
14. If accepted into the program you will receive an instructor permission number and must register in Fire Technology FT 210 (Firefighter Internship Training Program), pay the appropriate 8 unit fee and any additional costs associated for this course. Enrollment is required.

Application Process

Visit the Co-op Office in BS 106. Submit a resume, cover letter, copy of unofficial college transcript(s), your fall class schedule, firefighter internship application form, and proof of paid registration for Fire Technology 498. Complete a Co-op Student Internship application online at **www.myinterfase.com/crc_losrios/student**.

This packet of information is due no later than **Friday, May 20, by 5:00 PM**, though it may be turned in prior to that date to a CRC Co-op Program staff member.

Acceptance into the program: Those who meet the minimum qualifications will be scheduled for an oral interview with representatives from Cosumnes River College and the Cosumnes CSD Fire Department. Selection for entrance into the internship program will be based on the interview. You will be notified of the interview date. If you are not selected for the internship you will need to drop the Fire Technology 498 class by the fee refund deadline.

Oral Interview

The oral interview is an opportunity to “sell yourself.” The interview is designed to measure your interpersonal skills, ability to solve problems, and find out how motivated you are to obtain a career in the fire service.

You will need to prepare for the interview in the same manner you would prepare for a written or physical agility test. Research the Cosumnes CSD Fire Department/CRC Co-Op Firefighter Internship Program. Anticipate the questions that will be asked and practice. Usually at the end of the interview you will be asked if there is anything you would like to add; this will be your chance to sum up your skills, abilities, and why you would be the right person for the Firefighter Internship Program.

To help you prepare for the interview, you will be required to attend an interviewing workshop sponsored by the CRC Co-op Work Experience & Internship Program. You will be contacted either by phone, mail or email regarding the workshop dates and times.

Once you have been officially accepted in the program you will receive an instructor permission number and must enroll in FT 210 and show proof of enrolment and payment prior to the first day of class. Each student will need to acquire an add slip from Captain Haas. No students will be able to enroll without an add slip!

What You Will Be Doing As a Firefighter Intern

The internship program requires a basic commitment of 2 years, and will consist of a total of four school semesters and one summer session.

1. **Returning to the program is not automatic.** In order for you to continue on through each of the four semesters and summer session, you will need to be invited back each term by the Cosumnes Fire Department and Cosumnes River College.
2. You will need to complete a Fire Technology Work Experience 498 class and earn a grade of “C” or better, and maintain an overall GPA of 2.5. Each semester you are an intern, you are required to register for Fire Technology 498.

Orientation

Your Orientation at the Cosumnes CSD Fire Department worksite will take place prior to the start of the semester. Check your email for the exact date and time. The first session will start with a joint orientation for all firefighter interns given by Cosumnes CSD Fire Department and CRC staff. Dress professionally casual, returning Interns must be in uniform, and make sure you bring a tablet and something to write with.

CAUTION: Please make sure you attend and actively participate in your weekly Fire Technology 498 Work Experience class beginning the first week of school. Attendance is mandatory. If you do not attend, your professor will DROP you from the firefighter internship.

First semester

The first semester of the internship (Fire Technology 210) will provide you with basic firefighter training instructed by the Cosumnes CSD Fire Department’s Training Division. You will acquire knowledge and skills needed to safely perform basic tasks required during emergency operations and to prepare you for the second semester. Firefighter Interns will be provided with technical and procedural information in the areas of personal protective equipment, ropes and knots, forcible entry tools, ladders, hose, and property conservation. Interns will also be given a chance to apply their knowledge and skills through written and practical demonstration.

The Fire internship Academy (Fire Technology 210) is a Pass/No Pass class. This course is not transferable and can not be used toward the Fire Technology AA degree at the college. Students will be required to pay costs of PPE, uniforms, and additional certifications. The course is offered at the Cosumnes Fire Department Training Center during the fall semester on Friday evenings from 6 PM to 10 PM and on Saturdays from 7 AM to 5:00 PM. There may be additional days and evenings required, your Training Captain will inform you of your actual schedule during the orientation. Attendance is mandatory. Each Friday and Saturday, students attend classroom training and/or will apply their knowledge and skills through hands-on training and drill. What interns learn will be documented. They will earn points that will count toward their letter grade and seniority in the class.

Because Co-op is an academic program, Firefighter Interns will be required to enroll and attend a Fire Technology Work Experience 498 Class. This is required each semester you are enrolled in the internship program. **In the first semester, which will be for fall, students should sign up for one unit.** The formulas for unit count, as well as how this class works will be explained in your FT 498 class by your professor.

The content of the class and your final grade will be based on:

1. What you learn at your internship site. You will document what you intend to learn on your “Specific Learning Objectives” form. In addition, you will be evaluated on your progress at your internship site, as well as keep track of the hours involved. Points will be earned for this experience. This procedure is a State of California Title V community college requirement to enable you to obtain a grade.
2. What you learn in the classroom. The weekly class is designed to assist you with your own career management, clarify your career decisions and goals, and help you to make a smooth transition from being a student to becoming a more productive part of the workforce. In addition, it will also prepare you to enter today’s job market. A variety of competitive marketing strategies are taught to enable you to get and keep a job, as well as assist you with your overall professional skill development.

Second semester

The second semester and following semesters, allow you to work at one of Cosumnes CSD Fire Department’s stations. Participation in the second semester is dependent upon your successful completion of all required coursework with the Fire Technology Work Experience 498 class and internship experience at the Cosumnes Fire Department with a grade of “C” or better, and an invitation to return from both agencies.

This semester provides you with the opportunity to work one 24-hour shift per week with the Department; you will actually experience what it’s like to be a firefighter! You will work, train, and live with the Cosumnes CSD Fire Department personnel. Provided you are interested and invited to come back, you may also sign up for the summer session and the two semesters the following year.

Cosumnes CSD Fire Department’s Wellness Program

Firefighter Interns are encouraged to participate in Cosumnes CSD Fire Department’s comprehensive wellness (fitness) program. Once all necessary paper work has been completed, Firefighter Interns will have access to Cosumnes CSD Department’s physical training equipment while on duty. The wellness program gives you a great opportunity to continue your commitment to physical fitness. Firefighter Interns can use the training equipment to get ready for the physical ability test that many fire departments require you to pass as a prerequisite for employment. The strengthening of your body through the wellness program is also a great way to prevent injuries. Firefighting is very

physically demanding work, so physical fitness is a must! To prepare yourself for a future Firefighter Intern position, you are strongly encouraged to begin a physical training program as soon as possible. Physical training should be concentrated on cardiovascular, strength, and endurance. If you do decide to take the opportunity to participate in the wellness programs you will need the proper physical training uniform. (You should always consult a physician before starting a physical fitness-training program.)

The appropriate physical training uniform includes the following:

1. Solid blue shorts or sweatpants (CRC/CSD Internship Logo Only).
2. Appropriate athletic footwear.
3. Department regulated T-shirt or sweatshirt.

Uniform Requirements

All Firefighter interns are responsible for obtaining and maintaining the personal and protective gear and equipment required for their assignments. All uniform items shall be maintained in presentable condition. Faded, worn or damaged articles shall be repaired or replaced. As an intern you will be required to wear a Class “B” (daily) uniform while on duty. Typically, Class “B” uniform shirts shall be worn during business hours. The shirt is to be worn over a navy blue 100% cotton department regulated T-shirt. When directed by their supervisor, interns may wear the Department regulated T-shirt without the uniform shirt for activities such as emergency response, training, and maintenance.

Items	Estimated Cost	Paid by Student to
Turnout gear (Personal Protective Equipment): Coat, Pant, Boot Helmet, Hood, Gloves, Bag	\$1461.00	CSD or a Private Vendor
Uniforms: Shirt, Pant, Boots, Belt, Fanny Pack, Safety Glasses	268.00	Private Vendor
Physical Training (PT): T-Shirts, Shorts, S-Shirt, Hat	65.00	Private Vendor
Textbook	50.00	CRC Bookstore or Private Vendor
Special Certificates (Optional)	TBD	State Fire Marshall
Total Estimated Unique Costs	\$1,844.00	

Characteristics of Successful and Unsuccessful CRC/ Cosumnes CSD Fire Department Interns

Many students believe that by participating in an internship, the experience will automatically give them a job upon completion of their experience. In life, there are no guarantees. Therefore, many experiences do not lend themselves to becoming “automatic.” Through the years we have observed what makes a successful student intern; an intern who ultimately obtains employment expediently; and what makes an unsuccessful student intern; an intern who has been fired from the internship and/or had difficulty with obtaining full time work. The list offered below helps you to understand program standards regarding what behaviors are successful and what behaviors are not.

Successful Firefighter Interns

Seeks and clarifies intern program information

Asks questions at intern site in respectful manner

Corrects and learns from mistakes

Comes to all FT 498 and Academy classes
before time

Attends all FT 498 and Academy classes

Consistently submits FT 498 forms on time
to Cosumnes Training Chief and CRC Professor

Displays a positive/mature attitude. Asks
“What can I do next to assist the organization
or team member?”

Realizes there’s always more to learn

Genuinely cares about helping people

Willingly cleans the toilets

Unsuccessful Interns

Ignores confusion regarding
program requirements

Doesn’t ask questions, makes
assumptions / mistakes

Makes mistakes and moves on

Consistently late to classes and
makes excuses

Misses classes; is dropped for
poor attendance

Rarely submits FT 498 forms
on time

Self-Centered; cares only
about self and getting ahead

Thinks he/she knows it all

Helps people only so he/she can
“look good”

Doesn’t think they have to do this
type of work

Cosumnes River College Degree AA-Fire Technology

The fire service is one of the most dynamic employers in the country. This CRC program is designed to provide the student with updated skills and knowledge necessary to complete and successfully apply for fire service positions. Students may earn an A.A. Degree in Fire Technology or a Certificate in Fire Technology.

Degree, A.A.—Fire Technology

CODE #1127

This curriculum is designed to serve both as an in-service program and as a pre-employment program for students seeking employment or advancement in the profession of urban fire fighting and fire suppression.

Required Program		units
FT 300	Fire Protection Organization	3
FT 301	Fire Prevention Technology	3
FT 302	Fire Protection Equipment and Systems	3
FT 303	Building Construction for Fire Protection	3
FT 304	Fire Behavior and Combustion	3
EMT 100	Emergency Medical Technician*	5

Plus fifteen units selected from:

FT 110	Fire Apparatus	3
FT 130	Fire Company Organization and Management	3
FT 132	Fire Service Records and Reports	3
FT 140	Related Codes and Ordinances	3
FT 170	Fire Investigation	3
FT 180	Rescue Practices	3
FT 190	Tactics and Strategy	3
FT 320	Hazardous Materials	3

Totals Units Required **35**

*A current California EMT 1, EMT 1A, or EMT IFS certificate will be accepted as satisfactory completion of the EMT 100 requirement.

Suggested Electives: Environmental Technology 310, 320; Fire Technology 498

The Fire Technology Certificate and General Education Graduation Requirements can be found in the CRC course catalog. Contact the Division Office for Careers and Technology for more information, (916) 691-7391.

Alternative Career Paths Within the Fire Service

Fire Prevention / Public Education Internship Opportunities

Save lives through prevention and education. Firefighters save lives and property when they respond to emergencies already in progress. The Fire Prevention Bureau aims to prevent these emergencies before they occur.

Work Site: Cosumnes CSD Fire Administration, 8812 Elk Grove Blvd

Minimum Qualifications for Acceptance Into the Fire Prevention/ Public Education Internship

1. Posses a GED or a High School Diploma.
2. Have a valid California driver's license.
3. Be 18 years of age or older.
4. Have an overall GPA of 2.5 or better.
5. Consent to a qualifying background check.
6. Be able to demonstrate prior work or leisure teamwork experience.
7. Be able to purchase selected fire clothing.
8. Register in Fire Technology Work Experience 498 class and pay appropriate unit fee for every semester you participate in the internship. Enrollment is **required**.

9. **Public Education** Only (does not apply to Fire Prevention)
Complete two semesters of course work (at least 6 units) in any of the following **Areas of Study**: Advertising/Public Relations, Communication Studies, Early Childhood Education, Education/Teaching, Emergency Medical Technology, Family & Consumer Science, Fire Technology Health Education, Human/Career Development, Human Services, Humanities, Interdisciplinary Studies, Marketing, Social Science, Sociology, Spanish.

10. **Fire Prevention** Only (does not apply to public education)
 1. Complete Fire Technology (FT) 300, Fire Protection Organization (3 Units), with a "C" or better, prior to applying for the Co-op Internship Program.
 2. Complete Fire Technology (FT) 301, Fire Prevention Technology (3 Units), with a "C" or better, prior to applying for the Co-op Internship Program

What You Will Be Doing As a Fire Prevention Intern

1. Conducting plan review.
2. Conducting new construction inspections.
3. Conducting code enforcement inspections.
4. Fire Investigations.

Fire Prevention Interns will work alongside Fire Prevention Bureau staff including the Fire Marshal, Fire Inspectors, Fire Investigators and Plan Intake Staff.

Fire Prevention Interns may work 8 + hours per week. Interns may set their schedule of hours to be completed any time Monday through Friday, 7:00 am to 5:00 pm.

What You Will Be Doing As a Public Education Intern

1. Delivering fire safety presentations.
2. Staffing a fire department booth at health and safety fairs.
3. Planning and preparing for fire department public outreach events.
4. Creating written and electronic educational materials for public distribution.
5. Attending classes and workshops on safety education topics such as fire safety as well as injury prevention topics such as: child passenger safety, water safety and disaster preparedness.

Public Education Interns will work with the Public Education Officer as well as Fire Prevention Bureau staff and Firefighters.

Public Education Interns may work up to 8 + hours per week. Interns may set their schedule of hours to be completed any time Monday through Friday, 8:00 am – 5:00 pm. Flexibility is desired as the opportunity for hours to be completed on weekends will occur throughout the semester.

Prior experience that may contribute to your success as a public education intern might include: fire service experience, social services experience, working with children or older adults, teaching, planning and organizing events, and marketing or public relations.

Desirable qualities of a public education intern include: Confidence speaking in front of a crowd, flexibility to adapt to working with different age groups and population segments, organizational skills in managing ongoing projects and preparing for events. Willingness to participate in events that include adverse weather conditions, require light to moderate lifting and exposure to loud noises.

**Cosumnes River College
Cooperative Work Experience Education & Internship
and Cosumnes Fire Department**

Telephone Numbers

Co-op Work Experience Education & Internships:

Co-op Office	(916) 691-7372
Co-op Coordinator	(916) 691-7533
Co-op Professor	(916) 691-7663
Co-op Internship Developer	(916) 691-7343
Division Secretary Careers & Technology	(916) 691-7391
Division Dean	(916) 691-7390

Program website: <http://wexp.losrios.edu>

Helpful CRC Telephone Numbers:

Counseling	(916) 691-7316
Financial Aid	(916) 691-7325
Veteran's Assistance	(916) 691-7422
Admission's	(916) 691-7411

Cosumnes Community Services District Fire Department:

Battalion Chief-Training Division	(916) 686-5140
Captain-Training Division	(916) 685-1752
Fire Marshal	(916) 405-7120
Public Education Officer	(916) 405-7114

Information websites: www.yourcsd.com and <http://wexp.losrios.edu>