



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

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Section: **Employment**

Subject: **NEW PROBATIONARY CANDIDATE HANDBOOK**

By Order of Fire Chief Paul Mackin

## I. Scope

The purpose of these guidelines is to assist the onboarding process of probationary (newly hired) Grand Traverse Metro Emergency Services Authority suppression personnel.

## II. General

### Guidelines:

- A. All employees represent Grand Traverse Metro Emergency Services Authority (GTMESSA) at all times while in uniform, in the classroom, or on scenes.
- B. Station Rules:
  - 1. Do not give the door combination to anyone, even family members.
  - 2. Probationary Candidate (PC) cannot show the apparatus to the public without presence of trained GTMESSA personnel.
  - 3. Do not park in handicap parking unless legally permitted.
  - 4. Do not park in "Emergency Vehicle Parking Only" area.
  - 5. All equipment and tools are to be used only after adequate training has been provided or under the supervision of GTMESSA trained personnel.
- C. Any information received at the station, on the scene, or over the paging system, is for GTMESSA use only, and not intended for public knowledge.
- D. All equipment and gear issued by GTMESSA is to be used only for its intended use, shall be maintained in good clean condition, and shall be returned within 24-hours of end of employment. The Shift Supervisor may recall any equipment for inspection or reassignment.
- E. Follow the Chain of Command.
- F. No smoking inside the station or any apparatus. Smoking is allowed in designated smoking areas only.
- G. No alcohol allowed in the station, in any apparatus, or while on duty.

## III. Definitions:

- A. **P1 (Probationary Candidate Level 1)** has no medical license or firefighting certificate. P1 will register to obtain either their medical license or firefighting certificate.

The probationary candidate shall successfully obtain Michigan Firefighter I and II certification, complete the MFFTC Driving Course, obtain a State of Michigan Operations Level HazMat certification, a State of Michigan medical license, and a valid CPR card before moving to Probationary Candidate Level 3 (P3) status.

Probationary candidates of any level are required to complete requisite Job Performance Requirements (JPRs) and be approved by the designated trainer (i.e., EMS Director, Shift Supervisor, Lieutenant, Senior Firefighter, etc.). JPRs must also be entered into the appropriate records management system (i.e. Vector Solutions).

- B. **P2 (Probationary Candidate Level 2)** has either a medical license (MFR/EMR or EMT-B or higher are acceptable) or firefighting certificate.

The probationary candidate shall successfully obtain Michigan Firefighter I and II certification, complete the MFFTC Driving Course, obtain a State of Michigan Operations Level HazMat certification, a State of Michigan medical license, and a valid CPR card before moving to Probationary Candidate Level 3 (P3) status.

Probationary candidates of any level are required to complete requisite Job Performance Requirements (JPRs) and be approved by the designated trainer (i.e., EMS Director, Shift Supervisor, Lieutenant, Senior Firefighter, etc.). JPRs must also be entered into the appropriate records management system (i.e. Vector Solutions).

- C. **P3 (Probationary Candidate Level 3)** has both a medical license (MFR/EMR or EMT-B or higher are acceptable) and firefighter I and II certificate, as well as completed MFFTC Driving Course, possesses a State of Michigan Operations Level HazMat certification and possesses a valid CPR card.

The designated Shift Supervisor shall request the probationary member be taken off probation. This request will be reviewed by the Operations Chief. The probationary candidate may have their probation extended due to any shortcomings of the candidate, which shall be identified and methods to overcome them will be reviewed.

Upon completing all the requirements of the probationary process, the probationary candidate will be sworn in by the Chief as a Firefighter.

- D. **Part-time Firefighter** has completed probation and meets expectations as outlined in the job description.
- E. **Full-time Firefighter** has completed probation and meets expectations as outlined in the job description and works the full-time firefighter schedule.

#### **IV. Hiring Process**

- A. A need for the position will be established before a position is made available.
- B. A job description for the position should be reviewed or created, if needed.
- C. Position openings may be posted online with instructions for applicants to complete the application process. Positions may be posted in third-party applications, such as Indeed, Daily Dispatch, Monster, newspapers, and the like.
- D. All employment applications are to be completed online through GTMESA website and are reviewed by the Human Resources Director. Qualified applications may be forwarded to the hiring supervisor, if applicable.
- E. Qualified candidates should be contacted by the Human Resources Director.

## **V. Hiring Procedure**

### **FULL-TIME FIREFIGHTER:**

- A. Application received and minimum qualifications for eligibility verified. A written exam and physical ability test (PAT) will be performed.
- B. Background checks conducted; including driving record. Background checks must return clear of any violations or be otherwise deemed favorable. Driving records may not have five (5) or more points to be considered for employment.
- C. An interview shall be conducted and is often an interview panel comprised of a Shift Supervisor from each shift, the Operations Chief, and Human Resources Director.
- D. A conditional offer of employment will be made to the selected candidate(s). An email or letter should be sent to rejected candidates.
- E. Pre-employment physical and drug screening for the selected candidate will be successfully completed before the first day of employment. A physical ability test (PAT) will be required of suppression personnel.
- F. Once desired physical and drug screen results are received, a final decision is made by GTMESA Fire Chief. An employment offer is made by the Human Resources Director.
- G. Orientation is scheduled and an appointment date is determined for the chosen applicant.
- H. The Firefighter is assigned an appropriate status (P3, FT, etc.) and assigned to a shift and a Lieutenant.

### **PART-TIME FIREFIGHTER:**

- A. Initial interview conducted by Human Resources Director. If available, an interview is conducted by Operations Chief.
- B. A ride-along is scheduled for the applicant with an available Shift Supervisor or their designee. Ideally, the ride-along begins at 0700 and lasts until 1500 but the timing is flexible based on the needs of the organization and interest levels of both the applicant and Shift Supervisor.
- C. If recommended for hire, background checks are conducted; including driving record. Background checks must return clear of any violations or be otherwise deemed favorable. Driving records may not have five (5) or more points to be considered for employment.
- D. Pre-employment physical and drug screening for the selected candidate will be successfully completed before first day of employment. A physical ability test (PAT) will be required of suppression personnel.
- E. Once desired physical and drug screen results are received, a final decision is made by GTMESA Fire Chief. An employment offer is made by the Human Resources Director.
- F. Orientation is scheduled and is considered date of hire for the chosen applicant(s).
- G. The Firefighter is assigned an appropriate status (P3, PT, FF, etc.) and assigned to a shift and Lieutenant.

## **VI. Probationary Period**

### **FIREFIGHTER PROBATIONARY PERIOD:**

- A. The probation period is for a length of time as determined by satisfactory completion of probationary credentials, the recommendation of the Captain(s), and approval from the Operations Chief. The length of the probationary period is based on the candidate's initiative in completing this handbook and demonstrated ability.
- B. Candidates shall complete and pass a minimum of eight (8) hours of instruction on Emergency Vehicle Operator Course (EVOC) through Michigan Firefighter Training Council within previous three (3) years.

- C. P3 Candidates should complete their candidate training within six (6) months of completing both Firefighter I & II certification and obtaining relevant medical license.
- D. PC may not display department insignia on clothing or on vehicle except while on duty.

MEDICAL PROBATIONARY PERIOD:

Procedure

- A. GTMESA personnel, licensed as EMR, EMT-B, EMT-A or Paramedic, will have a period of six (6) months to complete their agency orientation and medical check-off requirements.
- B. Personnel that are currently attending a training program, such as fire school or EMT class, the time period will not begin until they have successfully completed their training and their license has been issued.
- C. Special circumstances will be reviewed by the Chief(s) and/or the EMS Director, as needed.

Response

GTMESA's Medical Probation is designed to promote consistency when evaluating the readiness of a Candidate. This is achieved by providing the "Medical Probation Credential" via Vector Solutions, which enables regular monitoring of progress and program transparency. Expectations and Objectives are immediately available to the Candidate. Successful completion of GTMESA's Medical Probation is defined as the successful completion of all Objectives and Activities within this Credential.

The following procedures/requirements will be required to be completed and found in Vector Solutions:

- A. Documents
  - 1. Medical Equipment Orientation Record
  - 2. EMS Field Performance Evaluation
  - 3. Ambulance Liability Release
  - 4. Ambulance Ride-Along Objectives
  
- B. Pre Field-Training Requirements
  - 1. HIPAA Compliance Policy
  - 2. HIPAA Awareness
  - 3. NRMCA Protocol Review
  - 4. System Overview
  - 5. Bloodborne Pathogens
  - 6. SOG 801.10 – HIPAA Compliance
  - 7. SOG 806.13 – Bloodborne Exposure Plan
  
- C. Cognitive Evaluation (JPRs)
  - 1. ETCO2
  - 2. Assure Prism Glucometer
  - 3. King Tubes
  - 4. iGels/Supraglottic Airway Devices
  - 5. LifePak 1000
  - 6. LifePak 15
  - 7. LUCAS Device
  - 8. Med Administration / BLS Kit
  - 9. Narcan
  - 10. Patient Assessment
  - 11. CPAP
  - 12. Spinal Precautions
  - 13. Trauma

- D. Psychomotor Evaluation (JPRs)
  - 1. Bleeding Control
  - 2. Glucometer Calibration
  - 3. Joint Immobilization
  - 4. LifePak 15
  - 5. Long Bone Immobilization
  - 6. Manual Blood Pressure
  - 7. Splinting – C-Collar
  - 8. Splinting – Long Blackboarding
  - 9. Traction Splint
  
- E. Patient Contact Forms
  - 1. Must have ten (10) Medical Patients and five (5) Trauma Patient Contacts.
  
- F. Ambulance Ride-Along
  - 1. Must obtain twenty-four (24) hours. First preference will be MMR and second Blair EMS.

### LEVEL OF FUNCTION

Each provider at GTMESA is required to obtain and keep Level of Function (LOF) in The Northwest Regional Medical Control Authority. The Chief(s) or EMS Director will follow these steps to obtain LOF for each provider:

- A. Contact Medical Control after an employee providing emergency medical services has been hired.
- B. Send LOF Checklist and at least State EMS License and CPR certification to NRMCA representative for temporary LOF letter.
- C. Issue LOF protocol exam, provider must complete the exam in the presence of an Officer or EMS Director. Once exam is completed, it will be sent to the NRMCA representative.
- D. Send other required certifications retaining to LOF to the NRMCA representative. This includes a Trauma (PHTLS or ITLS) certificate if functioning as a EMT-B or EMT-P.
- E. Once Agency Orientation and Medical Probation is complete, send a letter/email to the NRMCA representative.
- F. Receive LOF letter.

This is required for each agency a provider works for, except the LOF exam, which is only taken once unless the provider leaves the MCA and comes back more than a year later. The LOF exam can also be given at random to NRMCA EMS providers.

## **VII. Responding to Incidents**

- A. At any scene:
  - 1. PCs are support personnel. Tasks include pulling hose, directing traffic, shuttling equipment, salvage/overhaul, etc.
  - 2. Observation is the best training. If PCs are given an order to do something they are not qualified to do, PCs should let the person giving the order know before taking any action. Use common sense.
  - 3. Refer any questions from the public or news media to an officer or incident command.
  - 4. Do not volunteer information to anyone about any incidents, names, or places at any time. A level of confidentiality must be maintained.

## **VIII. Candidate Checklist**

A. These items are to be completed prior to or during orientation:

1. Pre-Employment Physical and drug screening completed.
2. Handbook and other Standard Operating Guideline (SOGs) issued.
3. Badge number assigned.
4. ID card issued.
5. Personal Protective Clothing and Equipment issued.

B. P3 Candidates should complete their candidate training within six (6) months of completing both firefighter I & II training and obtaining relevant medical license. These items are to be completed during Candidate Probationary Period:

1. Successfully complete and pass Michigan Fire Fighter Training Council (MFFTC) Firefighter I/II and Operations level of Hazardous Materials. Candidates are responsible to ensure any relevant Pro Board certification is processed through the State of Michigan, if applicable.
2. Successfully complete and pass a minimum of Emergency Medical Responder (EMR) or Emergency Medical Technician – Basic (EMT-B) medical licensure
3. Successfully complete and pass the MFFTC Driver Training Program

**SOG 301.30** Authorized by: *Chief Paul Mackin*

Chief Paul Mackin

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