



PCF Process

PCF Candidate - The San Luis Obispo County Fire Department will accept **Interest Forms** for Paid Call Firefighter positions continuously throughout the year.

The deadline to submit interest forms will be **September 1st** of each year at 1700 hours. If an interest card is received after this date, the Candidate can not be eligible until the following September. *Minimum requirements to apply are 18 yrs. of age, High School graduate or GED, and a valid CA Driver License.*

The Candidate must meet the minimum requirements at the time of hire. Candidate submits the interest form to the sponsoring station.

- a) Station Captain/Company Administrators contact the PCF Candidates to inform them of their interview date and the dates, times and locations of the upcoming company drills.
- b) Candidates must **attend 2 PCF drills** before the candidates interview
- c) Sponsoring Station Captain and/or PCF Administrator conducts resume reviews and **interviews** during the months of September and October.
- d) There will be a standardized pool of questions utilized for the interviews. The questions from the standardized pool may be chosen by the PCF Company and/or interview panel prior to the interviews.
- e) Candidates will be ranked and selections will be made by Station Captain and/or PCF Administrator.

Applicant - Once the selections are made the Candidate becomes an applicant. The SLO County PCF **Application** must be submitted to the Station Captain, or Company Administrator by November 1st.

The Station Captain or Company Administrator will review and submit the application to SLO County Fire Department Finance by **November 1st.** SLO County Finance will issue a vendor number and notify the station Captain.

- a) The vendor number is issued, and the Candidate becomes an Applicant
- b) County Finance will mail a packet of instructions to the applicants mailing address which will include the required documents to complete a medical evaluation
- c) The Applicant follows the instructions and makes the appropriate phone calls for appointments
- d) The Applicant will **complete W-9 & I-9** included in the packet and submit to County Finance



PCF Process (Cont.)

- e) The Applicant will complete **disability insurance** paperwork included in the packet and submit to County Finance.
- f) By **January 1st** the medical evaluation must be completed and a **fit test** will be performed on the Applicant. They will be issued their safety gear by the service center. Uniforms will be issued and accounted for by each sponsoring station. All issued safety gear and uniforms will be stored at the sponsoring station until the **Required Classes** are complete.
- g) Probationary Firefighters will be identified by green stripes on the top of their structure and wildland fire helmets for easy identification during emergency incidents. A purple stripe will indicate **non-responder until the required classes** are completed. A non-responder PCF may conduct ride-a-longs while being supervised by a company officer.

Academy/Academy Preparation- The SLO County PCF Academy starts in February each year. If the applicant has completed a Fire Academy go to step "c" below to see if they qualify for skipping the SLO County PCF Academy. All SLO County PCF cadets will be entered into **Target Solutions** upon registering for the PCF Academy. The PCF Academy Registration form will be utilized to enter the Cadet's information into Target Solutions.

- a) The applicant begins the **Academy Preparation** phase of training. The applicant will work on the academic and manipulative standards required for passing until the start of the academy.
- b) The Sponsoring Station Captain, and PCF Administrator, will ensure the Cadet completes the SLO County Volunteer Firefighter Academy Class Flyer Registration Form. The Station Captain must sign and submit the **Registration Form** to South Bay Training Center before the deadline on the registration form.
- c) If the Applicant has a **CSFM Accredited Firefighter Academy Certificate** they may petition to skip the SLO County PCF Academy and move toward completing the required classes. The Applicant must submit a letter of recommendation from the Station Captain and all training certifications and records to South Bay Training Center to be evaluated by the training staff. The training staff will determine whether the Applicant may move toward completing the required classes. If the Applicant is successful they will receive an approval letter from the training staff.

Required Classes - The Cadet must successfully pass the academy before they attend any other fire classes that would be paid for by County Fire. The Station Captain will perform an assessment based on "Academy step c" above and review of all Academy Certificates and other certificates possessed by the applicant.

- a) The Cadet must pass all required classes EMT/EMR, CPR/AED, S-190, Confined Space Awareness, HAZ-MAT FRO Decon, ICS 100, NIMS 700, Water Rescue First Responder, Diablo (if their station is in a PAZ), before initiating the task book and probation.



PCF Process (Cont.)

- b) The station Captain will submit all reviewed training documentation to the Training Center for final review.
- c) Once the required classes are completed the Cadet will have their Task book initiated by the Station Captain. Copies of the initiation page and certification will be attached and sent to training to start the time requirement for SFM FFI.

Probationary Paid Call Firefighter - Once the task book is initiated by the station Captain the Cadet becomes a Probationary PCF. The Probationary PCF will wear green stripes on their helmets to be easily identified during emergency operations.

- a) The probation process may take up to a year and include the completions of the **County Task Sheet** and sponsoring **Stations Specific Task Sheet**. By completing these task sheets the PCF will have completed half of the **SFM FFI task Sheet**. Items to be signed off on the FFI task sheet will be highlighted in yellow and should be signed off as they are completed on the County Task Sheet
- b) While on probation the Probationary Firefighter will schedule two 8 hour **Ride-Alongs** at the sponsoring station.
- c) The Probationary Firefighter may only respond to incidents under direct supervision of a station Captain and perform support roles in NON-IDLH environments. Probationary Firefighters may enter IDLH environments with a Company Officer present at all times inside the IDLH environment.

Paid Call Firefighter - Once a Probationary PCF completes all of the classes specified in the “Required Classes” and “Probationary PCF”, the Probationary PCF becomes a Paid Call Firefighter and the green stripes on their helmets may be removed.

- a) The PCF will be eligible to attend the classes in the PCF program. They will also be able to begin the process of becoming a Support Driver by starting the Support Driver Task Sheet
- b) The Classes in the **PCF** portion of the Flow Chart do not have to be completed in any specific order.
- c) The PCF Support Driver **2nd YR** portion must be completed in the order that the flow chart and task sheet display. However, the PCF may work on all classes and tasks in the 2nd YR portion of the flow chart simultaneously.
- d) The Paid Call Firefighter will be able to enter IDLH environments while assigned to a Company Officer, or Driver Operator.



PCF Process (Cont.)

PCF Support Driver - Once the PCF Support Driver Task Sheet is complete and the Paid Call Firefighter has 2 years of on the job training they may request to become a Support Driver Operator. If the station Captain determines that the PCF possesses the training and experience they may start the process for the PCF to obtain an Authorization Letter to Drive Fire Apparatus.

- a) The Support Driver will be able to operate fire apparatus equipment within the county in a support role.
- b) The Support Driver **WILL NOT** be qualified to take Command at an incident.
- c) The Support Driver **WILL NOT** be qualified to respond SLO County Fire apparatus equipment out of county
- d) The PCF Support Driver will be eligible to start the PCF Driver Operator task sheet once they have completed all of the requirements for **Probationary PCF**, **PCF**, and **PCF Support Driver**.

PCF Company Officer - Once the Support Driver has completed the **Probationary PCF**, **PCF**, **PCF Support Driver** and PCF Driver Operator the PCF Support Driver becomes a **PCF Company Officer**.

- a) The PCF Company Officer will be qualified to respond fire apparatus equipment into incidents on initial attack.
- b) The PCF Company Officer will be qualified to respond SLO County fire apparatus equipment out of county
- c) The PCF Company Officer will be able to cover County Fire Apparatus with other Paid Call Firefighters as Company Officer.



This process will incur no cost to county. The timing is good because the AHC Academy starts in September and ends in December. So if there are Candidates that will be attending AHC Academy on their own, interviews and the processes to hire them will mesh well.

If the PCF Candidate has their SFM FFI, **from a CSFM Accredited Fire Academy** already, they will still go through the pre-application, application and probationary process. After the Probationary PCF has completed ALL of the Classes in YR 1, and has reached Paid Call Firefighter status, has 1 year experience with Captains approval the PCF can petition for the CSFM FFI Certificate through SLO County Fire Training Bureau. A letter of recommendation will be sent to training and finance signed by the Station Captain and PCF Administrator.

PCF 1A - Once the Probationary Firefighter has completed the 8 months time requirement and task book they will have met the NFPA 1001 requirements. They will also have half of the SFM FFI task book completed.

- a) Station Captain completes certification letter that states completion of program. Sends letter to training and finance for possible upgrade in reimbursement.
- b) The Firefighter IA must complete all of the pre-probation required classes, have completed probation and must keep minimum attendance at drills and emergency incidents in order to qualify for the FF-IB program.

PCF IB - After 6 months in grade as a Firefighter IA they will be eligible to start the firefighter Ib task book.

- a) Task book will consist of specialized training (i.e. LARRO, Swift water ops. Surf rescue ops., etc)
- b) Task book will finish the last half of the SFM FFI requirement
- c) Task book will meet the NIMS requirement for FF

Support Driver – The Support Driver will not be a company officer. They will not take command at incidents because they will not be qualified. The ECC will retain command.

- a) The task sheet will meet the requirements for NFPA 1005, DMV, and CAL FIRE driver requirements

Driver Operator - After one year on department and functioning as a firefighter IB the firefighter can start the Driver Operator process.

- a) Task Sheet meets type 4 company officer requirements.
- b) Consists of formal classes to meet SFM and CAL-FIRE Driver Operator Standards.

The goal is to have all our PCF's functioning at the FF-IB level with their SFM FFI as the standard. The PCF probationary FF1A, PCF FF-IB, Support Driver and Driver Operator will all require the completion of task sheets in consecutive order.