

A. Requirements

The following requirements shall be completed and successfully passed before becoming eligible for a reserve Firefighter position:

1. Potential Reserve Firefighters shall be at least 18 years of age.
2. Potential Reserve Firefighters shall live within a 15-minute response time to the Albertville Fire Station, as determined by commercial global positioning system (GPS) or mapping software.
3. Potential Reserve Firefighters shall complete and successfully pass the AFD hiring process. This process shall include, but is not limited to:
 - a. Application
 - b. Initial Interview
 - c. Physical Ability Test
 - d. Reference Checks
 - e. Final Interview
 - f. Conditional Job Offer
 - g. MN BCA Background and Criminal History Checks
 - h. Pre-Employment Medical Exams
 - i. Pre-Employment Psychological Exams and Interview
 - j. City Council Approval / Appointment

B. Training:

All training shall be approved by the Fire Chief, Deputy Fire Chief, and/or Training Captain.

1. Reserve Firefighters shall attend all Albertville Fire Department meetings and/or training sessions, unless they are enrolled in initial State Certification classes as required by the Fire Department; or enrolled in MN EMSRB certified training for initial Emergency Medical Responder (EMR).
 - a. These sessions shall cover the operation of equipment and vehicles; and the standard operating procedures (SOP's), standard operating guidelines (SOG's), rules, regulations, and policies of the Albertville Fire Department.
2. Firefighter I, II, HazMat Operations, CPR/Emergency Medical Responder (EMR), and FEMA ICS / NIMS 100 / 200 / 700 training shall be completed during the Reserve Firefighter period, unless otherwise directed by the Fire Chief and/or Board of Officers, before being eligible for a Paid-On-Call/Probationary Firefighter position.

C. Attendance:

1. Reserve Firefighter attendance is required at all Albertville Fire Department regularly scheduled meetings and/or training drills and official events, unless otherwise specified by the Fire Chief, and/or Board of Officers.
2. A response to reasonable number of calls is required and expected. Response to calls shall be at least 20% of the total calls per quarter. Not meeting this requirement shall be considered a call response percentage violation. All call response percentage violations shall be documented and kept as part of the members personnel file.

D. Duties:

1. A Reserve Firefighter shall assume only duties as a Firefighter that they have been fully trained for. The Reserve Firefighter is expected to wear a BLUE helmet, along with full turnout gear, to identify them as a Reserve Firefighter. They are required to wear all other safety equipment deemed necessary by the Incident Commander, an Officer, or the ranking Firefighter in charge, to include reflective safety vest on ANY roadway.
2. Reserve Firefighters duties shall be assigned by the Incident Commander, an Officer, or the ranking Firefighter in charge.
3. Reserve Firefighters shall not enter an emergency vehicle for a call response unless instructed to do so by the Incident Commander, an Officer, or the ranking Firefighter in charge.

E. Pay/Benefits

1. Reserve Firefighters shall not be paid for training, calls, meetings, activities, or events.
2. Reserve Firefighters shall not receive Relief Association benefits.

F. Officer Positions

1. A Reserve Firefighter shall not be eligible to be chosen for any Fire Department Board of Officer position.

G. Performance Evaluation

1. Reserve Firefighters shall be evaluated every 12 months, or as deemed necessary by the Fire Chief and/or Board of Officers.

H. Termination:

1. Reserve Firefighters may be dismissed at the discretion of the Fire Chief and/or Board of Officers, at any time, if the employee's performance does not meet the required standards as outlined in the Fire Department's Standard Operating Policies and Procedures and/or Standard Operating and Response Guidelines. There shall be no appeal procedure.

I. Moving from Reserve Firefighter to Paid-On-Call/Probationary Firefighter:

1. The Reserve Firefighter shall complete and successfully pass Firefighter I, II, HazMat Ops, CPR/Emergency Medical Responder (EMR), and FEMA ICS/NIMS 100 / 200 / 700 training, unless otherwise directed by the Fire Chief and/or Board of Officers.
2. The Reserve Firefighter shall meet the minimum qualifications for, and obtain, an MBFTE Firefighter License and an EMSRB EMR Certification.
3. The Reserve Firefighter shall attend all Albertville Fire Department meeting and/or training sessions, unless otherwise directed by the Fire Chief and/or Board of Officers.
4. Movement from Reserve Firefighter to Paid-On-Call/Probationary Firefighter is based on merit and performance. Items discussed by the Board of Officers during the promotional process include, but are not limited to:
 - a. Call Percentage
 - b. Meeting Attendance
 - c. Training Hours
 - d. Activity Time
 - e. Positive working relationships within the Department and Community
5. If and/or when a Paid-On-Call/Probationary Firefighter position is open, and after approval of the Fire Chief and/or Board of Officers, the Reserve Firefighter shall assume all duties of a Paid-On-Call/Probationary Firefighter.