



Rogers Fire Department Standard Operating Procedures

Policy Title:	Aircraft Rescue and Firefighting Team Organization		
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Approved By:	Tom Jenkins	Last Updated:	May 2021
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PURPOSE

To provide policy on the Rogers Fire Department's Aircraft Rescue and Firefighting Team (ARFF) including its purpose, membership, and responsibilities.

POLICY

The ARFF team is required to maintain a constant state of readiness and knowledge about the workings of the Rogers Municipal Airport and the associated aircraft that are based at the facility. The ARFF team is comprised of regular members of the Rogers Fire Department who are specially trained for aircraft emergencies. The team shall be formally comprised of 21 members.

Membership Level	Experience Requirement	Certification Requirement
ARFF 4 – Coordinator / Trainer	Two years of successful membership on the ARFF team with endorsement from the DFC-SOT and Fire Chief	ARFF Level 3 with demonstrated ability to instruct and lead within the team. Assignment at station 3 is optional.
ARFF 3 – Advanced Member	One year of successful membership on the ARFF	Assigned to Station 3 with one of the following: ARFF Emergency Vehicle Operations, Advanced Aviation Incidents, Command and Control of Airport Emergencies or equivalent certifications.
ARFF 2 – Full Member	Completion of six month probation period on the ARFF	Assigned to Station 3 with ARFF Basic
ARFF 1 – Entry Member	No experience necessary	ARFF Basic within one year.

Structure and Eligibility

The team will maintain a limited membership. Membership on the team is governed by department policy and requires the approval of the Deputy Chief - SOT and the Fire Chief.

Entry Team Membership: Upon entry and approval to join the team, all members would receive a \$0.40 per hour incentive.

Full Team Membership: Upon completion of a six month probation, basic training, and permanent assignment to station 3 members of the team would be adjusted to a total of \$0.70 per hour.

Advanced Team Membership: Members completing one year on the team and permanently assigned to station 3 who have completed one of the following courses: ARFF Emergency Vehicle Operations, Advanced Aviation Incidents, Command and Control of Airport Emergencies or equivalent certifications will be eligible for a total incentive of \$0.85 per hour.

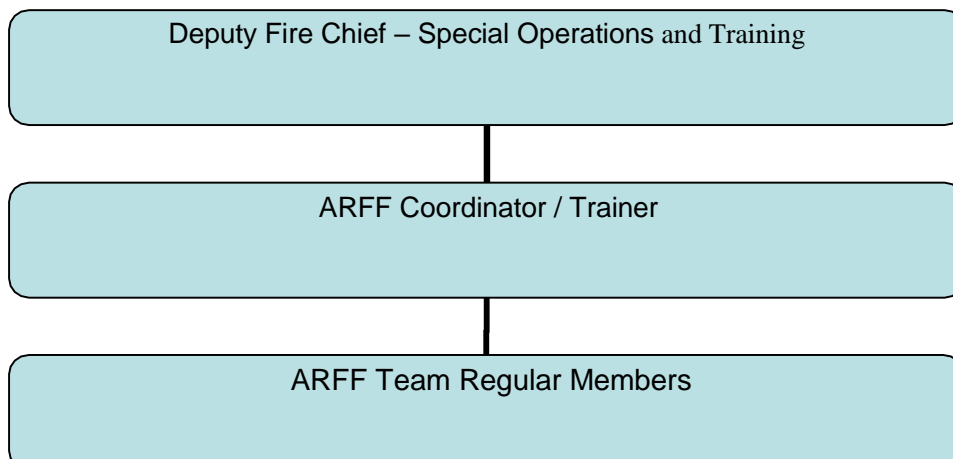
Team Coordinator or Trainer: The team coordinator or trainer serves to coordinate the continued education, leadership and operational directives of the team. These members are responsible for core functions of the team and are selected in accordance with policy and the approval of the Deputy Chief – SOT and Fire Chief. The Team Coordinator or trainer must meet the ARFF 3 requirements with two years of service on the team with a demonstrated ability to instruct and lead. Assignment at station 3 is optional. The Coordinator or Training Officer incentive is \$1.00 per hour.

A member of the Training Division will serve as an administrative liaison to the ARFF team for training and operational matters.

Assignment Changes

Any member receiving Full or Advanced incentives that is permanently reassigned from Station 3 will forfeit the associated incentives and receive Entry Team incentive at the rate of \$0.40 per hour. All incentives will be adjusted appropriately for Staff personnel when working a 40 hour week.

The organizational chart for the team:



Team Vacancies

When a position on the ARFF Team is vacant, a three-phase process will be utilized to select who fills the vacancy.

- Phase 1: Application
 - Letter of intent (LOI) and qualifications submitted to DFC-SOT by interested candidate(s).
- Phase 2: Administrative review & Selection
 - The DFC – SOT and ARFF Team Coordinator will review the letters submitted by candidates to assess motivation and job preparedness. When the review is complete the DFC-SOT will determine which candidate(s) is recommended to the fire chief for appointment to the ARFF Team.
- Phase 3: Appointment
 - Upon recommendation by the DFC-SOT, the Fire Chief may appoint an applicant to the SOT.

Team Coordinator and Team Training Coordinator

When a vacancy occurs in a Team Coordinator or Training Coordinator position a three phase selection process will be utilized to select a qualified and competent candidate to fill the role. Members interested in the Team Coordinator or Training Coordinator roles must meet the requirements established for ARFF 4 – Coordinator/Trainer.

- Phase 1: Letter of Intent
 - Letter of Intent submitted to the DC-SOT outlining certifications, experience, and other pertinent qualifications for the position desired.
 - Resume
- Phase 2: Administrative Review and Selection
 - Materials submitted by the candidates will be reviewed by the DFC-SOT. Interviews will be conducted with the candidates by the DFC – SOT and three selected members of the team. When the administrative review is complete the DFC-SOT will determine which candidate(s) is recommended to the fire chief for appointment based on consideration of the applicant and the interview team's recommendations.
- Phase 3: Appointment
 - Upon recommendation by the DFC-SOT, the Fire Chief may appoint an applicant to the position of Team Coordinator or Training Coordinator.

Membership on the ARFF team can be revoked for any member based on participation, unrelated disciplinary action, or deficiency in skill. Membership may be revoked by the DFC-SOT making a recommendation to the Fire Chief for such action. If an individual is removed from the ARFF Team or resigns as a member, command staff may still designate his / her station assignment as Fire Station 3 based on experience and knowledge in ARFF Operations.