

Ames Fire Department Standard Operating Guidelines

Book: 1 - Organization
Section: V – Personnel Policies and Procedures
Chapter: 8 – Master Firefighter Program
Date Approved: 12-1-2022 Revision No.: 3 (02-12-14) Approved by: 
Review Date: 2027

PURPOSE:

The achievement of Master firefighter (also referenced as Step D in Collective Bargaining Agreement between the City of Ames and International Association of Firefighters Local 625) is encouraged, but not an employment requirement, and it is ultimately each individual's responsibility to ensure that required documents are submitted to the review committee. This guideline will provide a method for ensuring that Ames Fire Department (AFD) members receive consistent and timely consideration for acceptance into the Master Firefighter program.

POLICY:

A Master Firefighter by definition is a firefighter who is fully qualified to carry out the essential functions of the Fire Department as those functions may evolve over time. In order to qualify for this step, a firefighter must meet all the base qualifications and two additional qualifications. These qualifications will be based on consensus standards set by national and state certification agencies and associations. Where such external standards do not exist, standards will be developed internally by the Ames Fire Department Standards Committee.


These additional departmental policies clarify and do not supersede Master Firefighter procedures within the articles of the Agreement: City of Ames and International Association of Firefighters, Local 625.

PROCEDURES:

Qualifications

- To become eligible for Master Firefighter, an applicant must complete the following:
 - Base Qualifications - required items:
 - Education - 21 credit hours or an Associate's Degree (or higher) from an accredited college in a fire related field of study
 - FFII Certification - ProBoard and/or IFSAC.
 - Emergency Medical Technician (EMT) or higher Certification for employees with a start date on or after January 1, 2020, or Emergency Medical Responder (EMR) for employees with a start date prior to January 1, 2020.
 - Hazardous Materials Technician
 - HazMat Technician Certification – ProBoard and/or IFSAC
or
 - Ames Fire HazMat Technician Certificate – Minimum 60 hours documented training AND:
 - Course content meets requisite knowledge and skills related to NFPA 1072 – Technician
 - Successful completion of written exam and practical skills
 - Driver Operator Pumper Certification – ProBoard and/or IFSAC

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- Fire Instructor I Certification – ProBoard and/or IFSAC
- 60 months of service as a Firefighter with the Ames Fire Department
- Additional Qualifications – Requires a minimum of two of the following:
 - Driver Operator Aerial Certification – ProBoard and/or IFSAC
 - Fire Instructor II Certification – ProBoard and/or IFSAC
 - Fire Officer I Certification – ProBoard and/or IFSAC
 - Fire Investigator
 - Fire Investigator I Certification – ProBoard and/or IFSAC
or
 - Fire Investigator Technician (FIT) Certification – International Association of Arson Investigators
or
 - Certificate of Attendance – Fire Service Training Bureau Fire/Arson School – Ten Day Course
or
 - National Fire Academy – Fire Investigation Essentials – Ten Day Course
- Incident Safety Officer
 - Incident Safety Officer Certification – ProBoard and/or IFSAC
or
 - National Fire Academy Incident Safety Officer Certificate – Two Day Course
 - Incident Safety Officer Certification - NFPA Standard 1521 – Fire Department Safety Officers Association
- Juvenile Fire Setter
 - National Fire Academy - Youth Firesetting Intervention Specialist (Specialist I) – Two Day Course
or
 - National Fire Academy – Youth Firesetting Prevention and Intervention (Specialist I/II) – Six Day Course

Standards Committee

- A standards committee composed of the two deputy chiefs (or other officers designated by the Fire Chief) and two members chosen by the International Association of Firefighters, Local 625 will be used to review qualifications, standards, candidates, and make recommendations to the Fire Chief
- If necessary, the Standards Committee can meet each June and December

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- The Committee will have 30 days to review submitted Master Firefighter packets and provide an application recommendation to the Fire Chief.

Master Firefighter Application

- To apply for Master Firefighter, a firefighter may at any time, submit a completed electronic packet to the City of Ames Master Firefighter email group.
- The electronic packet should include only necessary copies of *all* completed educational and professional requirements or certificates in a scanned PDF format.
- Packets submitted prior to an applicant's completion of 60 months of employment with the Ames Fire Department will be reviewed in the same manner as other packets.
 - Recommendations to the Fire Chief will be made by the committee within 30 days of receipt.
 - If approved for Master Firefighter, the applicant shall only receive pay at Step D the first full pay period following 60 months of employment.
- It is important to note that occasionally additional work may be required in order to complete the program, causing the member to carry their goal past the 60 months of employment.

Transition


- Current Master Firefighters will not lose their status based on changes to the qualifications in Revision No.3.
- Members with a start date prior to 12/01/2022 can qualify using the qualifications from either guideline (Revision No. 2 or No.3), but not a combination of both, until 5 years from the date approved, at which point all new applications must meet Rev. No. 3.
- Members with a start date after 12/01/2022 must qualify using the qualifications from this guideline (Revision No. 3).

Loss of Master Firefighter Qualification(s)

It is each individual member's responsibility to maintain current certifications and qualifications for Master Firefighter. The loss of any credential that would result in the failure to meet the Master Firefighter requirements must be reported immediately to a Shift Commander or higher, and will result in:

- Reductions of pay from the current firefighter Step D pay back to Step C pay.
- The return of any undue Master Firefighter compensation to the City of Ames.

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Reinstatement of Master Firefighter Qualification(s)

It is each individual member's responsibility to regain the credential that has resulted in the failure to meet the Master Firefighter requirements.

- To re-apply for Master Firefighter, a member may at any time submit proof of reinstatement of the qualification that was lost to a Shift Commander or higher.
 - If re-approved for Master Firefighter, the applicant shall receive pay at Step D the first full pay period after the approval date.

REFERENCES:

Agreement: City of Ames and International Association of Firefighters Local 625