

RAPID CITY REGIONAL AIRPORT /RAPID CITY FIRE DEPARTMENT

Memorandum of Understanding

Effective: xx/xx/xxxx

- 1. SUBJECT:** A Memorandum of Understanding between Rapid City Regional Airport (RAP) and Rapid City Fire Department (RCFD).
- 2. PURPOSE:** To establish procedures and responsibilities for selecting and utilizing RCFD Firefighters as Airport Rescue Fire Fighting (ARFF) personnel.
- 3. RENEWED:** Annually by Airport Board.

SCOPE: The procedures outlined herein apply to ARFF personnel, qualifications, selection and assignment, utilization and supervision, and budgetary responsibilities.

- 4. ARFF PERSONNEL.** The following personnel will be assigned to the ARFF:
 - a. 1 ARFF Captain
 - b. 2 ARFF Lieutenants
 - c. 3 ARFF Fire Fighters
 - d. 6 Relievers
- 5. QUALIFICATIONS - ARFF FIRE FIGHTER.** As a minimum, an ARFF Fire Fighter must have:
 - a. Ability to perform all of the duties of an ARFF Fire Fighter attached herein
 - b. At least two years of firefighting experience and the completion of an accredited firefighting program.
 - c. An EMT qualification as a minimum, however, Paramedic qualification is preferred
 - d. Successfully completed an FBI/TSA required background check (CHRC/STA)
 - e. ICS Level (x) Accreditation
 - f. Approval of the Airport Executive Director (AED) for ARFF assignment
 - g. Within 6 months of hire, must successfully complete and maintain:
 - (1) FAA mandated ARFF firefighting course
 - (2) All FAA Part 139 ARFF training
 - (3) Movement Area Drivers Training
 - (4) Secure Identification Display Area (SIDA) training
- 6. QUALIFICATIONS - ARFF LIEUTENANT.** As a minimum, an ARFF Lieutenant must have:
 - a. Ability to perform all of the duties of an ARFF Lieutenant attached herein
 - b. At least 5 years of experience as a firefighter and the completion of accredited firefighting program.
 - c. Successful completion of the Lieutenant's test
 - d. At least 3 years of supervisory experience
 - e. At least 2 years of ARFF experience
 - f. An EMT qualification as a minimum, however, Paramedic qualification is preferred

- g. Successfully completed an FBI/TSA required background check (CHRC/STA)
- h. ICS Level (x) Accreditation
- i. Approval of the Airport Executive Director (AED) for ARFF assignment
- j. Within 6 months of hire, must successfully complete and maintain:
 - (1) FAA mandated ARFF firefighting course
 - (2) All FAA Part 139 ARFF training
 - (3) Movement Area Drivers Training
 - (4) Secure Identification Display Area (SIDA) training

7. QUALIFICATIONS - ARFF CAPTIAN. As a minimum, the ARFF Captain must have:

- a. Ability to perform all of the ARFF Captain duties attached herein
- b. At least 10 years of experience as a firefighter and the completion of accredited firefighting program
- c. Successful completion of the Captain's test
- d. At least 5 years of supervisory experience
- e. At least 3 years of ARFF experience
- f. An EMT qualification as a minimum, however, Paramedic qualification is preferred
- g. Successfully completed an FBI/TSA required background check (CHRC/STA)
- h. ICS Level (x) Accreditation
- i. Approval of the Airport Executive Director (AED) for ARFF assignment
- j. Within 6 months of hire, must successfully complete and maintain:
 - (1) FAA mandated ARFF firefighting course
 - (2) All FAA Part 139 ARFF training
 - (3) Movement Area Drivers Training
 - (4) Secure Identification Display Area (SIDA) training

8. SELECTION AND ASSIGNMENT. The following procedures will be used to select and assign all personnel, including relievers, to ARFF duties:

- a. When an ARFF vacancy exists or is anticipated, RCFD will issue a call for applications from firefighters.
- b. RCFD will review the applications and forward those that are qualified and have its support.
- c. A 3-member selection panel, made up of Airport and RCFD personnel and chaired by the AED or designee, will interview and provide recommendations for assignment for ARFF duties.
- e. The AED, or designee, shall make the final selection for assignment for ARFF duties.
- f. Selected personnel, including relievers, shall be assigned to the ARFF for minimum of 3 years with the option to extend for successive 1-year periods with the consent of RCFD, AED, and the individual firefighter.
- g. Once assigned, RAP will pay for all training and equipment costs, however, if the ARFF firefighter leaves prior to 3 years, RCFD will pay for training and equipment costs for replacement (including relievers).

9. UTILIZATION AND SUPERVISION.

- a. RCFD will retain administrative supervision for ARFF assigned personnel:
 - (1) RCFD is responsible for all personnel issues and/or actions including but not limited to pay, benefits, promotions, duty location assignments (other than ARFF), evaluations, licenses, certifications (other than ARFF), medical exams, professional memberships, discipline, collective bargaining, etc..
 - (2) RCFD is responsible for all travel and training not required by FAA Part 139 and/or the airport.
- b. The AED, or designee, will have operational supervision of personnel while assigned to the ARFF:
 - (1) ARFF personnel, facilities, and equipment are primarily intended for the safety those utilizing the airport and, therefore, are under the full operational control of AED or designee.
 - (2) ARFF personnel, except for relievers, will only be assigned duties at the airport; RCFD will not use ARFF personnel to fill any other department shifts or rotations without the express consent of the AED. ARFF personnel may, however, fill one 24-hour shift per quarter at a fire station other than the ARFF for training and mutual support purposes. This training rotation will be scheduled no later 30 days from the intended shift.
 - (3) In addition to primary ARFF duties, personnel may be assigned by the AED, or designee, to additional duties that are not in violation of any federal, state or local regulation, or hinders their ability to respond to an airfield emergency.
 - (4) The AED, or designee, will conduct an annual evaluation of all ARFF personnel, except relievers, that will become part of their permanent personnel record. This evaluation can be in conjunction with RCFD evaluations.
 - (5) The RCFD and the airport will cooperatively investigate any alleged offenses and/or wrongful actions by ARFF personnel. If warranted, RCFD will initiate any required disciplinary actions.
 - (6) The AED retains the right to dismiss personnel from further ARFF duties regardless of disciplinary action.
- c. Relievers will be assigned regular rotations at the ARFF with no less than 1 per quarter.
- d. Relievers will only be scheduled to be on shift with a primary assigned ARFF personnel; two relievers will not be scheduled to work on the same shift without the express consent of the AED or designee.

10. JOB DUTIES: Along with their regular duties as a RCPD Firefighter each Firefighter, as a minimum to include par 9.b.(3) above, must be trained by Airport personnel and certified in the following duties:

- a. NOTAMs and Field Condition Reporting
- b. Wildlife Mitigation procedures
- c. Self-Inspection Program
- d. Snow and Ice Control Operations
- e. Conduct Airport Emergency Planning briefings and exercises
- f. General House Keeping in and around ARFF facility to include custodial, lawn care and snow removal
- g. Conduct Runway FOD inspections
- h. Maintain Part 139 ARFF training Records

11. BUDGET RESPONSIBILITIES:

- a. RCFD shall provide their cost estimate and justification for providing ARFF services for the following year. This shall be done early enough that the airport can include the estimate in its draft budget prior to board hearings.
- b. The RCFD shall participate in airport budget hearings.

Airport Executive Director
Rapid City Regional Airport Rapid City

Rapid City Fire Chief
Rapid City Fire Department

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