

CFFJAC ORIENTATION

Butte County Fire Rescue and CDF Fire

Welcome to the JAC program. The JAC program is set up to provide you an opportunity to be as well trained in all aspects of an FAE or FFII position as possible. What you get out of this program is based on what you put into it, so take this opportunity and make the best out of it as you can.

If at any time you have a question there are several avenues for you to get the answers you need- contact me by phone when I am on duty, email me, ask your or another JAC Supervisor, refer to the 4100 manual, or you can contact another JAC employee.

You must contact the Unit JAC coordinator when you;

- Have a change in JAC status (promote/demote)
- Change Supervisor

As a JAC employee there are several items that need to be covered to make your time in JAC as smooth as possible.

304's-

- Must be turned in monthly.
- Must be done on the Train-Tracker program.
- Be as accurate as possible (Refer to attached material)-
 - Header completely filled out.
 - Substitute correctly.
 - Do not staple together, paperclips are OK.
 - Must be signed by you and your Battalion Coordinator.
 - Be very careful not to duplicate 304s.
 - Use proper coding for a college sponsored course (“G” replaced as the 3rd letter in the 4 letter code).
 - You can log hours for any year regardless of your year in the program.
 - Must be on duty. Time slip or log book must reflect you being on duty, even if you are working a trade.
- Keep a copy for your records.
- Should turn in at least 12 hours a month.
- Multiple day training requires multiple entries. Log no more than 12 hours a day.
- Log everything under “JAC Hours” regardless if you have completed the required hours.
- Totals of all logged hours will be sent out quarterly at a minimum to all stations and BC's.
- Letter of delinquent hours will be sent out to you, your direct supervisor and BC if you fall behind in your hours.

Self paced training.

- Electives
- Videos/DVD/CD-
 - IAFF “Hazardous Materials Training for the First Responder (CD issued to all stations).
 - “Protect Yourself So You Can Protect Others” (video issued to all stations).
- Hand outs-
 - Building construction information packets.
- 4300 Manual.
- Finance Handbook.
- Trade magazines.
- Web sites.
 - CDF Intra Net-CDF College
 - Fire Engineering.
 - FireHouse.com
 - FireFighterCloseCalls.com
 - FireTownTrainingspecialist.com
 - I-100 and I 200 (<http://cdfweb/cc/training>)

Completing your hours early has several advantages-

- You will be eligible to take the 3rd year test at 32 months. If you are an FAE and a Captains position is available you can journey early to take the position with a letter from the Unit Chief.
- You will receive your education bonus as soon as it is available.
- I will be able to audit your reports from CFF JAC and have your letters of completion done before your journey date.
- It is a lot easier on me and you in the long run.

If at any given time you want to sit down and go over your file please contact me and we will do so as soon as it is convenient.