

Subject:	RESIDENT FIREFIGHTER PROGRAM
Section:	PPG# 2802
Chapter:	Operations
Effective Date:	6/27/02

1.0 POLICY

- 1.1** It is the policy of McLane/Black Lake Fire Department to operate a resident firefighter program which provides for an increased level of service for the areas served by the resident stations.
- 1.2** The District encourages men/women 18 years or older, to apply for resident firefighter positions. They will enlist the services of the most qualified person(s) available. The tenure of a resident shall depend on the need for services to be performed, effective performance, good conduct, and continuing fitness for the position. Each resident shall be prepared and expected to perform at his/her optimum level.

2.0 RESPONSIBILITIES

- 2.1** The Fire Chief shall designate an administrator of the resident firefighter program.
- 2.2** The Fire Chief shall establish guidelines for off-duty conduct of those who live at a district fire station.
- 2.3** The Lead Station Resident shall ensure that provisions of this policy and residence agreement are complied with by members of their respective station and shall forward disciplinary matters (beyond that of a verbal reprimand) to the program administrator.

3.0 GENERAL INFORMATION

- 3.1** Resident firefighters shall be designated as volunteers and shall maintain all mandatory training requirements as directed and shall provide 48 hrs of non-compensated duty each month to compensate the district for the accommodations provided and an additional 96 hours (4-shifts) of duty shifts compensated in accordance with PPG#2860.
- 3.2** Resident Firefighters shall enter into a "Residence Agreement" with the District prior to being accepted as a member of the program.

- 3.3 When present at their station, shall provide initial response to all incidents within their response area in accordance with current District expectations under the direction of the Assistant Chief.
- 3.4 Hours of duty shall be entered into FireRECORDS as a matter of permanent record.
- 3.5 Resident Firefighters shall adhere to all policies, procedures, guidelines, rules, regulations and administrative direction adopted by the District.
- 3.6 Resident Firefighters shall be eligible for nominal volunteer compensation in accordance with PPG#2860. Shifts eligible for volunteer compensation shall be in addition to the two shifts required under section 3.1.

ALL hours worked shall be logged on a Volunteer Activity Log and shall be submitted to the administrative offices on the first day of each month.

4.0 LEAD RESIDENT

- 4.1 Each fire station staffed by a resident program shall be assigned a Lead Resident as determined by the Program Administrator. The Lead Resident shall be responsible for the management of the resident program at their respective station.

Duties include but are not limited to:

- 4.1.1 Ensure compliance with this PPG and Resident Contracts.
- 4.1.2 Ensure that stations and apparatus are well maintained and present a professional image to the public.
- 4.1.3 Submit maintenance/equipment requests to the Facilities Lieutenant.
- 4.1.4 Provide recommendations to the Program Administrator to improve the Resident Program.
- 4.1.5 Forward disciplinary issues to the Program Administrator for further action.
- 4.1.6 Ensuring monthly station safety inspections are conducted and forwarded to the Assistant Chief – Safety Officer.

5.0 GENERAL RULES

- 5.1 The following are strictly prohibited in Fire Stations and apparatus:
 - 5.1.1 Smoking / Use of Tobacco Products
 - 5.1.2 The use and/or storage of Alcoholic Beverages.
 - 5.1.3 Firearms.
 - 5.1.4 Viewing or possessing pornographic, sexually explicit or indecent materials

which include printed, video and/or electronic media.

- 5.1.5** Overnight visitors without prior approval from the Fire Chief or Duty Chief.
- 5.1.6** Sexual contact with another member of the department or public.
- 5.1.7** Apparatus bays may be used for minor personal vehicle repairs; however, no personal cars may be left in the station overnight.
- 5.1.8** No long-distance phone calls may be placed from the District telephone.
- 5.1.9** Use of the station facilities for any purpose other than as a residence and not for any illegal or unlawful purpose.

6.0 RESIDENT DUTIES

Residents living within District facilities staffed by career personnel shall perform duties as established by the District. In District stations solely staffed by Resident Firefighters, the following Resident Duties shall apply:

6.1 STATION EXTERIOR

- 6.1.1** The exterior of the fire station shall be kept in a neat and well-groomed condition.
- 6.1.2** Lawns shall be mowed at least weekly when appropriate.
- 6.1.3** Flowerbeds shall be kept free of weeds.
- 6.1.4** Tall grass and other vegetation shall be kept trimmed.

6.2 APPARATUS

- 6.2.1** Apparatus shall be checked at least weekly and each day a resident is present in the station.
- 6.2.2** Apparatus shall be kept in a clean condition. Normally this will require the vehicle to be washed prior to backing into the station.
- 6.2.3** Interior of vehicles shall be kept clean and sanitized as per department standards.
- 6.2.4** Damage and/or Safety concerns shall immediately be reported to the Shift Lieutenant or Captain.

6.3 SLEEPING QUARTERS

- 6.3.1** Dormitory areas shall be kept neat and tidy with beds made.
- 6.3.2** Lockers shall be kept clean and organized.
- 6.3.3** No personal gear or belongings shall be allowed on top of lockers.
- 6.3.4** All lights shall be turned off when this area is not occupied.

6.4 BATHROOMS

- 6.4.1** Bathrooms shall be cleaned nightly. This will consist of wiping down of sinks, counter tops, urinals, toilets and cleaning mirrors.

6.5 KITCHEN

- 6.5.1** All cooking and eating utensils will be washed or put in the dishwasher immediately after use.
- 6.5.2** Counter tops shall be wiped off.
- 6.5.3** No food will be stored in the refrigerator in open containers.
- 6.5.4** All personal appliances and food will be put in proper place after use.
- 6.5.5** All garbage will be emptied nightly.

6.6 WORK AREA

- 6.6.1** Clean and put away all tools and equipment immediately after use, including the work area used, floors swept and debris disposed.
- 6.6.2** All tools are to remain in the station, cleaned and replaced to their place of storage after each use.
- 6.6.3** Any tool lost while working on a personal project shall be replaced by the person using the tools.
- 6.6.4** Lost, Broken or damaged tools shall be reported to the Shift Lieutenant and noted in the Station Logbook.

7.0 APPENDIX

7.0.A Residence Agreement