



UNITED HOOK & LADDER

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Administrative Policy and Procedure Firefighter Station Residence Program

1. PURPOSE

To establish procedures for selection of resident members for the New Oxford station and the Bonneauville station and to establish administrative procedures for resident member operations.

2. APPLICABILITY

The firefighter station residence program applies to all active members of the United Hook & Ladder Company #33.

3. DEFINITIONS

- A. Appointment Year. Resident members shall be appointed for a one-year period. The appointment period shall begin August 1 and continue until August 1 of the following year.
- B. Chronic. More than 5 during one year.
- C. Periodically. Occasionally, no more than four times per month.
- D. Repeated. More than once during one year.
- E. Trustee. The Trustees are responsible for the property and equity of the department.
- F. Officially Sanctioned Event- an event that is authorized by the United Hook & Ladder Company #33
- G. Resident Member. Resident Members are active members of the United Hook & Ladder Company#33, in good standing, who are selected to reside in one of the stations as a live in member.

4. RESPONSIBILITIES

- A. The Fire Chief, Operations Manager, the Head Trustee, and the Captains appointed to the New Oxford and Bonneauville Fire Stations are the officers responsible for the administration of the resident member program. This shall be referred to in the document as the “Live-in Committee”.

- B. Members desiring appointment shall submit the Application for Resident Firefighter (Attachment A) no later than November 15. Applicants must be employed full-time or be part- or full-time students. Students must show documentation at the time of application that they are maintaining a cumulative grade point average of at least 2.0 and/or are in good academic standing and making progress towards their intended degrees.
- C. The Fire Chief shall appoint resident members, and shall report to the company such appointments no later than the first company meeting in December. The Fire Chief may delegate authority to review the applications to other officers, or to the Live-in committee he may choose to establish, and such other officers or committees may advise the Fire Chief, however authority to appoint resident members shall rest solely with the Fire Chief. The Board of Officers will consult with the Chief concerning the appointment process and the selection of appropriate members.
- D. The Live-in Committee shall police, monitor, and supervise the resident program as directed by this and other company policies. The Committee may authorize or approve reasonable exceptions to these Residence Program policies.
- E. Resident firefighters shall comply with the requirements of this policy and the resident firefighter program. Failure to comply with the requirements of the program or other company policies may result in termination from the program and eviction from the station.

5. POLICY

- A. The standard duty period for resident members in both stations shall be from 7:00PM until 7:00AM the following day. During this 12-hour period resident members are required to be available to respond to all alarms and perform such duties as may be directed by this policy or company officers. Resident members are required to standby at a minimum, 4 nights per week (Sunday through Thursday) in addition to 4 weekend nights (Friday and Saturday) per month. Before the beginning of the upcoming month, the Resident Members of the stations shall themselves organize a schedule to be submitted to the Live-in Committee designee, by the 15th of the previous month. The Resident Members may modify the schedule with approval from the Live-in Committee.
 - I. Sick Leave
 - a. Each resident member shall have 5 sick days during the appointment year. The Live-in Committee may grant additional sick time to a resident member. A resident member who is sick and unable to perform his assigned functions shall immediately report his status to the duty officer and follow up with an email to the Live-in Committee.
 - II. Vacation Leave or Leave of Absence
 - a. Resident Members wishing to be excused for vacations or a leave of absence should do so by the 1st day of the previous month in writing to the Live-in Committee. The Live-in Committee shall approve or reject the request in writing within one week. This will allow for accommodations to be considered prior to the scheduling requirement listed in Section 5A.
- B. In cases where the Resident Member's employment responsibilities preclude regular participation in the standard 7:00PM to 7:00AM shift, the Resident member may substitute a twelve-hour shift using a different time period.
- C. Up to 4 resident members may be appointed at the New Oxford station, and up to four resident members may be appointed at the Bonneauville station.

- D.* The bunkrooms in the stations are sleeping quarters at all times. As such, they are kept quiet and dark. Only resident members, active members, maintenance staff, and guests participating in an officially sanctioned visit of the station are permitted in the sleeping areas of the station. Members leading an officially sanctioned visit shall inspect the sleeping area to ensure that no members are sleeping prior to allowing visitors into the sleeping area.
- E.* Resident members are not tenants of the United Hook & Ladder Company#33 or the respective municipalities. The United Hook & Ladder Company #33 is not a landlord.
- F.* A probationary member may apply for the resident member program. However, a probationary member, if selected for a resident appointment, may not begin his resident year unless he has completed all required probationary member training and certifications, and the Chief reports that he intends to recommend the probationary member for permanent status. A probationary resident member who fails to be elected to permanent status shall immediately vacate the station.
- G.* Resident members will maintain a legal residence, (the home of record) at an address other than the fire station. Resident members may not use the fire station address for voter registration, vehicle or license registration, tax address or other legal purpose. Resident members may not receive personal mail at the station, and are encouraged to rent a post office box for the duration of their appointment.
- H.* Resident members shall submit, as part of their application, a plan of where they will move to if they are terminated from the resident member program. Resident members will update this plan with the Live-in Committee as circumstances may change during the year.
- I.* Resident members may park one vehicle at the station. It must be operable, have a current registration and, if applicable, a current state inspection.
- J.* Resident members shall maintain their bunk area in good cleanliness and order. The Live-in Committee shall inspect each bunk area at least once per month. The inspections may be unannounced. Resident members who fail to maintain appropriate cleanliness and order shall be counseled, in writing, by the Live-in Committee. Chronic failure to maintain a clean and orderly environment shall result in termination from the resident member program. Upon such notification, the resident member shall immediately vacate the station.
- K.* Resident members may not consume alcohol anytime within 8 hours of the beginning of an assigned shift or during their assigned shift. Resident members, not scheduled for duty, may periodically consume alcoholic beverages, in moderate amounts, and return to the station. They shall note on Active 911 that they are unavailable and proceed immediately to the sleeping area. Resident members who have consumed alcohol within the past 8 hours or are otherwise intoxicated MAY NOT respond to alarms. A resident member who responds to alarms after having consumed alcohol during the previous 8 hours or is otherwise in an intoxicated condition shall be immediately terminated from the resident member program. Resident members may not return to the station in a highly intoxicated condition. Resident members discovered in a highly intoxicated condition shall be counseled, in writing, by the Board of Officers. Repeated presence in the station in a highly intoxicated condition shall result in termination from the resident member program. Upon such notification, the member shall immediately vacate the station.

- L.* Resident members may not host non-members in the sleeping area. All entrances to the sleeping areas in the stations shall be posted with notices prohibiting non-member access. Resident members, who allow non-member access to the sleeping area, except as authorized elsewhere in this policy, shall be counseled, in writing, by the Live-in Committee. Repeated violation of the non-member sleeping area exclusion shall result in termination from the resident member program. Upon such termination, the member shall immediately vacate the station.
- M.* Sexual activity is prohibited in the station. Resident Members discovered engaging in sexual activity in the station shall be immediately terminated from the residence member program. Upon such termination, the member shall immediately vacate the station.
- N.* Resident members may not consume illegal drugs at any time. Members discovered under the influence of illegal drugs shall be terminated from the resident member program. The company may randomly test resident members for use of illegal drugs. Participation in the resident member program is deemed to be consent to drug testing. With reasonable cause, and with the concurrence of the Live-in Committee, specific resident members may be directed to submit to drug testing. Failure to comply with a directive to participate in a drug test shall result in immediate termination from the resident member program. Upon such termination, the member shall immediately vacate the station.
- O.* A Resident Member who is unable to respond to alarms during the assigned duty period shall be counseled, in writing, by the Live-in Committee. Chronic failure to respond to alarms during an assigned duty period shall result in termination from the resident member program. A member or duty officer aware that a Resident Member has failed to respond to an alarm during an assigned duty period should report such an event to the Live-in Committee. Upon such termination, the member shall immediately vacate the station.
- P.* A resident member is required to perform other duties as directed by this policy and company officers. Such duty may include station cleaning, equipment maintenance, administrative functions, and other company duties as necessary. Members who fail to perform duties as directed shall be counseled, in writing, by the Live-in Committee. Chronic failure to perform assigned duties shall result in termination from the resident member program. Upon such termination, the member shall immediately vacate the station.
- Q.* In cases where a resident member is terminated from resident status, this policy requires that he vacate the station immediately. The UH&L#33 Board of Officers may, if they deem circumstances so warrant, authorize the terminated resident member to remain in the residence area up to 72 hours after termination.
- R.* Repeated violation of resident member requirements or chronic violation of other company policies and procedures may result in termination from the resident member program.
- S.* Upon termination, the terminated member may appeal the decision of the Live-in Committee to the UH&L#33 Board of Officers under the process outlined in the Company By-Laws. A member appealing the decision of the Live-in Committee must vacate the station in accordance with this policy, and may not remain a resident of the station pending the outcome of an appeal.
- T.* Linen shall be laundered at least once each week.

- U. Resident members using the kitchen, laundry, shower area shall ensure the facility is returned to appropriate order and cleanliness following each use.
- V. Resident members shall execute a Letter of Agreement with the United Hook & Ladder Company#33 (Attachment B).
- W. Resident Members of the Fire Company suspended from the Fire Company by an authorized officer shall immediately vacate the station, and may not return until administrative resolution of their suspension.
- X. Any or all of the above mentioned policies and procedures are subject to change with the approval of the Committee and the UH&L#33 Board of Officers

Attachment A
United Hook &
Ladder Company#33
Application for resident member program

Name _____

Current Address _____

Home Address _____

Telephone number days _____ Telephone number evenings _____

Please submit the following items:

- On one attached page, typewritten, single space, and in a number 12 font, please explain why you want to participate in the resident member program.
- On one attached page, typewritten, single space, and in a number 12 font, please explain what arrangements you have made for alternate living arrangements if you are terminated from the resident member program.
- On one attached page, typewritten, double space, and in number 12 font, please list your current certifications and pertinent training.

Will you complete the entire one year appointment?

Yes No

Are you applying for the resident member program at the New Oxford Station, the Boneauville Station, or at either station depending upon the needs of the Company?

New Oxford Station _____ Boneauville Station _____ No Preference _____

This application requires the endorsement of the Chief of the United Hook & Ladder Company#33. The signature of the Chief indicates he/she considers the applicant appropriately qualifies and possesses the necessary temperament and maturity for this position.

Resident members agree to submit to drug testing as directed by the company or its officers holding such authority.

Signature of Chief _____ Date _____

Signature of Applicant _____ Date _____

**United Hook & Ladder
Company #33
Letter of Agreement
Attachment B
Application for resident member program**

- The United Hook & Ladder Company#33 Resident members are assigned a resident member room at one of UH&L#33's stations in consideration for their commitment to the Resident Member Program.
- The assignment is for one year, commencing August 1st.
- The Resident Members are expected to attend all alarms and perform assigned functions in accordance with established company policy.
- The United Hook & Ladder Company#33 is expected to maintain the station sleeping quarters in a manner that provides the Resident Members reasonable fire station living accommodations.
- The Resident Member may resign from the Resident Program at any time for any reason.
- The Resident Member agrees to submit to testing for illegal drugs as directed by the Company or its officers holding such authority.
- The Live-in Committee may terminate the participation of the fire company members in the Resident Program for the member's failure to maintain the standards specified in company policy.
- The United Hook & Ladder Company #33 reserves the right to terminate the resident member program for all members at any time for any reason.

Resident member _____ Date _____

Company President _____ Date _____

United Hook & Ladder Company #33

Firefighter Resident Member Duties and Responsibilities

In accordance to the resident member policy and procedures “*page (4) four, letter P*”, as a live-in member of the United Hook & Ladder Company#33 is responsible for performing the following duties as directed.

The following duties listed below should be performed on a regular basis as a member of the resident program. Other duties may be assigned by the President, Chief, or Live-in Committee as deemed essential.

Each individual member will be assigned a specific duty for the period of one- week beginning on Sunday, the first day of the week, until Saturday the last day of the week.

Job #1: Property cleanup of the station grounds, as a group who reside at their assigned station.

The next list of responsibilities will be assigned to each individual for the time frame stated above.

Job #2: Kitchen and lounge area responsibilities.

- Responsible for maintaining the kitchen and lounge areas in a presentable fashion. This includes countertops, sinks, tables, chairs, floors, refrigerators, oven, stove, dishes, dishwasher, and empty trash in a timely manner. Other duties may be assigned by the Live-in Committee as deemed necessary.

Job #3: Engine bay, radio room, and Engineer’s room (shop area) responsibilities.

- Responsible for maintaining the engine bay, gear racks, air room, engineer’s room/shop and radio room in a presentable fashion. This includes emptying trash, making sure the floors are clean, rolling hose as needed and keeping the entire area free of clutter. Also making sure the apparatus is presentable in a professional manner. Additionally, one piece of apparatus at each station each week on an equal rotating basis shall have a detailed cleaning performed

Job #4: Bunk room, restrooms/ showers, dayroom, lounge kitchen, and Social Hall bathrooms

- Responsible for maintaining the bunk rooms, bathrooms, showers, lounge kitchen, and

dayroom in presentable fashion. This includes making sure the areas are free of any clutter and that all furniture, tables, chairs, TV's, are in their regular positions. Individual bunkrooms shall be thoroughly cleaned at least once a week. Additionally, this person shall clean the bathrooms in the Social Hall at least once a week, before, and after any function, hall rental, or meeting. This person is not responsible to repair any toilets or sinks but are responsible for making sure that they notify the appropriate person (building trustee) to rectify the situation.

Job #5: Lawn, grounds maintenance, and snow removal

- Responsible for mowing the grass in the spring and summertime, weeding, leaf removal, and other general ground maintenance year round. Additionally, during cold weather, Resident members are responsible for assisting with snow removal and ensuring access to the buildings and pathway for apparatus response.