

Aspinwall Volunteer Fire Department
Aspinwall, Pennsylvania

**Firefighter Live-In Program
Responsibilities, Rules and Guidelines**

March 30, 2011

By the

Members of the Aspinwall Vol. Fire Department
Live-In Program Committee

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ARTICLE I – PURPOSE

In the interest of public safety, an initiative to recruit and retain members, and an effort to reduce response times to emergency incidents, the Aspinwall Volunteer Fire Department (Station 102) will provide adequate facilities for members to sleep and live in the fire station, at no cost to the member. The Program will hereafter be referred to as the "Live-In" Program. In return for the use of these facilities, live-in members will provide services to the Fire Department as described in the following Articles.

ARTICLE II – DEFINITIONS

- A. "Fire Department" refers to the Aspinwall Volunteer Fire Department.
- B. "Live-In Members" use the facilities designated to be occupied by the Fire Department for their primary residency.
- C. "Active Members" actively respond and function at emergency incidents, assist with work and fund raising functions, and attend scheduled training.
- D. "Bunk-In Members" are Active Members who sleep at the facilities designated to be occupied by the Fire Department, but it is not their primary residence.
- E. "Live-In Committee" is the primary governing body that administers the Live-In Program.
- F. "Fire Officers" refer to the elected Fire Chief, Assistant Fire Chief, Captain and Lieutenant(s) of the Fire Department.
- G. "Duty Officer" refers to the highest ranking or most senior member at the station.
- H. "On Duty" is defined as "the time spent at the station and available to respond to emergency incidents."

ARTICLE III – LIVE-IN COMMITTEE

- A. The Live-In Committee will be responsible for the administration and operation of the "Live-In" Program concurrent with the Purpose as outlined in Article I.
- B. The Live-In Committee will consist of:
 - 1. The Fire Chief
 - 2. The Assistant Fire Chief
 - 3. The President
 - 4. The First Vice President
 - 5. One (1) Live-in Member.
- C. The Fire Chief shall act as the Chairperson; the Assistant Fire Chief will act as chairperson in the Fire Chief's absence.

ARTICLE III – LIVE-IN COMMITTEE (Cont.)

- D. The Live-In Committee shall not exceed five (5) members.
- E. The Live-In Member will be chosen by the Fire Department Board of Directors annually in January, or whenever there is a vacancy in this position.
- F. The Live-In Committee will assign chores and responsibilities to the Live-In members, but not limited to Articles IX, X and XI.
- G. The Chairperson will be the communicator between the Committee and the Live-in residents. A duty Fire Officer, if available, will serve as the liaison. If the Chairperson is unable to solve an issue relating to the Live-in Program, it will be forwarded to the Committee. If the Committee is unable to solve the issue it will be forwarded to the Fire Department Board of Directors for a final decision.
- H. If there are more than five (5) Live-In Members eligible to participate in the Live-In Program, the Live-In Committee has the power and responsibility to make an unbiased determination, based on all available reports and documentation, on what Live-In Members will be allowed to continue to participate in the Program and what Live-In Members will be displaced from the Program.
 - 1. Displaced Live-In Members will have thirty (30) calendar days to vacate their individual bunkroom of themselves and their possessions, leaving it clean and ready to be occupied.
- I. The Live-In Committee shall perform an annual review of each Live-In Member participating in the Program during their anniversary month. The Live-In Committee reserves the right to review the progress any or all Live-In Members participating in the Program quarterly or bi-annually as they determine necessary.

ARTICLE IV – LIVE-IN SELECTION PROCESS

- A. The Live-In Selection Process will be at the sole discretion of the Live-In Committee.
- B. Requirements to enter the Live-In Program:
 - 1. Applicants must be 18 years of age and/or a high school graduate.
 - 2. Applicants will submit an updated and current membership application to be placed on file.
 - 3. Applicants will submit a signed contract indicating they will abide by and understand all requirements, rules and guidelines of the Firefighter Live-In Program.

ARTICLE IV – LIVE-IN SELECTION PROCESS (Cont.)

4. Applicants will present current certifications confirming they are/have:
 - a. Completed Essentials of Firefighting, Module 4, or equivalent,
 - b. Certified Hazmat Operations trained, or higher,
 - c. American Heart Association "Healthcare Provider" level. (Adult, Child & Infant CPR & AED)
 5. Applicants will gain additional consideration if they also present current certifications confirming they are:
 - a. Certified Firefighter I, or higher.
 - b. Certified Basic Vehicle Rescue trained, or higher.
 - c. Pennsylvania Department of Health Certified Paramedic, EMT, or Emergency First Responder.
 - d. Certified Rapid Intervention Team Awareness trained.
 - e. Certified Rapid Intervention Crew Exercise, or higher, trained.
 6. Applicants must submit Proof of Employment and/or Proof of Enrollment from an Institution of Higher Learning. (Article VI, Section J and Article VII, Section Z.)
- C. The Applicant's application, credentials and records will be reviewed by the Live-In Committee prior to an interview.
- D. After the Application Review Process, the Live-In Committee may contact the Applicant to schedule a formal interview. If a second interview is required the Committee may contact the Applicant to schedule a second interview.
- E. The Live-In Committee has the right to approve or reject any and all Applicants for any reason. This shall be done by a majority vote of the committee members present.
- F. The Live-In Committee shall present its recommendation, for or against the applicant, prior to the general membership voting on the applicant's application for membership.
 1. The general membership shall vote on each applicant's application for membership in accordance with the fire department by-laws.
- G. The fire department secretary shall respond to the Applicant, in writing, within ten (10) business days with the department's decision.

ARTICLE V – RESPONSIBILITIES

- A. It is the intent of the Live-In Program to provide clean, comfortable facilities for all members. Living in a dormitory atmosphere requires each member to respect the needs of others and not just themselves. It is the responsibility of each Live-In Member to fully understand and comply with all directives that are issued. To assist in this communication function, all Members accepted into the Live-In Program will be issued a copy of all directives that are in effect. Further directive additions, deletions and changes will be posted on a bulletin board designated for Live-In Members. Each Live-In Member will read the directive and initial the copy indicating his/her understanding of the directive(s).

- B. The responsibilities of ALL MEMBERS, (Live-In, Bunk-in, Active, Junior & Associate) shall be as follows:
 - 1. Live-in residents are, at all times, under the direction of the Fire Officers and the Live-In Committee. Residents, as well as members, will follow the instructions of the Fire Officers. If instructions are not followed, the incident will be reported to the Chief or President who will determine the proper action to be taken.
 - 2. Maintain the two bathrooms and bunkroom in a neat, clean and orderly condition at all times.
 - 3. Clean up after themselves when using the rooms in the facility. This includes throwing away trash, drink containers, washing dishes, etc. DO NOT expect someone else to clean up after you. Do not wait to be asked to clean up. You should instead be asking what needs to be done.
 - 4. Pay particular attention to their personal hygiene, which can and may be offensive to other members. It is strongly recommended that a member not occupy the bunkroom if they have not showered within 24 hours. It is also strongly recommended that each Live-In Member, upon returning from work, school or recreational activities, shower before occupying the bunkroom.
 - 5. Make certain their furniture and lockers remain odor free.
 - 6. Assure that soiled laundry does not create an offensive odor for others. Soiled laundry shall be kept in the supplied, vented laundry basket and cleaned within one week.
 - 7. Follow all Fire Department By-Laws, Chief's Rules and SOG's
 - 8. The complete set of bed linens must be changed once a week.

ARTICLE V – RESPONSIBILITIES (Cont.)

9. A bed will be made with:
 - a. A vinyl mattress cover neatly fitted to the mattress,
 - b. A bottom, fitted sheet neatly fitted to the mattress;
 - c. A flat, top sheet tucked under the mattress at the foot end of the bed, with the other end neatly spread, with no wrinkles, to the head of the mattress;
 - d. A blanket, if needed for comfort, shall also tucked under the mattress at the foot of the bed with the other end neatly spread, with no wrinkles, to the head of the mattress;
 - e. A pillow, in a pillow case, will be smoothed and centered, on the mattress, at the head of the bed.

10. Make an effort to maintain building security and appearance.

ARTICLE VI – MAINTAINING LIVE-IN STATUS

- A. Must comply with the training requirements set forth in the Aspinwall Volunteer Fire Department By-Laws.

- B. Shall obtain the following certifications and training requirements within one year:
 1. Firefighter I certification
 2. Pennsylvania Department of Health Certified Paramedic, EMT, or Emergency First Responder.
 3. Rapid Intervention Team Awareness, or equivalent.

- C. Shall obtain the following certifications and training requirements within two years:
 1. Basic Vehicle Rescue, or equivalent
 2. Structural Firefighter Survival, or equivalent.

- D. Shall obtain the following certifications and training requirements within three years: Rapid Intervention Crew Exercise, or equivalent

- E. All certifications and required training must be kept current in order to maintain Live-in status.

- F. Live-In Members, in exchange for living at the fire station, will be required to be "On-Duty," at the fire station, a minimum of one four (4) hour continuous waking shift, five (5) days each week, excluding time asleep or at work/school.

ARTICLE VI – MAINTAINING LIVE-IN STATUS (Cont.)

- G. Live-In Members must obtain their own post office box or other means to receive mail. Under no circumstances shall a Live-In Member receive personal mail at the fire station or use the Fire Department address.

- H. Live-In Members must respond with the apparatus to all emergency incidents the Fire Department is dispatched to during their off-work or off-school hours, when "On Duty" and;
 - 1. While on Fire Department property;
 - 2. While within the Borough of Aspinwall limits.
 - 3. Live-in Members will not be held accountable for emergency incidents, training or work/fund raising activities:
 - a. That occur during the hours in which a member is at school or at work.
 - b. If they are injured or ill. Any Live-in member who is unable to respond to incidents, training or activities due to illness or injury shall advise the Chief immediately and provide a time when they will be back in service, if possible.
 - c. If they have made plans or prior arrangements which have been approved by the Fire Chief.
 - d. That occur one (1) hour prior to work or school schedules.

- I. Live-In Members must attend ALL Fire Department functions which occur during their off-work or off-school hours. This consists of meetings, training, work details, activities and fund raising events.

- J. All Live-In Members must either be a full time student at an institution of higher learning; gainfully employed a minimum of sixteen (16) hours per week and a part-time student at an institution of higher learning; or gainfully employed a minimum of thirty (30) hours per week.
 - 1. Live-in Members will meet one of the above requirements prior to acceptance of being a Live-In Member.
 - 2. At any time the member ceases to be a full-time student at an institution of higher learning, or loses employment, he/she will have sixty (60) calendar days to become employed.

- K. All Live-In Members are subject to a periodic inspection by any member of the Live-In Committee. The inspection may occur unannounced.

- L. Any member found not in compliance with the Live-In Program rules may be subject to disciplinary action, suspended or terminated from the Program at the discretion of the Live-In Committee.

ARTICLE VII – GENERAL RULES

- A. Smoking is allowed outside, but not within fifteen (15) feet of any doors into the facility. The use of tobacco, in any form, is not permitted in the building.
- B. Only one person per bunk.
- C. At no time shall there be more than one person in a bathroom at a time. Bathrooms door shall be locked to prevent other personnel from accidentally entering while in use.
- D. All Members are responsible for cleaning up after themselves.
- E. Each Live-In Member will be responsible for making up their assigned bunk and responsible for maintaining the area around their bunk in a neat and orderly fashion on a daily basis. Clothing and other personal items will not be left lying around in the open. Furnishings are provided for Live-In Members and personal items are to be stored in wardrobes, lockers or dressers.
- F. Visitors are prohibited from entering the bunk room unless special exceptions have been made by the Live-In Committee. Fire Department members are prohibited from entering individual bunk rooms or the bunk room common area unless accompanied by a Live-In Committee member or Live-In Member.
- G. Please be courteous when coming in late at night.
- H. All Members are to remain adequately clothed at all times while in department spaces. Exception; The bathrooms.
- I. Live-In Members shall be in Class C uniform when "On Duty."
 - 1. Class C Uniform consists of clean, navy blue or black work or EMS pants, a Fire Department t-shirt (long or short sleeved), navy blue or black socks and black work shoes. All components of this uniform are to be provided by the individual.
- J. Minimum night attire will be athletic shorts and crew neck t-shirt.
- K. All Members will follow the Fire Department By-Laws, Chief's Rules and SOG's.
- L. Members are allowed to invite one (1) guest to the station. Any guest brought to the station is subject to the By-Laws, Chief's Rules and SOG's of the Fire Department and remains the responsibility of the member who brings him/her.
- M. Live-In and Bunk-in Members shall store their food and drinks in the pantry and refrigerator provided for the Live-In program. At no time shall live in member food or drink be placed in the department's refrigerator in the kitchen.
- N. No horseplay.

ARTICLE VII – GENERAL RULES (Cont.)

- O. Fighting and/or harassment will not be tolerated.
- P. Personnel shall treat all department and personal property in such a manner so as to avoid damage and prevent loss, theft or destruction of that equipment or property. Any willful destruction, theft or damage, or failing to make efforts to stop such damage, theft or destruction will be grounds for disciplinary action according to Fire Department policies and the laws of the Commonwealth of Pennsylvania.
- Q. All Members and Guests are to refrain from the use of profanity or offensive language while on Fire Department property.
- R. Illegal Drugs are strictly prohibited on Fire Department property.
- S. Consumption of, possession of, or being under the influence of alcohol on Fire Department property is strictly prohibited, with the exception of special parties or events sanctioned by the Fire Department, and approved by the Board of Directors.
- T. Live-in Members who have consumed alcohol are allowed to return to the station with the following provisions:
 - 1. The member shall report directly to the bunkroom and remain there until sober. The member is allowed to use the bathrooms during this time.
 - 2. The member shall notify the Duty Officer that they are out of service.
 - 3. The member shall not cause any disturbance in or around the Fire Station.
 - 4. Time spent at the station under the influence of alcohol shall not be applied to the minimum hours required to maintain Live-in status.
- U. Members who have consumed alcoholic beverages may not respond to emergency incidents until at least eight (8) hours have passed since the last consumption or use. Members who have consumed prescription or over-the-counter medication, affecting the member's ability to perform firefighting duties safely, shall not respond to emergency incidents until at least eight (8) hours have passed since the medication was consumed.
- V. Live-In Members shall notify the Chief or Assistant Chief if there are less than three (3) Live-In or Bunk-In Members for the night.
- W. No sleeping on the Member's Lounge furniture unless in the case of a long term emergency incident where the number of Firefighters exceeds the number of beds available.
- X. Open containers of food are not allowed in the individual bunk rooms. Open containers of drink are not allowed in the individual bunk rooms or bunk room common area.

ARTICLE VII – GENERAL RULES (Cont.)

- Y. Firefighting PPE is not permitted in the Member's Lounge or Bunkroom areas.
- Z. Live-In Members will be required to provide the Live-In Committee with current copies of their work and/or school schedules at all times.
- AA. Live-In Members attending an institution of higher learning will maintain a 2.5 GPA, on a 4.0 scale, or may be suspended or terminated from the Program at the discretion of the Live-In Committee.
- BB. Members will report problems with or failures of equipment or fire company property to a Chief Officer or Duty Officer immediately. An incident card will be completed and placed in the proper location.
- CC. Portable heaters will not be permitted in the Bunkroom. Fans are permitted in the Bunkroom upon obtaining permission from a Chief Officer.
- DD. Pictures, posters and similar items will be permitted in the Bunkroom, but the President, First Vice President or a Chief Officer reserves the right to have any pictures or posters removed that are deemed to be inappropriate or in poor taste.
 - 1. Only mount pictures, posters and similar items to walls, doors and furniture using, commercially produced, non-damaging, quick release, removable products.
- EE. All Live-In and Bunk-In members are to park their personal vehicles in the spaces provided in the Municipal Lot on Commercial Avenue, or in a legal parking space along the roadway. Live-In and Bunk-In members are not to park in the yellow areas designated for Fire Department members to park when responding to the fire stations.

ARTICLE VIII – BUNK-IN MEMBERS

- A. Bunk-In Members are only allowed if there are un-assigned bunks available.
- B. No members under the age of 18 may participate in the Bunk-In Program.
- C. Bunk-In Members may not stay more than three (3) days in a week, and a total of no more than eight (8) days in a month. Chief Officers or the Live-In Committee may extend or reduce the number of days a Member may Bunk-In.
- D. Bunk-In Members are accountable to assist with all chores. If chores are not completed, the Member's Bunk-In privileges may be suspended for a minimum of one (1) month at the discretion of the Live-In Committee.
- E. Members who wish to use their Bunk-In privilege must notify a Chief Officer and sign-up a minimum of three (3) days in advance of their expected stay.

ARTICLE VIII – BUNK-IN MEMBERS (Cont.)

- F. All Bunk-In Members must also follow the rules, regulations and guidelines set in Articles V, VII, IX, X & XI.
- G. Bunk-In Members should address all concerns and questions to the Live-In Committee.
- H. Bunk-In Members must provide their own, clean, fitted and flat, twin size, extra-long, bed sheets, pillow, pillow case and blanket; and take it away with them at the end of their stay. Vinyl mattress covers will be provided by the Fire Department and must be used.

ARTICLE IX – DAILY CHORES

- A. Make bunk and square away individual bunk room. (Article VII, Section E.)
- B. Clean Bathrooms
 - 1. Clean toilet, sink and shower with disinfectant.
 - 2. Sweep and wet mop the floor.
 - 3. Empty the trash container.
 - 4. Restock toilet paper and paper towels.
- C. Clean Kitchen
 - 1. Wipe down countertops with disinfectant.
 - 2. Wipe down stove with soap and water; dry with paper towel.
 - 3. Clean all dishes when finished. No dishes should be left on the counter tops, tables or in drying rack. Clean out drain strainer.
 - 4. Sweep and wet mop the floor.
- D. Empty ALL trash containers used by the Fire Department.
- E. Snow and ice removal
 - 1. Remove snow from sidewalk and driveway on First Street the entire length of the building including the pedestrian alley as often as necessary to maintain safe access in and out of the Fire Department facilities.
 - 2. Salt sidewalk and driveway as often as necessary to maintain safe access in and out of the Fire Department facilities.
- F. Daily Equipment Checks of Engine 102-1 and Rescue 102
- G. Clean and dry Engine 102-1 and Rescue 102 as often as required to remain free of the build up of salt spray, road dust and/or rain splatter.
- H. Vacuum Bunkroom as needed. Vacuum area rug and wet mop Member's Lounge floor as needed.

ARTICLE IX – DAILY CHORES (Cont.)

- I. Assure Bunkroom Common Area and Members Lounge are in neat and orderly fashion at all times.

ARTICLE X – WEEKLY CHORES

- A. Sweep, Vacuum and/or Wet Mop the Bunkroom, Member's Lounge, Bathrooms, Stairs and Radio Room floors.
- B. Dust furniture and fixtures.
- C. Sweep, Wash Down and Squeegee the Truck Room floor.
- D. Check Operational Condition of all Apparatus.
- E. Equipment Checks of Engine 102-2 and 102 SOV.
- F. Clean and dry Engine 102-1 and Rescue 102.
- G. Each Live-In Member will be responsible for checking the refrigerator and discarding any of his/her food and/or drinks which have expired or are unfit for human consumption.
- H. All trash needs to be in the garbage cans no later than Sunday evening.
- I. Check the sidewalk, driveway and curb of the road, pick up and discard any litter.
- J. Clean windows inside and out.
- K. Anything else which needs to be done.

ARTICLE XI – MONTHLY CHORES

- A. Clean both refrigerators and remove any expired or outdated food and/or drink.
- B. Remove all cobwebs inside the Fire Department spaces.
- C. Clean and dry Engine 102-2 and 102 SOV.
- D. Sweep, vacuum, clean and detail interior of Engine 102-1, 102-2, Rescue 102 & 102 SOV.

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APPENDIX A – LIVE-IN PROGRAM CONTRACT

**ASPINWALL VOLUNTEER FIRE DEPARTMENT (STATION 102)
LIVE-IN PROGRAM CONTRACT**

I, _____ on _____, 20____ have received, read and understand the Live-In Program Responsibilities, Rules and Guidelines and hereby agree to follow them. I further understand that my participation in the Live-In Program may be terminated at any time by the Live-In Committee for an infraction of these Responsibilities, Rules and Guidelines. I understand that in return for living at the Fire Station I will be required to perform daily housekeeping and maintenance assignments and be required to be on duty at the station a specified number of days and hours each week, subject to change by the Live-In Committee.

Printed Name of Live-In Member

Signature of Live-In Member Date

Signature of Live-In Committee Member Date

Live-In Application Process Checklist: (Initial & Date)	Internal Use Only
Current Membership Application	_____
Signed Live-In Program Contract	_____
Verification of Age	_____
Required Certifications?	_____
Proof of Employment and/or School Transcript	_____
First Interview	_____
Second Interview	_____
Approved or Rejected (circle one)	_____

Reason: _____