

# **2.0**

## **COMMUNITY RISK REDUCTION AND SPECIAL PROGRAMS**

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## 2.1 COMMUNITY RISK REDUCTION

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## 2.1.1 FIRE PREVENTION EDUCATION

### PURPOSE:

The purpose of fire prevention is the saving of lives and property. Fire prevention education is the first step in the fire department's commitment to protecting the lives and property of the residents of the Borough of Aspinwall, guests and neighboring communities.

### SCOPE:

It is the responsibility of all members of the department to share in the goal of educating family, friends and neighbors in the benefits of fire prevention.

### GUIDELINE:

It is the responsibility of all personnel to be enthusiastic, engaged, courteous, well-groomed and knowledgeable of their job and responsibilities.

Upon completion of a Fire Prevention event, the Fire Prevention Officer or Officer in Charge will document and submit an assessment of the event in the Emergency Reporting Day Log. This report should include at a minimum, name of the organization attending, approximate age and number of attendees, topics covered, notable events (if any), personnel in attendance and length of event.

### PUBLIC EDUCATION OFFICER (P.E.O.):

A fire department Public Education Officer (PEO) will be appointed annually by the Fire Chief.

The Public Education Officer will be responsible for the purchase and organization of educational resources, equipment and materials to support the fire department's Fire Prevention Education program. They are also responsible for the operation and maintenance of the fire department's Fire Safety Trailer.

The PEO will educate members of the department in the presentation of Fire Prevention Education programs and topics and may appoint assistants PEO's to help with carrying out the Fire Prevention Education program.

The PEO will schedule and coordinate requests for internal and external Fire Prevention Education programs including, but not limited to, classroom lectures for adults and children, community out-reach, apparatus visits, "touch a truck" events, fire safety trailer requests and station tours.

### CLASSROOM PROGRAMS:

Classroom programs should be conducted by an approved fire department representative.

The following guidelines should be followed for youth classroom programs:

1. Classroom should be provided by the teacher or school representative.
2. Introduction of the speaker should be made by the teacher or school representative.

## 2.1.1 FIRE PREVENTION EDUCATION

GUIDELINE: (Continued)

CLASSROOM PROGRAMS: (Continued)

3. Topics may include some of the following:
  - a. Smoke Alarms
  - b. Escape plans/fire drills/safe meeting places
  - c. Stop, drop and roll
  - d. How to call 911
  - e. Home safety (i.e. Kitchen, Electricity)
  - f. Using fire responsibly
4. A smoke alarm should be shown and operated for the children to observe.
5. A firefighter may dress out in structural PPE and SCBA and demonstrate the purpose of the protective equipment.
6. Stress home evaluations. (i.e. two means of egress from their bedroom and home). Stress having a designated area outside the home where children and parents will meet in case a fire occurs.
7. Handouts, when provided, shall be given to the teacher for distribution to students.

The following guidelines should be followed for adult classroom programs:

1. Classroom should be provided by the organization representative.
2. Introduction of the speaker should be made by the organization representative.
3. Topics may include one or more of the following:
  - a. Smoke and CO Alarms
  - b. Escape plans/fire drills/safe meeting places
  - c. Home safety
  - d. Using fire responsibly
  - e. Calling 911
  - f. CPR
  - g. Fire extinguisher selection and use
4. A smoke alarm should be shown to attendees with recommendations of how to properly mount and maintain.
5. A firefighter may dress out in structural PPE and SCBA and demonstrate the purpose of the protective equipment.
6. Stress home and workplace evaluations. (i.e. two means of egress). Stress having a designated area outside the home or place of work to meet in case a fire occurs.
7. Handouts, when provided, shall be given to the organizer for distribution to attendees.

## 2.1.1 FIRE PREVENTION EDUCATION

GUIDELINE: (Continued)

### STATION TOURS:

All station tours will be conducted at Aspinwall Fire Station #1, 217 Commercial Avenue, Rear, Aspinwall, PA unless otherwise specified. Tours will be conducted by on-duty personnel under the direction of a Company Officer or the Public Education Officer.

Station tours may include living quarters tour, apparatus tour and structural PPE demonstration.

Handouts, when provided, should be given to the group organizer for distribution to attendees.

### APPARATUS VISITS:

All scheduled apparatus visits will be conducted by on-duty personnel under the direction of the Company Officer or the Public Education Officer.

Apparatus visits will include tour of apparatus, structural PPE demonstration and a brief fire safety lesson.

Handouts, when provided, should be given to the group organizer for distribution to attendees.

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## 2.2 SPECIAL PROGRAMS

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## 2.2.1 JUNIOR FIREFIGHTER PROGRAM

Effective February 7, 2018

The following rules and regulations have been established to govern the conduct and actions for all Junior Members of the Aspinwall Volunteer Fire Department.

The program shall be managed by the fire department president and fire chief who shall have the authority to delegate supervisory and mentorship duties of Junior members to any fire officer or senior member.

Junior members who fail to comply with any of the articles listed below shall be subject to disciplinary action or suspension of membership as deemed appropriate by either the fire department president or fire chief.

### RULES AND REGULATIONS:

1. Junior members of the fire department may be male or female and shall be fourteen (14), fifteen (15), sixteen (16) or seventeen (17) years of age.
2. Junior members shall obey the By-Laws, Chief's Rules, the Rules and Regulations for Junior Members, and any other rules and regulations approved and set forth by the Aspinwall Volunteer Fire Department; and the most current revision of the "Pennsylvania Junior Emergency Service Compliance Manual."
3. Junior members shall abide by the child labor laws of the Commonwealth of Pennsylvania, pertaining to the fire service, until they reach the age of eighteen (18).
4. Junior members must obtain a "Worker's Permit" from their school district and present the permit to the fire department to be kept in their personnel file.
5. Junior members are required to maintain a "C" average or a passing grade in school. Copies of report cards shall be submitted for review every grading cycle.
6. Junior members shall be subject to a quarterly review, as necessary, based on school performance, grades and fire department activity.
7. Junior members shall be respectful to all fire department officers and members, and to the general public. Junior members are encouraged to address fire officers by their titles. (I.e. Chief, Captain, Lieutenant)
8. Junior members shall not engage in verbal or physical harassment, horseplay, wrestling, physical sports or fighting in or about the fire station.
9. Junior members are prohibited from smoking, chewing or any other use or possession of tobacco products on fire department property.

## 2.2.1 JUNIOR FIREFIGHTER PROGRAM

### RULES AND REGULATIONS: (Continued)

10. Junior members are forbidden from using or being in possession of alcoholic beverages or controlled substances on or off fire department property.
11. Junior members shall not use profanity while on fire station property or at fire incident scenes.
12. Junior members shall be off fire station property no later than 22:00 hours. (Exceptions: Immediately after emergency calls, while participating in company training, and at special events and occasions designated by the fire department president or fire chief.)
13. Junior members, fourteen (14) or fifteen (15) years of age, must provide written permission, signed by their parent or guardian, to be at the fire station until 22:00 hours.
14. Junior members shall attend all company training and scheduled fund-raising activities. If they need to be excused, they are to follow the guidelines listed in the current revision of the Chief's Rules and notify an officer or a member at the fire station.
15. Junior members may not operate any company owned apparatus.
16. Junior members may not operate any company owned equipment except under the supervision of a fire department officer or senior member.
17. Junior members desiring to participate in any fire department activities during school hours must obtain a parental permission form from the fire chief, complete the document, have it signed by their parent or guardian, and return it.
18. Junior members must wear full protective turn-out gear while at all emergency scenes and at company training, regardless of permitted duties, unless otherwise instructed by a fire department officer or delegated senior member.
19. Junior members riding the apparatus must remain seated in an approved seat and wear their seatbelt at all times while the apparatus is in motion.
20. Junior members must give up their seat on the apparatus to an active, active non-interior, life or probationary firefighter when that apparatus is responding to an emergency incident.
21. Junior members sixteen (16) or seventeen (17) years of age, who have successfully completed a course of training equal to the standards established by the Commonwealth of Pennsylvania, may engage in exterior firefighting activities, including brush/grass or forest fires, assisting at motor vehicle accidents, and participating in quick response service (QRS) duties, provided that such minors are under direct supervision and control of a fire department officer or delegated senior member.

## 2.2.1 JUNIOR FIREFIGHTER PROGRAM

### RULES AND REGULATIONS: (Continued)

22. Junior members under the age of sixteen (16) are not permitted to respond on the apparatus to incidents involving hazardous materials and to incidents on a state, divided, highway. (Exception: In the rare case that an incident listed in this article occurs while the junior member is riding the apparatus, the junior member shall stay on the apparatus, in an approved seat, wearing their seatbelt until ordered to do otherwise by a fire department officer or delegated senior member.
23. Junior members are not permitted to have any guests at the fire station other than one or both parents or legal guardians.
24. Junior members under the age of sixteen (16) shall remain clear of the emergency scene at all times, are only permitted to enter the immediate fire or hazardous area after the situation is declared under control by the fire officer in charge, and then only under the direct supervision and control of a fire department officer or delegated senior member.
25. Junior members under the age of sixteen (16) shall be limited to:
  - a. Company training activities.
  - b. First Aid.
  - c. Clean-up services at the scene of a fire, outside the structure, after the fire has been declared under control by the fire officer in charge.
  - d. Supporting coffee wagons and food services.
26. In no case, however, shall minors under the age of sixteen (16) be permitted to:
  - a. Operate high pressure hose lines, except during training activities.
  - b. Ascend or descend ladders, except during training activities.
  - c. Enter a burning structure.
27. Junior members are not permitted to sleep in the fire stations or bunk rooms. (Exception: In extreme, emergency circumstances where it is unsafe or not prudent to do otherwise, and only on an as needed basis, with the approval of the department president, fire chief or officer in charge.)
28. Regarding the use of personal vehicles, Junior members:
  - a. Will not be authorized to use a blue courtesy light.
  - b. Shall drive in a safe manner and obey all posted speed limits and traffic signals when responding to the fire station for an emergency incident.
  - c. Shall only park in approved, designated parking spots at the fire stations.
  - d. Are not permitted to respond to an emergency scene in their personal vehicle.
29. Junior members shall follow and comply with the fire department's Social Media policy.

## 2.2.1 JUNIOR FIREFIGHTER PROGRAM

If you have a question regarding any of the rules and regulations listed above, you are encouraged to bring them to the attention of the fire department president, fire chief or any fire officer for clarification.

Grievances with any fire department policy or member should be documented in writing, with dates, times, and names of witnesses, if applicable, and presented to the department president and/or fire chief as soon as possible for review so the matter may be discussed, and appropriate action taken.

**YOU** ARE THE FUTURE OF OUR DEPARTMENT.

**Y**OUR SUCCESS IS OUR DUTY.

## 2.2.2 VOLUNTARY STATION STAFFING PROGRAM

### PURPOSE:

In the interest of public safety, this initiative has been set forth to attempt to improve apparatus staffing for fire and emergency incidents, to ensure that station and equipment maintenance are conducted, and provide a platform for mentoring and crew level training opportunities. The Program will hereafter be referred to as the “Voluntary Station Staffing Program.”

### SCOPE:

All department firefighters and technicians.

### DEFINITIONS:

- A. "Fire Department" refers to the Aspinwall Volunteer Fire Department.
- B. "Active Members" actively respond and function at emergency incidents, assist with work and fund-raising functions and attend scheduled training.
- C. "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.
- D. "Fire Officers" refer to the elected Fire Chief, Assistant Fire Chief, Captain and Lieutenant(s) of the Fire Department.
- E. "Duty Officer" refers to the highest ranking or most senior member at the station, 18 years of age or older.
- F. "On Duty" is defined as "the time spent at the station and available to respond to emergency incidents."
- G. "Rig Checks" refers to the process of checking that the apparatus, and the equipment mounted on the apparatus, are in a working and serviceable condition, ready to be utilized at an emergency incident.
- H. "Incident Credits" refer to credits accrued by a department member for participating in this program. Accrued credits will be added to the number of Incidents responded to over the course of the year and used to augment said members "percentage of calls responded to." Credits can also be used to redeem other incentives.
- I. "Demerits" may be issued for infractions against the program guidelines. They are described in more detail in Article VIII.

## 2.2.2 VOLUNTARY STATION STAFFING PROGRAM

### GUIDELINE:

#### STAFFING APPLICATION SOFTWARE:

- A. The Voluntary Station Staffing program will be utilizing the free on-line application “Homebase” to manage fire department members participation and staffing schedule. The “Homebase” software has easy to use applications for both Apple and Android devices.
- B. Members wishing to participate in the Station Staffing Program shall coordinate with the department’s “Homebase” administrator(s) to set up a personal account within the scheduling software.
- C. In the event that the “Homebase” software is not available, the member will accurately log their “time in” and “time out” in the station logbook. This data will be input into the Day Log in the Emergency Reporting software by a fire officer.

#### STAFFING GUIDELINES:

- A. It is the priority of this Program to ensure that fire station #1 is staffed between the hours of 15:00 (3:00pm) and 23:00 (11:00pm) Monday through Friday and 08:00 (8:00am) to 15:00 (3:00pm) on Saturday and Sunday.
- B. Staffing may occur at any time or day of the week and will not be limited to those hours or days.
  - a. **EXCEPTION:** There will be no staffing from 19:00 (7:00pm) to 23:00 (11:00pm) on Tuesday evenings during meetings, training or work details.
- C. The Program is designed to support a four (4) hour staffing shift. (ie. 15:00-19:00, 19:00-23:00, 23:00-03:00, 03:00-07:00, 07:00-11:00, 11:00-15:00)
- D. The minimum “On Duty” Staffing commitment is four (4) hours.
- E. If a member volunteers to be “On Duty” for a shift or shifts, using the approved Station Staffing application software as noted in Article III, and find that they are unable to meet that commitment, that member shall find another member to cover their shift, using the “Find Cover” feature of the software application, no less than 12 hours prior to the start of their shift.
- F. It shall be the responsibility of the fire officer, or duty officer, to be sure that each member of the “On Duty” crew logs in and out of the Homebase software, with their unique Personal Identification Number (PIN), on the fire department computer or iPads. This will allow for more accurate tracking of “Incident Credits.”
  - a. The fire officer, or duty officer, will note which members of the “On Duty” crew are eligible for additional “Incident Credits” for performing the Daily Tasks.
- G. “On Duty” members staffing the station should be in Class C uniforms.
  - a. 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.
  - b. All components of this uniform are to be provided by the individual.
- H. “On Duty” members staffing the station shall remain “Safety Conscious” at all times whether they are working in and around the fire station, out on the apparatus, or relaxing.
- I. “On Duty” members staffing the station should present a professional demeanor at all times be it at the fire station or anywhere else.



## 2.2.2 VOLUNTARY STATION STAFFING PROGRAM

### GUIDELINE: (Continued)

#### INCENTIVES:

- A. For every four (4) hours served “On Duty” staffing fire station #1 the member will receive one (1) “incident credit.”
- B. For fully participating in and completing all the Daily Tasks and Crew Level Training, the member will receive one (1) additional “incident credit.”
- C. “Incident Credits” will be applied to the member’s overall responded emergency incident counts and used to determine final percentages needed to be eligible to nominate, vote in, and run for Line Officer positions.
- D. For every twenty “Incident Credits” earned, the member is eligible to request a free long or short sleeved “Commemorative Design” t-shirt. (i.e. St Patrick’s Day, Breast Cancer Awareness, etc.)
- E. The Fire Department will reimburse members who are “On Duty” staffing the fire station for eight (8) hours, the cost of food in the amount of \$10.00 per instance.
  - a. Bottled water and soft drinks will be provided by the fire department for the use of the “On Duty” crew.
  - b. Submit receipts for food, dated and noted, at the next Monthly Meeting for reimbursement.

#### GENERAL RESPONSIBILITIES:

- A. The responsibilities of ALL MEMBERS, (Active, Probationary, Junior & Associate) shall be as follows:
  1. Members are, at all times, under the direction of the Fire Officers and 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.
    - a. This includes performing crew assignments to clean, check, maintain the station and equipment and participate in crew level training activities.
  2. Maintain the fire station spaces so they are 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 fire department spaces if they have not showered or changed clothes within a 24-hour period.
  5. Make certain the furniture and lockers remain odor free.

## 2.2.2 VOLUNTARY STATION STAFFING PROGRAM

GUIDELINE: (Continued)

GENERAL RESPONSIBILITIES: (Continued)

6. Follow all Fire Department By-Laws, Chief' Rules" and SOG's.
7. Make an effort to maintain building security and appearance.
8. Smoking/Vaping is allowed outside the fire station, but not within fifteen (15) feet of any doors into the facility. The use of tobacco, in any form, is not permitted inside the fire department spaces.
9. All members are to remain adequately clothed at all times while in department spaces. Exception; the Bathrooms.
10. Minimum night attire will be athletic shorts and crew neck t-shirt.
11. Members are allowed to invite one (1) guest to the station. Any guest brought to the station is subject to the By-Laws, Chief' Rules and SOG' of the Fire Department and remains the responsibility of the member who brings him/her.
12. No horseplay
13. Fighting and/or harassment will not be tolerated.
14. 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.
15. All Members and Guests are to refrain from the use of profanity or offensive language while on Fire Department property.
16. Illegal Drugs are strictly prohibited on Fire Department property.
17. 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.
18. 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.

## 2.2.2 VOLUNTARY STATION STAFFING PROGRAM

### GUIDELINE: (Continued)

#### BUNK-IN GUIDELINES:

- 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 may extend or reduce the number of days a Member may Bunk-In.
- D. Bunk-In Members are accountable to assist with all chores, tasks and assignments. 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 Chief Officers.
- 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.
- F. All Bunk-In Members must also follow the rules, regulations and guidelines set forth in this document.
- G. Bunk-In Members should address all concerns and questions to the Chief Officers.
- H. Bunk-In Members must provide their own, clean, fitted and flat, twin size, extralong, bed sheets, pillow, pillowcase 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.

#### IMPLIED AGREEMENT & INFRACTIONS:

- A. Participation in the Aspinwall Volunteer Fire Department's Voluntary Station Staffing Program and use of the Staffing Application Software implies that the member agrees to abide by the program guidelines.
- B. Failure to Turn-out for a Scheduled Staffing Period will result in two "demerits" and forfeiture of one (1) accrued "Incident Credit" if one is available.
- C. Tardiness, by more than 30 minutes, will result in one (1) "demerit" and loss of accrual of a "Incident Credit" for that four (4) hour period, and Food allotment for that eight (8) hour period.
- D. Not participating in the Daily Tasks and Crew Training, for any reason, will result in one (1) "demerit"
- E. Not adhering to any portion of the Voluntary Station Staffing Program Guidelines will result in one (1) "demerit" for each infraction.
- F. A member earning five (5) or more "demerits" will result in a temporary suspension from the Voluntary Station Staffing program until such time as the member meets with the Chief Officers to discuss their conduct and appropriate disciplinary action is determined.

## 2.2.2 VOLUNTARY STATION STAFFING PROGRAM

GUIDELINE: (Continued)

### DAILY TASKS AND CREW TRAINING:

- A. It is the expectation of the fire department officers that the tasks of cleaning the station, performing “rig checks” and participating in a crew level training activity take approximately an hour of time total. Each set of tasks is expected to last no more than 20 minutes with a crew of three to five members.
  - a. For shorthanded crews of two or less, it shall be the fire or duty officer’s discretion as to what Daily Task(s) their crew will address, if any are left to be done.
- B. Check lists outlining the Daily Tasks for Station Cleaning, Apparatus and Equipment Checks will be provided by the Fire Department. Examples are attached at the end of the program guidelines.
- C. Crew Training is an essential part of the Voluntary Station Staffing program as it helps to build individual confidence and team cohesion ultimately leading to improved morale. They should be led by the “Duty Officer.”
  - a. Examples of Crew Training might be: SCBA Drills, Hydrant Drills, Cross-Lay or Trash Line Packing, Scene Size Up, Fire Service knots, Setting up the RIT Basket, Ladder Carries/Raises, etc.

## 2.2.3 LIVE-IN PROGRAM

### 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.

### SCOPE:

All department firefighters and technicians.

### 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."

### GUIDELINE:

#### LIVE-IN COMMITTEE:

The Live-In Committee will be responsible for the administration and operation of the "Live-In" Program concurrent with the Purpose.

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.

The Fire Chief shall act as the Chairperson; the Assistant Fire Chief will act as chairperson in the Fire Chief's absence.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

LIVE-IN COMMITTEE: (Continued)

The Live-In Committee shall not exceed five (5) members.

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.

The Live-In Committee will assign chores and responsibilities to the Live-In members, but not limited to those listed in the guidelines below.

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.

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.

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.

LIVE-IN SELECTION PROCESS:

The Live-In Selection Process will be at the sole discretion of the Live-In Committee.

Requirements to enter the Live-In Program:

- A. Applicants must be 18 years of age and/or a high school graduate.
- B. Applicants will submit an updated and current membership application to be placed on file.
- C. Applicants will submit a signed contract indicating they will abide by and understand all requirements, rules and guidelines of the Firefighter Live-In Program.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

LIVE-IN SELECTION PROCESS: (Continued)

- D. 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)
- E. Applicants will gain additional consideration if they also present current certifications confirming that 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.
- F. Applicants must submit Proof of Employment and/or Proof of Enrollment from an Institution of Higher Learning.

The Applicant's application, credentials and records will be reviewed by the Live-In Committee prior to an interview.

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.

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.

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.

The fire department secretary shall respond to the Applicant, in writing, within ten (10) business days with the department's decision.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

### RESPONSIBILITIES:

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).

The responsibilities of ALL MEMBERS, (Live-In, Bunk-in, Active, Junior & Associate) shall be as follows:

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.

Maintain the fire station bathroom and bunkroom in a neat, clean and orderly condition at all times.

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.

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 strongly recommended that each Live-In Member, upon returning from work, school or recreational activities, shower before occupying the bunkroom.

Make certain their furniture and lockers remain odor free.

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.

Follow all Fire Department By-Laws, Chief's Rules and SOG's

The complete set of bed linens must be changed once a week.



## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

RESPONSIBILITIES: (Continued)

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 pillowcase, will be smoothed and centered, on the mattress, at the head of the bed.

Make an effort to maintain building security and appearance.

MAINTAINING LIVE-IN STATUS:

Live in residents, must comply with the training requirements set forth in the Aspinwall Volunteer Fire Department Standard Operating Guidelines.

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.

Shall obtain the following certifications and training requirements within two years:

1. Basic Vehicle Rescue, or equivalent
2. Structural Firefighter Survival, or equivalent.

Shall obtain the following certifications and training requirements within three years:

1. Rapid Intervention Crew Exercise, or equivalent

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

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.

1. Live-in members must log their "On Duty" and "Off Duty" times in the Log Book in the Radio Room.
2. Live-in members shall record their "On-Duty" activities in the Log Book in the Radio Room so it can be documented.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

MAINTAINING LIVE-IN STATUS: (Continued)

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.

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 90 minutes (1 hour and a half) prior to work or school schedules.

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, not including flea market off weeks.

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.

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

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.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

### GENERAL RULES:

Smoking/Vaping 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.

Only one person per bunk.

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.

All Members are responsible for cleaning up after themselves.

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.

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.

Please be courteous when coming in late at night.

All Members are to remain adequately clothed at all times while in department spaces. Exception; The bathrooms.

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.

Minimum night attire will be athletic shorts and crew neck t-shirt.

All Members will follow the Fire Department By-Laws, Chief's Rules and SOG's.

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.

Live-In and Bunk-in Members shall store their food and drinks in the assigned kitchen pantry provided for the Live-In program. Live in members shall be allowed to keep food or drink in the department's refrigerator in the kitchen but it must be marked with a name and dated. Food and drink shall be disposed of a week after the marked date. The fire department reserves the right to request that the Live-in members move their food and drink from the kitchen refrigerator/freezer to the ones in the basement as needed.

No horseplay.

Fighting and/or harassment will not be tolerated.

## 2.2.3 LIVE-IN PROGRAM

### GUIDELINE: (Continued)

#### GENERAL RULES: (Continued)

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.

All Members and Guests are to refrain from the use of profanity or offensive language while on Fire Department property.

Illegal Drugs are strictly prohibited on Fire Department property.

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.

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.

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.

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.

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.

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.

Firefighting PPE is not permitted in the Member's Lounge or Bunkroom areas.

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.

## 2.2.3 LIVE-IN PROGRAM

### GUIDELINE: (Continued)

#### GENERAL RULES: (Continued)

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.

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.

Portable heaters will not be permitted in the Bunkroom. Fans are permitted in the Bunkroom upon obtaining permission from a Chief Officer.

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.

Only mount pictures, posters and similar items to walls, doors and furniture using, commercially produced, non-damaging, quick release, removable products.

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.

#### BUNK-IN MEMBERS:

Bunk-In Members are only allowed if there are un-assigned bunks available.

No members under the age of 18 may participate in the Bunk-In Program.

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.

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.

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.

All Bunk-In Members must also follow the rules, regulations and guidelines set in this program for Live-in members.

Bunk-In Members should address all concerns and questions to the Live-In Committee.

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.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

### DAILY CHORES:

- A. Make bunk and square away individual bunk room.
- B. Clean Bathroom.
  - 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 buildup 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.
- I. Assure Bunkroom Common Area and Members Lounge are in neat and orderly fashion at all times.

## 2.2.3 LIVE-IN PROGRAM

GUIDELINE: (Continued)

### 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 apparatus at Fire Station #2. (Engine 102 and 102 Squad)
- 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.

### 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 apparatus at Fire Station #2 (Engine 102 and 102 Squad)
- D. Sweep, vacuum, clean and detail interior of Engine 102-1, 102-2, Rescue 102 & 102 Squad.

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