

Resident Firefighter Program Manual



BENTON COUNTY FIRE DISTRICT #1

This manual establishes uniform procedures for the Fire District. It is neither designed as, nor does it establish a legal standard for these functions. Revisions must be approved by the District Chief.

**BENTON COUNTY FIRE DISTRICT #1
RESIDENT FIREFIGHTER PROGRAM MANUAL**

RECORD OF REVISIONS

REVISION NUMBER	DATE OF CHANGE	PAGES OR PARAGRAPHS AFFECTED	CHANGE POSTED BY
1	1/10/08	Clarification language changed throughout entire document, addition of Appendix B, C, & D	Ryan Nicholls (RPD)
2	9/10/08	Clarification language changed throughout entire document, Appendix B rewrite.	Committee
3	12/29/09	Clarification language changed throughout entire document, addition of Appendix F & G	Ryan Nicholls (RPD)
4	6/1/12	Addition of boot allowance to Uniforms and Protective Clothing, Change Time Off Requests to ¼ hr increments, Reformat Monetary Compensation section, add pts for travel in POV, Edit compensation section of Appendix G.	Ryan Nicholls (RPD)
5	1/5/15	Change to boot allowance IFSAC FFI requirement Time off allowance of 1 resident List of Holidays Inclusion of stipend amount Change point language List of allowable points Minimum passing grade of 2.5 Tuition time limit added Appendix E – witness initials Removal of redundant language and rewrite of compensation language in Appendix G	Ryan Nicholls (RPD)

Table of Contents

PURPOSE/GOAL.....3

POSITION DESCRIPTION.....3

STAFFING POLICY3

SELECTION REQUIREMENTS AND PROCESS3

AGREEMENT4

TERM OF RESIDENCY4

SUPERVISION BY THE RESIDENT PROGRAM DIRECTOR(RPD)4

UNIFORMS AND PROTECTIVE CLOTHING5

TRAINING.....5

SHIFT ASSIGNMENTS7

SCHEDULED DAYS OFF7

ALARM RESPONSE8

STATION DUTIES8

COMPENSATION9

GENERAL RULES10

APPENDIX A12

APPENDIX B.....14

APPENDIX C17

APPENDIX D18

APPENDIX E.....19

APPENDIX F20

APPENDIX G21

PURPOSE/GOAL

It is the intent of Benton County Fire District #1 to maintain an effective Resident Firefighter program designed to enhance volunteer firefighter staffing, augment career staffing, and to prepare individuals for a career in the fire service.

POSITION DESCRIPTION

See Appendix A.

STAFFING POLICY

The Fire District shall attempt to fill all open positions from a current list of prospective Resident Firefighters, however, Resident Firefighters assigned to each designated station shall not to exceed the total number of beds available at that respective location.

SELECTION REQUIREMENTS AND PROCESS

The successful applicant for Resident Firefighter shall:

1. Possess the knowledge, skills, and abilities to perform day-to-day tasks and emergency response functions necessary for the completion of the mission of the District.
2. Be capable of, and willing to assume responsibility for carrying out the commands of fire officers during routine activities and under emergency conditions.
3. Demonstrate the ability to remain calm and function effectively during periods of inactivity or stress.
4. Demonstrate acceptable skill levels of written and oral communication.
5. Be capable of learning basic computer functions, such as, but not limited to, e-mail, word processing, and entering data and information into fire service related software.
6. Be capable of passing District required medical and fitness examinations to demonstrate health in accordance with state medical standards for volunteer firefighters. Must not be drug or alcohol dependent.

Minimum Requirements

1. Must be eighteen (18) years of age upon appointment.
2. Must possess a valid Washington State Driver's License and have an acceptable driving record.
3. Must be able to pass a background check.
4. Minimum education and training requirements of a high school diploma or G.E.D.
5. Must be physically and mentally capable of performing the functions of a firefighter.

Application Process

1. Current Members
 - a. Resume
 - b. Cover Letter
 - c. Oral Review Panel

2. New Member
 - a. Complete District Application Packet
 - b. Resume
 - c. Cover Letter
 - d. Applicable Past Training Documentation
 - e. Oral Review Panel
 - f. Participate in New Recruit Testing Process

3. Application, resume, and cover letter will be screened to determine if the applicant meets minimum requirements. Qualified applicants will be ranked based on evaluation of the cover letter and resume along with experience and education. Applications may be given preference depending on the following :
 - a. Current District Membership
 - b. Experience and Qualifications
 - c. Current enrollment in a local college majoring in one of the following disciplines:
 - Fire Science
 - Paramedic
 - Fire Administration
 - Other registered students

AGREEMENT

Upon selection for the resident program, each resident shall be required to sign an agreement (Appendix G) with Fire District #1. The signed agreement will be retained by the Fire District and kept in the Resident Firefighter's personnel file.

TERM OF RESIDENCY

Persons accepted into the Resident Firefighter program will normally be limited to a maximum participation period of three (3) years. A Resident Firefighter may request an extension by submitting a written request to the Fire Chief, through the chain of command, clearly stating the reasons.

SUPERVISION BY THE RESIDENT PROGRAM DIRECTOR (RPD)

Fire District #1 will assign a Resident Program Director (RPD). The RPD shall have the authority and responsibility to manage the Resident Program, under the direction of the Fire Chief of the District, and shall provide management, direction and general supervision to the Resident Firefighters. See Appendix B for a detailed description of the RPD roles and responsibilities.

Shift Officers and Station Company Officers shall provide direct supervision of Resident Firefighters during day-to-day activities, training, and emergency incidents.

UNIFORMS AND PROTECTIVE CLOTHING

Fire District #1 will provide each Resident Firefighter with the appropriate articles of personal protective clothing, equipment and uniforms. Only items issued by the department and/or approved by the department are to be utilized by the Resident Firefighter while on duty.

1. Structural PPE and Equipment
2. Wildland PPE and Equipment
3. Uniforms – Due to the amount of time that they are worn, residents receive three sets of class “C” uniforms.
4. Boot Allowance – An allowance of \$200 will be provided per individual on an every two year schedule. This allowance shall not be provided until the point at which the Resident has been in the program for at least six (6) months. The allowance can be used to purchase wildland boots other than what the district provides. It can also be used to purchase station footwear. The individual shall purchase the district approved footwear and present the receipt to the district for reimbursement. If the individual leaves the department before a two year term, the boots shall be returned to the Fire District. If the individual decides to retain the boots, they may reimburse the Fire District for the cost of the boots.

All articles of clothing and issued equipment are the property of Fire District #1 and are to be kept clean and in good order. Fire District #1 will replace or repair equipment and clothing damaged through normal use. The Resident Firefighter will be responsible for items lost or damaged through improper maintenance, carelessness or negligence. Requests for repair and/or replacement will be made through the chain of command according to SOG. Any missing, lost or damaged item(s) will be reported immediately to the RPD.

Upon resignation or termination from the program, all issued equipment will be returned to Fire District #1 Logistics Officer or designee. The cost of replacement of missing or damaged equipment may be deducted from any final compensation due. The footwear purchased through the boot allowance may be retained by the Resident Firefighter.

TRAINING

District standards shall be followed and performance/progress reported to the RPD for both initial and ongoing training.

Initial Training

The initial training phase for Resident Firefighters is divided into four levels. Timelines are given for completion of each level of training. These are based upon the date of appointment.

The Resident Firefighter shall not respond to alarms until Level 2 requirements are successfully completed. It shall be the responsibility of the Resident Firefighter

to keep the RPD informed of progress, issues, or problems encountered during the initial training phase. These reports can take the form of verbal, electronic, or written communications.

Level 1. (Orientation)

It will be the responsibility of the Resident Firefighter to complete this training within one week. A progress report shall be submitted to the RPD at the end of this period as needed.

The Resident Firefighter will identify responsibilities and duties as follows:

1. Familiarization with the rules, SOG's, Policies & Procedures, and regulations of Fire District #1 and the Resident Program.
2. Demonstrate knowledge of and ability to perform routine station and equipment maintenance.

Level 2. Responder Qualified / Basic Training

It will be the responsibility of the Resident Firefighter to complete this training within ninety (90) days from appointment. Periodic progress reports shall be submitted to the RPD as needed.

The Resident Firefighter will be required to complete a BCFD#1 basic training program. Included in this program and in addition to, the Resident Firefighter shall become familiar with:

1. Apparatus familiarization
2. Equipment location on assigned apparatus
3. Hose loads and hose evolutions on assigned apparatus.
4. Fire District #1 radio communication procedures.
5. Knowledge of response area including streets and high hazard occupancies.
6. EMS skills including advanced 1st aid, CPR, HIPAA standards, and ABBP standards.
7. Firefighter Accountability Procedures utilized in Fire District #1

Level 3. Fire Fighter Qualified / Recruit Training

It will be the goal of the Fire District to enable the Resident Firefighter to complete this training within six (6) months from appointment. Periodic progress reports shall be submitted to the RPD as needed.

The Resident Firefighter will be required to complete the BCFD #1 structural firefighting and wildland firefighting training programs or provide documentation of completion of a BCFD #1 equivalent program. IFSAC FFI certification will be required within 3 months of the completion of training.

Level 4. Complete All-Hazard Responder / Probationary Training

It will be the goal of the Fire District to enable the Resident Firefighter to complete this training within one (1) year from appointment. Periodic progress reports shall be submitted to the RPD as needed.

-
1. The Resident Firefighter shall be qualified on all apparatus at the assigned station. Completion of the BCFD #1 EVIP course is required prior to driving District apparatus.
 2. The Resident Firefighter shall obtain certification as a Washington State or Nationally Registered EMS First Responder or EMT-B.

It will be the responsibility of the Resident Firefighter to request and schedule training and evaluations for the above skills. The Resident Firefighter will keep the RPD informed of progress in meeting training requirements and completing evaluation steps.

Ongoing Training

Resident Firefighters shall participate in training while on shift.

Resident Firefighters may be given the opportunity to participate in a career development program provided or sponsored by the Fire District. This program may include, but is not limited to, advanced wildland fire fighting, ITAC, hazardous materials, ICS, and fire administration courses.

SHIFT ASSIGNMENTS

Duty assignments for Resident Firefighters will be done in accordance with the staffing needs of the District. Resident Firefighters must reside at their assigned fire station. Sleeping at the station is an indicator of residence.

Each Resident Firefighter will be assigned to a shift (A, B, or C). A “Modified Detroit” rotational schedule will be utilized to assign each shift to the appropriate duty days. The “Modified Detroit” schedule consists of; one day on, one day off, one day on, one day off, one day on, four days off. This cycle continuously repeats itself. Shifts will be twenty-four (24) hours, and typically be 0700 – 0700. Schedules will be posted at the stations for all members to see.

Shift coverage/trades may be made upon approval by the Shift Supervisor and forwarded to the RPD for filing. All requests must be submitted on the appropriate paperwork (Appendix C) no later than twelve (12) hours in advance of the scheduled shift. All shift absences must be covered in accordance with the guidelines established on the Resident Firefighter Shift Coverage Form (Appendix C). Certain allowances to this timeline due to school, or extended illness will be addressed on a case by case basis.

SCHEDULED DAYS OFF

Residents do accrue days off at a rate of one (1) day per calendar month. These days are intended for vacation, sick time, etc. No days off will be granted on District recognized holidays (see list below). Days can be accumulated in a bank to a total of ten (10) days maximum. These days off have no cash value and will be lost upon departure from the program. A limit of one (1) Resident Firefighters will be allowed to

have prescheduled days off on any given shift as long as the minimum staffing requirements are met. Days off are not required for fire district related training or school requirements.

Requests will be submitted on the required form (Appendix F). Time off can be requested in quarter day (6hr) increments. Requests will be turned in to the Shift Supervisor for comments and forwarded to the RPD for final approval. Requests will be considered in the order in which they were received.

District Observed Holidays:

New Year's Day	Martin Luther King Day	Presidents Day
Memorial Day	Independence Day	Labor Day
Veterans Day	Thanksgiving Day	Day After Thanksgiving
Christmas Day	Floater Day - determined on an annual basis	

ALARM RESPONSE

1. The on-duty Resident Firefighter(s) will respond to all alarms for their assigned station. Exceptions: When a person must be at school, an appointment, or is sick.
2. Off-duty Resident Firefighters are encouraged to respond to any alarms for their assigned station if available with the same exceptions as listed above.
3. Off-duty Resident Firefighters who are not in quarters may respond or standby the same as other volunteer firefighters.
4. Resident Firefighters responding with volunteer personnel will be under the supervision of the applicable company officer or senior firefighter.

STATION DUTIES

Resident Firefighters will be responsible to reimburse the District through "in-kind" services. Duties will be tracked on the Monthly Station Duty Log (Appendix D). These services include, but are not limited to:

Apparatus

Apparatus Readiness Checks – Each vehicle will have a minimum of one check per shift

Apparatus Cleaning – Assure that all vehicles are clean inside and out

Facilities

All areas and facilities occupied or used by the Resident Firefighters are to be maintained in a clean, orderly, and presentable condition at all times. Each Resident Firefighter is responsible for the condition of the living areas and facilities within the fire station, and shall share in the duties necessary to maintain them. The RPD or shift supervisor may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

Lawn and Grounds Maintenance – mowing, pulling weeds, shoveling snow, clean up of leaves and/or litter

Janitorial Service – See examples in chart on next page.

	DAILY	WEEKLY	MONTHLY
Apparatus Bays	clean watch desk, sweep walkways as needed	sweep entire floor, empty trash	hose off floor
Classroom	clean as needed	empty trash, vacuum	
Kitchen	wipe off counters, do all dishes, empty trash	mop, clean all appliances	
Bathroom	clean as needed	empty trash, mop, clean shower, sink and toilet	clean walls and dividers
Dorm Rooms	pick up, make bed	vacuum, clean as needed	
Windows		clean inside and out	
Ramp and Parking Lot	pick up as needed		wash off w/ hose

COMPENSATION

Monetary

- The District shall pay Resident Firefighter compensation in accordance with District procedures. Compensation will be a monthly stipend. Stipend amount is \$470 monthly as of November 2014. This stipend will be adjusted on an annual basis to accommodate differentials in cost of living expenses. The adjustment will ultimately be reviewed and approved by the Fire Chief.
- In addition, a point system will be utilized for any responses, special training, or other approved special assignments completed outside of the Resident's scheduled shift assignments. Points can be accrued for, but not limited to, the following examples:
 - Travel in an individual's POV for the purpose of station reassignment for a shift to maintain appropriate staffing levels. A minimum of 5 miles of travel must be made to be eligible for a travel point. A limit of one (1) travel point per shift will be allowed.
 - Shift coverage as pre-approved by the on-duty shift captain. 1 point for every 6 hours of coverage.
 - Off-duty extra training.
 - Special assignments given by District employees.
 - PIO events.

These points will be tracked on the appropriate form and will be signed off by an on-duty officer or senior firefighter (Appendix E). The form will be turned in at the end of each calendar month. At the end of each month, upon the

receipt of the point cards from all members in the program, a monetary value will be assigned to each earned point. This monetary value will then be multiplied by the number of points earned by each participant to determine that individual's monthly "bonus".

- The District will also provide college tuition assistance in the form of reimbursement for tuition and fee expenses at Columbia Basin College (CBC) rates. All course work shall be submitted in advance on an official fire district training request form (TRF). The TRF with related costs shall be turned in to the RPD and forwarded through the training division for approval.

Reimbursement is limited to the equivalent monetary value of twenty (20) credits per quarter, or a total annual monetary value for the cost of sixty (60) credits.

To qualify for reimbursement the course grade must be 2.5 or higher or pass when applicable. Only approved pass/fail classes required for the degree will be reimbursed. Maximum reimbursement rate per year shall not exceed the full-time tuition costs at Columbia Basin College.

Individuals may choose to attend other institutions of higher learning; however the reimbursement rate will be calculated at CBC equivalent rates. Each school year tuition reimbursement rates shall adjust according to the rates published on the CBC web site.

In the event that personnel resign from the program mid-term, the tuition reimbursement shall be pro-rated.

Submittal for tuition reimbursement must be completed within 60 from the end of the school term that is being requested.

- Resident Firefighters will not be eligible for the drill incentive program.

Living Space

The District shall provide the Resident Firefighter with furnished living quarters. All utilities, laundry facilities with washer and dryer, kitchen with appliances, telephone service (local calls only), internet service, cleaning and maintenance supplies, certain paper products, and certain linen products will be supplied.

GENERAL RULES

Compliance Requirement

Each Resident Firefighter is responsible for knowledge of and compliance with the rules, policies & procedures, SOGs, and the terms and conditions of the Resident Firefighter Agreement (See Appendix G). Breach of these rules, policies & procedures, or the Resident Firefighter Agreement, may subject the Resident

Firefighter to discipline up to and including disqualification and dismissal from the Resident Firefighter program.

Fitness

Resident Firefighters will maintain BCFD#1 physical fitness standards.

Quarters

Resident Firefighter' sleeping areas will be off limits to all persons except Resident Firefighters, Station Captains, Chief Officers, Staff, and the RPD unless otherwise invited by the occupant. During the visitation of any guests, sleeping area doors shall remain open and lights shall remain turned on. There will be no guests in the station after 2200 hours.

APPENDIX A

RESIDENT FIREFIGHTER POSITION DESCRIPTION

RESIDENT FIREFIGHTER

Responsibility for proficient and effective response and performance as a firefighter; acquiring, maintaining, performing and enhancing the knowledge, skills and abilities required to perform prescribed firefighting, EMS, and support functions.

DUTIES

A. Management and Supervision

1. Utilize the chain of command in performing activities, programs, tasks and assignments.
2. Comply with District policies, rules, regulations, procedures and directives. Accept appropriate direction, counseling and discipline from officers.
3. Cooperate with station officers to achieve performance proficiency.

B. Emergency Incident

1. Respond to emergency calls in the role of a firefighter; work as a member of a team while proficiently conducting a wide range of firefighting, EMS or support tasks and assignments. Take direction from fire officer or other to whom assigned.
2. In the absence of an officer or as directed, may temporarily assume command or team-leader assignments; plan, organize and direct tactical emergency operations, make tactical decisions, take responsibility for the completion of assigned incident objectives and individual and team safety.
3. Recognize, protect and preserve emergency incident evidence and area of origin. Advise officer of observations and protective measures taken. Support investigation personnel as directed.
4. Assist in evaluating individual and team performance in fire ground and emergency operations.

C. Training

1. Successfully complete the recruit firefighter-training program or equivalent.
2. Actively participate in the continuing, special education, and training programs to assure the knowledge, skill, ability and proficiency required for the performance of firefighting, EMS and support tasks as required.
3. Meet or exceed prescribed minimum levels of training participation and alarm response.

E. Facilities, Apparatus and Equipment

1. Perform maintenance as assigned to assure that equipment, apparatus, and facilities are maintained.
2. Perform assigned tasks to maintain assigned apparatus and equipment in response ready condition. Make necessary notifications to correct any deficiencies.
3. Perform assigned tasks to maintain buildings, grounds, apparatus and equipment in clean, orderly, and presentable condition.
4. Perform assigned tasks to maintain prescribed equipment and supply inventories; Make necessary notifications to correct any deficiencies for facilities, apparatus or equipment.
5. Care for and maintain assigned personal protective equipment.

F. General

1. Comply with District policies, rules, regulations, procedures and directives.
2. Complete records and reports as required or assigned.
3. Encouraged to participate in special committee assignments.
4. Perform other duties as assigned.
5. Develop and maintain a good working and team relationship with the volunteer and career firefighters, support staff and command personnel of the District.
6. Actively support and advocate the interests of the volunteer firefighter personnel as members of the Fire District #1 team in all respects.
7. Maintain effective and courteous working relationships with:
 - a) All Fire District #1 personnel.
 - b) All personnel from other fire protection jurisdictions that may interface with Fire District #1 in interagency operations.
 - c) Law enforcement, medical transport, and other personnel involved in emergency incident response or support.
 - d) Fire prevention and investigation personnel.
 - e) Public.

QUALIFICATIONS

1. Demonstrated ability to remain calm and function effectively during periods of extreme stress.
2. Broad knowledge, skills, and ability in fire service and EMS operations.
3. Acceptable skills in oral and written communications.
4. Ability to use basic computer skills such as, but not limited to; email, word processing, and incident reporting software.
5. Training: Structural Firefighter I, Wildland Firefighter II, Apparatus Driver-Operator, Minimum of Washington State EMS First Responder. (Qualifications must be obtained within designated timelines.)
6. Valid Washington State driver license.
7. Meet or exceed physical examination and fitness requirements.
8. No dependency on alcohol or drugs.

APPENDIX B

RESIDENT PROGRAM DIRECTOR (RPD)

POSITION DESCRIPTION

Accountable for the supervision of the Resident Firefighter program by assuring response and performance of subordinates is met. Responsibility to make certain that Resident Firefighters are acquiring, maintaining, performing and enhancing the knowledge, skills and abilities required to perform firefighting, EMS, and support functions. The RPD will report directly to the Fire Chief of the department.

DUTIES

A. Recruitment and Application Process

1. Function as the primary Point of Contact (POC) for applicant(s) seeking entry into the BCFD#1 Resident Program.
2. Actively participate in the recruitment of Resident Firefighters.
 - a) Participate in local career days to promote the BCFD#1 Resident Firefighter program.
 - b) Interface with primary and secondary education institutions throughout the PNW to provide information on the BCFD#1 Resident Firefighter program.
 - c) Maintain a file/database of applicants.
 - d) Provide oversight of the application process. Ensure that the tests, interviews, physicals, etc are scheduled, completed, and documentation is completed in a timely manor.
 - e) Function as a member of a panel in selecting the appropriate candidate(s) to fill any open resident position(s) and to establish a waiting list of potential Resident Firefighters.
 - f) Review, verify, and document any previous training a resident may have received from other departments, organizations, and educational institutions.

B. Maintain Proper Resident Firefighter Staffing Levels

1. Develop Resident Firefighter shift schedules and station assignments.
2. Provide oversight to the career shift supervisors to assist with managing shift assignments and schedules to maintain optimal coverage.
3. Review shift change requests that have been approved by the career shift supervisor.
4. Review Monthly Participation Schedule and Duty Logs to ensure that the residents are completing scheduled shift assignments.
5. Approve Resident Sick, Personal, Vacation (SPV) time off request and maintain a database of accrued SPV for each resident.
6. Make the necessary arrangements for volunteer staff that desire to work a shift.
7. Maintain apparatus minimum staffing levels.
8. Ensure that Resident Firefighter outside employment does not interfere with the ability to fulfill shift assignments.

C. Resident Firefighter Training

1. Develop and publish a training schedule that will ensure a new Resident Firefighter meets all Department, State, and Federal requirements to permit the Resident Firefighter to respond to all alarms and operate all apparatus at their assigned station(s), with in six (6) months of the date of appointment.
2. Work with the department training officer to ensure that the required training programs are developed, materials are obtained, training locations are reserved, and instructors are scheduled.
3. Provide guidance to the career shift supervisors to ensure that the scheduled training is conducted each shift.
4. Assure that training is documented and progress reports are submitted by the career shift supervisors.
5. Assist residents with scheduling training above and beyond the minimum requirements when feasible.

D. Confirm that station duties are being met

1. Coordinate with appropriate shift supervisors and Station Captain(s) to confirm that assigned cleaning and/or maintenance is being completed to expectations.
2. Perform inspections of station and living quarters at a minimum of once every two weeks or on a more often basis as needed.
3. Assign appropriate station duties as needed.

E. Assure that appropriate guidance is provided for college level classes (If applicable)

1. Function as a liaison between the Resident Firefighter and educational organizations with registering residents for appropriate classes.
2. Facilitate resident group study sessions as needed.
3. Assist with finding tutoring as needed.
4. Assist the Resident Firefighter(s) with documenting and submitting for educational reimbursement expenses as allowed by department policy.
5. Assist the Resident Firefighter(s) with researching, and applying for financial educational tuition assistance if needed.

F. General

1. Foster a team attitude between all members of the resident program and other members of the Fire District.
2. Be available for contact when needed or assign an alternate when unavailable.
3. Coordinate with department staff to assure that all supplies are provided to the Resident Firefighters as needed to accomplish their duties.
4. Recommend appropriate disciplinary actions when required.
5. Must meet and maintain the physical fitness standard as outlined by the department.

QUALIFICATIONS

1. Must meet the department requirements for captain level position upon appointment.
2. All risk qualified.
3. WA State EMT-B or higher.
4. Strong oral and written communication skills.
5. Organized with a strong history of time management and scheduling tasks.
6. Must possess the necessary computer skills such as, but not limited to; email, word processing programs, project management, Excel spread sheets, and incident reporting software.
7. Should have a strong background in human resource management and project management.

APPENDIX C
RESIDENT FIREFIGHTER SHIFT COVERAGE FORM

I, _____, will work the following shift for Resident Firefighter
_____, at station _____.

Date: _____

Time: _____

Comments:

1. The person covering the shift does not have to be another Resident Firefighter, however, they must be qualified to a level at or above the Resident Firefighter they are covering for.
2. The person covering is required to stay at the station for the shift.
3. The fill-in person is required to cover all responses during the designated shift. Exceptions: When a person must be at work, school, or at an appointment.
4. This form must be submitted to the Shift Supervisor a minimum of 12 hours before the beginning of the designated shift.

_____ Resident Firefighter	_____ Date
_____ Fill-in	_____ Date
_____ Shift Supervisor	_____ Date

APPENDIX D MONTHLY STATION DUTY LOG

RESIDENT
FIREFIGHTER _____ STATION _____ MONTH/YEAR _____

DATE	List of Duties Preformed	Hours
1		
2		
3		
4		
5		
6		
7		
8		
9		
10		
11		
12		
13		
14		
15		
16		
17		
18		
19		
20		
21		
22		
23		
24		
25		
26		
27		
28		
29		
30		
31		

<u>Duties</u>	<u>Details</u>
apparatus checks	apparatus readiness check
apparatus bays	sweep/hose out, remove spider webs, trash
day room/class room	vacuum, trash, properly arrange furniture
kitchen	sweep, mop, clean counters, clean appliances, dishes, trash
dorm	vacuum, trash, other cleaning
bathroom	sweep, mop, clean toilets, showers and sinks, trash
station outside	clean pad, clean station exterior walls
grounds maintenance	mow lawn, pull weeds, rake leaves, shovel snow
other apparatus maintenance	wash trucks, other preventative maintenance

**APPENDIX F
RESIDENT FIREFIGHTER TIME OFF REQUEST**

NAME:	DATE:
DATE(S) REQUESTED:	
COMMENTS: _____ _____ _____	
APPROVED BY:	DENIED BY:
DATE:	DATE:
SUPERVISOR'S COMMENTS: _____ _____ _____ _____	

APPENDIX G

RESIDENT FIREFIGHTER AGREEMENT

It is hereby agreed between _____
("Resident Firefighter") and Benton County Fire Protection District #1 ("District") as follows:

ACCEPTANCE

The District accepts the application of the Resident Firefighter as a volunteer member of the District, subject to the terms and conditions of this agreement.

STATUS

The Resident Firefighter understands and agrees to the status of a volunteer only, without expectation of compensation for services.

RIGHTS

The Resident Firefighter understands and acknowledges that there are no rights of contract, no liberty or property interests, and no proprietary or exclusive rights of any kind created or existent in any volunteer position, including that of Resident Firefighter, by virtue of this agreement.

RULES AND PROCEDURES

The Resident Firefighter shall comply with all District rules, policies & procedures, and with the terms and conditions of this Agreement, at all times. Non-compliance may subject resident to penalty and/or discipline up to and including suspension or termination.

The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of District operations at any time without prior notice to the Resident Firefighter.

RESIDENCY

Applicant shall be a resident of the assigned station. Station assignments shall be based upon the staffing needs of the District. Actual residency is essential to this agreement, and the failure to maintain actual residency in the station shall make the resident ineligible for the Resident Firefighter Program.

QUARTERS

The District shall provide the Resident Firefighter with furnished living quarters to be shared with other Resident Firefighters assigned to that station. The bedroom may be either single or double occupancy.

The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen with appliances, telephone service (local calls only), internet service, cleaning and maintenance supplies, certain paper products, and certain linen products.

Living quarters in the station are provided for the convenience of the District, not the Resident Firefighters. The quarters are provided pursuant to government functions essential to public safety, health, and welfare, for trained and qualified fire/EMS personnel to assure immediate response to emergencies.

The District shall retain custody and control of the resident quarters, which is public property, and shall establish rules for its condition and use which shall be complied with by the Resident Firefighter.

PERFORMANCE

The Resident Firefighter understands and acknowledges that the essence of the resident program is the provision of qualified Firefighter/EMS personnel in the station for emergency response, and that compliance with predetermined standards of training attendance, task performance abilities, alarm response, and maintenance of program participation requirements is reasonable and necessary.

1. The minimum standards of resident firefighter participation and activity are as follows:
 - a. Assigned duty shifts, all periods scheduled for. 100%
 - b. Station training participation while on duty. 100%
 - c. All station alarms while on duty.
 - d. All required training to maintain qualification levels.
2. All activity and performance standards are measured as described in the Fire District Policies & Procedures manual and S.O.G. manual.
3. Resident Firefighters shall maintain the District minimum standards of physical fitness.
4. Resident Firefighters must maintain minimum response level certifications.

COMPENSATION

Resident Firefighters will be recompensed for their services based on the Compensation Section of the Resident Program Manual. This will take the form of both monetary and provided living space as outlined.

VOLUNTARY RESIGNATION

The Resident Firefighter is encouraged to provide a two-week notice to the District when they elect to leave the program. Such notice should be in writing and forwarded through the chain of command to the District Chief.

SIGNATORY PAGE

The parties hereby certify that they have read, understand, and agree to the terms and conditions of this agreement.

Resident _____ Date _____

District _____ Date _____