

Resident Volunteer Program

**I. PURPOSE:**

The purpose of this program is to provide learning and experience to individuals pursuing volunteerism or a career in fire service. This program is intended to increase the understanding of the responsibilities and duties of firefighters. Resident Volunteers are to be available at the main station (201) when paid staff is not available as a point of contact, for emergency response, and to perform specific station duties.

**II. RESIDENT REQUIREMENTS:**

Resident Volunteers shall reside at the fire station as their only place of residence. Maintaining a second place of residence does not meet the intent of the resident program, and staying at the station only during duty shifts is unacceptable. The Resident Volunteer Program is not conducive to those employed in a swing, graveyard, or weekend position, or situations where someone's employment requires absences for extended periods of time. Exceptions may be made for the three-month summer break when frequent absences are due to temporary summer employment. Resident Volunteers that have temporary summer employment are required to coordinate coverage of their duty shift.

Resident Volunteers shall be full time students of higher education, or be employed full time during participation in the program. Lapses of attendance at college or in employment shall not exceed 3 consecutive months in a calendar year. Combinations of part-time work and part-time school attendance are allowed as long as they equal full-time endeavors.

Resident Volunteers shall maintain a driving record that meets the District's driving-record requirements. Resident Volunteers are required to maintain a current and valid Oregon Drivers License. Resident Volunteers must notify the Fire Chief of any change in their driver's license status, and of all traffic violations. Failure to report a traffic violation or change in license status to the Fire Chief will be viewed as a violation of District's policy.

Resident Volunteers shall complete district training as follows:

- NFPA Driver (within 60 days)
- EMR or EMT Basic (first available class)
- NFPA Firefighter I (within one year, as classes permit)

Resident Volunteers are encouraged to continue their training as follows:

- NFPA Pumper Operator
- EMT Advanced

**III. TERMS AND BENEFITS:**

Resident Volunteers are held to the standards and expectations of Volunteers stated in the Personnel Policies for Volunteers. Those participating in the Resident Volunteer Program do so as volunteers and are in no way considered employees of the District. Resident Volunteers serve at the pleasure of the District, and their relationship as a Resident Volunteer with the

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District may be terminated at any time and for any reason, at the discretion of the District or the Resident Volunteer.

The benefits provided for Resident Volunteers include lodging, utilities, tuition reimbursement, and uniforms/station wear. These benefits are offered at the discretion of the District to offset any financial hardship or inconvenience from involvement in the Resident Volunteer Program.

Uniforms provided are: (2) T-Shirts, (1) Sweat Shirt, and (2) pair of blue Nomex pants. Resident Volunteers will be offered re-imbusement up to \$130 on Station Boots. These items will be evaluated for replacement as wear dictates.

Resident Volunteers shall report to all emergency calls while on District premises whether they are on-duty or not, although they may not be required to leave the station as part of their response to the call. Resident Volunteers that do not have their employer or instructor's permission to arrive late and that are due to report to work or school within one hour of a call dispatch time, may elect to not respond to the call. The Fire Chief may consider exceptions for Resident Volunteers that work or attend school at distant locations.

#### **IV. TUITION ASSISTANCE:**

Resident Volunteers are eligible for tuition reimbursement up to \$2600 per term, providing they are in good-standing in the department. Tuition reimbursement is based on 12 credit-hours at a state university, credit conversions will be considered for alternative academic schedules (i.e. semesters). Part-time students will be awarded prorated tuition reimbursement based on credit hours taken (i.e. 9 quarter credit hours of school =  $\frac{3}{4}$  school attendance =  $\frac{3}{4}$  tuition reimbursement). Prorated tuition reimbursement applies only to Resident Volunteers who are part-time students in addition to having part-time work. To receive reimbursement, a Resident Volunteer must provide receipts for tuition expenses at the end of each term, along with a current transcript indicating a grade of a C or better in each class.

#### **V. PERSONAL CONDUCT:**

- A. Resident Volunteers will, at all times, conduct themselves in a professional manner when dealing with the public, other agencies, other District Resident Volunteers, Volunteers, and paid staff.
- B. Horseplay in or around District facilities, at incident scenes, or during training will not be tolerated.
- C. Resident Volunteers will maintain a clean and neat appearance and practice good personal hygiene.
- D. Personal gear will not be left scattered about the fire station. All personal articles will either be stored in the Resident Volunteer's dormitory or other place designated by the Fire Chief.
- E. The District uniform or station wear, with District logo, will be worn at all times while the Resident Volunteer is on-duty.
- F. The District has a responsibility to its personnel and the public to ensure safe working conditions for its employees and volunteers, and to have a productive District workforce

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unimpaired by chemical-substance abuse. To satisfy these responsibilities, the District must preserve a work environment free from the effects of drugs, alcohol, or other performance-impairing substances. The misuse of alcohol and other drugs can impair personnel performance, and physical and mental health. It also may jeopardize the safety of paid staff, Volunteers and the public. Each Resident Volunteer is responsible for meeting performance, safety, and attendance standards.

## **VI. VISITORS:**

- A. General public - During daytime hours, visitors may be taken on tours through the station. General public tours will not be allowed after 2000 hours. The general public is not permitted to wander around the fire station without a District representative as escort.
- B. Personal visitors – Friends and family members are allowed at the station after hours during non-emergency times as Resident Volunteers’ personal visitor provided they do not disturb the other Resident Volunteers or interfere with the normal operation of the District. Visitors are not permitted to wander around the station without a District representative as escort. Quiet time for all personal visitors begins at 2200 hours during weekdays and at 2300 hours on weekends. Each Resident Volunteer is responsible for the conduct of their guests and for restoring the facility after their guest’s departure.

## **VII. BEDS / LINENS:**

The District will supply a bed for each Resident Volunteer. Residents are responsible for supplying linens, blankets, pillows, and towels.

## **VIII. TRAINING:**

Resident Volunteers shall participate in all scheduled and special training activities that occur during their duty shift unless excused by the Fire Chief or Duty Officer. Resident Volunteers are required to meet the District attendance requirements for fire and medical training during their participation in the Resident Volunteer Program.

## **IX. SENIOR RESIDENT:**

The Fire Chief may appoint a Senior Resident Volunteer who would have the responsibility of coordinating the Resident Program by providing a line of communication between the Resident Volunteers and the Fire Chief on matters of living and working conditions and would coordinate with others on such items as social activities, money accounts, or other functions of the Resident Volunteer Program. Matters relating to District operations (shift scheduling, etc.) and personnel (shift trades, monitoring SOP’s, etc.) will be directly supervised by the Fire Chief or designee. All questions and problem relating to operations and personnel will go directly to the Fire Chief. Those relating to living and working conditions would be coordinated through the Senior Resident Volunteer.

## **X. DUTY SHIFTS:**

Duty shifts rotate on a three-day cycle, with a Resident Volunteer on duty every third day. Shifts are designated as “A”, “B”, and “C” shifts. Resident Volunteers will be assigned an on-duty/paid Lieutenant mentor.

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Shift Hours: 08:00 – 08:00 on designated shift.

- C. Conflicts - It is understood that duty coverage may need to be arranged by Resident Volunteers who have occasional conflicts due to employment and/or school obligations. It will be the responsibility of each Resident Volunteer to find coverage for those hours and advise the Fire Chief or Duty Officer of the changes. All changes shall be made with the intent to provide coverage for all hours required for the shift and any duties required to be performed during the shift. Unless authorized, Resident Volunteers are not to leave the District during their duty shift except for picking up District equipment and supplies, or responding to mutual/automatic aid emergency calls. Authorizations for exceptions are provided by the On-duty Lieutenant.
- D. Vacation/leave - Vacation or leave must be requested two weeks in advance. Coverage for duty shifts must be scheduled and approved before vacation/leave begins. Resident Volunteers shall establish a vacation schedule that ensures coverage. Trading shifts is allowed to achieve that coverage.
- E. Holidays - If a Resident Volunteer's duty shift falls on a holiday, he or she is expected to be on-duty at the station and available for response. Resident Volunteers attending family gatherings, are "on-call" and required to respond to emergency calls.
- F. Breaks/Meal Periods – Short periods of time away from the station while on-duty to go out or run errands, in District, are permitted provided the Resident Volunteer returns to the station promptly after conducting business. Resident Volunteers, when away from the station, must return to the station or respond to the emergency incident scene for alarms during their duty shift.
- G. Sick leave - In the event of illness, Resident Volunteers must notify the Duty Officer or Fire Chief as soon as possible. It is the responsibility of the Duty Officer or Fire Chief to make relief assignments to provide the necessary shift coverage.
- H. Duty changes - Duty changes should be made at least 24 hours in advance and be reciprocated. Duty changes must also take into consideration proper coverage of services (i.e. EMT coverage, pump operators, etc.). District Volunteers may be used for duty coverage with approval by the Fire Chief. Those who assume a duty shift, assume the cleaning duties as well. All duty change requests must be made to the Fire Chief on the appropriate form. Once a duty-shift change has been approved, the duty-shift traded becomes the responsibility of the accepting Resident Volunteer.
- I. Conflagrations – Resident Volunteers may respond to calls involving conflagrations provided their duty shifts and duties are covered. It is recommended that arrangements be in place for the potential of being gone for a period of up to (7) seven days. If the duty coverage cannot be accomplished the Resident Volunteer will not be able to respond.

## XI. DUTY ASSIGNMENTS:

### A. Routine

1. Routine Station Details: radio test, burning data, daily log, etc.

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2. Routine Station Maintenance: dry mop floors, wet mop floors (as needed), vacuum, fill volunteer refrigerator, wash dishes, general pick up, empty can and bottle barrel, etc.
3. Routine Engine Bay Maintenance: sweep floors as needed, general pick up, hosed out on Saturdays.
4. Security Check:
  - a. Building – shop locked, doors secured, daily log completed, general pick up.
  - b. Apparatus - “ready to respond status”
5. At the discretion of the Fire Chief, completed checklists of duties performed may be requested to ensure completion of daily duties. Not participating in daily duties may result in disciplinary action. Daily duties are specified on checklists, located in the Resident Volunteer kitchen.

B. Assigned

Any special duties or projects that are assigned by the Fire Chief, Duty Officer, or Senior Resident Volunteer.

**XII. DAILY LOG / WEEKEND DUTY SHEETS:**

Resident Volunteers and staff must keep up the daily operating log per the Daily Log Operating Guidelines. Performance of Resident Volunteer weekend duties must be noted in the logbook. All times away from the station must be noted in the logbook according to time and purpose.

**XIII. DORMITORY:**

Resident Volunteers’ dormitories will be kept clean and orderly.

Noise in the residence area (kitchen, hallway, rooms, outside of windows) or in other parts of the station (lounge, upstairs etc) will be kept at a low level. Consideration will be shown to those who may wish to study or sleep.

Friends, family members, volunteers, and staff are not permitted to spend the night in a Resident Volunteer’s dorm room.

Resident Volunteers are not allowed to spend the night in each other’s dorm rooms.

Dirty laundry will be stored in the Resident Volunteer’s dormitory room in a suitable container and not allowed to accumulate.

Inspections of rooms of Resident Volunteers will be made at the discretion of the District Chief, with 24-hour advanced notice given to the Resident in writing. However, entry into dorms may be made to inspect for hazards to health and personal safety without advanced notice, as determined by the Fire Chief.

**XIV. RESTROOMS:**

Resident Volunteers will be responsible for the residence restroom facilities as well as the downstairs administrative restroom facilities.

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Personal hygiene articles are to be kept in Resident Volunteer's room or under sinks, rather than on the counters.

It is recognized that daily cleaning may be required in the restroom. These chores may include cleaning the sink, toilets, urinal, and floors, and empty the wastebasket when full.

## **XV. LAUNDRY ROOM:**

The Resident Volunteer's laundry room will have clothes removed from the washer or dryer when finished to allow others to use the appliances. Volunteers and staff, that are on-duty at the station, may use the washer and dryer during their duty hours. The washer and dryer are at no time to be used by or for anyone that is not Philomath Fire & Rescue personnel.

## **XVI. KITCHEN:**

All foodstuffs will be kept inside cabinets, in the refrigerator or freezer. An exception is food that is left out for all personnel to help themselves.

Dishes, pans, and cooking utensils are not to be left on the stove, table, refrigerator, freezer, in the sink, or stored in the dishwasher after washing.

Messes made on the table, countertops, in or on the stove, microwave, or oven will be cleaned up immediately.

The cabinets, refrigerator, and freezer will be kept clean and/or defrosted. The garbage/trash container is to be emptied no less than twice a week.

## **XVII. TELEPHONE:**

Resident Volunteers may have private phones installed in their dormitory room under their name.

The District assumes no responsibility for personal phone bills or long-distance charges.

## **XVIII. COMPUTERS:**

The District provides internet, cable and phone service as part of the administrative operations. Resident Volunteers may use these services, however they also have the option of installing private lines for internet, phone or television in their rooms under their name. The District assumes no responsibility for personal computer lines. The Fire Chief will have access to monitor all information on the District's network.

## **XIX. LOUNGE/CONFERENCE/LIBRARY/STUDY ROOM:**

At night, the last person leaving the lounge, library, conference room, or study room is responsible to turn off the television and lights. Furniture will be kept neatly arranged. Coffee cups, pop bottles, and snack wrappers will not be left in the area.

## **XX. PERSONAL VEHICLE MAINTENANCE:**

Resident Volunteers may perform light maintenance/repairs on their own personal vehicle provided it is not in conflict with other District activities. Under no circumstance will a personal

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vehicle be parked in front of an in-service apparatus. Any bay used for personal repairs/maintenance must be followed by cleaning. All tools used must be put away, and any apparatus moved must be restored after work is completed. Resident Volunteers must provide all supplies used to perform maintenance or repairs on their personal vehicles e.g. oil, wiring, polish, paint etc.

Resident Volunteer's personal vehicles (in excess of one), equipment, or recreational vehicles/items will not be stored at the station without permission of the Fire Chief.

The workbench area in the shop is to be cleaned and restored when work is completed.

**XXI. DISCIPLINE:**

Resident Volunteers are covered by the Section 11.0 of the Policy for Volunteers.

**XXII. EARTHQUAKE:**

If an earthquake occurs, as soon as possible after movement has stopped, Resident Volunteers should open all bay doors and pull all apparatus out onto the apron in front of the station. This should not be done if in any way it jeopardizes anyone's safety.

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## CERTIFICATE

I certify that I have received a copy of the Resident Volunteer Policy of Philomath Fire & Rescue.

I understand that it is my responsibility to read and ask questions if necessary regarding this policy, and I accept responsibility for understanding and complying with this and all District policies.

I am accepting this position as a Resident Volunteer out of civic, charitable, or for humanitarian reasons.

I have no expectation of any compensation, and I know that free room and utilities are offered to me at the pleasure of the District to offset any inconvenience to me from being a Resident Volunteer.

I understand that my Resident Volunteer status can be terminated with or without cause, at any time, at the option of the District or myself, subject, however, only to such restrictions as may appear in the District Policy and Procedure Manual for Volunteers, or the Resident Volunteer policy, as amended periodically.

I understand that no one except the Fire Chief and the District Board of Directors has the authority to enter into any agreement in writing, contrary to District Policy and Procedure Manual for Volunteers, or the Resident Volunteer policy.

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Signature

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Date