

# De Beque Fire Protection District

## Residency Program Manual

Adopted April 10<sup>th</sup> 2018



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## **De Beque Fire Protection District**

### **Resident Program**

**Resident Firefighters** maintain their primary residence at the De Beque Fire Residence house and work shifts with career personnel. Residents receive free lodging in exchange for hours and training worked. This is often an ideal situation for higher education students. Resident Firefighters do not receive compensation for the hours they work for the Fire District and are encouraged to have employment elsewhere if necessary.

Duties and expectations include:

- Non-paid eight 12-hour duty shifts each month. Residents may work 24 hour shifts as well to meet the requirements of the duty shifts. The Fire District reserves the right to modify number of hours required.

### **Purpose/Goal**

It is the intent of De Beque Fire Protection District to maintain an effective Resident Firefighter Program designed to enhance and augment staffing and prepare individuals for a career in the fire service.

### **Staffing Policy**

The Fire District will decide how many Resident Firefighters are assigned to each designated shift.

### **Selection Requirements and Process**

The successful applicant for Resident Firefighter will be expected to possess the basic attributes necessary to perform day-to-day tasks and emergency response functions necessary to the completion of the Fire District's mission.

- Capable of, and willing to, assume responsibility for carrying out the commands of fire officers during routine activities and under emergency conditions.
- Be capable of working together as a positive member of an emergency services team.
- The ability to remain calm and function effectively during periods of extreme stress or boredom.
- Acceptable skill levels of written and oral communication.
- 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.
- Be responsible and follow Fire District rules and regulations.

- Must be in sufficient health and physical fitness to perform fully the requirements of the position.

## **Minimum Program Participation Requirements**

- Must be 18 years of age
- Must have a valid Driver's License. The applicants driving record must meet the Fire District policy standards.
- Must be physically and mentally capable of performing the functions of a firefighter.
- Drug free and submit to periodic drug and alcohol testing.
- High school diploma or GED.
- Provide documents verifying the identity and employment authorization for employment in the United States.

See the Volunteer Position Description for more specifics about the position's requirements.

## **Agreement**

Upon selection for the Resident Firefighter Program, each resident shall be required to sign a Resident Firefighter Agreement (see Appendix A) with De Beque Fire Protection District. The signed agreement will be retained by the Fire District.

## **Supervision**

The Fire District will assign a specific Fire Officer to be the contact person for the Resident Firefighter. The assigned Fire Officer shall have the authority and responsibility to supervise the Resident Firefighter, under the direction of the Fire Chief. Resident Firefighters, when on duty will be under the direct supervision of the shift officer while working that shift. Residents will report to their assigned Fire Officer for residency issues, training or personal issues. A “Lead Resident” may be appointed to assist the Fire Officers.

## **Complaints and personnel issues**

Resident Firefighters that have complaints or concerns will document these in writing. These will be forwarded to their assigned Fire Officer. These complaints will be reviewed by the Officer and the Fire Chief. A meeting will be set with the Resident to address any issues. All meetings and issues will be documented.

## **Uniforms and Protective Clothing**

De Beque Fire Protection District will provide each Resident Firefighter with the following articles of personal protective clothing, equipment, and uniforms:

### Structural Equipment and PPE

- ✓ Helmet
- ✓ Bunker Coat
- ✓ Hood
- ✓ Bunker Pants
- ✓ Suspenders
- ✓ Boots
- ✓ Gloves
- ✓ Other ( accountability tags and webbing)

### Wildland Equipment and PPE

- ✓ Hard Hat (with goggles or safety glasses)
- ✓ Nomex Shirt
- ✓ Nomex Pants

- ✓ Leather Gloves
- ✓ Line gear
- ✓ Fire shelter
- ✓ Wildland boots

#### Station Uniforms

- ✓ Uniform Pants-2
- ✓ Shift T-shirts (2)
- ✓ Class B shirt
- ✓ Job Shirt/Sweatshirt-1
- ✓ Shift baseball hat
- ✓ Black station boots

All articles of clothing and issued equipment are the property of the De Beque Fire Protection District and are to be kept clean and in good order. The Fire District 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. Any missing, lost or damaged item(s) will be reported immediately to the FTO officer. Upon resignation or dismissal from the program, all issued equipment and ID cards will be returned to the Fire District. The cost of replacing missing or damaged equipment may be the responsibility of the resident

The Resident Firefighter will comply with Fire District policy on wearing proper PPE. If at any time a Resident Firefighter feels that they have not be trained on equipment, that Resident shall bring to the attention of the Fire Officer or Shift Officer that they are not trained or qualified conduct such operations.

## Training:

- Training will be a minimum of 8 hours per month in addition to shift hours.

## Basic Certification Requirements

Resident firefighters are expected to obtain the following certifications:

- **Resident Volunteer Task Book** within 120 days
- **ICS 100 and 700** within 120 days
- **Colorado State and NREMT** certification within 1 year.
- **Colorado State Firefighter 1** certification within 1 year
- **Colorado State Hazardous Materials Operations** within 1 Year

- **NWCG Wildland FFT2 Red card** within the first available season.

The Fire District will provide funding for training as listed above, upon signing of the agreement. Resident responsible for reimbursement of all training expenses should the resident fail to obtain required certification as listed above. Residents unable to complete the training requirements will be dismissed from the program.



## **Shift Assignments**

All shift assignments are determined by the needs of the Fire District. Residents may rotate between shifts with prior approval.

## **Program Participation Requirements**

- Resident Firefighters must live at the Fire District Resident House and are not permitted to live elsewhere.
- Resident Firefighters must be in the station for the assigned shift and will sleep in the Fire Station dorm room. A resident may not respond from the Resident House when assigned a shift. For “additional call” when off duty, the Resident Firefighter may respond from the Resident House with approval from the on-duty Lieutenant or Fire Chief.
- The individual participation level for each Resident Firefighter is expected to be a minimum of 24 hours per week for a minimum of 96 hours per month of station duty time. Resident firefighters shall submit their monthly hours by the 20<sup>th</sup> of each month for the following month they will be working.
- Any additional hours must be approved by the FTO Officer. Approved additional hours may be banked and saved, up to 70 hours in one year. Those banked hours can be used for time off requests with the approval of F T O Officer. A 12-hour segment of banked time will count for one 12-hour required shift off, as long as it is approved by the FTO officer.
- Specific requirements for participation may vary based on the needs of the District.
- Residents may be excused from duty for sickness or personal reasons. They must provide notification and a reason for the absence to the affected Shift Officer prior to the beginning of his/her scheduled work period. A physician illness note may be required prior to returning to duty. All absences will be documented in the personnel file.
- Financial assistance may be provided for fire, EMS or other related courses approved by the district.

## **Alarm Response**

- On-duty residents will respond with their assigned crew as directed by the FTO Officer.
- Off-duty residents may respond from the Resident House with Officer approval.

## **General Rules for Resident Firefighters**

Resident Firefighters must comply with all of the De Beque Fire Protection District rules, regulations, and Standard Operating Policies and Procedures.

### **Fitness**

Resident Firefighters will maintain their ability to complete the pack test and physical agility test and will need to complete these tests annually. Resident Firefighters will have access to the station workout facility.

### **Facilities and Equipment**

All areas and facilities occupied or used by 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 resident living unit; and shall share in the duties necessary to maintain them. All equipment used by the Residents shall be maintained, cleaned and serviceable at all times. The shift officer may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with.

Residents in the Program all share in the responsibility of keeping the station clean and in a condition that is presentable to the public at all times. The living unit will receive at a minimum one official inspection by the FTO Officer each month. This includes all rooms and spaces of the living quarters. Residents are encouraged to police themselves, in keeping the station and living quarters in a clean and kept state.

## **Compliance Requirement:**

Each Resident Firefighter is responsible for knowledge of, and compliance with, rules, policies, procedures, terms and conditions of the Resident Firefighter Agreement. Breach of Fire District rules, policies or procedures, EMS Protocols, or the Resident Firefighter Agreement, may result in discipline up to and including dismissal from the Resident Firefighter Program. Disciplinary action will be determined by the District Fire Chief.

## Volunteer Position Description

**Volunteer Title:** Resident Firefighter

**Reports To:** Assigned FTO Officer

**Department:** De Beque Fire Protection District

Summary:

Controls and extinguishes fires, protects life and property, provides emergency medical services to the level of certification, and maintains equipment. Is an “at will” of the fire district.

Essential Duties and Responsibilities include the following.

- Responds to fire alarms, hazardous materials incidents, medical emergencies, and other emergency calls.
- Selects hose nozzle, depending on type of fire, and directs stream of water or chemicals onto fire.
- Positions and climbs ladders to gain access to upper levels of buildings or to assist individuals from burning structures.
- Creates openings in buildings for ventilation or entrance.
- Searches buildings and rescues victims from structures and vehicles.
- Protects property from water and smoke by use of waterproof salvage covers, smoke ejectors, and deodorants.
- Provides first responder emergency medical care including basic life support, first aid, and CPR to injured persons and those overcome by fire and smoke.
- Assists paramedics and other qualified personnel in advanced life support emergency medical care.
- Communicates with superior during fire by portable two-way radio.
- Rescues individuals and animals from situations in which they are physically trapped.
- Performs a variety of salvage and clean-up operations, including removing water, chemicals, and debris.
- Makes presentations on fire safety, burn prevention, and fire prevention to schools and community groups.
- Maintains apparatus, quarters, buildings, equipment, grounds, and hydrants.
- Participates in drills, demonstrations, and courses in hydraulics, pump operation and maintenance, and firefighting techniques.

Competency:

To perform the job successfully, an individual should demonstrate the following competencies:

- Problem Solving - Identifies and resolves problems in a timely manner; Gathers and analyzes information skillfully; Develops alternative solutions; Works well in group problem solving situations; Uses reason even when dealing with emotional topics.
- Technical Skills - Assesses own strengths and weaknesses; Pursues training and development opportunities; Strives to continuously build knowledge and skills; Shares expertise with others.
- Oral Communication - Speaks clearly and persuasively in positive or negative situations; listens and gets clarification; Responds well to questions; Demonstrates group presentation skills; Participates in meetings.
- Team Work - Balances team and individual responsibilities; Exhibits objectivity and openness to others' views; Gives and welcomes feedback; Contributes to building a positive team spirit; Puts success of team above own interests; Able to build morale and group commitments to goals and objectives; Supports everyone's efforts to succeed; Recognizes accomplishments of other team members.
- Written Communication - Writes clearly and informatively; Presents numerical data effectively; Able to read and interpret written information.
- Leadership - Exhibits confidence in self and others; Inspires and motivates others to perform well; Inspires respect and trust; Accepts feedback from others; Provides vision and inspiration to peers and subordinates; Gives appropriate recognition to others; Displays passion and optimism.
- Visionary Leadership - Displays passion and optimism; Inspires respect and trust.
- Ethics - Treats people with respect; keeps commitments; inspires the trust of others; works with integrity and ethically; upholds organizational values.
- Organizational Support - Follows policies and procedures; completes administrative tasks correctly and on time; supports organization's goals and values; benefits organization through outside activities; supports affirmative action and respects diversity.
- Adaptability - Adapts to changes in the work environment; manages competing demands; changes approach or method to best fit the situation; able to deal with frequent change, delays, or unexpected events.
- Dependability - Follows instructions, responds to management direction; Takes responsibility for own actions; keeps commitments; commits to long hours of work when necessary to reach goals; completes tasks on time or notifies appropriate person with an alternate plan.
- Initiative - Volunteers readily; Undertakes self-development activities; Seeks increased responsibilities; Takes independent actions and calculated risks; Looks for and takes advantage of opportunities; Asks for and offers help when needed.

- Innovation - Generates suggestions for improving work; Presents ideas and information in a manner that gets others' attention.
- Judgment - Displays willingness to make decisions; Exhibits sound and accurate judgment; Supports and explains reasoning for decisions; Includes appropriate people in decision-making process; Makes timely decisions.
- Motivation - Sets and achieves challenging goals; demonstrates persistence and overcomes obstacles; measures self against standard of excellence.
- Professionalism - Approaches others in a tactful manner; reacts well under pressure; treats others with respect and consideration regardless of their status or position; accepts responsibility for own actions; follows through on commitments.
- Quality - Demonstrates accuracy and thoroughness; Looks for ways to improve and promote quality; Applies feedback to improve performance; Monitors own work to ensure quality.
- Safety and Security - Observes safety and security procedures; Determines appropriate action beyond guidelines; Reports potentially unsafe conditions; Uses equipment and materials properly.

Qualifications:

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Education/Experience:

High School Diploma or G.E.D  
 No prior EMS or Fire Training required but recommended.

Language Ability:

Ability to read and interpret documents in English such as safety rules, operating and maintenance instructions, and procedural manuals. Ability to write routine reports and correspondence.

Math Ability:

Ability to add and subtract two digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

Reasoning Ability:

Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished in written, oral, diagram, or schedule form.

Work Environment:

The work environment characteristics described here are representative of those a volunteer encounters while performing the essential functions of this position.

While performing the duties of this position, the volunteer is frequently exposed to work near moving mechanical parts and outdoor weather conditions. The volunteer is occasionally exposed to work in high, precarious places; fumes or airborne particles; toxic or caustic chemicals; extreme cold (non-weather); extreme heat (non-weather) and vibration.

Physical Demands:

The physical demands described here are representative of those that must be met by a volunteer to successfully perform the essential functions of this position.

The volunteer must regularly lift and /or move up to 25 pounds, frequently lift and/or move up to 100 pounds and occasionally lift and/or move more than 100 pounds.

Specific vision abilities required by this position include Close vision, Distance vision, Peripheral vision, Depth perception and Ability to adjust focus. While performing the duties of this position, the volunteer is frequently required to stand; walk; sit; use hands to finger, handle, or feel; reach with hands and arms; climb or balance; talk or hear and taste or smell. The volunteer is occasionally required to stoop, kneel, crouch, or crawl.

## **Status of Quarters**

The District shall retain custody and control of the resident quarters, which is public property subject to visitation and inspection by District citizens and shall establish rules for its condition and use which shall be complied with by the resident.

## **Performance and Duty Schedule**

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

## **Voluntary Resignation**

The Resident shall provide two weeks' notice to the Fire District when they elect to leave the program. Such notice shall be in writing and shall be forwarded through the chain of command to the District Fire Chief. At the end of the two weeks notice the resident shall have all belongings and items of personal property removed from Fire District property and the resident house. Any belongings that are left behind will be disposed of.

## **Dismissal**

Resident Firefighters may be dismissed from the program at any time. Upon dismissal from the program, the Resident shall have no access to the main Fire Station. Resident will have 30 days in which to obtain other housing upon notice. At the end of the 30 day notification period, residents must have all personal belongings removed from the resident house. All keys, gear and issued equipment must be turned in at this time.

## Application Process

Applications and resumes will be screened to determine if the applicant meets the minimum requirements. Qualified applicants will be ranked based on experience and education. Preference may be given to those applicants with previous firefighting experience; and/or:

- CPR, AED and First aid certification
- Current State of Colorado EMS Certification.
- IFSAC Firefighter 1 certification or higher
- IFSAC Hazardous Materials Operations certification or higher
- NWCG Red Card Wildland Firefighter Type 2 or better.

Selected applicants are required to successfully complete a physical agility test and the NWCG arduous test. Qualified applicants will be invited to participate in an oral interview.

Each candidate must complete and pass a background check.

- a. Complete District Application.
- b. Resume
- c. Cover Letter
- d. Applicable Past Training Documentation
- e. Oral Review Panel
- f. Participate in New Recruit Testing Process
- g. Back ground investigation and finger print.
- h. Current driving record
- l. Two letters of recommendation
- j. High School diploma or G.E.D.
- k. I-9 documentation for employment
- l. Copies of all CURRENT fire, rescue and EMS related certifications

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:

Current enrollment in a local college majoring in one of the following disciplines:

- Fire Science
- Paramedic
- Fire Administration
- Other registered students



## **Program Agreement**

Upon selection for the resident program, each resident shall be required to sign an agreement with the De Beque Fire Protection District. The signed agreement will be retained by the Fire District.

## **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 Shift Officer**

Fire District will assign a Shift Officer to each resident. The De Beque Fire Protection District 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. The on duty shift Officer shall provide direct supervision of Resident Firefighters during day-to-day activities, training, and emergency incidents.

## **Uniforms And Protective Clothing**

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

- a) Structural PPE and Equipment
- b) Wildland PPE and Equipment
- c) Uniforms – Due to the amount of time that they are worn, residents receive two sets of class “B” uniforms.
- d) Boot Allowance

All articles of clothing and issued equipment are the property of the De Beque Fire Protection District and are to be kept clean and in good order. De Beque Fire Protection District 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 De Beque Fire Protection District.

Upon resignation or dismissal from the program, all issued equipment will be returned to Fire District. 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.

## **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 on 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 De Beque Fire Protection District informed of progress, issues, or problems encountered during the initial training phase. These reports can take the form of 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 De Beque Fire Protection District 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 the Fire District and the Resident Program.
2. Demonstrate knowledge of and ability to perform routine station and equipment maintenance.
3. Initiation of Fire District Task Book.
4. Completion of Fire District orientation class.

### **Level 2.**

#### Basic Training First Aid Training and CPR

It will be the responsibility of the Resident Firefighter to complete this training within ninety (90) days from entry into the program. Periodic progress reports shall be submitted to the De Beque Fire Protection District as needed. The Resident Firefighter will be required to complete the De Beque Fire Protection District orientation and training task book program at the end of 90 days. 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 radio communication procedures.
5. Knowledge of response area including streets and high hazard occupancies.
6. EMS skills including advanced 1<sup>st</sup> aid, CPR, HIPAA standards.
7. Firefighter Accountability Procedures utilized in the fire district.

### **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 entry into the program. Periodic progress reports shall be submitted to the De Beque Fire Protection District as needed.

The Resident Firefighter will be required to complete structural firefighting, hazmat operations, and wildland firefighting training programs or provide documentation of completion of an equivalent program. IFSAC FFI certification will be required within 3 months of the completion of training.

#### **Level 4**

##### **Complete 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 De Beque Fire Protection District as needed.

1. The Resident Firefighter shall be qualified on all apparatus at the assigned station. Completion of the EVIP course is required prior to driving District apparatus.
2. The Resident Firefighter shall obtain certification as a Nationally Registered 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 De Beque Fire Protection District 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 firefighting, hazardous materials, ICS, and fire administration courses.

Fire District standards shall be followed and performance/progress reported to the De Beque Fire Protection District for both initial and ongoing training.

### **Shift Assignments**

Duty assignments for Resident Firefighters will be done in accordance with the staffing needs of the District. Each Resident firefighter shall sign up for 96 hours each month.

### **Station Duties**

Resident Firefighters will be responsible to reimburse the District through "in-kind" services. Station activities and training will be tracked in Target Solutions program. These station activities include, but are not limited to: Apparatus Readiness Checks, 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.

Resident Firefighters shall follow the monthly fire station cleaning scheduled and will participate in the cleaning and maintenance of the fire station including lawn maintenance as assigned or other duties as assigned by the Shift Officer or Fire Chief. Additional and/or scheduled 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.

## **Compensation**

This is a non-compensated position.

## **Fitness standards**

Resident firefighters have access to the Fire District work-out facilities. Residents Firefighters may be subject to discipline up to and including disqualification and dismissal from the Resident Firefighter program for not meeting the physical requirements of the Fire District. Resident Firefighters will maintain De Beque Fire physical fitness standards.

## **Quarters**

Resident Firefighter' sleeping areas will be off-limits to all persons except Resident Firefighters, Station Lieutenants, Captains, and the Fire Chief 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 or resident house after 22:00 hours. Over-night guests are not allowed. The use/possession of alcohol, controlled drugs, and marijuana are prohibited on Fire District Property

**APPENDIX A**

**RESIDENT FIREFIGHTER AGREEMENT**

It is hereby agreed between \_\_\_\_\_  
("Resident Firefighter") and De Beque Fire Protection District ("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.

**LENGTH:** Resident agrees to provide two years of service starting when the resident moves into the house and upon signing of the agreement. Should the resident fail to complete the program, the resident agrees to refund the Fire District for costs of the training course and materials costs incurred.

**RIGHTS**

The Resident Firefighter understands and acknowledges that there are no 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 from the program and loss of housing in connection with the program.

The Fire 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**

Actual residency is essential to this agreement, and the failure to maintain actual residency in the Residency House shall make the resident ineligible for the Resident Firefighter Program.

**LIVING QUARTERS**

The District shall provide the Resident Firefighter with furnished living quarters to be shared with other Resident Firefighters. The District will provide furnishings, all utilities, laundry facilities with washer and dryer, kitchen with appliances, internet service, cleaning and maintenance supplies, and certain paper products. Living quarters 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 are reasonable and necessary.

1. The minimum standards of resident firefighter participation and activity are as follows:
  - a. Assigned duty shifts, all periods scheduled for.
  - b. Station training participation while on duty.
  - c. All station alarms while on duty.
  - d. All required training to maintain qualification levels.
  - e. Comply with educational program attendance and to complete such programs.
  
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.
  
5. The resident must complete monthly requirement of station duty time of 96 hours each month.

COMPENSATION

This is a non-compensated position.

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.

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

SIGNATORY PAGE

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

Resident \_\_\_\_\_ Date \_\_\_\_\_

District Fire Chief \_\_\_\_\_ Date \_\_\_\_\_