

# Glassboro Fire Department



## Live-in Policy

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## **Glassboro Fire Department**

### **Live-in Policy**

#### **I. Purpose**

In the interest of public safety, in order to reduce response times and to guarantee in station staffing with as little cost to the borough of Glassboro as possible, the Glassboro Fire Department has established living facilities for volunteer members. These facilities are available at no cost to the members. In return for housing the live-in members will provide services to the Fire Department as described in the following articles. This document will establish the selection process and rules and regulations of these live-in members.

#### **II. Definitions**

- A. 'Fire Department' refers to the Glassboro Fire Department
- B. 'Live-in Members' refers to those members who occupy the fire department living facilities as their primary residence and have a room assigned exclusively to them.
- C. 'Bunk-in Members' refers to those members who, on occasion, occupy the living quarters of the fire department, but do not use it as their primary residence
- D. 'Fire Officers' refers to the officers of the Glassboro Fire Department, both career and volunteer, including Chief, Assistant Chief, and all Captains and Lieutenants.
- E. 'Senior Live-in' refers to the live-in who is selected by the Fire Officers to have authority over the Live-in facility. This carries no operational rank, but only assigns in-house responsibility.
- F. 'Duty Shift' refers to the periods of time when live-in members have committed to staying in station.

#### **III. Applicability**

These articles apply to all members of the Glassboro Fire Department, paid and volunteer, with regards to the live-in facilities.

#### **IV. Live-in Selections Process**

- A. The selection of live-in members will be at the discretion of the Chief and Assistant Chief and/or their designee. When vacancies occur, the opening must be posted for at least 15 days in a conspicuous place in the firehouse prior to it being filled.
- B. Requirements to apply for live-in status are as follows:
  - 1. Applicant must be 18 years of age.
  - 2. Applicant must be accepted into the volunteer membership according to the existing application policy.
  - 3. Applicants must read and understand the Live-in Policy and agree to sign the corresponding contract if selected for live-in status.

4. Applicants must possess the following certifications:
  - a. NJ State Firefighter I
  - b. NJ State Hazmat Operations
  - c. American Heart Association CPR
5. Applicants will be given special consideration for possessing the following certifications.
  - a. NJ State Firefighter II
  - b. Vehicle Extrication I or higher
  - c. NJ State EMT
  - d. Rapid Intervention Team Operations
  - e. NJ State Fire Inspector
  - f. NJ State Incident Management Level I or higher
6. Applicants must provide appropriate proof of employment and/or proof of enrollment in and institution of higher learning at the time of their application.
7. Applicants must submit a written application to the Chief along with copies of all necessary certifications and must submit to an oral interview with the Chief and Assistant Chief and/or their designee.
8. The application process will be as follows:
  - a. Announcement of Vacancies
  - b. Application
  - c. Interview
  - d. Background Check
  - e. Acceptance of Offer and Contract Signing

## **V. Bunk-in Eligibility**

- A. In order to stay over in the live-in facilities, or ‘bunk-in’ a person must be a member in good standing of the Fire Department, or be a member of the Fire Department’s paid staff.
- B. Any member wishing to bunk-in must possess the following certifications
  1. NJ State Firefighter I
  2. NJ State Hazmat Operations
  3. American Heart Association CPR
- C. A member may only bunk in if there is a bed available. Open beds will be available on a ‘first come, first serve’ basis. Exceptions to this rule may be made for special events or inclement weather at the discretion of the Fire Officers

## **VI. Responsibilities**

### **A. Live-in Members**

1. Cleanliness of the live-in facility will be the responsibility of the live-in membership. The Senior Live-in will maintain a daily and a weekly cleaning responsibilities check list and will ensure that all tasks are being accomplished.

Daily tasks will include things like beds being made, kitchen and bathrooms being cleaned, etc. Weekly tasks will include things like vacuuming, emptying and cleaning the refrigerator, etc.

2. Live-in members will be required to do a minimum of 4 duty nights a week. These duty nights will be from the hours of 1600-0800 unless other arrangements have been made due to school or work. Any such arrangement should be approved by a Fire Officer. Nothing short of 10hrs will be allowed to count as a duty night.
3. While on duty, live-in members will be dressed in a professional manner. This will consist of dark blue work pants or shorts, black boots or sneakers, and a Glassboro Fire Department t-shirt. At times when it is required by the Senior Member or the Fire Officers the Class B uniform will be worn.
4. During the hours of 1600-2000 on duty shifts, live-ins will be expected to be in the fire station. During this time they will be expected to participate in training and assist with daily station chores.
5. Weekly training will be put out by the Fire Officers and the Senior Live-in. This is expected to be performed by all members over the course of the week during the 1600-2000 period of time while they are on duty.
6. In addition to their required duty nights, live-in members will be required to respond to calls at all periods of time that they are on the fire department grounds. Unless school work or job related tasks excludes them from it, they will participate in the daily duties of the paid staff while they are on the fire department grounds.
7. No one is to be sleeping before 2000 or past 0900 unless their job or schooling requires them to keep an abnormal sleep schedule.
8. The Senior Live-in will maintain a monthly schedule to ensure that the duty times are filled each day. The station should be staffed with a minimum of 3 people at all times. It will be the senior member's responsibility to ensure that this is accomplished.
9. At the beginning of each duty shift, members will check their PPE and place it near the seat which they will be riding that shift. Riding assignments for the duty period will be assigned by the Senior Live-in or by the Fire Officer in charge.

#### **B. Bunk-in Members**

1. Bunk-in members are expected to assist in accomplishing the tasks of the live-ins as well as the paid staff whenever they are in station.
2. Bunk-in members are required to provide their own bed linens. The bed they choose for the night should be cleared and cleaned the following morning by 0900.
3. Bunking in will be allowed for a maximum of 3 consecutive nights. If it is the intention of the member to bunk in several nights consecutively he or she will be required to make that known to the Senior Live-in ahead of time and be approved for it. If approved, his or her bedding and personal items may be left in the bunkroom until the members departure.

4. When bunking-in, members should check in with the Senior Live-in or Fire Officer for their riding assignment. Bunk in members will always be given a seat on the first responding apparatus unless they otherwise desire.

## **VII. General Rules**

- A.** Live-in members will maintain a legal residence somewhere other than the firehouse or live-in facility. The firehouse and live-in facility addresses may not be used for any legal purposes by any member.
- B.** Personal mail will not be received at the firehouse or live-in facility. Members are encouraged to rent a PO Box or make some other arrangement for personal mail while they maintain their live-in status.
- C.** Members are permitted one vehicle to be parked at the live-in facility at a time. This vehicle must be maintained in working order.
- D.** Illegal drugs are strictly prohibited on fire department ground. If any members is found to have illegal drugs in his or her possession or to be under the influence of any illegal drug they will be immediately terminated from the live-in program.
- E.** Alcoholic beverages are strictly prohibited on fire department grounds. Any live-in member caught with alcohol on fire department grounds will be immediately terminated from the live-in program.
- F.** If a live-in members has consumed alcoholic beverages off fire department grounds he or she will be considered out of service for a period of at least 8 hours. The live-in member may return to the live-in facility within this 8 hour period, but must immediately inform the senior live-in member or the on duty career staff member that they are out of service. They will be confined to their bedroom and the bathroom until 8 hours has passed. Any live-in member who responds to a call within 8 hours of consuming alcohol will be immediately terminated from the live-in program. The time spent in the live-in facility that is within this 8 hour period will NOT count toward the members required amount of duty nights.
- G.** Sexual activity is prohibited on fire department grounds. Any member found to be engaging in sexual activity on fire department grounds will be immediately terminated from the live-in program.
- H.** Pets of any kind are prohibited.
- I.** Sleeping will only be allowed in the bedroom area. Sleeping on the lounge furniture will not be permitted with exception being given to times of inclement weather or other times of high call volume when the number of firefighters present exceeds the numbers of beds available.
- J.** Live-in members may host guests for brief visits or meals only in the common area as long as there is no objection from other present live-in members. Non-fire department members will not be allowed in the sleeping area.
- K.** Each live-in member must provide their own bed linens. These linens will be changed and laundered at least once a week.

- L.** Live-in members will keep the live-in facility, including their private bedroom as well as all common areas, clean and orderly at all times. Kitchen, laundry, and bathroom facilities will be returned to appropriate order and cleanliness after each use.
- M.** All live-in and bunk-in members must remain adequately clothed at all times. During duty shifts or extended periods of time in the station or live-in facility members should wear the appropriate uniform of the day. During sleeping hours members should wear, at a minimum, athletic shorts and a t-shirt.
- N.** Any time that a non-live in member is in station he or she will get a seat on the first responding apparatus. This includes members who are bunking in for the night.
- O.** When accepted into the live-in program, a member must agree to stay for a minimum of 1 year. Any member choosing to leave should make notification to a Fire Officer at least 30 days prior to moving out. When vacancies are to be filled, the Chief will post the opening in a conspicuous place in the firehouse for at least 15 days prior to filling the vacancy.

### **VIII. Maintaining Live-in status**

- A.** In order to maintain live-in status a member must comply with the Live-in Policy, the policies and standard operating guidelines of the Fire Department, and the Personnel Policy of the Borough of Glassboro.
- B.** All live-in members must maintain all certifications that were required for their application to the live-in program.
- C.** Within 1 year of obtaining live-in status a member must obtain the following certifications
  - 1.** Vehicle Extrication I
  - 2.** Rapid Intervention Team Operations
- D.** A live-in member must maintain one of the following
  - 1.** Full time enrollment in an institution of higher learning with a GPA of at least 2.0
  - 2.** Part time enrollment in an institution of higher learning with a GPA of at least 2.0 and be gainfully employed at least 15 hours per week
  - 3.** Be gainfully employed at least 30 hours a week
  - 4.** If at any point a live-in member ceases to meet one of these three options he or she will have 30 days to become compliant.
- E.** Any live-in member enrolled in an institution of higher learning must provide a Fire Officer with proof of his or her GPA at each semester's end or at the request of the Fire Chief or Assistant Chief. He or she must also provide their class schedule at the beginning of each semester.
- F.** Any member who meets the requirements of Article VIII, D with some form of employment must furnish for the Chief or Assistant Chief a proof of employment at their request.
- G.** Live-in members must attend ALL Fire Department drills and meetings unless there is a work or school conflict that a Fire Officer has approved of or special permission has been given by the Chief or Assistant Chief.

## **IX. Senior Live-in**

- A.** The Senior-live in will be selected from amongst the live-in members by the Fire Officers. He or she may or may not be a line officer of the fire department.
- B.** The Senior Live-in, unless he or she hold another rank in the department, is an administrative position only and holds no operational rank.
- C.** The Senior Live-in's responsibilities will be as follows:
  - 1.** Create, and ensure the maintenance by all members of, a daily and weekly cleaning schedule appropriate for the facility and current members at the time.
  - 2.** Ensure that all members are making their required number of duty hours.
  - 3.** Assign seating assignments for each duty shift.
  - 4.** Assign weekly training to be performed by each live-in member during their duty hours.
  - 5.** Ensure that the articles of this document are being followed by all live-in members
  - 6.** If at any point a member is found to be in violation of the articles of this document it will be the responsibility of the Senior Live-in to report this to the Fire Officers.



**Appendix A – Contract**

**Glassboro Fire Department Live-In Program Contract**

I, \_\_\_\_\_, on \_\_\_\_/\_\_\_\_/\_\_\_\_, have received, read, and understand the Glassboro Fire Department Live-in Policy. I further understand that my participation in the program may be terminated at any time by the Officers of the Glassboro Fire Department. I understand that I am under the authority of the Officers of the Glassboro Fire Department and am subject to any disciplinary action they see fit if I violate the Live-in Policy, the Policies or Standard Operating Guidelines of the Glassboro Fire Department, or the Glassboro Personnel Policy. I understand that in exchange for living in the firehouse I will be required to answer calls for service as well as perform maintenance and daily housekeeping of the Fire Department facilities. I understand that the duty requirements are subject to change by the Officers of the Department as they see fit to meet the needs of the Glassboro Fire Department.

\_\_\_\_\_  
Signature of Live-in Member

\_\_\_\_\_  
Printed Name of Live-in Member

\_\_\_\_\_  
Signature of the Chief of the Glassboro Fire Department

**Appendix B – Application**  
**Glassboro Fire Department**  
**Application for Live-in Membership**

Name \_\_\_\_\_

Current Address \_\_\_\_\_

Home Address (If different) \_\_\_\_\_

Phone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Date of Birth \_\_\_\_\_

Employer/School Attending \_\_\_\_\_

Occupation/Major \_\_\_\_\_

Are you able to commit to the program for 1 year? \_\_\_\_\_

Please attach the following:

1. A letter written by you to the department explaining why you want to become a live-in, what you have to offer the Glassboro Fire Department, and why we should select you.
2. All relevant certifications
3. An explanation of where you would move if you were terminated from live-in membership.
4. A letter of recommendation written by someone not related to you.

\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Signature of Officer Receiving Application