

Bethlehem Township Volunteer Fire Company



Live-in Policy

As of 03/05/2019

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Live-in Policy

I. Purpose

In the interest of public safety, to reduce response times and to guarantee in station staffing with as little cost to Bethlehem Township as possible, the Bethlehem Township Volunteer Fire Company 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 Company as described in the following articles. This document will establish the selection process, rules and regulations of these Live-in members.

II. Definitions

- A.** 'Fire Company' refers to the Bethlehem Township Volunteer Fire Company.
- B.** 'Live-in Members' refers to those approved members who occupy the fire Company 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 Company, but do not use it as their primary residence.
- D.** 'Fire Officers' refers to the officers of the Bethlehem Township Volunteer Fire Company. Including Chief, Assistant Chief, Deputy Chief, and 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 title carries no operational rank, but only assigns in-house responsibility.
- F.** 'Duty Shift' refers to the periods when Live-in members have committed to staying in the station.

III. Applicability

These articles apply to all members of the Bethlehem Township Volunteer Fire Company 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, Assistant Chief, Deputy Chief or their designee. When vacancies occur, the opening must be posted for at least 15 days in a conspicuous place in the firehouse before filling the position(s).
- B. Requirements to apply for Live-in status are as follows:
 1. Applicant must be 18 years of age.
 2. Applicant must first be voted in as a volunteer member before being considered to participate in the Live-in program.
 3. Applicants must read and understand the Live-in Policy and agree to sign the contract if selected for Live-in status.
 4. Applicants must possess the following certifications or equivalent:
 - a. Firefighter I
 - b. Hazmat Operations
 - c. CPR Certification
 5. Applicants will be given special consideration if they possess:
 - a. Firefighter II
 - b. Basic Vehicle Extrication or Higher
 - c. Rapid Intervention Team Operations
 - d. Pennsylvania EMT Certification
 6. Applicants must provide appropriate proof of employment or proof of enrollment in an institution of higher learning at the time of their application.
 7. Applicants requesting "Live-In Status" and are enrolled in an institution of higher learning but do not possess the above certifications will be afforded the opportunity. Applicants must enroll in the first available firefighter 1 approved course and will be re-evaluated 6 months after acceptance into the program if they have not obtained a certification.
 8. Applicants must submit a completed application to the Chief along with copies of all necessary certifications and must submit to an oral interview with the Chief, Assistant Chief, Deputy Chief or their designee.

9. The application process will be as follows:

- a. An announcement of Vacancies
- b. Application
- c. Interview
- d. Background Check
- e. Acceptance of Offer and Contract Signing

V. Bunk-in Eligibility

A. To stay overnight at the station in a Live-in or 'bunk-in' capacity, a person must be a member in good standing of the Fire Company.

B. Any member wishing to bunk-in must possess the following certifications:

1. Firefighter I
2. Hazmat Operations
3. CPR Certification

C. Non-Live-in members 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 considered during special events or inclement weather and 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 daily, and weekly cleaning responsibilities and ensure that the tasks completed. Daily duties will include such things, I.E., making beds and cleaning the kitchen and bathrooms. Weekly assignments will consist of such things, I.E., vacuuming, emptying and cleaning the refrigerator or other tasks requested by a chief officer.
2. Live-in members will be required to do a minimum of 4 duty nights a week. The duty nights coverage will be between the hours of 1600-0800. Considerations may be allowed due to a conflict with a school or work schedule. A Fire Officer must approve any such arrangement. Nothing short of 10hrs will be allowed to count as a duty night.
3. While on duty, Live-in members will dress in professional attire consisting of dark blue work pants or shorts, black boots or sneakers, and a Bethlehem Township Volunteer Fire Company t-shirt. At times as directed 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. All Live-ins will participate in weekly training arranged by either the Fire Officers or the Senior Live-in. It is expected to be performed by all participants over the course of the week during the 1600-2000 while on duty, in addition to Monday night drill.
6. In addition to required duty nights, Live-in members must respond to calls while they are on the fire company grounds unless school work or job-related tasks excludes them from it.
7. No one is to be sleeping before 2000 or past 0900 unless it conflicts with the Live-in's school or work schedule.
8. The Senior Live-in will maintain a monthly calendar to ensure that Duty Shifts are staffed appropriately.
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 whenever they are in the station.
2. Bunk-in members are responsible for providing their 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 inform the Senior Live-in member in advance, and the request must be approved before Bunking-in. All bedding and personal items are to be removed at the time of the member's 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 otherwise directed.

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. Live-in members are not permitted to receive personal mail at the firehouse. Members are encouraged to rent a PO Box or make some other arrangement for personal correspondence.
- C. Members are only allowed to have one vehicle parked on the station property at a time and must be registered, insured and in working order.
- D. Illegal narcotics are prohibited on fire company grounds. If any members are found to possess illegal narcotics or found to be under the influence, they will be terminated from the Live-in program.
- E. There will be no consumption of alcohol on the premise unless it is an approved function by the Board of Governors. Any member that consumes alcohol shall not respond to an alarm for a minimum of 8 hours following consumption.

F. The Live-in member must immediately inform the senior Live-in member, Chief, Assistant Chief or Deputy Chief that they will be out of service before or after consuming alcohol. Additionally, other living arrangements are required for these 8 hours. Any member who responds to a call within 8 hours of drinking alcohol will be expelled from the program. The time spent away from the Live-in facility during these 8 hours will NOT count towards the member's weekly duty night requirements.

G. Sexual activity is prohibited on fire Company grounds. Any member found to be engaging in sexual activity on fire Company grounds will be 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 except during times of inclement weather or other times of high call volume no beds are 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 Company members will not be allowed in the sleeping area.

K. Each Live-in member must provide personal bed linens. These linens will be changed and laundered at least once a week.

L. Live-in members will keep all common areas as well as the bunkroom, clean and orderly at all times. Kitchen, laundry, and bathroom facilities will be returned to an 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 in the station, Live-in 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 Live-in member is in the station he or she will get a seat on the first responding apparatus, including members who are bunking in for the night.

O. When accepted into the Live-in program; the member must agree to participate in the program for a minimum of 1 year. Any member choosing to leave the program should make notification 30 days in advance to a Fire Officer. When vacancies are available, the Chief will post the opening in a conspicuous place in the firehouse for at least 15 days before filling the vacancy.

VIII. Maintaining Live-in status

A. To maintain Live-in status, a member must comply with the Live-in policies and all standard operating guidelines of the Fire Company.

B. Live-in members must maintain all of the certifications that they provided at the time of being accepted into the program.

C. Within one year of obtaining Live-in status, a member must achieve the following certifications:

1. Basic Vehicle Rescue Technician
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 education with a GPA of at least 2.0 as well as 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 or will be removed from the program.

E. Any Live-in member enrolled in an institution of higher learning must provide a Fire Officer with proof of their GPA at the end of each semester or as requested by 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 provide proof of employment to the Chief or Assistant Chief at their request.

G. Live-in members must attend ALL Fire Company drills and meetings unless there is a work or school conflict that a Fire Officer has approved of or the Chief or Assistant Chief have given special permission.

IX. Senior Live-in

A. The Senior-live in will be selected from amongst participants by the Fire Officers. Members of the Live-in program may not be a line officer of the Fire Company.

B. The Senior Live-in, unless he or she holds another rank in the Company, is an administrative position only and carries no operational status.

C. The Senior Live-in 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 all Live-in members are following the articles of this document.
6. If at any point a member is found in violation of this document, it will be the responsibility of the Senior Live-in to report this to the Fire Officers.

Appendix A – Contract

I, _____, on ____/____/_____, have read, and understand the Bethlehem Township Volunteer Fire Company Live-in Policy. I further understand that my participation in the program may be terminated at any time by the Officers of the Bethlehem Township Volunteer Fire Company. I understand that I am under the authority of the Officers of the Bethlehem Township Volunteer Fire Company 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 Bethlehem Township Fire Company. 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 Company facilities. I understand that the duty requirements are subject to change by the Officers of the Company as they see fit to meet the needs of the Bethlehem Township Volunteer Fire Company.

Signature of Live-in Member

Printed Name of Live-in Member

Signature of the Chief

Bethlehem Township Volunteer Fire Company

Appendix B – Application

Name: _____ Date of Birth: ____/____/____

Phone Number: _____ Email Address _____

Current Street Address: _____

City: _____ State: _____ Zip: _____

Home Street Address (If Different): _____

City: _____ State: _____ Zip: _____

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 Company explaining why you want to become a Live-in, what you have to offer the Bethlehem Township Volunteer Fire Company, and why we should select you.
2. All relevant certifications.
3. An explanation of where you would move to if you were terminated from Live-in membership.
4. Three written letters of recommendation by someone not related to you.