

# **Netarts-Oceanside Fire District Volunteer Resident Firefighter Program Handbook**



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## **General Provisions- Volunteer Resident Firefighter**

### **Purpose:**

The basic intent of the Volunteer Resident Firefighter Program is to provide a way in which the District can increase its ability to protect the citizens of the community by providing additional immediate response personnel during an emergency. This is accomplished by providing living quarters at the fire station. This is an educational program and is not intended to replace regular department members. Resident Firefighters are not considered to be employees of the District and there is no guarantee of possible future employment with the District. Interns in the program must adhere *to all* guidelines and policies and follow orders given to them.

### **Supervision:**

The Training Officer shall have the responsibility of administering, monitoring, and periodically evaluating the Resident program. The Training Officer or his designee will have the responsibility of Resident recruitment, assignment of student training, and retention of student education and training records. He will also act as liaison between the colleges and students. Daily work assignments and training shall be the responsibility of the Training Officer. 6 month student evaluation/progress reports will be performed by the Training Officer and forwarded to the Fire Chief.

### **Guideline:**

#### APPLICATION

1. Application to the Volunteer Resident Firefighter program is open to any individuals who meets the minimum standards for application.
2. Application to the program must be in writing.
  - a. Volunteers already associated with the District need to write a letter of interest for consideration.
  - b. All other applicants must submit a letter of interest, as well as, filling out our standard application for membership indicating the position desired as Volunteer Resident Firefighter.
3. Who may apply:
  - a. Volunteers associated with this or any other fire district.

- b. Persons who are not currently associated with a fire district, but have a history of being in good standing with a fire service agency in the recent past.
- c. Persons who have never been associated with any fire district and/or who are currently enrolled as a student either at Tillamook Bay Community College or on-line equivalent.

#### MINIMUM STANDARDS

1. Applicant must be at least 18 years of age.
2. Applicant must possess a valid Oregon driver license with an insurable driving record or obtain it within thirty (30) days.
3. Possess a High School diploma or GED
4. Pass a post offer physical examination and/or drug screen. Upon acceptance, pass a CBI or equivalent background check and a physical agility exam.
5. Residents must be enrolled in at least six (6) credit hours per term for three (3) of the four (4) terms or complete a minimum of eighteen (18) credit hours per school year.
6. Residents must maintain a 2.5 grade point average with an acceptable attendance record. Each student will provide to the Training Officer a copy of his/her grade transcript, which will then remain part of the Resident's training file.
7. Applicants currently possessing documented training equivalent to the level of NFPA1403 (entry level firefighter for live fire training) will be given preference but not required. Residents must be actively pursuing entry level firefighter certification through county wide or in-house recruit academy within sixty (60) days.
8. A current certification as an Emergency Medical Responder, EMT, or above, will be given preference but not required. Residents must enroll and successfully complete the EMT program, or, if the time period of acceptance into the Resident program does not correlate with the timing of the EMT program offered through the college the Resident must successfully complete the Emergency Medical Responder academy.
9. Once application has been made, the applicant must participate in, and successfully complete, the first available driver training course provided by

the District. It is expected that all residents will be a code 1 rescue driver within the first six (6) months with the district.

**Note:** Modification or waiver of these standards may be at the discretion of the Training Officer and/or the Fire Chief.

#### TERM OF SERVICE

1. The term of service for the position of Volunteer Resident Firefighter will not exceed three (3) years. After three (3) years of outstanding service a one (1) year senior position might be available to a hand selected candidate.  
Exceptions to this rule will be at the discretion of the Training Officer and/or the Fire Chief.
2. All Volunteer Residents will serve a ninety (90) day probationary period. Then another ninety (90) day trial service period with another possible extension up to ninety (90) days. During which time the Fire District or the Resident can terminate the resident agreement without cause or repercussions.

## **General Obligations- Volunteer Resident Firefighter**

### **Purpose:**

To provide a consistent understanding of general expectations surrounding the Volunteer Resident Firefighter Program.

Admission to the Volunteer Resident Program is not only a great service to the community, but also a privilege position with the District, and as such, carries extra responsibility. It must be understood that individuals participating in the program are first and foremost volunteer fire fighters with the District, and as such, are due all rights and privileges associated with that position. This guideline spells out the relationship between the Volunteer Resident and the District.

### **Guideline:**

#### **DISTRICT OBLIGATION**

1. To furnish all necessary protective gear, uniforms, and insurance as afforded a volunteer fire fighter.

- 1 - Uniform shirt
- 2 - Tee shirts
- 1 - Ball cap
- 1 - Pullover sweatshirt
- 2 - Pair black uniform pants (Cotton)

As these apparel items become worn, or if they are ruined during sanctioned use, they are to be turned in for evaluation and exchange.

2. To furnish sleeping space at a district facility for the individual.
3. To provide kitchen and bathing facilities for the individual.
4. Permit the individual to use other portions of the station for recreation, study, or other uses in compliance with District policy.
5. Provide consistent guidance and leadership to assist in the development of the individual.

## **VOLUNTEER RESIDENT FIREFIGHTER OBLIGATION**

1. Must establish and maintain the fire station as their primary residence.  
  
Note: Primary residence means: Each Resident will live at the station and be on an assigned shift, expected to be available to respond to calls.
2. Shall conduct themselves in a manner above reproach both on and off duty, as well as, inside and away from the fire station.
3. Shall be accountable for all assignments during duty periods.
4. Must participate in maintaining a clean, healthful atmosphere in the living quarters. Weekly inspections to be done by Training Officer or designee.
5. Be punctual for all assignments, appointments, and other duties.
6. Maintain a cheerful, cooperative attitude while in the station or on duty.
7. Follow all relevant District policy, house rules, and orders from superior Officers.
8. Maintain active volunteer firefighter status and be in good standing with the Fire District.
9. Residents will be required to pass the Netarts-Oceanside Fire District's Standard Operating Guidelines and Policies test within the first six (6) months of the program.

## **Volunteer Resident Firefighter - Duties**

### **Purpose:**

To provide a consistent understanding regarding assigned and expected duties of participants in the Volunteer Resident program.

Each Volunteer Resident is expected to perform housekeeping and other duties that ensure a pleasant and healthful atmosphere in the station. In addition, each Resident will be assigned duty shift periods to accommodate efficient response requirements of the District. It is the responsibility of the Duty Resident (s) to perform housekeeping during their respective shift days.

### **Guideline:**

#### SHIFT TIMES & DAYS

1. Shifts run for forty-eight (48) hours starting at 0800 and ending at 0800 forty-eight (48) hours later.

**Note:** The starting time of 0800 means that the Resident is out of bed ready to go to work. Exceptions to this are whenever alarms of the previous night have kept the individual from having sufficient rest (i.e., structure fire, fatal MVA, extended medical emergency, etc). Any questions concerning the exception need to be directed to the Training Officer or the Duty Officer/Chief Officer.

2. Residents are required to be ready to work or respond by the specified time for their shift.
3. Residents are required while on duty between the times of 0800 – 1700 to wear the appropriate uniform. After 1700 a District T-Shirt with shorts and or appropriate pants are acceptable. If the appropriate uniform is not being worn after 1700 then turnout bottoms are required for any response.
4. Resident volunteers are assigned duty shift days based on an "A", "B", "C" schedule; this is for a three person program at a minimum.
5. During the 48 hour shift, allowances will be made for regularly scheduled employment, school, and other approved activities. Residents are expected to be in the station performing their duties at all other times.
6. The District will attempt to have one (1) Resident assigned to any given shift day.

## EMERGENCY RESPONSE DUTY

1. Residents shall respond to all alarms in the assigned response area while on their duty shift. Residents, who are not on shift duty and can do so, will make themselves available to respond.
2. Residents will be assigned response duty in accordance with their qualifications and the needs of the District. No person will be assigned duty that is beyond their capabilities.
3. Be sensitive of the sleep requirements of other residents when returning to the Resident residence after 2200 hour; keep the noise level down.
4. Interns who are on duty will be asked to fill out the district run sheets.

## TIME OFF

1. To allow for appropriate scheduling, assignments for duty will be posted one month in advance. Requests for days off duty time will need to be made on the first of the month prior to the days requested.
2. It will be the responsibility of the Resident to make arrangements for a replacement person to fill their position for the shift(s) and to notify the Training Officer and/or Fire Chief. Exceptions to this rule will be whenever the Resident is ill or injured and there was insufficient time prior to the illness or injury to make such arrangements.
3. Shift and/or time trades will only be permitted between individuals of the same or similar qualifications meeting the minimum standard for residency.
4. If a Resident needs time off due to a regularly scheduled job or school, it is the responsibility of that Resident to notify the training officer so that appropriate scheduling may take place.

Note: It is expected that the Resident will do their share of the chores. Unless the resident has made prior arrangements to have their room mates complete chores.

## HOUSEKEEPING DUTIES

1. All personnel shall take the initiative to see that all living, meeting, and business areas are kept neat and clean. Residents will be responsible for assisting with clean-up on a daily basis.
2. Many of the maintenance duties are shared by paid staff, Residents, and other volunteers. As time is available and the need arises, it is expected that the Residents will take the lead role in accomplishing maintenance duties at the station.

## **House Rules-Volunteer Resident Firefighter**

### **Purpose:**

To provide a standard approach to maintain an efficient, orderly, and clean work place and living environment.

When people live and work in close quarters, such as the fire station, rules must be established and adhered to in order to ensure a safe environment and pleasant atmosphere. It is the responsibility of each individual to participate at a level above the expected minimum, to cooperate as a team member meeting the needs of the whole.

### **Guideline:**

#### DISTRICT TELEPHONE

1. Residents may make and receive personal telephone calls between 0700 and 1700 hours. Phone conversations during these hours will be kept short and will be to conduct business only. Exceptions to this rule may be dictated by a family emergency.
2. Long distance calls from district phones must be made either by using a personal calling card or by placing a collect call.
3. Be sensitive to the fact that the public is not aware of these rules and may call at any time of the day or night, be courteous and helpful.
4. Always answer the telephone professionally, using the District name.
5. Take complete messages as needed, writing down all information including who took the message. Please use the available message pads.

#### PERSONAL TELEPHONES

1. Residents may make and receive personal telephone calls between 0700 and 1700 hours on their personal phones. Phone conversations during these hours will be kept short and will be to conduct business only. Exceptions to this rule may be dictated by a family emergency.
2. Residents will limit the use of texting to a minimum and again during work hours will be used to conduct business only. Excessive use of texting will result in revoking of this privilege.

## KITCHEN & DINING FACILITY

1. The kitchen and dining area shall be kept clean at all times.
2. Food lockers and the refrigerator shall be kept neat and clean.
3. The kitchen floor will be kept clean at all times.
4. After meals all food will be disposed of, or stored in a manner to ensure a neat, healthful environment. Fruit, cookies, candy or other like items shall be left out only if they are for the benefit of all personnel.
5. Dishes shall be rinsed immediately after use and placed in the dishwasher. If the dishwasher is full of clean dishes, put them away. If the dishwasher is full of dirty dishes, start the washer. Dirty dishes left in the sink will not be tolerated under any circumstances. You may need to hand wash your dishes while the dishwasher is operating.
6. The stove and table shall be cleaned immediately after use.
7. Respect the ownership of food items belonging to another individual, ask before eating. Gain approval from the other Residents prior to inviting a guest to dine with the crew.
8. The general rule in the kitchen is: If you make a mess, clean it up. If you see a mess, see that it gets cleaned up.

## PERSONAL SLEEPING QUARTERS

1. There will be no overnight guests allowed in personal sleeping quarters.
2. The bed will be made immediately upon rising, and kept neat at all times. Bed linen will be changed at least once a week.
3. Bunker gear will be kept at the fire station.
4. Bed lamps and other appliances will be allowed in sleeping quarters as long as they are reasonable, in good repair, and used with discretion. Be sure to turn off all alarm clocks, radios, and other noise generating appliances when you leave your sleeping quarters.
5. Only Residents and other district members in good standing are allowed in the Resident quarters. Exceptions to this rule are as follows: A tour has been scheduled during normal working hours, or an impromptu tour has been sanctioned by those Residents in the area at the time of the request.

(For all others see Visitor section)

6. Noise in the Resident quarters area shall be kept to a minimum at all times. Respect the right of others to have a quiet space for sleep, meditation, study, or other activity that requires quiet. After 2200 hours there must be complete quiet.
7. Respect the privacy of other Residents.
8. Personal sleeping quarters shall be kept clean and neat. No prohibited items, such as alcohol, illegal drugs or paraphernalia, flammable or hazardous materials, fire arms or ammunition, will be allowed to be stored in personal sleeping quarters, or in the station.
9. Personal effects, such as clothing, extra shoes, etc., will be kept in the personal sleeping quarters or other assigned storage space. Personal items must not be left on the bed, floor, or laying about in such a manner to appear messy.
10. Dirty laundry shall be stored in a suitable container and not allowed to accumulate.
11. Personal sleeping quarters shall be subject to inspection by the Training Officer or Duty/Chief Officer.
12. The general rule for the Resident quarters is: If you make a mess clean it up. If you see a mess, see that it gets cleaned up.

#### SHOWER FACILITIES

1. Each Volunteer Resident shall be responsible for their bathing supplies.
2. Residents shall not use another's bathing supplies without first asking permission. Sharing another person's razor is in violation of District policy relating to the prevention of spreading blood borne pathogens.
3. Each shower will be cleaned on Saturday shift.
4. All soiled towels will be placed in appropriate locations designated for such items.
5. Toiletries shall be put away in designated areas after use.
6. The general rule for the shower facilities is: If you make a mess clean it up. If you see a mess, see that it gets cleaned up.

## COMMUNITY HALL & COMMON AREAS

1. There shall be no overnight sleeping in any of the community hall and/or common areas by anyone.
2. The last person leaving any community hall and/or common areas must make sure that all lights and appliances are turned off.
3. All Residents are responsible for maintaining a neat appearance of all common areas.
4. Residents may use the fire station, exercise area, and kitchen/dining areas for studying or other personal use during business hours, provided that the activity will not interfere with department operation. The use of office areas for anything other than official business must gain prior approval from the Fire Chief, or designee.
5. All personnel using common areas must show consideration for other people using the same room or area. A behavior that may promote discomfort for others is prohibited.
6. Music will be allowed in common areas only as long as it does not distract others using the same area, or adjacent areas.
7. Hobbies or other projects will be allowed provided they are appropriate for the setting, do not disturb others, or create a hazard. A project may not be left out over night or for any prolonged time when the individual is not actively working on it.
8. The general rule for the common areas is: If you make a mess clean it up. If you see a mess, see that it gets cleaned up.

### VEHICLES & PARKING

1. Residents must park in a clearly marked parking space for cars.
2. Only the apron of the station may be used for washing private vehicles. Vehicles must not be left unattended; to not block response vehicles.
3. Working on private vehicles is limited to non-business hours, shall not be a major project, and is subject to the approval of the Training Officer or the Fire Chief.
4. The general rule for the apparatus bay & parking areas is: If you make a mess clean it up. If you see a mess, see that it gets cleaned up.

### VISITORS

1. All visitors must be accompanied by Fire District personnel at all times. Personnel that reside at fire district living quarters have authorization from the Chief to restrict any or all visitors.
2. Visitors will not be allowed in the Resident quarters before 0600 hours or after 2200 hours.
3. Station access codes for the doors shall not be given out to non-department persons.

### PERSONAL CONDUCT

1. Residents must maintain a clean, neat appearance.
2. Residents must observe and practice good personal hygiene.
3. Horseplay will not be tolerated in any area under any circumstance.
4. Personal gear must not be scattered about the station. All personal items shall be stored in personal sleeping quarters or other appropriate areas.
5. Each Resident is expected to conduct themselves in a responsible manner conducive to team building. This will require conscious effort toward open and honest discussion of problems as they arise, seeking a solution rather than attaching blame.
6. Overtly romantic or behavior which is sexual in nature is strictly prohibited in all stations.

## DEPARTMENT PROPERTY

1. All personnel will make every effort to protect and maintain the condition and appearance of District owned property.
2. Tools shall not be removed from any apparatus without authorization from an officer. District owned shop tools may be used for personal projects. Tools owned by other volunteers or employees shall only be used provided prior authorization has been given. All tools must be returned to their proper storage location immediately after use. Tools shall not be removed from the premises.
3. Uniforms and turnout gear will be worn only while engaged in District sanctioned activities, unless otherwise authorized by the Training Officer, or Duty/Chief Officer.
4. Badges, caps, tee shirts, or other uniform type clothing representing the District, by virtue of the displayed name, shall not be worn during inappropriate times, functions, places, or under circumstances which may reflect poorly on the good reputation of the District.
5. All chairs, stools, tables, and other furniture and equipment shall be returned to their proper location after use.

## **Disciplinary Action- Volunteer Resident Firefighter**

### **Purpose:**

To provide a consistent approach to the application of any necessary corrective action.

The District recognizes the fact that, at times, people may not measure up to an expected level of achievement or behavior, and that those occurrences require positive corrective action designed to promote personal growth for the individual. The philosophy of the District, regarding discipline, is one guided by corrective counseling rather than punitive measures.

### **Guideline:**

Under circumstances where there does not exist a specific rule the individual must be guided by common sense and good judgment, understanding that they are responsible for their actions.

1. All disciplinary action shall follow District policy relating to such matters.
2. Where there have been no serious infractions reprimands will be verbal. However, several verbal reprimands relating to the same issue may indicate a chronic condition requiring more severe action including termination.
3. A verbal reprimand may be given by any officer. Written reprimands are usually administered by the Training Officer or Fire Chief.
4. Rebuttal to any action can be made through the Training Officer with a final decision made by the Fire Chief, or designee.
5. Insubordination is grounds for immediate termination.

## **Shift Responsibilities- Volunteer Resident Firefighter**

### **Purpose:**

To ensure duties are fulfilled and completed during each shift.

### **Guideline:**

Each shift:

- Vacuum carpets as needed (in Resident quarters and fire station).
- Dust desks, office equipment, counters, and window sills. (Spider webs)
- Dry mop/sweep front entry.
- Keep area clear of cobwebs and keep lights free of bugs.
- Clean and resupply restroom.
- Make sure sink, counter, mirror, floors, and toilets are clean.
- Resupply toilet paper, paper towels, soap, etc. as needed.
- Dump all trash if container stinks and is ½ full or more.
- Check that all entrances into the station are secure.
- Perform the daily truck checks. (See sheet in dispatch room)
- All fire district vehicles are either parked in the bays or locked and secure.
- Common areas in the Resident quarters are free of trash, dishes, etc.
- Place all dishes in dishwasher and begin cycle.
- Clean kitchen sink, kitchen counters, and kitchen table.
- Dry mop/sweep/vacuum common area, kitchen, and hallway floors.
- Dump kitchen garbage nightly and all other trash if stinks and is ½ full or more.
- Ensure trash is at the curb for pick up at specified time before garbage service.

### Saturday (including all the daily chores from above)

- Sweep out bays.
- Washing apparatuses
- Mop kitchen floor.
- Mop bathroom floor
- Clean community hall
- Clean and restock restrooms
- Grounds maintenance as needed

**NETARTS-OCEANSIDE RURAL FIRE PROTECTION DISTRICT**

Code: Policy –Personnel#63

Adopted: 6/11

Revised:

Readopted: 1/17

**VOLUNTEER RESIDENT FIREFIGHTER  
SCHOLARSHIP & STIPEND**

The intent of the Volunteer Resident Firefighter Program is to provide a way in which the District can increase the ability to protect its citizens by providing additional immediate response personnel during an emergency. This is accomplished by providing living quarters at the fire station, fire science programs/training, and EMS courses to the residents.

This is an educational program and is not intended to replace regular department members. Resident Firefighters are not considered employees of the District and there is no guarantee of possible future employment. Volunteer Residents in the program must adhere to all guidelines and policies that pertain to the program.

To be able to recruit the best possible applicants for the program the Netarts-Oceanside Fire District Board of Directors have approved the following:

Scholarship:

To qualify as a Resident Firefighter, each individual must be enrolled as a student either at Tillamook Bay Community College or on-line equivalent for at least six (6) credit hours for three (3) of the four (4) terms or complete a minimum eighteen (18) credit hours per school year. The Fire District assists with expenses by paying directly to the attending college a \$500.00 scholarship per term for three (3) of the four (4) terms per year for a maximum of three (3) years, as long as, the student maintains a 2.5 grade point average or above.

Stipend:

Each resident in good standing will receive a monthly stipend. The Fire District will use a progressive system to encourage longevity in the program. For the first 12 months in the program the resident will receive \$300.00 per month and will maintain certification steps and call reimbursement. For the second 12 months the resident will receive \$400.00 per month, as well as, certification steps and call reimbursement. For the third 12 months in the program the resident will receive \$500.00 per month, as well as, certification steps and call reimbursement. If a participant is granted a fourth year they will receive the same stipend as a three-year participant.

Additional stipend will depend on level certification (as seen below).

Firefighter One.....	\$10.00 per month	First Responder.....	\$10.00 per month
Firefighter Two.....	\$10.00 per month	EMT Basic.....	\$20.00 per month
Fire Instructor.....	\$5.00 per month	EMT Intermediate .....	\$10.00 per month
Driver Operator.....	\$15.00 per month		

Residents will receive regular monthly reimbursement for calls and weekend training (daytime and Wednesday night drill not included) when not on assigned duty.

These stipends will be subject to an IRS W-2 at the end of the year.  
End of policy.

**NETARTS-OCEANSIDE RURAL FIRE PROTECTION DISTRICT**

Code: Policy –Personnel #64

Adopted: 1/17

Revised:  
Readopted:

**VOLUNTEER/RESIDENT DUTY SHIFT**

In order to provide adequate coverage for quick and efficient response the District has implemented the Volunteer/Resident Firefighter Duty Shift program. The Volunteer/Resident Firefighter Duty Shift Program outlined below does not create an employee relationship between the Volunteer/Resident and the District. Participants in these programs must sign the District’s Volunteer Acknowledgement Form. No participants will be paid more than 20% (\$8,500 per year) of what a comparable paid firefighter is paid to do the same or similar work. Volunteers are not permitted to perform paid, non-volunteer work in the same or similar job during the work period that they are volunteering.

**Volunteer Firefighter Duty Shifts:**

- Day Shifts        0600 - 1800
- Night Shifts     1800 - 0600

**Minimum Requirements:**

- Firefighter 1 certificate
- Emergency Medical Responder license.

**Stipend Payments for Duty Shifts:**

<b>Volunteer/Residents Duty Firefighters:</b>	<b>Stipend for Shift</b>	<b>\$50.00</b>
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*Volunteer Duty Firefighters with a minimum of EMR and FF 1 are assigned to a fire station to respond to calls during the shift.*

The Fire Chief may approve individuals who only hold one license or certificate to sign up as long as the other partner of that shift has the opposite certificate or license to ensure both a firefighter and medically trained personnel are available for the shift.

Stipends will be subject to an IRS W-2 at the end of the year.

Volunteers/Residents must sign up in advance with no guarantee of any minimum number of duty shifts to be assigned. A maximum of two (2) volunteers/Residents may sign up for any one (1) available shift. All duty shifts must be approved in advance to qualify for a stipend.

Volunteers assigned to Duty Shifts will be required to complete station duties and equipment maintenance/checks as assigned. These may include but not limited to:

- Medical kit inventories
- Apparatus checks
- Janitorial needs
- Other duties as assigned

Duty Volunteers/Residents are required to be at the station during regular business hours (800 hrs to 1700 hrs) and be available in district during the remainder of their duty shift unless prior approval has been granted by the Fire Chief.

The Fire Chief will consider a volunteer's request to respond from a different location only after careful consideration of response times and other pertinent facts. Duty Volunteers/Residents must complete their duties during the course of their shift and may be assigned specific times to complete such duties.

End of Policy



# Netarts-Oceanside Fire District Volunteer Resident Firefighter Acknowledgment and Signature Form

I acknowledge I have received, read through, and accept the Netarts-Oceanside Fire District Volunteer Resident Firefighter Handbook.

I understand that the handbook is a general guide and is not an expressed or implied contract of employment. I further understand that my Residency is at will, and that both the company and I are free to terminate my relationship at our discretion, at any time, with or without giving reason or notice. I also understand that the District reserves the right to change, modify, amend, or delete any policies/procedures and benefits in this handbook, or to increase contributions, at its sole discretion, at any time, without notification.

In signing below, I agree to all terms and conditions stated previously in this handbook.

Date \_\_\_\_\_

Signature \_\_\_\_\_

Printed Name \_\_\_\_\_

NORFPD Representative \_\_\_\_\_