

 Section 3	BOONE COUNTY FIRE PROTECTION DISTRICT STANDARD OPERATING GUIDELINES
	OPERATIONS AND PREPAREDNESS
	Subject: Station Residency Number: 3103 [8103] Date Initiated: December 21, 1990 Date Revised: August 15, 2008

POLICY

The station resident is a very valuable asset to the Boone County Fire Protection District in that the presence of the residents allows a much more rapid apparatus response to emergency situations than would otherwise be possible. The position is also a valuable asset to the individual filling the position in that he or she is provided a rent and utility free place of residence. In order for the position to work effectively and to the mutual benefit of all concerned, there must be a clear understanding of the requirements and responsibilities of the station resident position. The following rules and regulations are designed to provide the information necessary to form that understanding.

These rules and regulations apply to all stations that have permanent facilities available for station residents. Should a discrepancy be noted due to variations in station design or requirements, the Fire Chief shall be the final authority concerning the discrepancy noted.

STATION QUOTAS

Each station shall have established a maximum number of residents to be assigned, based on space and facility limitations, by the Fire Chief and Station Captain. The fact that a maximum number has been established is not an indication that there must be a maximum number of residents assigned.

SELECTION CRITERIA

Only qualified personnel will be allowed to fill the position of station resident. Criteria that must be met as a minimum are:

- a. The applicant must be a member of the Boone County Fire Protection District.
- b. The applicant must possess a current and valid Vehicle Operator’s License, Chauffeur’s License, or Commercial Drivers License.

- c. The applicant must have a satisfactory driving record. This will be determined by operator's record check, background check and personal observation.
- d. The applicant must be qualified to operate all District apparatus assigned to the station for which he is making application in accordance with all applicable District policies, prior to application.
- e. The applicant must have attended and successfully passed a recognized Emergency Medical Technician or higher-level medical training program.
- f. The applicant must be willing to follow the guidelines set forth in these sections.

NOTE: The Fire Chief may waive the requirements set forth in d and e if it is deemed to be in the best interest of the Fire District.

SELECTION PROCESS

Notice of position openings will be made in a manner so that all District personnel are aware of the openings. All qualified District personnel are urged to apply.

All applications will be submitted in writing to the Assistant Chief, Operations and Preparedness Bureau prior to the deadline indicated in the notice of position opening. The written notice of position opening will indicate the information required in the written application.

Applicant interviews will be held at the discretion of the station officers and the Assistant Chief, Operations and Preparedness. In the absence of oral interviews, selection will be made based on the information provided in the written application. All selections will be submitted to the Fire Chief for final approval.

All residents, either permanent or temporary must be approved by the Fire Chief. There will be no exceptions.

STATION RESIDENT ASSIGNMENT

The Fire District shall have full authority in determining to which station a resident is assigned. The Fire District shall also have the authority to transfer a resident from one station to another.

DUTY SCHEDULES & COVERAGE

It is the responsibility of residents to make themselves available in the station as much as possible to facilitate a timely response of the apparatus. Residents shall post their individual work, school and availability schedules on a status board within the station. The station officers may schedule duty periods for residents during which the resident must be in the station. These periods shall be scheduled and shall not conflict with work or school schedules. A resident may trade duty with another resident or obtain a qualified firefighter to standby in their absence, with the approval of the station officer.

It is the Fire District's desire to maximize the station coverage. It is important to have drivers available to respond with apparatus not deployed on the initial dispatch. This will require personnel to standby at the station after the initial call to be available to respond in the remaining apparatus. This should be done whenever possible, station officers will provide direction on apparatus staffing based upon number of personnel and apparatus at each station.

RENTAL PAYMENTS

There are no rental payments expected by the Fire District. In exchange for a rent and utility free residence, the resident is expected to comply with the rules and regulations and terms of his/her lease.

LAUNDRY FACILITIES

If washer and dryer is provided by the Fire District

- a. Please promptly remove clothing from machines.
- b. Do not use tints or dyes.
- c. Do not place articles containing foam rubber or similar textured materials in the dryers.
- d. Please report any malfunction of these machines to the station officer.
- e. Discretion should be used when laundering protective clothing. Badly soiled gear will leave residue that may affect the next user's clothing.

ENTRANCES, HALLWAYS, WINDOWS, LIVING AREA, AND KITCHEN

- a. Entrances, hallways, stairways, sidewalks and porches shall not be obstructed by the resident, or used for any purpose other than ingress and egress.
- b. No signs, clothing, sheets, towels, etc. shall be hung from the windows or any other place where they would be visible to the public.
- c. Nothing shall be thrown out of windows. Residents must observe care not to leave windows or doors open during inclement weather. Residents shall be held liable for any damage to paint, plaster, cabinets, walls, windows, carpet, floors or other parts of their living area.
- d. Residents shall not cause any lock or hook to be placed upon any door or window without the consent of the Fire Chief. If any additional lock or safety device is approved, it shall be installed and remain the property of the Fire District.
- e. No exterior alterations will be permitted, including clothesline, mailboxes, greenhouses, doghouses, fencing, or screening of any kind. No plastic or any other covering may be placed over the windows on the exterior of the building.

- f. All areas that are open to public view and/or used as living areas by residents shall be maintained by those residents in such a manner as to present a favorable impression to the general public. Station officers shall monitor and control day-to-day maintenance of these areas. Sleeping areas may be inspected at anytime in the presence of the resident that would not disturb the normal sleeping hours of the resident. The Fire Chief shall be the final authority on the adequacy of maintenance for all areas.

CLEANING SUPPLIES

It is the responsibility of the resident(s) to provide cleaning supplies for clothes and other personal items. The Fire District will provide cleaning supplies for dishes, stove, floors, stools, windows, and other items commonly used by all personnel. The Fire District will not provide odorizing or deodorizing agents. The Fire Chief shall maintain final authority in this area.

DISTURBANCE OF OTHER RESIDENTS

All radios, television sets, phonographs, musical instruments, etc. must be turned down or played to a level of sound that does not reasonably disturb any other resident.

Residents and residents` guests shall at all times maintain order in the facility and at all places in the facility and shall not make or permit any loud or improper noises or otherwise disturb other residents, firefighters, or guests.

Personal parties will not be allowed.

UNNECESSARY DAMAGE

Residents are responsible, when leaving the facility at any time, for closing all windows, closing all water faucets, turning off all electrical appliances not in use, turning off all nonessential lights, and securing and locking all entrance doors.

- a. Residents will be held responsible for any physical damage to the interior, exterior, fixtures, or furnishing of the fire station due to acts that they or their guests maliciously inflict.

GARBAGE DISPOSAL

If the station is equipped with a garbage disposal: Make sure the COLD water is flowing strongly prior to the disposal being turned on and waste inserted. Also, allow the water to flow after the waste is ground up to permit flushing of the traps. Banana peels; cigarette filter tips, celery, corncobs, cornhusks, bones, metal, and glass shall not be inserted into garbage disposal. If repairs must be made as a result of improper use, the cost of repairs shall be billed to the resident(s).

TRASH

All trash should be placed only in containers provided (barrels, dumpster, etc.). Do not deposit trash in any other area.

Residents shall dispose of their trash and garbage regularly as they may attract insects and rodents, in addition to being unsightly.

REFRIGERATORS

If the refrigerator in the station is not frost free, it requires defrosting regularly. Do not use any sharp instrument to pick or scrape off ice when defrosting the refrigerator as such instruments can very easily puncture the coil, causing a loss of refrigerant and requiring expensive replacement. Such damage shall be billed to the resident. The contents of the refrigerator should be edible. Do not allow old, spoiled, or inedible foods to accumulate. The refrigerator shall be kept clean at all times.

STOVE

The stove in the station requires continuous attention. If meat juices, etc. bake on an oven over a period of time, they will become almost impossible to remove. A thorough cleaning of the oven once a month with a spray type oven cleaner is recommended. Do not use any caustic spray type oven cleaner on any part of the outside of the stove. Burner plates, grates, and broiler pans may be covered with aluminum foil to facilitate cleaning. Access to the burner plates may be gained by raising the sides of the burner opposite the electrical connection. Oven cleaner will discolor floor covering. Be sure to cover the floor around the stove before spraying oven cleaner in oven. If floor covering is discolored, damage will be charged to the resident(s).

SINK/DISHES

Dirty dishes will not be allowed to set. Dishes and sink must be cleaned immediately after use.

PLUMBING REPAIRS

Lavatories, sinks, toilets and all water and plumbing apparatus shall be used only for the purpose for which they were constructed. No sweepings, rubbish, rags, ashes or other substances shall be thrown therein. Any damage to such apparatus, including the cost of repair and the cost of clearing stopped plumbing resulting from misuse by a resident shall be borne by the resident.

CARPET STAINS

Immediately report carpet stains to the District Office.

DRAPERIES

Unless resident shall have received the Fire Chief's prior consent, all draperies and other window coverings placed in the station shall have white backing. In any event, the use of foil, laminates or paints on any window is strictly prohibited. Should the attachment of draperies or other window treatment require the use of fixtures not already in place in the fire station, the resident shall first obtain the consent of the Fire Chief to the means, method and manner of attachment.

PICTURES AND WALL DECORATIONS

Do not hang pictures or wall decorations by the use of substances that adhere to the wall (such as paste type wall hangers or tape). For hanging pictures or other wall decorations use only picture hanging nails, tacks, pins, or small screws.

Residents must obtain the approval of the Fire Chief prior to hanging or installing large or heavy items (such as hanging lamps or plants).

Wallpaper in residents` rooms will not be permitted. Wallpaper in other areas must be approved in advance by the Fire Chief.

ANTENNAS

No antennas or wires of any kind are to be installed in or on the fire station or erected on any part of the premises without prior approval of the Fire Chief.

VEHICLES

Minor mechanical repairs and maintenance to personal vehicles may be performed on the grounds or in the bays provided the same does not inconvenience other firefighters, District operations, or place apparatus in an undesirable location or environment. No major repairs will be allowed or vehicles left inside the station overnight.

No automobiles, trucks, campers, trailers, cycles, boats, etc. which do not have current safety inspection stickers and license tags or which are inoperative in any way including flat tires may be kept on the premises. The District reserves the right to have towed, at resident`s expense, any improperly parked vehicle.

Personal vehicles (automobiles, motorcycles, ATV`s, etc.) will not be housed or stored in the fire station without prior approval of the Fire Chief. Lawns and other common areas are to be kept clear of vehicles and other personal belongings.

Resident vehicles shall not be parked in spaces reserved for responding firefighters or guests at stations with spaces designated for same.

Fire District shall not be responsible for any damage to or loss of any vehicle stored or parked on the premises, nor for any property in or on such vehicles.

Washing of personal vehicles is permitted if done inside the station or outside of public view.

PHONES AND MESSAGES

Please notify your friends that the Fire District does not give out station phone numbers.

The Fire District will not take messages at the office for station residents.

Personal long distance calls by firefighters are prohibited. Residents are encouraged to obtain their own phone line and long distance calling card.

Telephone wiring and telephone jacks are not permitted to be installed in locations other than those provided without prior approval of the Fire Chief.

Personal computers are not allowed to be connected to the Station phone lines.

WATER BEDS

Residents shall be liable for any and all damages occurring to the fire station resulting from the use of a waterbed.

PETS

No pets will be allowed.

GROUNDS

Residents shall be responsible for the lawn care, which includes mowing of the grass and watering of plants. They shall ensure that the grounds are free of trash and yard waste. The driveways and walkways shall be kept clear on snow and ice. The Fire District will provide the necessary equipment to maintain the grounds.

PERSONAL PROPERTY

Personal property must be kept in the residents' quarters except for kitchen and bathroom necessities. Personal furniture may be placed in the living area with the Fire Chief's permission. It is recommended the storage space be rented for items that will not fit in the resident's quarters and that doors to the resident's quarters be closed when not occupied. The Fire District is not responsible for any damage to personal property or theft or loss of the same. Personal property left after 30 days of residency termination will be disposed of.

GUESTS

Guests are permitted in the fire station when accompanied by a member of the Fire District. Guests are also required to conform to the station policies. Any overnight guests shall be approved by a Station Officer. Guests shall not ride on apparatus unless approved to do so by the Fire Chief.

SMOKING & SMOKELESS TOBACCO

Smoking and smokeless tobacco is prohibited in the fire stations and while riding inside any Fire District vehicle.

COMMON FACILITIES

It should be known that all areas of the fire station with the exception of sleeping units are common areas. Common areas shall be shared by male and females. This includes bathrooms unless a station was built with separate facilities for both women and men. Firefighters shall respect the privacy of others living within the station.

PUBLIC FACILITIES

The fire station is owned by the citizens of the Boone County Fire Protection District. They are public facilities that are made available to the public for elections and meetings.

ALCOHOL

The consumption of alcoholic beverages or use of illegal, non-prescription drugs in the fire station is prohibited. Operation of a fire district vehicle under the influence of alcohol will be subject to disciplinary action. An individual who, while under the influence of alcohol, causes a problem either in the station or on an incident scene will also be subject to disciplinary action. The influence of alcohol is a blood alcohol content of 0.02% or greater.

WORK PLACE HARASSMENT

The Boone County Fire Protection District will not tolerate any work place harassment under any circumstances. Work place harassment claims will be investigated promptly and appropriate action taken.

STATION MAINTENANCE & UPKEEP

The Station residents are responsible for the routine maintenance and upkeep of the Station. Public areas shall be kept clean and free of clutter. Station residents shall be responsible for cleaning the Station living and training rooms. The apparatus room shall be the responsibility of all Station personnel. The standard rule of "whoever creates a mess shall be responsible for cleaning up the mess" applies.

VIOLATIONS

Violation of these rules or a violation of any federal, state, county, municipal statutes or ordinance (with the exception of minor traffic violations) will be just cause for immediate dismissal from station residency.

TERMINATION OF RESIDENCY

Residencies may be terminated at any time by the Fire Chief. Station residents shall give two weeks notice, to a station officer of their intent to move out of the station.

RESIDENCY CONTRACT

I understand and agree to follow the station residency rules and regulations as described in the Boone County Fire Protection District Policy # 3103.

Signature of Station Resident

ID #

Badge #

Date

Signature of Station Commander

ID #

Badge #

Date

**Signature of Operations and
Preparedness Chief**

ID #

Badge #

Date

Detach this from the policy and file signed contract in the respective personnel file.