

# Loyalsock Volunteer Fire Company No. 1

## Live-In Program Guidelines



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# **Loyalsock Volunteer Fire Company No. 1** **Live-In Program Guidelines**

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# **Loyalsock Volunteer Fire Company No. 1**

## **Live-In Program Guidelines**

### **1.) Introduction**

In the interest of Public Safety and in an effort to reduce response time to emergency calls, the Loyalsock Volunteer Fire Company No. 1 will provide adequate facilities for qualified members to "Live-In" at the Fire Station, with a minimum cost to the member. The program will hereafter be referred to as the ***Live-In Program***. In return for use of these facilities, Live-In members will provide Fire and EMS services to the Fire Company as described in the Live-In Program Responsibilities. (See Section 5.) Live-In Program Members are responsible for their own meals, personal items, etc.

### **Live-In Program Committee**

- A. The Live-In Program Committee will have the sole responsibility for the administration and operation of the Loyalsock Volunteer Fire Company No. 1 Live-In Program.
- B. The Live-In Program Committee will:
  - Not exceed more than 5 voting members.
  - Have the Chairperson appointed by the President annually.
  - Chairperson and President will appoint remainder of the Committee.
  - Have the Chairperson serve as a voting member of the Executive Committee and Co-Chair of the Membership Committee.
  - Consist of 1 Chief Officer.
  - Consist of Resident Advisor as a Non-voting member.

The Chairperson will serve as the liaison between the Committee and the Resident Advisor.

If the Live-In Committee is unable to solve an issue relating to the Live-In Program, the issue will be forwarded to the Executive Committee for resolution.

At the scene of an emergency, the Live-In members are at all times under the direction of the Fire Officers and/or EMS Officers.

Live-In members are governed by the same SOGs, By-Laws, and the Trustee Manual, as are all Fire Company members.

Any appeal of a disciplinary action by the Live-In Committee may be presented to the Executive Committee.

## **2. Definitions**

**Full-Time Student.** Each Live-In member who qualifies for participation as a Full-Time Student must be 18 years of age, continually, and without interruption, maintain a 2.0GPA and a minimum of 12 or more credit hours each semester. The Full-Time Live-In Student must submit a mid-term and final grade report no later than 1 week after receipt.

**Student w/Job.** Each Live-In member who qualifies as a Part-time Student with a part or full-time job must be 18 years of age, continually, and without interruption maintain a 2.0 GPA, 6 or more credit hours each semester, and work 20 or more hours per week at his/her job. The Live-In member must submit a mid-term and final grade report no later than 1 week after receipt and must submit written verification of employment including the number of hours worked each week upon request. A copy of a time card is sufficient.

**Full-Time Job.** Each Live-In Member who qualifies for participation with a full-time Job must be 18 years of age, continually, and without interruption, work 35 or more hours per week at his/her job. The Live-In member must submit written verification of employment including the number of hours worked each week upon request. A copy of a time card is sufficient.

**Regular Member Living In.** The Live-In Committee recognizes that from time to time a regular member of the Loyalsock Volunteer Fire Company may need to utilize the Live-In facilities for a short period of time. The member will submit a written request to the Live-In Committee stating the circumstances, time frame, etc. The Live-In Committee will make a decision based on the availability of rooms, etc. The regular member living-in falls under the same guidelines for Live-In Program Responsibilities (Section 5). However, he/she still maintains the right to vote and hold office. The Regular Member living in shall be reviewed every 6 months by the Live-In Committee.

### **Minimum Eligibility Requirements.**

**At a minimum, an applicant for the Live-In Program must fulfill the requirements of either A. or B. listed below.**

**A. EMS** – Current EMT, Current CPR, Introduction to Safety and Training (6.5 Hrs), Haz-Mat Recognition and Identification (4.0Hrs.), Hazardous Materials Operations Level (24 Hrs.) PA. EVOC is necessary to operate Ambulances.

**B. Firefighting** - Essentials of Fire Fighting, Introduction to Safety and Training (6.5 Hrs), Haz-Mat Recognition and Identification (4.0Hrs.), Hazardous Materials Operations Level (24 Hrs.) PA. EVOC is necessary to operate Fire Equipment.

Applicants with cross training and/or experience in Fire and EMS are preferred candidates. Based on current Live-In population, the applicant may have additional time to secure necessary certifications.

## **2.) Acceptance into the Live-In Program**

Meeting the eligibility requirements does not guarantee acceptance into the Loysock Volunteer Fire Co. No. 1 Live-In Program, but it is a pre-requisite for application. Applicants who submit a complete application package and meet all of the eligibility requirements will be considered for acceptance on a **competitive** basis.

The application process will include:

- A. **Announcement Period** – An official written announcement will be posted at the Fire Station, on the LVFC website, at the local Colleges (both Penn College and Lycoming), and other media outlets, etc.
- C. **Make Application** - Submission of written application and supporting documentation by the applicant.
- D. **Interview** - An oral interview by the LVFC Live-In Program Committee.
- E. **Background Check** - A complete background check and verification of training and references.
- F. **Follow-up** - Any other verifications or additional interviews as deemed necessary by the LVFC Live-In Program Committee.
- G. **Formal Acceptance** - The applicant will receive and acknowledge an offer to participate in the Live-In Program. The deposit of \$500 must be received before the applicant moves into the facility.
- H. **Orientation** - Upon successful completion and acceptance to the LVFC Live-In Program, attendance at the Orientation Program is mandatory.

### **3.) Live-In Program Benefits**

As a participant in the Loyalsock Volunteer Fire Company No. 1 Live-In Program you will also become a member of the Loyalsock Volunteer Fire Company for insurance purposes. LVFC has always enjoyed the reputation of being the biggest, and the most active volunteer fire company in Lycoming County. The Loyalsock Volunteer Fire Company No. 1 is a semi-rural Fire/EMS department that protects approximately 21 square miles and a population of almost 11,000. Male and Female volunteers handle the Fire Company and EMS operation, 2 paid EMS personnel support a 24/7 Mobile Intensive Care Unit (MICU) ambulance and 2 paid EMS personnel cover 10 hours on another Mobile Intensive Care Unit (MICU) during the weekdays. The Fire Company responded to over **3,300** EMS and fire calls last year (2010) with the following apparatus:

- MICU (Mobile Intensive Care Unit) 2007 Freightliner/Horton
- MICU (Mobile Intensive Care Unit) 2006 Freightliner/Horton
- BLS Ambulance 2002 Ford/Horton
- 1979 Sutphen 100' Tower
- 1988 Sutphen Engine
- 1996 Brush Truck
- 1992 Sutphen Tanker
- 1997 Sutphen Heavy Duty Rescue – State Certified at Operations Level
- 2002 Special Unit
- 2003 Incident Management Unit
- 2007 Swab Mobile Air Unit

LVFC responds on mutual-aid calls throughout Lycoming County, and also has been called to many incidents in the surrounding 7 counties as part of the **North Central Regional Task Force**.

The Loyalsock Volunteer Fire Company No. 1 Live-In Program benefits will include:

- **Private, individual sleeping areas with bed, dresser, closet, etc.**
- **High speed wireless cable internet service for laptops throughout the 32,000 square foot facility.**
- **Complete, modern kitchen area.**
- **Basic Cable TV in multiple, spacious recreation room areas.**
- **Large Washer and Dryer.**
- **Separate showering and locker room facilities.**
- **Attractive study room/quiet area.**
- **Physical Fitness room.**
- **Access to company Fire and EMS training.**
- **LVFC will issue Fire and EMS gear.**
- **Secure off-street parking.**
- **Close to public transportation.**
- **Company issued structural fire fighting gear.**

- **Biometric lock on each Live-In room.**

#### **4.) Responsibilities**

It is the intent of the Live-In Program to provide clean, comfortable facilities for Live-In Members. Living in a dormitory-like atmosphere requires each member to respect the needs of others and not just themselves. It is the responsibility of each and every Live-In Member to fully understand and abide by the Live-In Program Guidelines, LVFC By-Laws, Company SOGs, and the Trustee's Manual. To assist in this endeavor, each Live-In Program Member will have available to them the referenced document, either on-line at the LVFC Website or hard copy. Further, additions, corrections, deletions, and changes will be e-mailed to each Live-In Member. It is the responsibility of each Live-In Program member to daily check his/her e-mail and be aware of any changes that may affect him/her. Other responsibilities include, but are not limited to:

1. Maintain their private sleeping area in a neat and orderly manner.  
(See appendix A for prohibited items)
2. Maintain bathroom and locker room in a neat and orderly manner.
3. Clean up after themselves when using any room in the facility. This includes throwing away trash in the proper container, drink containers, washing dishes, etc.
  - **Do not expect someone else to clean up after you!!**
  - **Do not wait to be asked to clean up!!**
3. Make certain their food locker remains odor free.
4. Soiled laundry should be washed and dried in a timely manner.
5. When not in use, beds will be made. Bedding(not provided by the fire company) will be laundered at least once a week.
6. Each Live-In Program Member will be issued a key fob and will make every effort to maintain building security.
7. Each Live-In Program Member will be asked to be on-duty, at the Station, as scheduled. **"On Duty"** is defined as time physically spent at the Station available for emergency response.
8. Each Live-In Program Member must obtain their own P. O. Box or other means to receive mail. Under no circumstance shall a Live-In Member receive mail at the Station. LVFC accepts no responsibility for any Live-In Member's mail that may be mistakenly delivered to the Station.

## 5.) Required Insurance(s) and Damage Deposit

**Health Insurance:** Loyalsock Volunteer Fire Company No. 1 does **not** provide **ANY** Health Insurance. As a member of the Fire Company, each Live-In member is covered under the Workman's Comp. policy. It is recommended that all Live-In Members maintain their own private Health Insurance.

**Tenant/Renter's Insurance:** It is **required** that each Live-In Member obtain and keep in force Tenant/Renter's Insurance with \$10,000 Contents and \$500,000 general Liability coverage. A certificate of Insurance shall be submitted to the Resident Advisor before taking occupancy and upon request thereafter.

**Automobile Insurance:** Minimum levels of Automobile Insurance are required as also required by the Commonwealth of Pennsylvania to operate a vehicle. If a vehicle is to be used by the Live-In Member, proof of current Insurance will be submitted with the application and upon request thereafter.

**Damage Deposit:** A one-time damage deposit of **\$500.00** will be submitted in full after acceptance into the Live-In Program and before occupancy of the facility. This Damage Deposit will be returned when the Live-In Member leaves the program and after inspection of his/her room for damages by the Chairman of the Live-In Program Committee and the Resident Advisor. Any repairs or replacement of damaged items will be deducted from the Damage Deposit.

## 6.) **General Rules**

1. All Live-In Program Member's rooms are subject to **periodic inspection** by the Live-In Program Committee. The inspection may be unannounced. Any member found not in compliance with the Live-In Program Guidelines may be suspended or terminated from the program.
2. Loyalsock Volunteer Fire Company No. 1 is a **Tobacco Free** Facility. The use of tobacco in any form is **not** allowed inside the facility.
3. Please be courteous when coming in late at night as other may be sleeping.
4. **No matter what time of day, it is expected that when a Fire Alarm or Vehicle Accident is dispatched, all available Live-In Members will respond.**



- 5. No horseplay. Fighting or harassment (including sexual) will *not* be tolerated.**
6. Destruction of Fire Company property will not be tolerated and is subject to disciplinary action up to and including termination from the program according to Fire Company Policies and will be prosecuted within the boundaries of Pennsylvania Law.
  7. All forms of Alcohol and illegal drugs are strictly prohibited on Fire Company property. **(See comprehensive Drug and Alcohol Policy on LVFC Website.)** Any Live-In Member or guest using and/or under the influence of alcohol or illegal drugs will not be permitted on fire company property under any circumstances.
  8. No sleeping in lounge chairs.
  9. Only bottled water is allowed in bedrooms. No food items are permitted in the bedroom areas.
  10. Live-In Program Members will be required to maintain the dry erase board on their bedroom door with their current status or whereabouts and a copy of their current school class schedule and cell phone numbers.
  11. Pictures and/or posters will be permitted in the individual bedrooms. The Live-In Program Committee reserves the right to have any pictures/posters removed that are deemed to be inappropriate. Nothing will be used that will leave a hole when securing pictures/posters. Any method used to secure poster/pictures will be approved by the Live-In Committee and/or the Resident Advisor.
  12. Live-In Program Members are responsible for Daily Chores, Weekly Chores, and Monthly Chores as posted by the Resident Advisor or the Live-In Committee Chairman. These may change from time to time.

## **7.) Guests**

1. Live-In Program Members may host guests/visitors during the hours of 0700 to 2300.
2. Guests and visitors must be escorted at all times.
3. Guests and visitors are permitted in individual rooms: however, doors are to remain open at all times when guests/visitors are present.
4. Overnight guest/visitors are **NOT** permitted.

## 8.) Daily Chores (Second Floor)

### A. Bathrooms

1. Clean toilets, urinals, sinks, and showers with disinfectant spray.
2. Sweep area daily.
3. Wet Mop Bathrooms, Locker areas, on Saturday, Monday, and Thursday mornings.
4. Empty all trash containers. Take to the dumpster on a daily basis.

### B. Kitchen

1. Wipe down counter top and table with disinfectant.
2. Clean stove top with soap and water.
3. Wash and put away all dishes and utensils. **No dishes to be left on Counter top, table areas, or in the sink.**
4. Sweep Floors in Kitchen area and utility area daily.
5. Wet mop Kitchen area and utility area on Saturday, Monday, and Thursday mornings.
6. Empty all trash containers. Take to the dumpster on a daily basis

### C. Bad Weather

1. Remove snow from South sides entrances and salt as needed.
2. Remove snow from walkways south of the Engine room aprons to the Miller's Run Bridge and salt as necessary.

## 9.) Weekly Chores

### General Clean-up

1. Vacuum all bedrooms, **Recreation Room, Weight Room, and Stair Towers.**
2. Each Live-In Program Member will be responsible for checking the refrigerator for non-useable foods.
3. Weekly walk around the entire structure to clean up debris and litter in conjunction with paid personnel.
4. Clean windows on the second floor weekly.

5. Check the Live-In Program Bulletin Board for any Special Projects.

### **Recreation Room, Quiet Area, Weight Room, and Stair towers**

1. Dust furniture and fixtures.
2. Vacuum **Quiet Area**.
3. Sweep **Recreation Room, Weight Room, and Stair towers**.
4. Wet Mop **Recreation Room, Weight Room, and Stair towers** on Monday, Wednesday, and Friday mornings.

### **10.) Monthly Chores**

1. **Cobweb Patrol** - Remove all cobwebs in and outside of the Station.



**Appendix "A"**  
**Prohibited Activities and Items**

- Alcohol and Illegal drugs (See Comprehensive Policy for details)
- Firearms, Explosives, Incendiary devices, and Weapons of any type
- Physical Abuse and Harassment
- Space Heaters
- Stolen signs or merchandise
- Personal Gas or Charcoal grills
- The use of any sports equipment on the second floor
- Stickers on doors or walls
- Holiday String/lights
- Candles of any sort
- Incense
- Possession of gas, propane, kerosene, Nitrous Oxide, lamp oil, motor oil
- Cooking Appliances of any type
- Sun lamps
- Halogen Lamps
- Snowball/Water fights
- Pets of any types
- Spray Paint
- Overnight guests are **NOT** permitted