

Loyalsock Volunteer Fire Company No. 1

Live-In Program Guidelines



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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.

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

At the scene of an emergency, or other fire company related events, the Live-In members are at all times under the direction of the Incident Commander and/or the highest ranking individual on scene.

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

2.) Definitions

Student Live-In: 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 The Live-In Student must submit a mid-term and final grade report no later than 1 week after receipt.

Live-In with Job: Each Live-In Member who qualifies for participation with a full-time job must be 18 years of age. The Live-In member must submit written verification of employment including the number of hours worked each week upon request. A copy of a paystub is sufficient. This position comes with a max duration of 6 months.

Any change in status must be approved by the Live-In committee.

Eligibility Requirements

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

A. EMS - Current EMT,EMR (First Responder), Paramedic, Current CPR, Haz-Mat Recognition and Identification, Hazardous Materials Operations Level. EMSVO must be obtained within three (3) months of acceptance into the program.

B. Firefighting - Essentials of Fire Fighting, Haz-Mat Recognition and Identification, Hazardous Materials Operations Level, current first aid and CPR. EMSVO must be obtained within three (3) months of acceptance into the program.

C. Rescue - Essentials of Fire Fighting (completing mods 1-3), Vehicle Rescue or equivalent, Haz-Mat Recognition and Identification, Hazardous Materials Operations Level, Current First Aid, Current CPR. EMSVO must be obtained within three (3) months of acceptance into the program.

3.) Acceptance into the Live-In Program

Meeting the eligibility requirements does not guarantee acceptance into the Loyalsock Volunteer Fire Company No. 1 Live-In Program, but it is a pre-requisite for application. Applicants who submit a complete application package and meet one 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#1 website, at the local Colleges (both Penn College and Lycoming), and other social media outlets at committee's discretion.

C. Make Application - Submission of written application and supporting documentation by the applicant.

D. Interview - An oral interview by the LVFC#1 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.

H. **Orientation** - Upon successful completion and acceptance to the LVFC Live-In Program, attendance at the Orientation Program is mandatory.

4.) Live-In Program Benefits

As a participant in the Loyalsock Volunteer Fire Company No. 1 Live-In Program you will be covered under the workmen compensation for insurance purposes. LVFC#1 has always enjoyed the reputation of being the biggest, and the most active volunteer fire company in Lycoming County. Loyalsock Volunteer Fire Company No. 1 is a combination department with both paid and volunteer members for Fire and EMS servicing the semi-rural community. LVFC#1 protects approximately 21 square miles and a population of almost 11,000. The Fire Company responded to over **5,800** EMS and fire calls last year (2025).

LVFC#1 responds to 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:

- **Secure private, individual sleeping areas with bed, dresser, closet, etc.**
- **High speed wireless cable internet service for electronic devices throughout the 32,000 square foot facility.**
- **Complete, modern kitchen area**
- **TVs 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 all Fire and EMS gear.**
- **Secure off-street parking available for one (1) vehicle.**
- **Close to public transportation.**

5.) Responsibilities

It is the intent of the Live-In Program to provide safe, clean, and 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#1 By-Laws, Company SOGs, Constitution, and the Trustee's Manual. To assist in this endeavor, each Live-In Program Member will have available to them all referenced documents. 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 check his/her e-mail daily 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 rooms in a neat and orderly manner.
3. Clean up after yourselves when using any room in the facility. Personal items will be stored in your dedicated locker or in your room.
4. Make certain your food locker and refrigerator remains clean, orderly, and odor free.
5. Soiled laundry should be washed and dried in a timely manner.
6. When not in use, beds will be made. Bedding is not provided by the fire company.
7. Each Live-In Program Member will be issued a key fob for building access and will make every effort to maintain building security.
8. Each Live-In Program Member will be asked to be on-duty, at the Station, as scheduled. The term On Duty is defined as time physically spent at the Station available for emergency response. This includes two (2) mandatory EMS shifts per week from the hours of 1900 (7 pm) to 0700 (7 am).
9. 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#1 accepts no responsibility for any Live-In Member's mail that may be mistakenly delivered to the Station.
10. At any time possible keep MICU 18 available for other emergencies to be handled. This means that someone responding on lift assists and still

alarms will try to keep MICU 18 available.

6.) Required Insurance(s) and Deposit

Health Insurance: Loyalsock Volunteer Fire Company No. 1 does **not** provide **ANY** Health Insurance. Each Live-In member is covered under the Workman's Compensation policy. It is required that all Live-In Members maintain their own private Health Insurance. A copy of insurance shall be submitted before taking occupancy and upon request thereafter.

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 Live-In committee 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 prior to the vehicle being on the property, and upon request thereafter.

Deposit: A one-time deposit of **\$500.00** will be submitted in full after acceptance into the Live-In Program and before occupancy of the facility. This 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. Any repairs or replacement of damaged items will be deducted from the deposit and if needed you will be charged extra if damages exceed \$500.00.

7.) 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 disciplined or terminated from the program.
2. Please be courteous when coming in late at night as others may be sleeping. Quiet hours are from 2300 (11 pm) to 0700 (7 am).
3. **No matter what time of day or night, it is expected that when a Fire or EMS calls are dispatched, all available Live-In Members will respond.**
4. No horseplay. All forms of harassment will not be tolerated.
5. 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 applicable laws.
6. All forms of alcohol and illegal drugs are strictly prohibited on Fire Company property. **(See comprehensive Drug and Alcohol Policy)** 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. If you drink, stay somewhere else for the night.
7. Live-In Program Members will be required to maintain the dry erase board on their bedroom door with their current status or whereabouts, copy of their current schedule, cell phone numbers, and station ID (taped). Nothing else will be on your door.
8. 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.
9. Live-In Program Members are responsible for Daily Chores, and Weekly Chores, as posted by the Live-In Committee. These may change from time to time as the need arises.

8.) Guests

1. Live-In Program Members may host guests/visitors during the hours of 0800 (8 am) to 2200 (10 pm).
2. Guests and visitors must be escorted at all times.
3. Guests and visitors are not permitted in individual rooms.
4. Overnight guests/visitors are **NOT** permitted.

9.) Daily Chores (Second Floor)

A. Bathrooms

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

B. Kitchen

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

C. Bad Weather

1. Remove snow
2. Leaf and limb removal after high winds

10.) Weekly Chores

General Clean-up

1. Clean all bedrooms, **Recreation Room, Weight Room, Stair Towers, and Quiet Room (vacuum quiet room)**
2. Wet mop Recreation Room, Weight Room, Stair Towers on Monday, Wednesday, and Friday.
3. Weekly walk around the entire structure to clean up debris and litter in conjunction with paid personnel.
4. Clean the inside of windows on the second floor weekly.
5. Check the Live-In Program Bulletin Board for any Special Projects.
6. Dust and clean all furniture fixe

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Live-In Program Contract

I, _____ (name) on _____ (Date)
received, read, understand, and hereby agree to the Loyalsock Volunteer Fire Company
No. 1 Live-In Program Guidelines. Further, as a Live-In member of the Loyalsock
Volunteer Fire Company No. 1, I will abide by the By-Laws, Constitution, LVFC#1
SOGs, and Trustee Manual as found on the company website.

I further understand that my participation in the Live-In Program can be
terminated at any time by the Live-In Program Committee.

Signature of Live-In Member

Date

Signature of Live-In Program Committee
Chairman

Date

Appendix “A”
Prohibited Activities and Items

- Alcohol and Illegal drugs (See Comprehensive Policy for details)
- Firearms/Ammunition are strictly prohibited on the property
- Explosives or flammable materials of any kind
- Space Heaters
- Stolen items or merchandise
- The use of any sports equipment on the second floor except equipment upstairs
- Stickers on doors or walls
- Holiday String/lights
- Sun and halogen lamps
- Use of alternative modes of transportation is not prohibited in the building
- Unsupervised charging of any batteries upstairs is prohibited