

East County Fire & Rescue

SOG 406 - Resident Program

Updated: 1-31-12

Resident – Volunteer, Qualifications/Expectations

The statements contained herein reflect general details as necessary to describe the principal functions of this job, the level of knowledge, skills and ability typically required, and the scope of responsibility, but should not be considered an inclusive listing of work assignments. Individuals may perform other duties as assigned, including work in other functional areas to cover absences or relief, to equalize peak work period's, or otherwise to balance the workload.

Shall obtain and maintain a Washington State Emergency Medical Technician B certification.

Shall be a high school graduate, possess a G.E.D. or equivalent.

Shall be a U.S. citizen and possess a command of the English language, both written and spoken.

Shall be at least 18 years of age at the time of appointment.

Must pass a medical examination based on the Minimum Medical Standards for Firefighters in Washington Cities and Fire Districts.

Shall possess a valid driver's license.

Shall meet the requirements of the training program.

Shall meet the agency's testing and evaluation standards for residency prior to Station assignment.

Shall be expected to "actually live" at your assigned Station. You will be able to schedule time off each week for personal time and or vacation.

Shall maintain a minimum of 350 service credits each quarter. Service credits may include but are not limited to; on scene, alarm standby, training, report writing, project work, apparatus and station maintenance, public education, any shift routine work, etc. (Reference 401-Volunteer Activity Guide)

Residency Program

I. General

- a. The resident firefighter is responsible for fire suppression and general service consistent with stated organizational goals and objectives. In addition, the resident firefighter is responsible for fulfilling the requirements and performing the duties outlined in the East county F&R Firefighter Job Description.
- b. The resident program is designed to give interested persons a place to live while pursuing an education and/or career in a fire or EMS related field. While it is designed primarily to provide field experience in fire and EMS related activities, others may be selected for the program that may not be career oriented, but want to provide a volunteer service to the community.
- c. Residents who are selected are asked to stay for at least one year however they may be terminated for just cause at any time. A 2 year limit may be enforced based on a “qualified” waiting list. Termination will require the residents to move out within 72 hours (except as indicated in Section IV, 13; Alcoholic Beverages/Controlled Substances).
- d. All resident firefighters will sign an Agreement of Understanding.

II. Resident Position Requirements, The resident shall -

- a. Be in good physical condition.
- b. Complete the agency’s Firefighter Task Book.
- c. Be a graduate of the East County Fire & Rescue Firefighter Academy, Jr. Fire Science Program, or equivalent.
- d. Meet the requirements of the District Apparatus Operator Program or equivalent and be EVIP certified.
- e. Residents are required to attend any special department drills and any training deemed mandatory for maintaining certifications. NOTE: Certification maintenance is the *individual’s* responsibility. Excused absences are limited to school, work, or emergency situations.

f. Meet the requirements of the Volunteer Activity Standard.

III. Assignment

a. The resident shall be assigned to a Mentor for development purposes.

IV. Resident Responsibilities, the resident shall:

a. Meet and maintain the all elements outlined in the Firefighter Job Description.

b. Maintain Scheduling

I. Maintain a monthly schedule and communicate it to a Duty Shift Officer and Mentor by the end of the 3rd week of the prior month.

II. Advise the Duty Shift Officer of any changes to the schedule that may come up throughout the month via telephone, pager, or e-mail.

III. Review the District's monthly staffing calendar and fill shortages as much as possible.

c. Maintain operational readiness of the equipment. Complete vehicle checks and maintenance per the Apparatus Preparedness Guide.

d. Perform cleaning and general maintenance of the resident quarters. Cleaning and general maintenance includes but is not limited to: floor sweeping, mopping and vacuuming, kitchen counter and cabinet cleaning, detailing restroom and shower, and keeping the living area free of clutter. This does not relieve the resident from addressing a problem that needs immediate attention anywhere in the station.

e. May be assigned to manage special projects for your assigned station.

f. Maintain good housekeeping at all times, of both personal and District property.

g. No house pets may be kept at the fire station.

h. Meet the requirements of the Grooming and Uniform Guide.

i. Use good judgment with the use and length of private telephone calls. At no time shall all lines be busy with personal phone calls. Personal long distance calls will be charged to the resident. The telephone will be answered in a business like professional manner. Clear and accurate phone messages will be taken. The information

provided to the caller will be only within the scope of knowledge of the member answering the phone. If the information requested is not known, the caller will be referred to the Duty Shift Officer, Chief Officer or the caller's number will be taken so the call can be returned. Do not release personnel phone numbers without prior permission.

- j. Meet the requirements of the District Computer Use Guide.
- k. Not use alcoholic beverages, controlled substances, or drugs (non-prescription) in the fire station nor shall any member respond to any emergency or be at the station while under the influence of any of the aforementioned items. Any resident found violating this regulation will be subject to the disciplinary process.
- l. Keep volume on private stereo or televisions in the resident rooms low so as not to interfere with others.
- m. Allow visitors in resident areas only upon invitation of and while accompanied by a department member. Unsupervised minors are not allowed in the fire station except for emergency purposes. Visitors will be out of the station by 10:00 p.m.
- n. Permission must be obtained from a Chief Officer or Captain prior to allowing any overnight guests.
- o. Use good judgment while using bays for personal repair work. Bays may not be used for personal work when the weather is inclement requiring District vehicles to be pulled out into the weather.
- p. Not give the door lock combination to non-fire department members.
- q. Not store firearms in the fire station. (Ref: R&R 103 – Safe Workplace)
- r. Use good judgment while using co-ed facilities, changing clothes, restroom use and etc. (Ref: Policy 40 J – Sexual Harassment)

**AGREEMENT OF UNDERSTANDING
FOR RESIDENT FIREFIGHTER'S
GENERAL DUTIES AND RESPONSIBILITIES**

I _____ have received a copy of the General
Duties and Responsibilities and understand the content of the document. I will abide
by the duties and responsibilities as stated and understand that at any time, I may be
removed from the premises in accordance with the policy.

Resident (applicant)

Date _____