

# RESCUE FIRE COMPANY NO.1

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## CONTRACT FOR LIVE-IN PRIVILEGE

Effective September 1, 2011, the term "Live-In" shall read "any student currently enrolled in an accredited Pennsylvania college or university on a part-time or full-time basis and or a member in good standing who wishes to use the fire station as a living facility, who so desires to move sufficient personal effects into the fire station to sustain his/her living/sleeping/study activities at the fire station on a semi-permanent basis." *This contract renders all previous versions and contracts null and void.*

Purpose of a Live-in: The purpose of a Live-in is to provide adequate living conditions as well as to provide staffing for apparatus on a daily basis. Thus allowing Rescue Fire Company to better serve the community.

I, \_\_\_\_\_, as a member (or potential member) of the Rescue Fire Company do hereby contract for "Live-In" status in the Rescue Fire Company No. 1 beginning on \_\_\_\_\_. I also understand and agree to the following conditions.

1. I am subject to any and all of the Officers, rules, regulations and policies set forth in the Constitution, By-Laws, Standard Operating Procedures manuals of this company.
2. I shall respond to all fire alarms, service calls, training sessions, fund raisers, and work details while in and around the station area up to one hour prior to any scheduled school, classes, or work obligations.
3. I cannot take up permanent or legal residence at the station.
4. I understand that sleeping hours are between 2200 hours and 0900 hours, and understand agree that my bunk shall be neatly made, and personal belongings stowed away, prior to 1000 hours, or one hour prior to leaving premises, whichever is earlier. This does not apply to those persons working second or third shift, a waiver maybe allowed dependent upon work or class schedule.
5. For a student to maintain "live-in" status you must maintain at a minimum of a 2.0 GPA. Copies of mid-term and final grades must be showed to the chief of the department within one week of receipt. A class schedule shall be posted in the bunkroom and kept current with class times.
6. The internet is made available to assist with school work and so personal email and communications can be maintained. Any improper usage of the internet may result in lock out of computer privileges or further disciplinary procedures.
7. All personal phone calls to the station phone will be limited to 5 minutes. Any long distance phone calls will be billed directly to the live-in and must be paid within one week of receipt. No incoming phone calls with exception of emergency calls will be received during sleep hours.
8. Laundry facilities are made available; any person doing their laundry in the station will fold the laundry and properly store it in their personal space. At no time should laundry remain in the washer/ drier/ laundry area longer then one day. Any unclaimed items maybe thrown away.

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9. Any live-in not currently enrolled in a school must maintain gainful employment. If at any time the member becomes unemployed they will be subject to review by the live-in committee and live-in status maybe terminated.
10. No drugs or alcohol allowed on the premises.
11. Any changes to this policy or any items not addressed here-in can be made and or addressed by the Trustees and can be made at anytime without prior notification.
12. All duties set forth by the Trustees must be completed by 10:00 (unless circumstances do not allow i.e. call lasting from 06:00- 09:50). Although tasks maybe broken down into individual assignments, it is the responsibility of all of the live-ins to ensure the tasks are completed.

## Examples of Daily Duties

1. Bunkroom
  - All clothing must be put away
  - Bed made
  - Floor vacuumed
  - Desk kept in clean and neat condition
2. Day Room
  - Empty trash cans
  - Sweep /Vacuum floors as appropriate
  - Mop the dining area and hallway
3. Stairs
  - Sweep daily,
  - Mop once per week.
4. Engine Room
  - Sweep floor
  - Empty trash cans
  - Clean bay windows Bi-weekly
5. Kitchenette
  - Clean cooking and counter tops
  - Empty trash cans
  - Sweep Floor and mop
6. Exterior
  - Pick-up Trash
  - Remove snow (seasonal)
7. Apparatus
  - Apparatus shall be kept clean at all times

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## Discipline

Failure to comply with any conditions set forth in this agreement will be handled as follows:

First offense- Oral reprimand as well as additional duties assigned by the Trustees

Second Offense- Suspension of privileges for up to 72 hours dependent upon offense by the Trustees

Third Offense- Live-in will be brought before the Trustees for disciplinary action to include possible termination from live-in status and loss of privileges there-in.

The Chief, Station Officer, or Trustee's may request that the live-in be immediately suspended from live-in privileges and ask for review by the Trustees, based upon nature of offense. In this case the review must be held within 72 hours of notification. The Chief also has the power to suspend riding privileges for any offense as seen fit.

## Length of Contract

The contract can be reviewed at anytime and is not valid for anymore than one year. Contracts must be renewed at least 14 days prior to its termination date. If for some reason the contract is chosen not to be renewed or is terminated the applicant may opt to request a formal meeting with the Trustees.

Applicant Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Chief Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Trustees Signature: \_\_\_\_\_

Date: \_\_\_\_\_