

SUSQUEHANNA TOWNSHIP

FIRE MARSHAL'S OFFICE

NINETEEN HUNDRED LINGLESTOWN ROAD, HARRISBURG, PENNSYLVANIA 17110
PHONE (717) 545-4751 FAX (717) 540-4298
www.susquehannatwp.com
gdrees@susquehannatwp.com

Live-in Contract

This contract states and defines the duties and responsibilities of those members that meet the definition of a live-in member, which is a member that has moved enough personal effects into the fire station to sustain his living and sleeping at the station on a more or less permanent basis. This does not apply to members that are township residents that may occasionally spend a night in the bunkroom, or to visitors authorized by the Chief.

I, _____, as a member (or potential member) of Susquehanna Township Fire/Rescue Services hereby agree to the following conditions to maintain live in status.

I will begin my term in the:

_____ Edgemont Fire Company bunkroom on _____.
_____ Rescue Fire Company (Public Safety Building) bunkroom on _____.

I also understand that I am subject to the following condition, as well as all normal Fire Company rules, regulation, standard operating guidelines, the By Laws and Constitution, as well as direction from the Chief or his designee.

1. I must respond to all fire calls, service calls, training sessions, fund raisers and work details up to one hour before reporting to school or work.
2. I cannot take up permanent or legal residence at the station. This includes that I am not able to receive any legal documents such as tax forms at the station.
3. Student live-ins are required to attend all classes whenever registered, unless excused by the Chief or his designee for a particular time and date.
4. All non-students live-ins shall be employed.
5. I must participate in all assigned house duties. These duties are often broken down into individual tasks, however all live-ins are responsible to see that all of the tasks are completed on schedule.
6. I will be out of bed, and the bed made, by 0900 on weekdays, and 1000 on weekends.
7. It is prohibited to sleep on top of the beds after that time as well. (Or after evening calls AND work or school if all tasks are complete).
8. The bunkroom will be quiet from 2200 hours until 0900 the following morning.
9. All live-ins are responsible to spend four consecutive nights each week, from Sunday to Friday, as well as one full weekend (Friday and Saturday) each month. (Work is an exception).
10. All phone conversation are limited to five minutes. There shall be no incoming phone calls other than family emergencies between 2300 and 0800.
11. All laundry must be done and put away while in the station.
12. Beds shall be kept neat and clear at all times, with nothing under the bed other than shoes.
13. All students live-ins are required to maintain minimum of a 2.0 grade average. The midterm and final grades must be shown to the Chief.
14. A copy of all course schedules must be posted in the bunkroom by the start of classes and shall remain posted until the end of the semester.
15. If a schedule is changed the Chief must be notified within 48 hours.

16. A student live-in withdrawing from school during a semester will lose bunkroom privileges immediately upon withdrawal, unless at discretion of the Chief.
17. The company shall supply internet use for the live-ins. The internet is meant for use in the execution of schoolwork. Misuse of the internet or ISP shall result in a loss of the privilege.
18. While attending classes at H.A.C.C or any other school, the live in is representing Susquehanna Township Fire/Rescue Services. As such, any reports of misbehavior or misdeeds shall result in possible immediate disciplinary action, including, but not necessarily limited to, loss of bunkroom privileges.
19. All live-ins shall complete one pre-plan assigned by the Chief per calendar quarter.
20. All Live-ins shall obtain their National Pro-Board Firefighter 1 within 360 days of this contract.
21. Any other duties assigned by the Chief.

Chief- The Chief shall be defined as the Township's Fire Marshal/Chief or Chief of the Company. Chain of Command will include additional line officers and Live-In Committee.

Typical Daily House Duties.

This is meant to be an example of the daily responsibilities in the station but is not meant to be all-inclusive.

1. Bathrooms

- All floors must be swept and mopped
- Toilets and urinal must be cleaned inside and out
- Sinks and showers shall be cleaned
- Countertops must be cleaned
- All paper supplies replenished
- Trash taken to the dumpster

2. Bunkroom

- Floor vacuumed
- Desk area neat and dusted
- All bunks made, headboard dusted
- Washer and dryer area neat and clean, lint trap clean
- Trash taken to dumpster

3. Stairs swept and mopped

4. Kitchen

- Floors swept and mopped
- Table and countertops wiped down
- All supplies replenished
- Trash taken to dumpster

5. Lounge area

- Floor vacuumed
- Neat, clean, chairs in order

6. Apparatus Floor

- Floors swept
- Trash to dumpster

7. Outside

All trash and litter picked up and taken to dumpster
Ramps and sidewalk cleaned if needed

8. Apparatus and Equipment

All company vehicles and equipment with in the station shall be kept clean
All tools shall be kept clean and exercised as directed.

Failure to comply with the terms of this agreement shall result in the following penalties:

First Offense- Additional duties assigned by the Chief or his designee

Second Offense- Additional duties assigned by the Chief or his designee, plus three-day loss of bunkroom privileges.

Third Offense- Live in will be brought in front of Township Chief and Public Safety Director; Company Disciplinary Committee, or Board of Directors.

Notes

1. The Chief shall have the right to elevate the level of discipline beyond the above if he should find an incident requires that action.
2. The Chief reserves the right to remove any individual from the bunkroom immediately at any time while further action and remedies are being pursued.

By signing this document, both the live in and his parent are granting authority to Susquehanna Township Fire/Rescue Services to access all college and /or work documents, including grades and attendance records, if needed to confirm compliance with the above condition, as well as signifying agreement to these terms.

I understand and fully agree with all the above-described condition and obligation as well as any further verbal direction related in an appropriate manner by the Fire Chief, or his designee. I understand that if I should be in violation of these conditions, my live-in privileges will be suspended and that I will have forty-eight hours to remove my personal effects from Township property.

Live In _____ (printed name)

Live In _____ (signature) Date _____

Parent _____ (print name) (if under 21)

Parent _____ (signature) Date _____

Fire Chief _____ (signature) Date _____

Fire Company Chief _____ (signature) Date _____

Copies will be retained by the Live-in applicant, Fire Company and Township.