

Indiana Fire Association

Live-in Policy and Procedures

IFA – West Sub-Station Residence Program

The purpose of this document is to establish policy and procedures for the selection of members for the IFA – West sub-station live-in program, and to establish administrative procedures for this program.

The President, Fire Administrator, Chief, and Company Captains are the officers responsible for the administration of the live-in program and will make up the live-in committee. Interested members shall submit an Application for the Live-in Program to the committee for consideration. Applicants must be employed full-time in the Indiana/White Township area or be a part-time or full-time student at IUP. Students must show documentation at the time of application that they are maintaining a cumulative grade point average of a minimum of 2.0 and are in good academic standing and making progress toward their intended degree. Members may participate in the live-in program for a maximum of four consecutive years.

The live-in committee shall appoint members to the live-in program and report this decision to the Association at the next regular monthly meeting.

In the event vacancies occur during the appointment year, the live-in committee may appoint another member for the remainder of that year. A notice will be posted and an email sent to all members alerting them of the opening. Members will be given a 10-day deadline to apply.

The live-in committee will police, monitor, and supervise the live-in program as directed by this policy and procedure. The committee may authorize or approve reasonable exceptions to these policies and procedures.

Failure to comply with the requirements of this program or any other IFA policies may result in termination from the live-in program and eviction from the IFA – West sub-station.

Initial _____

POLICY

Initial_____

- A. The standard duty period for resident members in IFA West sub-station shall be from 10:00 pm until 6:00 am the following morning. During this 8-hour period, resident members are required to be available to respond to all alarms and perform such duties as may be directed by this policy or company officers. Before the beginning of the appointment year, the resident members of the IFA West sub-station shall themselves, organize a schedule for the entire appointment year. The resident members may modify the schedule during the appointment year. Each resident member shall be scheduled for 183 duty periods during the appointment year. Each resident member shall have 5 sick days during the appointment year. The live-in committee may grant additional sick time to a resident member. A resident member who is sick and unable to perform his assigned functions shall report his status to the Fire Administrator.
- B. In cases where the resident member's employment responsibilities preclude regular participation in the standard 10:00 pm to 6:00 am shift, the resident member may substitute an 8-hour shift using a different time period.
- C. A duty resident shall be appointed each day. The duty resident is one of the resident members. The assignment period for the duty resident is from 6:00 am until 6:00 am the following day. The duty resident is not required to remain on station the entire period, except as scheduled for evening duty. Each day's duty resident is individually and solely responsible for that day's assigned administrative or maintenance functions. A logbook shall be maintained in each station for the duty resident to document the completion of assigned tasks.
- D. Up to 5 resident members may be appointed to the IFA West sub-stations.
- E. The bunkrooms are sleeping quarters at all times. As such, they are kept quite and dark. Only resident members, active members, maintenance staff, and guests participating in an officially sanctioned visit of the station are permitted in the sleeping areas of the station. Members leading an officially sanctioned visit shall inspect the sleeping area to ensure that no members are sleeping prior to allowing visitors into the sleeping area.
- F. Resident members are not tenants of the Indiana Fire Association, the Indiana Fire Relief Association, Indiana Borough or White Township. The IFA is not a landlord.
- G. A probationary member may apply for the resident member program. However, a probationary member, if selected for a resident appointment, may not begin his resident year unless he has completed all required probationary

member training and certifications, and the Chief reports that he intends to recommend the probationary member for permanent status. A probationary resident member who fails to be elected to permanent status shall immediately vacate the station.

- H. Resident members will maintain a legal residence, (the home of record) at an address other than the IFA West sub-station. Resident members may not use the fire station address for voter registration, vehicle or license registration, tax address or other legal purpose. Resident members may not receive personal mail at the station and are encouraged to rent a post office box for the duration of their appointment.
- I. Resident members shall submit, as part of their application, a plan of where they will move to if they are terminated from the resident member program. Resident members will update this plan with the Fire Administrator as circumstances may change during the year.
- J. Resident members may park one vehicle at the station. It must be operable, have a current registration, and, if applicable, a current state inspection. It must display an IFA parking sticker.
- K. Resident members shall maintain their bunk area. Good cleanliness and order are a must. The live-in committee shall inspect each bunk area at least once per month, and produce a written record of the results of the inspection. The inspections shall be unannounced. Resident members who fail to maintain appropriate cleanliness and order shall be counseled, in writing, by the live-in committee. Chronic failure to maintain a clean and orderly environment shall result in termination from the resident member program. Upon such notification, the resident member shall immediately vacate the station.
- L. Resident members may not consume alcohol anytime within 8 hours of the beginning of an assigned shift or during their assigned shift. Resident members, not scheduled for duty, may periodically consume alcoholic beverages, in moderate amounts, and return to the station. They shall note on the status board that they are unavailable and proceed immediately to the sleeping area. Resident members who have consumed alcohol within the past 8 hours or are otherwise intoxicated MAY NOT respond to alarms. A resident member who responds to alarms after consuming alcohol during the previous 8 hours or is otherwise in an intoxicated condition shall be immediately terminated from the resident member program. Resident members may not return to the station in a highly intoxicated condition. Resident members discovered in a highly intoxicated condition shall be counseled, in writing, by the live-in committee. Repeated presence in the station in a highly intoxicated condition shall result in termination from the resident member program. Upon such notification, the member shall immediately vacate the station.

Initial_____

- M. Resident members may not host non-members in the sleeping areas. All entrances to the sleeping areas shall be posted with notices prohibiting non-member access. Resident members, who allow non-member access to the sleeping area, except as authorized elsewhere in this policy, shall be counseled, in writing by the live-in committee. Repeated violations of the non-member sleeping area exclusion shall result in termination from the resident member program. Upon such termination, the member shall immediately vacate the station.
- N. Sexual activity is prohibited in the station. Resident members discovered engaging in sexual activity in the station shall be immediately terminated from the resident member program. Upon such termination, the member shall immediately vacate the station.
- O. Resident members may not consume illegal drugs at any time. Members discovered under the influence of illegal drugs shall be terminated from the resident member program. The IFA may randomly test resident members for the use of illegal drugs. Participation in the resident member program is deemed to consent to drug testing. With reasonable cause, and with the concurrence of live-in committee, specific resident members may be directed to submit to drug testing. Failure to comply with a directive to participate in a drug test shall result in immediate termination from the resident member program. Upon such termination, the member shall immediately vacate the station.
- P. A resident member who is unable to respond to alarms during the assigned duty period shall be counseled, in writing, by the live-in committee. Chronic failure to respond to alarms during an assigned duty period shall result in termination from the resident member program. A member or duty officer, aware that a resident member has failed to respond to an alarm during an assigned duty period, shall report such an event to the live-in committee. Upon such termination the member shall immediately vacate the station.
- Q. A resident member is required to perform other duties as directed by this policy and IFA officers. Such duty may include station cleaning, equipment maintenance, administrative functions, and other IFA duties as necessary. Members, who fail to perform duties as directed, shall be counseled, in writing, by the live-in committee. Chronic failure to perform assigned duties shall result in termination from the resident member program. Upon such termination, the member shall immediately vacate the station.
- R. In cases where a resident member is terminated from resident status, this policy requires that he vacate the station immediately. The live-in committee may, if he deems circumstances so warrant, authorize the terminated member to remain in the residence area up to 72 hours after termination.

Initial_____

- S. Repeated violations of resident member requirements or chronic violations of other IFA policies and procedures may result in termination from the resident member program.
- T. Upon termination, the terminated member may appeal the decision of the live-in committee to the Trail Board Committee under the process outlined in the IFA Bylaws. A member appealing the decision of the live-in committee must vacate the station in accordance with this policy and may not remain a resident of the station pending the outcome of an appeal.
- U. Linen shall be laundered at least once a week.
- V. Resident members, using the kitchen, laundry, or vehicle washing area, shall ensure the facility is returned to appropriate order and cleanliness following each use.
- W. Resident members shall execute a Letter of Agreement with the IFA.
- X. Resident members of the IFA, suspended from the IFA by an authorized officer, shall immediately vacate the station and may not return until administrative resolution of their suspension.
- Y. Non-resident permanent members of the IFA, who are bunking in, have preference for riding assignments, as long as the assignment is consistent with other IFA policies and the desires of that evening's station officer/line officer. After non-resident members are assigned, the resident members may be assigned positions consistent with their duty status and the evening plan of the station officer/line officer. After both non-resident bunking in members and resident members have been assigned a position, any probationary members may be assigned a position consistent with their capabilities and the evening plan of the station officer/line officer.
- Z. Any or all of the above mentioned policies and procedures are subject to change within the approval of the live-in committee as circumstances deem necessary.

The parties agree that upon termination of the individual resident "live-in arrangement or upon any breach of violation of any rules of the program, the live-in shall immediately vacate the premises, and further agrees to waive any notice to quit requirements that may be imposed under the law.

Signature: _____
 IFA Live-in Applicant

Signature: _____
 IFA - Captain

Signature: _____
 IFA – Chief

Signature: _____
 IFA - President