

Yamhill Fire Protection District

District Policies, Procedures, & SOG's

MISSION

*Yamhill Fire Protection District is dedicated to
serve and protect our community*

District Policies

PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 1 of 7

Issued: March 8, 2016

Purpose and Scope:

Provides guidelines and direction for the Resident/Sleeper/Out of District Firefighter Program.

Objective of the Program:

The Resident/Sleeper/Out of District Fire Fighter Program has several objectives.

- A. Provide a system that allows the volunteer to contribute their time to the community.
- B. In the case of the Out of District personnel, to provide a means through which those individuals who live outside of the District boundaries or within a Fire District without a volunteer program, or attend schools in the local area, or who are interested in becoming a career firefighter to volunteer in order to train and gain experience.
- C. To augment the career and volunteer staff, provide immediate response to calls for assistance and meet the District's response goals and mission statement.

Definitions:

Resident Fire Fighter

A volunteer fire fighter who has satisfactorily completed FFI, and EMR training, been assigned a room in the Fire Station and who has signed a Resident Fire Fighter agreement.

Out of District Fire Fighter (ODFF) and/or Sleeper

A volunteer fire fighter who does not normally reside at the District Fire Station, but has agreed to provide a minimum of 24 hours per month and signed an out of District Volunteer agreement.

Resident in Training (RIT)

A volunteer fire fighter who is in training to become a Fire Fighter I as outlined by Oregon DPSST and District Policy.

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PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 2 of 7

Issued: March 8, 2016

Lead Resident

A volunteer firefighter assigned to a shift at the station as a resident or sleeper, who provides direction to other Residents, Sleeper Firefighters, or ODFFF at the station.

Shift Supervisor

The person responsible for the management of the overall Fire District resources as designated by the Fire Chief or the Fire Chief's designee. The Fire Chief can be contacted at 503-680-8022 on a 24/7 basis.

Shift Schedule

A monthly schedule posted at the station to be used to assist the planning of shift schedules and standing requirements.

Mandatory Shifts

24 hour shifts, typically consisting of either 4, eight hour shifts, 2 twelve hour shifts or 1 twenty-four, hour shift, for ODFFF personnel each month. Full-time station Resident/Sleeper/RIT will provide a minimum of 1 eight, hour shift per week.

Resident/Sleeper/ODFF Time Log

A personal tracking tool used to annotate hours spent performing watches for the Resident/Sleeper/ODFF Program, and forwarded to the Fire Chief or his/her designee by the 5th of each month.

Security Check – Security Check Sheet

A nightly check made of District facilities, vehicles, and apparatus to provide for the security of the station, personnel and the expeditious response to emergencies. This nightly check is to be annotated on a security check sheet.

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PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 3 of 7

Issued: March 8, 2016

Resident Firefighter Minimum Qualifications and Requirements

Prior to being eligible for the Resident Program, the firefighter must (first):

1. Pass a District Background check.
2. Obtained Oregon DPSST FFI and Oregon EMR certifications.
3. Be approved by District Insurance to drive District vehicles.
4. Be in good standing with and meet all other requirements, standards, policies, and guidelines and
5. Complete a 'Move-In' walk through survey of their assigned living quarters with a District Officer and sign an agreement not to change or modify that space without permission.

Duties of Sleeper/Out of District Firefighters

1. Maintain shared quarters and Fire Station areas in a neat, clean, and orderly manner at all times while on duty.
2. Interact and interface with the general public in a professional and courteous manner.
3. Between 1800 and 1900 hours, the station shall report the names of those individuals who have reported for duty to the Fire Chief or his/her designee.
4. Complete all assignments as required by Resident/Sleeper/ODFF lead person, Fire Chief or his/her designee.
5. Provide security for all facilities, equipment, apparatus, and property in their charge.
6. Perform regular equipment and apparatus checks as outlined in District guidelines.
7. Respond during their watch to all emergency incidents and requests for
8. assistance as dispatched or as instructed by the IC, Fire Chief or his/her designee.

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PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 4 of 7

Issued: March 8, 2016

Responsibilities of a Resident, RIT, Sleeper, or ODFP

1. Conduct themselves in a business-like manner consistent with level of service to the community intended by the District.
2. No alcoholic beverages are allowed on the Fire District premises. At those District or Association functions where alcohol is served, only those students that are of legal age will be allowed to drink.
3. No use of illegal drugs will be tolerated. If a Resident/Sleeper/ODFF is taking any medication that may affect their performance, the Fire Chief or his/her designee must be notified.
4. Must be free of the effect of any alcohol, prescription drugs, or other controlled and uncontrolled substances while representing the District that would prohibit your ability to perform required duties.
5. No firearms or other deadly weapons are allowed on Fire District premises.
6. Students are to be considerate of other personnel sharing the facilities. Some things to be considered are: noises, music, sleep hours, guests, housekeeping, telephones, and equal use of facilities, etc.
 - a. Quiet hours in the dorm will be from 2200 to 0700 seven days a week, no stereos, TV's our computers will be operated unless headsets are worn during quiet hours in the dormitory area.
 - b. No one is permitted in the dormitory after 2200 except the students. Volunteers that are on shift and staying the night will be allowed, but required to maintain the same quiet hours.
7. Students are expected to present a good image to others in the department as well as the general public. This includes the area of conduct, as well as appearance.
8. Visitors are not allowed in the sleeping areas. The only exception would be during station tours and that would not include entering any of the individual cubicles.
9. Students' vehicles are to be parked on the east side of the parking lot. Limited to one vehicle per student.

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District Policies

PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 5 of 7

Issued: March 8, 2016

10. All guests of students will enter the building through the main doors. Guests will be the responsibility of the student and must not disrupt station activities. Visiting hours will be 1000-2200 hours. No visitors should be present before or after these hours without prior authorization. At no time will the exterior door combination be given to any person that is not a current member of this organization.
11. Phone calls will be restricted to the 503-662-4653 line during business hours. Phone calls will also be discouraged and potentially restricted during Volunteer meetings and drills. Calls for personal use will be limited to 5 minutes during daytime and 10 minutes after 1700 hours.
12. Attend at least the minimum number of regular training drills as outlined in the District Policies, SOP's and SOG's.
13. Attend all scheduled classes and drills specified for Resident/RIT/Sleeper/ODFF by the District Training Officer.
14. Make every attempt to conserve energy, supplies, and other disposable items and commodities provided by the District.

Dress and Appearance

- A. Resident/Sleeper/RIT/ODF must be dressed when outside the sleeping areas. Appropriate attire, including shoes and shirts, will be worn when in areas accessible to the public.
- B. The Fire District will provide: all personal protective equipment. All other articles of clothing, including shoes/boots and belt, are the responsibility of the individual student.
- C. Resident/Sleeper/RIT/ODFF will adhere to the applicable OR-OSHA regulations, as well as District policy, with regards to hair length and facial hair.
- D. Jewelry such as earrings or loose fitting necklaces will not be worn on-duty or while responding to emergency incidents.

Housekeeping

- A. Each Resident/Sleeper/RIT/ODFF is expected to keep their assigned areas and personal areas neat and clean at all times. Dormitory, Lounge, Bathroom, and Kitchen areas are subject to weekly, as well as spot inspections.
- B. Beds are to be made as soon as the Resident/Sleeper/RIT/ODFF gets up and no later than 0800, unless illness or other circumstances warrant exception. Bedspreads will be uniform and District approved.

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PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 6 of 7

Issued: March 8, 2016

- C. The laundry area is to be kept neat and clean at all times. Wet and/or dirty items will not be left on the floor or in the machines.

The Fire Chief or the appointed Fire District Officer will be responsible for inspections of dorms, building, and grounds when needed.

**At no time will personal items such as wallets, purses, checkbooks, undergarments, or other personal items be touched. Any time an inspection is performed the Resident/Sleeper/RIT/ODFF room who is being inspected will be present. At no time will any other persons be present other than the said personnel.

Emergency Absences

- A. Emergency leave may be granted for Resident/Sleeper/ODFF after review by the Fire Chief or his/her designee on a case-by-case basis. Should the leave be unexpected and needed immediately, the Fire Chief or his/her designee shall be contacted regarding leave.

Discipline

The District will follow its current policy of Discipline.

- A. All Residents/Sleepers/RIT/ODFF are expected to understand the organizational chain-of-command. As such, all ranking officers in the Fire District will be afforded the respect due their position. Any overt display of disrespect or failure to follow a direct order may result in immediate expulsion from the program.
- B. All disciplinary action is subject to the review by the Fire Chief.

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PERSONNEL

PER – 753

Resident/Sleeper Requirements and Regulations

Page 7 of 7

Issued: March 8, 2016

STATION VISITORS

Sleeping quarters are provided only for participants in this program. Resident quarters designed for “individual” residents are not to be occupied by more than one person at any given time. Those quarters designed as “dorm” style are to be occupied by District personnel only.

Overnight guests of any affiliation and/r personnel not members of the Department are not permitted at any time. At no time are “conjugal” visits allowed on District property, regardless of the relationship to District personnel. All sleeping quarters rooms shall have the door remaining open when there is another person in the room, regardless of the relationship to District personnel. This rule shall apply to District personnel “visiting” other personnel in the Station regardless of the time of day. At no time shall overnight guests be permitted in sleeping quarters.

Typical visiting hours are from 0900 to 2200 hours. Visitors may remain until Midnight with the approval of the Fire Chief or his/her designee, and the consensus of other District personnel on duty at the station.

Personnel not acting in accordance with these guides shall be subject to immediate disciplinary action up to and including discharge.

The Fire Chief has final decision rights as to all interpretations, rulings, and variations in the guide. Any exceptions to the rule or deviation from the guide shall be at the Fire Chief's prerogative.

I _____ fully understand and agree to comply with the requirements.

I _____ have received a copy of the District Policy (PER-753). I'm stating that I have read and understand the Policy.

Signature: _____ Date: _____