

P-28 LIVE-IN MEMBERSHIP APPLICATION PROCESS

- A. Certified driving record and background check must be submitted with the application.
- B. After receiving the application, the Chief will approve and send to the Chair of the Membership Committee for paperwork completion and to the Superintendent of Supplies for gear and other equipment needs
- C. The applicant needs to provide evidence of Basic, Structural, Hazmat and Vehicle Rescue from the Delaware State Fire School or the equivalent.
- D. The Chief will decide to accept or deny the applicant live-in privileges
- E. Upon acceptance, the applicant will be required to sign a contract with the company before moving into the Live-In Quarters.
- F. Live-In Members will be required to make all monthly drills as well as be responsible for the list of duties assigned by the Chief.
- G. Live-In Members will abide by the Live-In Members Rules and Regulations as written in the Company Policies.
- H. Live-In Members assume all risks of loss, damage, theft, or destruction of their personal property.

Live In Application Process for Active Membership Status

The initial application shall serve as the first reading for membership. After six months of service and completion of all existing requirements a Live In member may submit a letter requesting to go to active member status. This letter shall constitute as the second reading and the membership shall vote to accept or deny the application. If said member is accepted by the company, member must serve a six month probationary period.

P-29 LIVE-IN PROGRAM RULES AND REGULATIONS

- A. Occupancy
 - 1. The Chief will establish the number of residents assigned to Station 1 or 2.
 - 2. Room Assignments.
 - a. The minority gender shall be properly accommodated to provide personal privacy.
 - b. The Chief or his designee will determine room assignments for each resident. The following will be used to evaluate each person and assign them by whom will best benefit the company:
 - 1. Line officer by rank.
 - 2. Contribution of services to the BBVFC, including level of training, apparatus qualifications and the length of continual residency.
 - 3. New members of the BBVFC who wish to live at Station 1 or 2.
- B. Responsibilities
 - 1. Duty Hours.
 - a. The Chief or his designee will set responding responsibilities.
 - b. The crew should at all times keep assigned areas clean.
 - 2. Response.
 - a. It is the intent of the BBVFC to ensure the highest quality of service to communities that we serve. Accordingly, the following rules are established regarding resident response on emergency

calls. The chief or his designee will enforce proper staffing during shifts at both stations.

- b. Each resident when in or around the station shall assure that the apparatus is sufficiently staffed for emergency calls.
- c. A resident who fails to provide adequate staffing during the scheduled duty hours will be subject to disciplinary action.
- d. A resident may trade particular duty hours with another member, provided the Chief or his designee approves the trade time.
- e. Requires a minimum of 36 hours per week sign-up on code messaging.

C. Conduct.

1. General.

- a. Residents of Station 1 or 2 are responsible for their personal conduct at all times. Conduct shall be moral and ethical.
- b. Each member of Station 1 or 2 shall adhere to all rules and regulations of the BBVFC.
- c. Each resident of Station 1 or 2 shall take no action contrary to the interest of health and safety of the BBVFC or any individual.
- d. The possession and consumption of alcohol beverages or controlled substances are prohibited on Station 1 or 2 properties. Alcohol consumption is permitted, however, at company functions.
- e. Rooms or areas assigned to each resident are the assigned space of that resident. Others should not enter that room or area unless authorized or invited by the resident. The resident is responsible for the assigned space.

2. "Quiet Hours" are in effect beginning at 23:00 hours in the sleeping quarters every night. This means no paging (except for emergency calls only). The residents and members shall strictly observe "Quiet Hours" and any complaints should be given to the Chief or his designee. To ensure the privacy of the Live-In area the doors to that area will and must remain closed at all times.

3. Resident(s) of Station 1 or 2 is (are) responsible for damages to the building, building equipment, and property of Station 1 or 2 caused by them or their guests.

4. Hazing of any kind will not be tolerated!

5. Disciplinary Action.

- a. Any resident or non-resident (including fire company members, guests, visitors, and their hosts) who fails to comply with the "Live In" rules and regulations is subject to disciplinary action by the Chief, Chief Engineer or President.
- b. A resident who is suspended from the Company will leave the property at the time specified by the Chief, Chief Engineer or President. Any access to the company facilities during the period of the suspension, including the living area, will be at the discretion of the Chief, Chief Engineer or President.
- c. Appeals to any disciplinary action may be submitted in writing to the Chief or President. Any grievance will be given to the Chief or President.

- d. Further appeal and unresolved grievances shall be submitted to the Board of Directors in writing. Appeal for expulsion or removal shall be submitted to the Board of Directors as well.
- e. Disciplinary action may consist of but not be limited to suspension from company activities, including drills, driving, and fire responses. Members may also be expelled from the company for any violations described by the BBVFC constitution and by-laws.

D. Non-Resident Occupancy

1. General

- a. Guests are defined as non-members visitors.
- b. Guests in the living quarters are by resident invitation only and must be supervised by the resident at all times.
- c. Guests are subject to all Station rules at all times.
- d. All guests are expected to follow all the common rules of courtesy at all times and respect the other residents of the station.

Resident: _____ Date: ___/___/___

Chief: _____ Date: ___/___/___

President: _____ Date: ___/___/___

Chief Engineer: _____ Date: ___/___/___