



LIVE IN MANUAL

**EARLEIGH HEIGHTS VOLUNTEER FIRE
COMPANY**

Candidate: _____

Badge No: _____

Live-in Policy

I. Purpose

In the interest of public safety, in order to reduce response times and to guarantee in station staffing with as little cost to AACo FD as possible, the Earleigh Heights Volunteer Fire Company has established living facilities for volunteer members. These facilities are available at no cost to the members. In return for housing the live-in members will provide services to the Fire Company as described in the following articles. This document will establish the selection process and rules and regulations of these live-in members.

II. Definitions

- A. 'Fire Company' refers to the Earleigh Heights Volunteer Fire Company
- B. 'Live-in Members' refers to those members who occupy the fire Company living facilities as their primary residence and have a room assigned exclusively to them.
- C. 'Bunk-in Members' refers to those members who, on occasion, occupy the living quarters of the fire company, but do not use it as their primary residence
- D. 'Fire Officers' refers to the officers of the Earleigh Heights Fire Company, both career and volunteer, including Chief, Assistant Chief, Captains and Lieutenants.
- E. 'Senior Live-in' refers to the live-in who is selected by the Fire Officers to have authority over the Live-in facility. This carries no operational rank, but only assigns in-house responsibility.
- F. 'Duty Shift' refers to the periods of time when live-in members have committed to staying in station.

III. Applicability

These policy apply to all members of the Earleigh Heights VFC, career and volunteer

Live-in Selections Process

- A. The selection of live-in members will be at the discretion of the Live In Coordination Officer and/or their designee. When vacancies occur, the opening must be posted for at least 15 days in a conspicuous place in the firehouse prior to it being filled.
- B. Requirements to apply for live-in status are as follows:
 - 1. Applicant must be 18 years of age.
 - 2. Applicants must read and understand the Live-in Policy and agree to sign the corresponding contract if selected for live-in status.

3. Applicants must be on the AACo FD Eligible Riding Data Base:
 - a. FFI for fire crew
 - b. AT for EMS only
 - c. No Probationary FF are allowed to be live ins
4. Applicants will be given priority for possessing the following certifications.
 - a. ProBoard or IFSAC Firefighter II
 - b. ProBoard or IFSAC Vehicle Technical Rescuer I
 - c. Maryland State/ National Registry EMT-I/EMT-P
5. Applicants must submit a written application to the Live In Coordination Officer along with copies of all necessary certifications and must submit to an oral interview with the Chief and Live In Coordination Officer and/or their designee.
6. The application process will be as follows:
 - a. Announcement of Vacancies
 - b. Application
 - c. Interview
 - d. Acceptance of Offer and Contract Signing

IV. Bunk-in Eligibility

A. In order to stay over in the live-in facilities, or ‘bunk-in’ a person must be a member in good standing of the Fire Company,

1. must be on the AACo FD Eligible Riding Data Base:
 - a. FFI for fire crew
 - b. AT for EMS only
 - c. Probationary FF are allowed to bunk- in if space is available on a daily basis.
 - d. EMT student ride along may bunk-in if space is available

B. A member may only bunk in if there is a bed available. Open beds will be available on a ‘first come, first serve’ basis. Exceptions to this rule may be made for special events or inclement weather at the discretion of the Fire Officers

V. Responsibilities

A. Live-in Members

1. Cleanliness of the live-in facility will be the responsibility of the live-in membership. The Senior Live-in will maintain a daily and a weekly cleaning responsibilities check list and will ensure that all tasks are being accomplished.

Daily tasks will include things like beds being made, kitchen and bathrooms being cleaned, etc. Weekly tasks will include things like vacuuming, emptying and cleaning the refrigerator, etc.

2. Live-in members will be required to do a minimum of 4 duty nights a week. These duty nights will be from the hours of 21:00 to 07:00 unless other arrangements have been made due to school or work. Any such arrangement should be approved by a Chief Officer. Nothing short of 10 hours will be allowed to count as a duty night, unless cleared by the appropriate personnel
3. While on duty, live-in members will be dressed in a professional manner with a minimum of a class C uniform prior to 23:00.
4. During the hours for a duty shift, live-ins will be expected to be in the fire house. During this time they will be expected to participate in training and assist with daily station chores.
5. In addition to their required duty nights, live-in members will be required to respond to calls at all periods of time that they are on the fire company grounds. Unless school work or job related tasks excludes them from it, they will participate in the daily duties with the career staff while they are on the fire department grounds.
6. No one is to be sleeping before 20:00 or past 09:00 unless their job or schooling requires them to maintain a preapproved abnormal sleep schedule.
7. The Senior Live-in will maintain a monthly schedule to ensure that the duty times are filled each day. The station should be staffed with a minimum of 3 people at all times. It will be the senior member's responsibility to ensure that this is accomplished.
8. At the beginning of each duty shift, members will check their PPE and place it near the seat which they will be riding that shift. Riding assignments for the duty period will be assigned by the Fire Officer or senior firefighter in charge.

B. Bunk-in Members

1. Bunk-in members are expected to assist in accomplishing the tasks of the live-ins as well as the career staff whenever they are in station.
2. Bunking in will be allowed for a maximum of 3 consecutive nights. If it is the intention of the member to bunk in several nights consecutively he or she will be required to make that known to the Senior Live-in ahead of time and be approved for it.

3. When bunking-in, members should check in with the Fire Officer for their riding assignment. Bunk in members will always be given a seat on the first responding apparatus unless they otherwise desire.

VI. General Rules

- A. Live-in members will maintain a legal residence somewhere other than the firehouse or live-in facility. The firehouse addresses (any EHVFC, Inc property) may not be used for any legal purposes by any member.
- B. Personal mail will not be received at the firehouse. Members are encouraged to rent a PO Box or make some other arrangement for personal mail while they maintain their live-in status.
- C. Members are permitted one vehicle to be parked at the house at a time. This vehicle must be insured, properly registered with State, and maintained in working order. If an additional vehicle is to be stored on the grounds, consult the Chief for permission. Motorcycles will not be allowed to be stored or parked in the Station.
- D. Members are not allowed in the Station/County designated workspace if they have consumed alcohol in the past 8 hours. If any member is found to be under the influence of any substance to include prescriptions they will be immediately terminated from the live-in program by the Chief.
- E. The live-in member may return to the live-in facility within this 8 hour period, but must immediately inform the senior live-in member or the on duty career staff member that they are out of service. They will not be allowed in any in County designated workspace until 8 hours pass the last intake. Any live-in member who responds to a call within 8 hours of consuming alcohol will be immediately terminated from the live-in program by the Chief.
- F. Live-in members may host guests for brief visits or meals only in the common area as long as there is no objection from other present members.
- G. Each live-in member must provide their own bed linens. These linens will be changed and laundered at least once a week.
- H. Live-in members will keep the live-in facility, including their private bedroom as well as all common areas, clean and orderly at all times. Kitchen, laundry, and bathroom facilities will be returned to appropriate order and cleanliness after each use. No personal items will be stored in common spaces or cabinets.
- I. All live-in and bunk-in members must remain adequately clothed at all times following the appropriate Rules and Policy section.
- J. Any time that a non-live in member is in station he or she will get a seat on the first responding apparatus. This includes members who are bunking in for the night.
- K. When accepted into the live-in program, a member must agree to stay for reasonable period of time. Any member choosing to leave should make notification to a Fire Officer at least 30 days prior to moving out. When vacancies are to be filled, the Chief will post the opening in a conspicuous place in the firehouse for at least 15 days prior to filling the vacancy.

VII. Maintaining Live-in status

- A. In order to maintain live-in status a member must comply with the Live-in Policy, the policies and standard operating guidelines of the Fire Company, and the applicable Rules and Regulations of the Anne Arundel County Fire Department.
- B. All live-in members must maintain all certifications that were required for their application to the live-in program.
- C. Within 1 year of obtaining live-in status a member must obtain the one of following certifications or more depending on training level.
 - 1. ProBoard or IFSAC FFII, if not already in hand
 - 2. EVOC, If not already in hand
- D. Live-in members must attend ALL Fire Company drills and meetings unless there is a work or school conflict that a Fire Officer has approved of or special permission has been given by the Chief or Assistant Chief.

VIII. Senior Live-in

- A. The Senior-live in will be selected from amongst the live-in members by the Fire Officers. He or she may or may not be a line officer of the fire Company.
- B. The Senior Live-in, unless he or she hold another rank in the company, is an administrative position only and holds no operational rank.
- C. The Senior Live-in's responsibilities will be as follows:
 - 1. Create, and ensure the maintenance by all members of, a daily and weekly cleaning schedule appropriate for the facility and current members at the time.
 - 2. Ensure that all members are making their required number of duty hours.
 - 3. Assign weekly training to be performed by each live-in member during their duty hours.
 - 4. Ensure that the articles of this document are being followed by all live-in members
 - 5. If at any point a member is found to be in violation of the articles of this document it will be the responsibility of the Senior Live-in to report this to the Fire Officers.

Appendix A – Agreement

Earleigh Heights Volunteer Fire Company Live-In Program Agreement

I, _____, on ____/____/____, have received, read, and understand the Live-in Policy as part of the Earleigh Heights Volunteer Fire Co. Rules and Polices. I further understand that my participation in the program may be terminated at any time by the Chief of the Earleigh Heights Volunteer Fire Company. I understand that I am under the authority of the Officers of the Earleigh Heights Volunteer Fire Company and am subject to disciplinary action if I violate the Live-in Policy, the Rules and Policies or Bylaws of the Fire Company, or the AACo FD Rules and Regulations. I understand that in exchange for living in the fire station I will be required to answer calls for service as well as perform maintenance and daily housekeeping of the Fire Company facilities. I understand that the duty requirements are subject to change to meet the needs of the Earleigh Heights Volunteer Fire Company.

Signature of Live-in Member

Printed Name of Live-in Member

Signature of the Chief of the Earleigh Heights Volunteer Fire Company

Appendix B – Application
Earleigh Heights Volunteer Fire
Company Application for Live-in
Membership

Name _____

Current Address _____

Home Address (If different) _____

Phone Number _____ Email Address _____

Date of Birth _____

Employer/School Attending _____

Occupation/Major _____

How long are you able to commit to the program? _____

Please attach the following:

1. A letter written by you to the company explaining why you want to become a live-in, what you have to offer the Earleigh Heights Volunteer Fire Company, and why we should select you.
2. All relevant certifications
3. An explanation of where you would move if you were terminated from live-in membership.
4. A letter of recommendation written by someone not related to you.

Signature of Applicant

Signature of Officer Receiving Application