

OCEAN CITY VOLUNTEER FIRE COMPANY  
LIVE-IN REQUIREMENTS

AMENDED FEBRUARY 7, 2003  
AMENDED JULY 2005  
AMENDED OCTOBER 2010  
AMENDED MAY 2013  
AMENDED MARCH 2021

Dear Live-In Applicant,

We would like to extend our sincere appreciation for your interest in our Live-In Program. In this packet, you will find the Live-In Guidelines, including application procedures, responsibilities, general rules, a daily, weekly, and bi-monthly chore list, as well as an SOG acceptance page. Please read through the package and sign the last page, indicating that you have read, understand, and agreed to abide by the SOGs. Once you have compiled the application packet as outlined in the SOGs, please submit the packet to the Live-In Coordinator.

Training, demonstrated ability, character references and the ability to work as a team member will be some of the criteria used to determine whether or not you may be accepted into the Program.

Should you have any further questions, please feel free to contact the Live-In Coordinator, whose contact numbers have been attached to the back of this packet. Once again, thank you for your demonstrated interest in the Ocean City Volunteer Fire Company and newly found interest in our Live-In Program.

-Ocean City Volunteer Fire Company Live-In Coordinator

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## I: DEFINITIONS

The following definitions will be utilized in the administration of the Live-In Program for the Ocean City Fire Department.

1. Live-In Members: Members of the Ocean City Fire Department that utilize any fire station as their primary residence. Any member “sleeping over” at a fire station more than five (5) nights per week on a consistent basis will be considered a “Live-In member,” and will be responsible for the duties and provisions of a Live In member as contained in this document.
3. Live-In Coordinator: Annually appointed Live-In Coordinator, as defined in Article II of this document; responsible for the administration of the Live-In program.
4. Quarterly Status Report: Quarterly review of all live-in member’s statistics pertaining to drills, duty crews, meetings, alarms, and collateral duties.

## II: LIVE IN COORDINATOR

The Live-In Coordinator will be responsible for the administration and operation of the Ocean City Volunteer Fire Companies Live-In Program.

The Live-In Coordinator will be

Any Line or Chief Officers, to be appointed annually by the Volunteer Division Chief and the President of the Ocean City Volunteer Fire Company Inc. (referred to as the Chief and President in the remainder of the document)

Should a matter arise that the Live-In Coordinator feels is above his scope, he shall present the issue to the Chief and President, for a final decision.

At any time that the Chief or President requests, the Live-In Coordinator shall be available to make a report on the status of the program and its members. The Chief and/or resident shall give the Live-In Coordinator adequate advanced notice to prepare, consistent with the desired scope of the report.

### Responsibilities of the Live-In Coordinator:

- Responsible for general facilities management and maintenance.
- Allocates necessary equipment, furniture, amenities, etc. pertinent to the station facility.
- Coordinates disciplinary action for live-in members.
- Performs monthly and non-scheduled station inspections.
- Liaisons to President on administrative/facilities issues.
- Responsible for reviewing live-ins scheduled time via Chief Backstage.
- Liaisons to the Chief on operational issues.

### III: APPLICATION

#### Member Status:

All candidates for Live-in status must fulfill the following requirements during a period of 3 months prior to application for Live-in status. This shall apply to all members requesting Live-In status.

Drills: 50% of scheduled drills

Duty Crews: 10 nights

Meetings: 30% of meetings

Alarms: 30%

Collateral Duties: 30 hours

The above noted requirements allow the Ocean City Volunteer Fire Company to gauge the character, skill, decision making and capabilities of potential members prior to allowing them to live in station.

Special exceptions may be made on a case by case basis for members who cannot meet these qualifications due to living out of area or are joining the Ocean City Volunteer Fire Company to be a live in member from the beginning of their membership.

Upon completion of 3 months of service, Live-In Coordinator shall request a status report from the computer committee, for the said three months, to be provided To the Volunteer Deputy Chief and President.

All Live-In members must be gainfully employed a minimum of 20 hours per week and/or attend an educational facility as a part time student (9 credits or above). Members must provide proof of educational attendance/work schedule for application to the live-in program.

At any time, should a member lose employment or drop out of school, he/she will have 60 days to regain employment or meet the educational before being terminated from the Live-In Program.

#### Application Package

The following information should be compiled **by the Live-In candidate** for application to Live-in status:

Copy of Original Fire Company Membership application

Current residency information

Current employment/education information

Firefighter I certification and additional pertinent training  
Certification of MD driver's license or equivalent & Emergency  
Vehicle Driver certification (Class B & EVDIS must be obtained within 6  
months of moving in station)  
3-month Live-In Candidate Status Report  
Written letter of request, including the following:  
-Reason behind live-in request  
-Station location request  
-Estimated length of stay  
Certification from Chief of airpack certification (Must be on the list)

## IV: RESPONSIBILITIES

During operations, Live-In Members are under direction of fire ground line officers per the established chain of command appropriate to their particular position or title. Insubordination shall not be tolerated, and will be dealt with as per the established chain of command.

### Operational Responsibilities

Based upon the free provision by the Ocean City Volunteer Fire Company of the following: bunkroom, kitchen, and associated facilities, Live-In members are expected to maintain a level of involvement in the organization above the required minimum for active members. The Live-In Coordinator shall request a Status report from the computer committee for each live in on a quarterly basis.

The quarterly status report shall date as follows:

January 1 - March 31  
March 31 - June 30  
July 1 - September 30  
October 1 - December 31

Drills: 50% of scheduled drills

Duty Crews: Live-In Members will be required to be in station a minimum four (4) nights per week between the hours of 7pm and 7am. One of the (4) nights can be your (assigned) duty crew night. You may be required to transfer to Headquarters if the member in charge is short handed. You will be required to enter weekly availability into Chief Backstage. Special exception shall be given to those members with night or shift work to allow them to fill the 48 hours per week requirement.

Meetings: 30% of meetings

Alarms: 40% of alarms

Collateral Duties: The collateral duty portion shall be assumed to have been fulfilled if the Live-In passes the scheduled and non-scheduled station inspections by the Live-In Coordinator(s)

Live-In Members are expected to run calls during such time they are in station, with the exception of 2 hours prior to any work/school responsibility. In extenuating circumstances where live-in members cannot fulfill their obligation for service (due to illness, educational exam preparation, vacation, etc.), the duty chief for the week shall be notified prior to the evening to be missed.

Situations of Live-Ins sleeping through calls on an annual basis, except in circumstances when they are "Out of Service," should be forwarded to the Live-In Coordinator as they occur. Factual information shall be obtained by the Live-In Coordinator concerning the

lack of response. Disciplinary action shall ensue at the discretion of the Live-In Coordinator, based upon the following outline:

1<sup>st</sup> Instance: Verbal reprimand by Live-In Coordinator

2<sup>nd</sup>, 3<sup>rd</sup>: Written reprimand to personnel file & Live-In Coordinator to assign additional duties. (Example: Weed pulling, Wall scrubbing, Painting, etc.)

4<sup>th</sup>: Live-In status reviewed for possible expulsion from the program.

It is the intent of the Live-In Program to eventually provide minimum staffing, as defined by the Chief, on every call. Should the live-in roles increase to the point that this is consistently provided, individual requirements for live-ins may be reduced, based upon scheduling constraints and staffing requirements of the Chief.

Live-In Members shall provide a copy of their work/educational schedule to the Live-In Coordinator at the start of each month-upon request.

Live-In Members shall keep a logbook of all activities performed above and beyond the scope of daily station chores., This includes, but not limited to: Waxing apparatus, station deep cleaning, and anything else you do for the benefit of the OCVFC.) This logbook will be made available to the Live-In Coordinator upon request.

Live-In Members shall report any problems or failure of equipment utilizing the appropriate repair forms at headquarters. If a repair form is not available an email to the department mechanics or Office Administrator will suffice. Problems with bunkroom or lounge facilities or equipment shall be forwarded to the Live-In Coordinator.

### Station Responsibilities

#### Daily or after each personal use

##### Kitchen

- Wipe down countertops and tables with disinfectant, if needed.
- Wipe down stove with soap/hot water after each use.
- Clean dishes daily.
- Food/drink containers/wrappers discarded in trash, not lying about.

##### Bunkroom

- Bed made  
(Bottom sheet neatly fitted to mattress, top sheet/blanket tucked into mattress at foot end, pillow at head end)
- Clothes/personal items stowed away, not lying about.
- Food/drink containers/wrappers discarded in trash, not lying about.

## Laundry-room

- No clothes left in washer or dryer for extended periods of time
- Lint screen cleaned after each use of dryer

## Weekly

### Bathrooms associated with live in area

- Clean toilet, sink, and shower with disinfectant.
- Sweep and mop floors.
- Empty trash containers.
- Change and launder hand towels, bath towels, etc.
- Replace hand soap, toilet paper as needed.

### Kitchen

- Sweep and mop floor.
- Empty trash containers.
- Replace hand soap, paper towels and cleaner as needed.

### Bunkroom

- Change and launder bed linens (top sheet, bottom sheet, pillowcase, blanket)
- Vacuum floors of individual/group bunkrooms.
- Personal laundry.

### Common foyer between bunk rooms

- Sweep and then mop

## Bi-Monthly (Every two weeks)

- Dust all furniture in bunkroom, live-in lounge.
- Clean windows, if needed, in bunkroom and live-in lounge.
- Replace light bulbs as needed.

## Discretionary Duty

-Any additional duty that benefits the OCVFC, at the discretion of the Volunteer Deputy Chief, Duty chief, or President.

## Station Duty

- You will assist others after calls that require extra help ex. (filling bottles, hanging tarps, cleaning saws, etc.)

REMEMBER THIS IS A FIRE **HOUSE** NOT A FIRE  
STATION TREAT IT LIKE YOUR OWN **HOUSE**

## V: GENERAL RULES

All live-ins should pay particular attention to personal hygiene, as it may be offensive to other members. A member will not occupy the bunkroom if they have not showered within 24 hours.

All live-ins will maintain odor free spaces, bunks and facilities.

All live-ins will guarantee that their laundry does not create an offensive odor for others in station.

Smoking is only permitted in compliance with Maryland Law, Ocean City Fire Department Standard Operating Guidelines and the Town of Ocean City Employee Handbook.

All members are responsible for cleaning up after themselves, making up their bunk, and maintaining the area around their bunk and in their assigned room.

Clothing and personal items shall not be left lying around in an unkempt manner. Items continually found in this way will be removed by the Live-In Coordinator. Members (Live-In and Bunking-In) shall be up and out of bunk no later than 1000 hours Monday through Friday and 1100 hours Saturday and Sunday. Extended bunking in due to illness will be allowed. Special exceptions will be made for those Live-Ins working night or shift work.

Loud noise, yelling, music, etc. will not be allowed between 2300 hours and 0700 hours.

Live-In Members should understand that they are living in a working firehouse, where Career Division personnel are working and sleeping as well. Every effort should be made to minimize noise associated with bunking in after 2300 hours and before 0700 hours. Live-In members should also realize that preventative maintenance duties (apparatus, saws, etc. starting) might often begin as early as 0700 hours. Complaints involving continued loud noise, music, etc. that interferes with the sleeping of Live-Ins or Career personnel should be forwarded to the Live-In Coordinator as soon as they are ~~noted~~ notified. so that resolution of the problem may occur.

Live-Ins are expected to conduct themselves in compliance with the Town of Ocean City Code of Conduct (Resolution 2013-5, March 18, 2013)

Destruction, vandalism, or thievery of company property will not be tolerated and is subject to disciplinary action both by Fire Company By-Laws and by Maryland State law.

Possession of alcohol or possession of illegal drugs at any age is **STRICTLY** prohibited on Fire Company property. Live-In Members found in violation will be **IMMEDIATELY**

DISMISSED and prosecuted to the full extent of the law. Refer to OCVFC alcohol policy.

Live-In members who have consumed alcoholic beverages may not run fire calls until at least eight (8) hours have passed since the last consumption or use and they are in full compliance with Ocean City Fire Department Standard Operating Guidelines and the Town of Ocean City Handbook. Live-In members who have consumed over the counter or prescription medication impairing that person's ability to perform firefighting duties (including, but not limited to driving and operating machinery) safely shall not run calls for service until at least eight (8) hours after the medication is consumed and they are in full compliance with Ocean City Fire Department Standard Operating Guidelines and the Town of Ocean City Handbook .

Soiled or dirty boots and fire gear is not to be worn ~~inside the bunkroom or lounge areas.~~ Anywhere outside the engine bay or gear room. The only exception to this is when the Live-In is washing gear.

One (1) person per bunk.

Heating or cooking devices (portable space heaters, hot plates, electric grills, etc.) are not allowed in the bunkrooms. Storage and use of such items should be done in the kitchen areas.

Pictures, posters, and decorations of individual and/or group bunkrooms shall be permitted, however, the Live-In Coordinator reserves the right to remove any pictures, posters or decorations that are deemed to be inappropriate or offensive in nature.

Any visitor that is brought to the station is subject to the Ocean City Fire Department Standard Operating Guidelines, the Town of Ocean City Handbook and By-Laws of the Ocean City Volunteer Fire Company, and is the responsibility of the member who brought them in.

In times of emergency, with notice given to the live in member, the Live-In Coordinator may commandeer the live in bunk rooms in the interest of public safety.

In the event a Live-In member is mandated to vacate the premises (reasons could possibly be, but not limited to: Quarantine mandate, construction work at station, etc. however not related to disciplinary actions). The Fire Company will provide lodging for the duration of the event according to the Federal and State of Maryland Per Diem approved rates for Hotel and Meals & Incidentals (M&I). The current OCVFC Board of Directors, Volunteer Deputy Chief, and Live-In Coordinator will approve such incidents.

OCEAN CITY FIRE DEPARTMENT  
LIVE-IN PROGRAM CONTRACT

I, \_\_\_\_\_ on \_\_\_\_\_ (date) have

received, read, and fully understand the Live-In Guidelines, Ocean City Fire Department Standard Operating Guidelines, the Town of Ocean City Handbook and By-Laws of the Ocean City Volunteer Fire Company.

and hereby agree to follow said. Live-In Guidelines, Ocean City Fire Department Standard Operating Guidelines, the Town of Ocean City Handbook and By-Laws of the Ocean City Volunteer Fire Company. Further, I agree to abide by the conditions outlined within the document concerning general rules, operational and station responsibilities. I understand that my participation in the Live-In Program is a privilege, and can be terminated at any time by the Live-In Coordinator, Chief or President at any infraction of the. Live-In Guidelines, Ocean City Fire Department Standard Operating Guidelines, the Town of Ocean City Handbook and By-Laws of the Ocean City Volunteer Fire Company. Also, the general rules, operational and station responsibilities of Live-Ins.

\_\_\_\_\_  
Signature of Live-In Applicant                      FF#                      Date

\_\_\_\_\_  
Signature of Volunteer Division Chief                      FF#                      Date

\_\_\_\_\_  
Signature of President of the Ocean City  
Volunteer Fire Company Inc.                      FF#                      Date

\_\_\_\_\_  
Signature of Live-In Coordinator                      FF#                      Date

## Live-In Coordinator Contact Information

Captain Mike Todd  
Phone: 443-880-1405  
Email: [mike.todd700@gmail.com](mailto:mike.todd700@gmail.com)

Lieutenant Jason Bloom  
Phone: 443-496-1119  
Email: [ocpgff@gmail.com](mailto:ocpgff@gmail.com)



# Town of Ocean City

## CODE OF CONDUCT

Employees must understand and abide by the following policies and procedures related to the enforcement of the Town's Equal Employment Policy and Harassment Free Workplace Policy:

- All employees must refrain from engaging in discrimination and/or harassment, and to report any conduct that is or could reasonably be considered to be discrimination and/or harassment immediately to his/her supervisor with a copy to his/her Department Head.
- Supervisory employees must also attempt to stop any conduct that is or could reasonably be considered to be discrimination and/or harassment if he or she witnesses it.
- Conduct that some regard as "workplace pranks" violates the Town's Equal Employment Policy and Harassment Free Workplace Policy to the extent that the conduct pertains to race, sex, national origin, sexual orientation, disability, religion, genetic information, marital status, and/or any other legally protected characteristic. Such conduct will not be tolerated.
- Horseplay, practical jokes, bullying, and other conduct of a belittling or teasing nature is inappropriate and does not demonstrate the degree of professionalism required of employees of the Town of Ocean City.

The Town of Ocean City complies with all applicable laws and regulations and expects all employees to conduct themselves in accordance with the letter, spirit, and intent of all relevant laws, and to refrain from any conduct that violates the Town's Equal Employment Policy and Harassment Free Workplace Policy. Employees should discuss difficult situations or questions openly with a supervisor and, if necessary, with the Department Head. Employees can raise concerns and make reports, as set forth in the "Harassment Free Workplace Policy" in the Employee Handbook, without fear of reprisal.

(Resolution 2013-5, March 18, 2013)