

**SOUTHERN MANHEIM TOWNSHIP
FIRE COMPANY
LIVE-IN/BUNK-IN PROGRAM
SOG**

Dear Applicant,

We would like to extend our appreciation for your interest in our Live_In/Bunk_in Program. In this packet you will find the Live-In article, Bunk-In article, a daily, weekly, and monthly chore list, general rules, and an SOG acceptance page. Please read through the packet and sign the last page stating that you have read and understand the SOGs. Training, demonstrated ability, character references and the ability to work as a team member will be criteria used to determine whether a candidate is accepted into the Program.

If you have any questions, please feel free to ask the Committee. Once again, thank you, and we hope to hear from you soon.

The Live-In Committee

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ARTICLE I – DEFINITIONS.

A. “Live-In Members” use the facilities owned by the Fire Company for their primary residency.

B. “Active Members” actively run calls, work functions and attend training.

C. “Bunk-In Members” are active members who sleep at the facility owned by the Fire Company, but it is not their primary residence.

ARTICLE II – LIVE-IN PROGRAM

In the interest of public safety and in an effort to reduce response time to emergency calls, the Southern Manheim Township Fire Company will provide adequate facilities for members to sleep and live in the fire station, at no cost to the member. The Program will hereafter be referred to as the “Live-In” Program. In return for use of these facilities, live-in members will provide services to the Fire Company as described in the Live-In Program Responsibilities.

A. “Live-In” Committee will be responsible for the administration and operation of the Live-In Program. The Live-In Committee will:

- consist of at least one Executive Board Member; one Live-In Member; and one Line Officer.
- appoint a chairperson each year.
- not exceed more than five members.
- be chosen by the Executive Board.
- assign chores to the Live-Ins, but no limited to Articles VI, VII, and VIII.

The chairperson will be the communicator between the Committee and the live-in residents and the duty officer will serve as the liaison.

If the Committee is unable to solve an issue relating to the Live-In Program, the Committee will forward the issue to the Executive Board for a final decision.

Live-In residents are at all times under the direction of the fire ground officers and the Live-In Committee. Residents, as all members, will follow the instructions of officers. If

instructions are not followed, the incident will be reported to the Chief or President who will determine the proper action to be taken.

ARTICLE III – RESPONSIBILITIES

It is the intent of the Live-In Program to provide clean, comfortable facilities for members. Living in a dormitory atmosphere requires each member to respect the needs of others and not just themselves. It is the responsibility of each Live-In Member to fully understand and comply with all directives that are issued. To assist in this communication function, all Members accepted into the Live-In Program will be issued a copy of all directives that are in effect. Further directive additions, deletions or changes will be posted on a bulletin board designated for Live-In Program Members. Each Live-In Member will read the directive and sign the copy indicating his/her understanding of the directive. The responsibilities of Live-In Members shall be as follows:

- A. Maintain the bathroom and bunkroom in a neat and clean order at all times.
- B. Clean up after themselves when using the rooms in the facility. This includes throwing away trash, drink containers, washing dishes, etc. Do not expect someone else to clean up after you. Do not wait to be asked to clean up. You should be asking what needs to be done.
- C. Pay particular attention to their personal hygiene, which can be offensive to other members. It is strongly recommended that a member not occupy the bunkroom if they have not showered within 24 hours. It is also strongly recommended that each Live-In Member, upon returning from work or school, shower before occupying the bunkroom.
- D. Make certain their lockers remain odor free.
- E. Assuring that soiled laundry does not create an offensive odor for others. Soiled laundry should be laundered as soon as possible.
- F. Follow all Fire Company SOG's.

G. Bed clothing must be changed at least once a week. A bed will be made with a bottom sheet neatly fitted to the mattress, a cover sheet tucked under the mattress at the foot end of the bed, and a blanket, if needed, for comfort. Blankets, if used, will also be tucked under the mattress at the foot end of the bed.

H. Make an effort to maintain building security.

I. Any Senior Member wishing to be considered for Live In status must submit a letter within 30 days prior to the next Executive Board meeting.

1. When the letter is received, that member wishing to change their status will lose all seniority with regard to any waiting lists.

2. Any former Live in Member can reapply for the program after six (6) months of active membership. (Article I, Section B).

ARTICLE IV – MAINTAINING A LIVE-IN STATUS

A. Must comply with the requirements set forth in Manheim Township Firefighter Level II within the required time limit.

1. Unless members cannot meet the Township standards due to physical or medical limitations and it is common knowledge and approved by the Executive Board.

B. Live-In Members, in exchange for living at the station, will be required to be on duty, at the station, a minimum of 40 hours each week, including sleep and work hours. “On duty” is defined as “time spent at the station.”

C. Live-In Members must obtain their own post office box or other means to receive mail. Under no circumstances shall a Live-In Member receive personal mail at the Fire Company.

D. Live-In Members must run twenty (20%) percent of all emergency calls per month which occur during their off-work hours.

1. They will not be held accountable for percentage of calls that occur during the hours in which a member is a student or is gainfully employed.

2. They will not be held accountable if they have made plans or prior arrangements.

E. Live In Members must attend a minimum of six (6) Fire Company functions per quarter (3 months).

F. All members must be gainfully employed a minimum of 20 hours per week or attend an educational facility on a part time basis.

1. Members will have a 90-day period upon acceptance of being a live-in member to become employed.

2. At any time the member loses employment he/she will have 90 days to become employed.

G. All Live-In Members are subject to a periodic inspection by the Live-In Committee. The inspection may be unannounced. Any member found not in compliance with the Live-In Program rules could be suspended or terminated from the Program.

H. All Live-In Members must run all fire calls while on Fire Company property.

1. Unless one (1) hour prior to work or illness prohibits the member to respond to the call.

ARTICLE V – GENERAL RULES

- A. Smoking is allowed in the min engine bay, social hall, and outside designated locations. Use of tobacco in any form is not permitted in the bunkroom.
- B. One person per bunk.
- C. All members are responsible for cleaning up after themselves.
- D. Each member will be responsible for making up their assigned bunk and responsible for maintaining the area around their bunk in a neat and orderly fashion. Clothing and other personal items will not be left lying around. Lockers are provided for Live-In Members and personal items are to be stored in the lockers.
- E. Members and visitors are prohibited from entering the bunkroom.
 - 1. Unless member is bunking in for the night.
 - 2. Unless member is using the restroom facility.
 - 3. Unless special exceptions have been made by the Live-In Committee.
- F. Curfew will be from 0001 hours to 0600 hours Sunday through Thursday and 0100 hours to 0600 hours Friday and Saturday.
 - 1. Please be courteous when coming in late at night.
 - 2. Any member who gets off work around curfew should get in at a reasonable time.
- G. Members using the bunk facilities will be up no later than 1000 hours Monday through Friday and 1100 hours on Saturday and Sunday.
- H. All members will follow the Fire Company SOGs.
- I. Any visitor brought to the station is subject to the SOGs of the Fire Company and is the responsibility of the member who brings them.
- J. No horseplay.
- K. Fighting or harassment will not be tolerated.
- L. Destruction of Fire Company property will not be tolerated and is subject to disciplinary action according to the Fire Company Policies and Pennsylvania Laws.
- M. All members and guest are to refrain from swearing on Fire company property as much as possible.
- N. All alcohol and/or illegal drugs are strictly prohibited on Fire Company property.

O. If a member will not be in by curfew or not all for the night, that member will call a member of the Live-in committee.

P. No sleeping on lounge furniture.

Q. Only spill-proof drinking containers are allowed in bunkrooms.

R. Fire gear is allowed only in designated areas.

S. 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. Live-In Members who have consumed prescription, or over-the-counter medication, affecting a person's ability to perform firefighting duties safely, will not run fire calls until at least eight (8) hours have passed since medication has been consumed. A person using and/or under the influence of illegal substances will not be permitted on fire company property under any circumstances.

T. Members will be required to provide the Live-In Committee with a copy of their work and/or school schedule and to keep the schedule current in the event changes are made.

(U. Live-In Members will report problems with or failure with equipment or fire company property immediately. An incident card will be completed and placed in the proper location.)

U. Live-In Members will be required to show proof of health and car insurance semi-annually or provide notice of any lapse in coverage.

V. Portable heaters will not be permitted in the bunkroom. In order to have a fan in the bunkroom you must obtain the permission of the Duty Officer.

W. Pictures and/or posters will be permitted in the bunk room but the Duty Officer reserves the right to have any pictures or posters removed that are deemed to be inappropriate.

ARTICLE VI – BUNK-INS

A. Bunk-Ins cannot stay more than three (3) days in a week.

1. Live-In Committee can extend or recede the number of days bunking in.

B. Bunk-Ins are accountable for chores.

1. If chores are not completed, bunk-in privileges will be suspended for a minimum of one (1) month.

C. Bunk-Ins must notify or sign up for all stays.

D. All Bunk-Ins must follow articles V, VII, VIII, and IX.

E. Concerns and questions of Bunk-Ins should be addressed to the Live-In Committee.

ARTICLES VII – DAILY CHORES

A. Bathrooms:

- Clean toilet, sink, and shower with disinfectant.
- Sweep and wet mop the floors.
- Empty trash containers

B. Kitchen

- Wipe down counter and table with disinfectant.
- Wipe down stove with soap and hot water.
- Clean all dishes. No dishes should be left on counter tops or table.
- Sweep and mop the floor.
- Empty trash containers.

C. Bad Weather:

- Remove snow from entrance and bay doors
- Salt outside entrances as needed.

ARTICLE VIII – WEEKLY CHORES

- A. Vacuum bunkroom, lounge and training room floors.
- B. Dust furniture and fixtures.
- C. Sweep and/or dust mop all hard floors along with wet mopping them.
- D. Each member will be responsible for checking the refrigerator for expiration dates on his/her own food and/or drinks.
- E. All trash needs to be in the dumpster no later than Monday night.
- F. Cigarette butts need to be cleaned as seen fit.
- G. Keep the outside free of litter.
- H. Clean windows inside and out.
- I. Throw away any old newspapers or magazines.
- J. Laundry should be done as needed but no less than once each week.
- K. Anything else that needs to be done. (i.e. cleaning the apparatus).

ARTICLE IX – MONTHLY CHORES

- A. Clean the refrigerator and remove outdated food and/or drink.
- B. Make sure all lights in the station are in working order.
- C. Remove all cobwebs inside and outside of the Fire House.

SOUTHERN MANHEIM TOWNSHIP FIRE COMPANY
LIVE-IN PROGRAM CONTRACT

I, _____ on _____ have received, read, and understand the Live-In SOGs and hereby agree to follow the SOGS. I further understand that my participation in the Live-In Program can be terminated at any time by the Live-In Committee for any infraction of the SOGs. I further understand that in return for living at the station I will be required to perform daily housekeeping assignments and be required to be on duty at the station a specified number of hours each week as determined by the Live-In Committee.

Signature of Live-In Member

Date

Signature of Committee Member

Date