

Little Creek Volunteer Fire Company, Inc.

Sta. 54

P.O. Box 327
311 Main St.
Little Creek, DE 19961

Standard Operating Guideline – 21-05

Live in Program

PURPOSE: The purpose of this document is to clearly define the Little Creek Volunteer Fire Company Live-In program regulations.

RESPONSIBILITY; All elected Fire Line Officers of the Little Creek Volunteer Fire Company are responsible to comply with and ensure that personnel under their command are adequately trained, fully understand, and comply with this guideline. All Live-in Participants and the Membership of the Little Creek Volunteer Fire Company have the responsibility to learn and comply with this guideline.

A. Mission Statement

The Little Creek Volunteer Fire Company has chosen to sponsor a Live-in program that will allow for members and non-members to live in the fire station. The purpose of this program is to support the goals and objectives of the Little Creek Volunteer Fire Company. While providing members and non-members with a place to live, the member or non-member will provide a faster, more immediate response to a request from the community for help.

B. Minimum Requirements:

General requirements

18 years of age

Live-in members must be currently an active member or actively pursuing Little Creek Volunteer Fire Company membership, membership must be submitted to the investigating committee

C. Live-in committee

The Little Creek Volunteer Fire Company will establish a Live-in committee prior to the beginning of the live-in program to provide for a stable and objective oversight of the entire live-in program.

The live-in committee is responsible for coordination of the live-in program, room assignments, selection of the live-in coordinator, and ensuring that the program runs smoothly and efficiently. The Fire Chief will serve as chairperson of the live-in committee and report to the Board of Directors as needed. If the Fire Chief is participating in the Live In program then the Live In committee will elect a chairperson from the remaining members of the Live In committee

The Live In Committee members shall consist of:

The President

The Vice-President

The Fire Chief

The Deputy Chief

An at-large member selected by the Vice-President

An active member that is not a participant in the live-in program (selected by the President)

A live-in coordinator that is a participant in the live-in program (selected by the live-in committee)

The Live-in committee shall meet quarterly, or as needed, to ensure that all policies and procedures are being followed, and ensure the program is running as smoothly as possible.

The live-in committee is responsible for interviewing potential candidates and selecting eligible participants for inclusion in the live-in program.

The Live-in committee is responsible for assigning rooms to individuals after accepting them into the live-in program.

D. Selection of the Live-in Participants:

Any candidate that meets the minimum criteria as set forth in section B, and is interested in being a part of the live-in program, may submit a resume outlining their qualifications for the live-in program along with a detailed training record.

The live-in committee will meet and review the resumes to ensure that all minimum eligibility qualifications are met.

Any candidate that applies and meets the minimum eligibility requirements shall be given an appointment with the live-in committee for an interview.

During the interview process, members of the live-in committee shall question the applicant and make individual determinations in the following categories.

- Appearance and punctuality
- Ability to work with others
- General impression of the candidate and their abilities

After the interview process:

Live-In Committee will rank the candidate(s) based on their interviews

The Live-In Committee will recommend the candidate(s) to the Board of Directors for acceptance into the Live-In Program

E. Live-in requirements:

Each live-in is required to be in the station and available to respond to alarms for an average minimum of 48 hours per week

Exemptions will be made for education, work, religious, or military obligations.

While on company property, each live-in participant must attend all in-house fire schools.

Each live-in participant must respond on all emergency and non-emergency calls for which they are needed to properly staff and handle the response.

Live-in participants are not required to respond to alarms that occur within two (1) hour prior to them having to leave for work, school, military, or religious obligations.

Live-in participants must notify the live-in coordinator or the officer in charge of an incident if they are in quarters and not able to respond to an alarm.

Each live-in member must obtain Delaware State Fire School Firefighter Recognition program Firefighter I/II (or equivalent) within 12 months of moving in.

Each live-in participant must obtain Emergency Medical Responder certification within 18 months of moving in.

Each live-in participant will be responsible for assigned daily duties, assigned weekly duties, and assigned monthly duties.

Daily, Weekly, and Monthly duties shall be posted on a board located in the hallway of the dormitory/bunk room area.

Duties shall be assigned by the live-in coordinator, and shall rotate to equally spread the work load.

Each live-in participant is responsible for keeping their assigned room neat, clean, and presentable at all times.

Each live-in participant's room is subject to a monthly inspection by the live-in coordinator, or another member of the live-in committee as selected by the live-in committee chairperson.

Unannounced room inspections may be performed by the President, or the Chief on an as-needed basis.

The live-in participant does not have to be present for unannounced room inspection: however, the Chief or President must notify the live-in coordinator and the live-in participant as soon as practical that the room was entered for purposes of an unannounced room inspection.

Each live-in participant is permitted space for parking one (1) personal vehicle in the Little Creek Volunteer Fire Company parking lot.

Any vehicle belonging to a live-in participant must be roadworthy, currently registered, and properly insured.

Each live-in participant is required to secure their personal property in the private, locked room which they are provided. The Little Creek Volunteer Fire Company strongly recommends each live-in participant record items of value (description, serial numbers, model numbers, etc.)

The Little Creek Volunteer Fire Company is not, under any circumstances, responsible for live-in participant's lost, stolen, or damaged property.

In the event that a live-in participant pleads guilty or is convicted of any misdemeanor, felony, or traffic violation(s) with an accumulation of six (6) points or more, said live-in participant must submit a written report of the incident(s) to the live-in coordinator for presentation to the live-in committee.

All live-in participants must wear a minimum of a t-shirt, shorts, and footwear at all times when outside the live-in hallway.

Quiet time in the dormitory/bunk area is from 2200 until 0800 daily.

Each dormitory room will have access limited to the live-in participant, Chief and President.

Pets are strictly prohibited in the dormitory rooms.

Live-in participants must fully comply with all governance documents of the Little Creek Volunteer Fire Company.

Under no circumstance is any live-in participant to post any notes, or any other item(s) on front side of their door, unless authorized by the live in committee.

Any damage to the room (holes from hanging pictures, etc.) must be repaired when a live-in participant terminates their live-in status.

Upon termination of their live-in status, each live-in participant must repaint the room they previously occupied, unless accepted by incoming program member. The paint will be supplied by the Little Creek Volunteer Fire Company.

Any live-in participant that wishes to terminate their live-in status must submit a letter to the live-in coordinator at least 30 days prior to their scheduled move out date. This date must be included in the body of the letter.

F. Drug and Alcohol Policy:

Possession of, use of, or sale of illegal/non-prescribed drugs or medications is strictly prohibited, and will not be tolerated by the Little Creek Volunteer Fire Company.

Alcohol that is consumed by a live-in participant (of legal age) in the Little Creek Volunteer Fire Company Social Hall during social affairs, or at any other approved event will be permitted, with the following restrictions:

Any live-in participant that consumes and/or is under the influence of alcohol must notify the Live-in coordinator that they are not available to respond to alarms, in advance if possible.

The Live-in participant must not respond to any alarms until at least 8 hours after the last alcohol beverage was consumed.

Live-in participant will not be given credit towards their 48 hours while non-available to respond due to alcohol consumption

Violation of the drug and alcohol policy is grounds for immediate review and discipline up to and including separation of the live-in participant from the live-in program.

G. Live-in Benefits:

In exchange for participation in the live-in program, and following the previously listed policies and procedures, the Little Creek Volunteer Fire Company will provide the following:

The opportunity to work, and be a part of a team dedicated to supporting the goals of the Little Creek Volunteer Fire Company.

Rent free living, in exchange for the valuable service you provide to the community by staffing fire and rescue apparatus for the Little Creek Volunteer Fire Company.

A single-occupancy private dormitory style room

Bathroom and shower facilities for both male and female participants.

Washer and dryer for personal laundry.

A fully functional kitchen facility.

Basic cable and high-speed internet access in each room. (Including wireless internet)

Any cleaning materials required to maintain the station and the dormitory rooms in a neat and clean condition.

H. General notes:

Any live-in participant removed from the live-in program for violation of any part of this document or any portion of the governance documents shall not be permitted to re-apply for the live-in program for a minimum of one year from the date of separation.

The Little Creek Volunteer Fire Company reserves the right to terminate this program in part or in whole, at any time, and for any reason. The Little Creek Volunteer Fire Company agrees to provide a minimum of 30 days notice to all live-in participants of any impending termination of this program.