

Live-in Program

The Fort Washington Fire Company (FWFC) Live-In program (Program) offers members the opportunity to reside at 88A (1245 Fort Washington Avenue). Participation in the program will not be less than 3 months and continued participation will be reviewed every 6 months. Participants will be given an assigned private bunk room with electronic access.

Only the Board of Directors (Board) will have the authority to add or remove a member from the Program. The Board will establish a Live-In committee (Committee) to oversee the program. The Committee will be comprised of a Chief Officer, Board Member a Senior Member from the Building and Grounds committee and an active member at large. The Committee will be responsible to:

1. Develop and implement the application process to include a formal application, interview and Live-In Contract.
2. Ensure participants are meeting the requirements of the Program.
3. Submit their recommendation to the Board for approval and/or removal of participants from the Program.
4. Provide a monthly report to the Board showing compliance by the participants to the availability rules and alerting the Board of any significant issues.

In the event a participant fails to meet the requirements of the Program, fails to follow FWFC policies or is no longer eligible to participate in operational activities, the Committee may suspend a participant from the Program up to 30 days. The Committee will notify the Board of any suspensions in a timely fashion for discussion at the next scheduled Board of Directors meeting. The Board will make final determination of any further punishment up to and including dismissal from the program.

Participants will be given 30 days notice by the Board if their participation is terminated. No notice is necessary should the participant's participation in the program be terminated due to disciplinary actions.

The following policy provides the requirements for participating members.

1. Qualifications -

a. All participants -

- i. Will be a member of the Fort Washington Fire Company.
- ii. 18 years of age or older and have a High School or equivalent degree.
- iii. Will have successfully completed Pro Board and/or IFSAC FFI .
- iv. Will have successfully completed a Vehicle Rescue Technician Course.
- v. Will be:
 - 1. A fulltime student with a minimum of 12 credits a semester and a GPA of 2.0 or higher; or
 - 2. Employed 35 hours a week; or
 - 3. Part-time student taking no less than 6 credits and working no less than 20 hours a week

2. Requirements

- a. Participants will sign the Live-In contract.
- b. Participants must provide proof of school enrollment or employment to the Committee. If enrolled in school, they must provide their final grades at the end of the semester to the Committee.
- c. Participants must provide proof of health insurance.
- d. Participants must provide proof of renters insurance.
- e. All participants will abide by the By-Laws and Policies of the FWFC.
- f. Any participant not meeting school or employment requirement must self report their status to the Committee immediately and will be subject to review by the Committee and their participation in the Program may be terminated.

g. Availability

- i. Participants will respond to calls a minimum of 4 nights a week from 2300 to 0600 hours. A week starts Sunday night at 2300 and goes until the following Saturday at 0600. An alternate schedule will be made available to participants who work non-traditional work schedules.
 - ii. Participants will log their available hours using the method specified by the live in committee. Whenever on duty, it is understood that the participant will be available to respond to calls.
- h. Participants will take part in half (50%) of the monthly drills and will be responsible to mark their attendance via the Drill Attendance Sheet. An alternate schedule will be made available to participants who work non-traditional work schedules.
- i. Participants will complete all FWFC required training, as established by the Chief.
- j. Participants will notify the program Officer in Charge if they expect to take an extended absence from the station that impacts their ability to meet their weekly availability requirements.

3. Rules

- a. Participants will be required to complete chores as assigned by the Committee.
- b. Only participants, Chief, President and Committee members and Department of Fire Services staff will have electronic access to enter a participants' room. Access will only be done in the presence of the participant unless it is pre-arranged in advance with the participants (e.g. maintenance).
- c. Participants are responsible to keep their room neat and clean.
- d. Participants will not leave personal items in the bathroom(s).
- e. Participants will not leave personal items in the member or public areas of the station.

- f. Participants will not use the station address for their personal regular mail.
- g. The FWFC policy on Alcohol applies to participants. Participants 21 years of age or older, who have consumed alcohol in accordance with the policy, may return to their living space but are limited to the living space and are not to participate in fire company operations until they become compliant with the policy.
- h. Participants may have one guest, either another member or personal guest, in their living space. The living space door must remain open when a guest is in the room.
- i. There will be no personal guests between the hours of 2200 and 0700.
- j. The Committee will approve what personal items, such as TV, refrigerator, etc., may be brought into the living space. No cooking of any kind will be permitted in bunk rooms.
- k. Participants may hang appropriate personal items in their living space but it may not result in holes or damage to the walls or furniture.
- l. The fire company is not responsible for damaged or stolen personal property.
- m. Pets of any kind are NOT permitted to be kept at the station.
- n. No storage of firearms or explosives is permitted in the station.