

**Silverton Rural Fire Protection District #2
Resident Volunteer Firefighter Program
Operational Guideline May 2022**

A. GENERAL

It is the intent of the Silverton Fire District to maintain an effective Resident Volunteer (RV) Firefighter Program designed to enhance volunteer firefighter staffing, augment staffing during regular work days and prepare individuals for a career in fire suppression, fire prevention and/or emergency medical services (EMS). This program will not replace existing resources. Volunteers will always be given first priority to respond, followed by on-duty RVs, then off-duty RVs.

The general philosophy of the RV Program is to provide a learning opportunity in conjunction with a Fire Suppression, Fire Prevention or EMS degree program at an institution of higher learning in exchange for firefighting, emergency medical and other related fire district services by the participants.

In a fire service career, it sometimes becomes necessary for students to continue their education through a dual degree (Fire Suppression and Para-Medicine). To that end, Silverton Fire District may decide to allow a RV to continue in the program for a period longer than three years. The District will decide each case on an individual basis.

B. RESPONSIBILITIES /SUPERVISION

The Fire Chief shall have the responsibility of monitoring and periodically evaluating the RV Program.

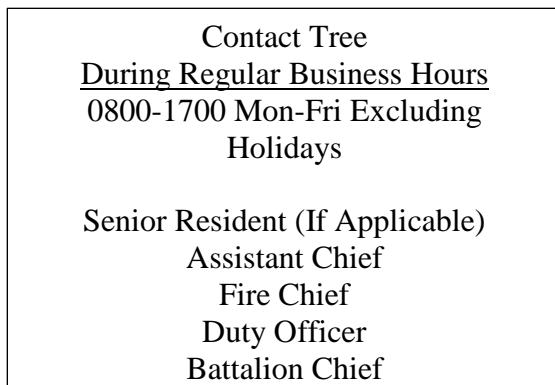
The Assistant Chief shall have the responsibility of administering, coordinating and supervising the RV program.

The Fire District Recruiter will have will have the responsibility of recruiting candidates for resident volunteers.

A senior resident volunteer may be assigned as a liaison to the Assistant Chief and Recruiter.

Correct utilization of the chain-of-command in the fire service is crucial. During business hours when paid staff are working (Monday through Friday 0800-1700 with holidays off), the first line of contact for a lot of minor procedural and daily duty questions can be addresses by the senior RV if he/she is available. If the Senior RV is not available or the issue cannot be addressed by the Senior RV, the Assistant Chief should be contacted. If the matter is urgent and the Assistant Chief is unavailable, contact with the Fire Chief should be made. Should the Fire Chief also be unavailable, Duty Officers or the Battalion Chiefs should be contacted.

Outside of business hours if an **urgent** matter needs to be addressed, contact a Duty Officer or the Battalion Chiefs (a document with the contact information for the Assistant Chief, Fire Chief, Duty Officers and the Battalion Chiefs will be located near the whiteboard in the RV living area). If the Duty Officers or Battalion Chiefs are not available, contact should be made with the Assistant Chief.



Other activities of the RVs shall be administered through the normal organizational and command structures of the District. The Fire District reserves the right to assign, discipline, and discharge any RV as the need arises.

RVs are subject to the direction and control of the staff and/or volunteer officers when working or training as a member of the company or crew.

If any volunteer personnel respond with a resident crew then the senior qualified person will be in charge. When assigned to a crew without an officer, the senior qualified member, volunteer or resident volunteer will be in charge.

C. QUALIFICATIONS AND SELECTION REQUIREMENTS

- RVs must successfully complete the district requirements for membership, pass an application process, physical agility evaluation, an oral interview, a medical exam including drug test and background check to be accepted into the program.
- 18 years of age within the year they graduate High School, documentation of a high school diploma, G.E.D. or Certificate of Advanced Mastery.
- RVs must possess a valid driver's license and be insurable by the Fire District's insurance carrier.
- Meet the conditions (Essential Functions, Decisions/Problem Solving, Skills) as outlined in the attached RV job description
- Those persons pursuing Fire Prevention or an EMS degree must hold a NFPA Firefighter 1 certification or must be able to obtain a NFPA Firefighter 1 certificate with 30 days of acceptance into the Resident Volunteer program (IFSAC certifications are allowed in place of NFPA).

Agreement

Upon selection for the RV Program, each resident shall be required to sign an agreement (see Appendix A) with Silverton Fire District. The signed agreement will be retained by the Fire District and kept in the resident's personnel file.

Term of Residency

Persons accepted into the RV Program will normally be limited to a maximum participation period of three (3) years. A RV may request an extension by submitting a written request, clearly stating the reasons, through the chain of command. Special consideration may be granted by the Fire Chief.

D. EDUCATIONAL OBLIGATIONS & REQUIREMENTS

RVs must be a full time student at an institution for higher learning enrolled in a Fire Suppression, Fire Prevention or EMS degree program. RV's must maintain a 2.00 grade point average or better per term with no grades lower than a C and an acceptable attendance record. If the student's grade point average falls below 2.00, the student will be placed on academic probation and will have until the end of the next term to bring the average back up to 2.00 per term. If a 2.00 GPA is not achieved after the probation period, the resident will be subject to disciplinary procedures and possible expulsion from the RV program.

RVs shall provide their course schedule to the Assistant Chief. RVs shall also provide certificates and grade reports to the Assistant Chief for duplication and placement in their files. All class schedules and training shall be in accordance with a time-line to graduate with an Associate's Degree in Fire Suppression at the end of two-years of participation within the program. After successful completion of the Fire Suppression degree program, and with the Fire Chief's approval, the student may continue to be a RV while pursuing a course tract to achieve their Paramedic certification and degree in Para-medicine.

All class schedules and training shall be in accordance with a time-line to graduate with an Associate's Degree in a Fire Suppression, Fire Prevention or EMS degree program at the end of two-years of participation, or three years if pursuing a dual degree in Para Medicine.

RVs will provide the Assistant Chief with a copy of their grade report after each academic term for placement in their files. The Assistant Chief will provide a copy of the grades to the Office Manager with an accounting of the number of credit hours the student will be reimbursed.

RVs are excused from duty any time that they are involved in a school class or lab. Those who must attend classes during duty shifts are required to finish out their shift directly after class. If classes occur in the early part of the student's assigned 24hr shift, the student should report for shift duty if they will be on duty for a minimum of 2 hours before their scheduled class starts. The RV must notify the Assistant Chief of these types of classes, or needed study times, before they occur and has case by case discretion.

RVs are encouraged to become members of the Volunteer firefighter Association and maintain good standing while in the program.

E. FINANCIAL OBLIGATIONS

The Fire District will pay for up to 12 credit hours per academic term in the form of educational reimbursement up to a maximum of the current in state tuition rate per credit hour term. To receive the reimbursement the following criteria must be met:

- You must be a RV in good standing the Fire District the entire semester for which you are requesting reimbursement.
- The RV must have received at least a "C" in all classes that you are applying for reimbursement.
- The credit hours involved in the reimbursement are required classes for a Fire Suppression, Fire Prevention or EMS degree Associates degree.

To receive the reimbursement, provide a copy of your unofficial transcript to the Assistant Chief for approval. If approved, the Assistant Chief will sign and forward your unofficial transcript on to the Office Administrator to be paid and you will be reimbursed at the "in state" tuition rate per credit hour approved.

The RV will be paid a quarterly volunteer stipend pay for drills (one per day) and each alarm response.

The RV understands that they are not entitled to wages for the time spent in training or fulfilling their duty shift, nor is there a job offer at the end of the scholarship period.

If the RV is attending college using a scholarship, the amount for up to 12 credit hours per academic term will be paid with applicable payroll taxes deducted.

F. TRAINING

RVs will be required to attend fire and medical drills on Wednesday evenings and special drills unless excused for a pre-approved class through their college curriculum.

For those persons who do not have their NFPA Firefighter 1 certification, within 180 days of entering the RV program, the RV must have received DPSST accredited requisite knowledge and skills as well as successful performance of practical skills required to become certified as a NFPA Firefighter 1. Having the actual training is all that is required during the first 180 days. Obtaining the Firefighter 1 certification must be completed within 1 year of entering the RV program.

Additional training opportunities are available to RVs. The District may support additional training through payment of registration or tuition fees, which may include providing transportation, food or lodging expenses. Consult the Assistant Chief for additional training opportunities.

It is strongly encouraged for all missed training and drills to be made up by the RV. It is the RVs responsibility to find a qualified instructor and document that drill or training to the satisfaction of the Assistant Chief.

G. RESPONSE

New RVs may ride along on calls as observers but are not allowed to respond and assist with calls until cleared by the Assistant Chief. Before assisting with calls, the RVs must complete an initial training task book as specified by Silverton Fire District, regardless of the RV's prior experience. This task book is required to be completed within 30 days of entering the program.

As a general rule, three months of district familiarization is required before a new RV will be allowed to drive apparatus (including staff and squad vehicles). This time period is subject to change by the Assistant Chief. District familiarization includes becoming familiar with district map books and becoming familiar with equipment stored on the vehicle. Before being allowed to drive any of the apparatus, a RV must successfully demonstrate his/her skills to the District Training Officer or designee.

Until the RV has completed Firefighter 1 training, as specified by the Department of Public Safety Standards and Training, he/she will not participate in fire suppression activities at fire incidents. They may function only in a support role. Exceptions may be made for those who reach a fire suppression training level (entry level) as supported by the AHJ (agency having jurisdiction).

If the RV has previous firefighting experience and is able to provide documentation, he/she may then, after completing all initial level skills check-offs and under direct supervision, be actively involved in fire suppression efforts.

H. DUTY SHIFT AND SCHOOL SCHEDULES

Duty shifts shall begin at 0800 hours and will be scheduled in 24 hour blocks in A, B and C shift rotation. The resident will be excused from duty any time that they are involved in a school class or lab. Those who must attend classes during duty shifts are required to finish out their shift directly after class. All other absences must be approved by the assistant chief or his/her designee.

On duty personnel are to be downstairs and ready for duty by 8:00 a.m. Personal grooming, clean uniform, breakfast and breakfast cleanup will be completed prior to 8:00 a.m. Weekend exceptions: RVs need to be downstairs and ready by 9:00 a.m. However, when there are classes or events at the station, RVs must be up and ready to help as needed.

RVs will not leave the first-due response area while on shift unless approved.

If for any reason the RV is unable to work their assigned shift, it is their responsibility to try to find coverage. If they are unable to find coverage, they shall notify the Assistant Chief.

Shift trades will be submitted and approved by the Assistant Chief via email from both RVs.

It is expected that all off duty RV personnel who are in the station while not on duty will make themselves available for response to ensure the apparatus is adequately staffed. However, if there are an adequate number of non-resident volunteer personnel available to staff the appropriate apparatus responding, the RV will stand down.

When school schedules have been established/finalized at the beginning of the school term, Resident Volunteers must submit a RV Monthly School Schedule (attached) to the Assistant Chief.

I. Alarm Response

1. Non-resident Volunteers will be given first priority to respond, followed by on-duty RVs, then off-duty RVs.
2. On-duty RVs are expected to respond on calls on the appropriate apparatus.
3. Off-duty RVs may respond on an apparatus that is about to respond and still has available seating.
4. Off-duty RVs may respond to the scene from the Station if qualified and trained to do so if requested.
5. RVs that are at one of the other fire district stations are expected to respond as appropriate when that station has a call.
6. Off-duty RVs should spread out among the apparatus dispatched in cases where multiple apparatus are dispatched from Station 1.
7. Off-duty RVs who are sleeping at the station are expected to get up to assist with late night and/or early morning calls when staffing demands it.
8. Members must use the Active911 system to indicate their response status on calls.
9. The level of participation by the RVs in emergency situations will be at discretion of the officer in charge.

J. DRESS AND APPEARANCE

RVs will be issued one full set of structural firefighting gear, four uniform T-shirts, two pair black jeans, one district sweatshirt, one class B uniform shirt, district ball cap, stocking hat and badge. Other items may be issued as needed.

Minimum sleeping attire for male RVs shall consist of gym style shorts. Female RVs shall wear a sports bra and gym style shorts as a minimum. Appropriate attire will be worn when in areas accessible to the public. RVs will adhere to all applicable OR-OSHA regulations and District policies with regard to hair length and facial hair. Loose fitting jewelry such as earrings and necklaces will not be worn on duty.

Personnel will be in uniform (district t-shirt, district issued black pants, black boots) while on-duty.

All articles of clothing and issued equipment are the property of Silverton Fire District and are to be kept clean and in good order. Silverton Fire District will replace or repair equipment and clothing damaged through normal use. The RV will be responsible for items lost or damaged through improper maintenance, carelessness or negligence. Requests for repair and/or replacement will be made through the staff Quarter Master

Upon resignation or termination from the program, all issued equipment will be returned to Silverton Fire District. The cost of replacing missing or damaged equipment may be deducted from any final compensation due.

K. ABSENCE, LEAVE, AND TIME OFF

RVs are responsible to notify the Assistant Chief or designee one hour before the start of their duty shift in the event of illness. For vacation and other needed days off, the RV shall email the request to the Assistant Chief or designee for approval.

Trade time with other RVs is required when the RV absolutely needs the shift off. Trades must be approved by the Assistant Chief or designee prior to the shift trade. If no other RV is available to cover a shift the Assistant Chief or designee may approve the time off without coverage.

RVs may be excused from duty for sickness or personal reasons. They must notify the Assistant Chief or his/her designee prior to the beginning of his/her scheduled shift period.

Extended excused absences (three or more shifts in a row) requests will be emailed to the Assistant Chief. For these extended absences, trade time with other RVs is required. If trade time with other RVs is not achieved, the RV will immediately consult with the Assistant Chief.

L. RESIDENT VOLUNTEER CONDUCT

RVs will conduct themselves in a manner acceptable to the Fire District (i.e. behavior, physical appearance, personal hygiene, and overall cooperation with other Fire District personnel and public members).

RVs will be subject to and must comply with all of the Silverton Fire District rules, regulations, OG's, policies and procedures. RVs will conduct themselves in a manner that brings credit to themselves and the Fire District. RV's will be under the direction of the Fire Chief through the Assistant Chief. RVs may also be subject to the direction and control of the staff and/or volunteer officers. Cooperation with Fire District personnel in completing assigned tasks will be expected at all times.

Accountability in the Fire Service is a vital part of staying safe; each Resident Volunteer has a white board on their door. This must be used at all times: In or out? If out location and time of return and any special notes.

Each RV is responsible for knowledge of, and compliance with, rules, policies, procedures, and terms and conditions of the RV Firefighter Agreement. Breach of District rules, policies or procedures, or the RV Firefighter Agreement may result in discipline up to and including and dismissal from the RV Program.

It is impossible to list all forms of conduct that might be considered inappropriate. Certain behaviors (such as: theft, fighting, threats of violence, violation of the alcohol and drug policy, insubordination, falsification of records) are clearly unacceptable at any time in any workplace. Other forms of conduct such as failure to cooperate with other employees, harassment or rudeness, while often more subtle, are equally unacceptable. Disciplinary action, depending on the severity of the violation, may take any of the following forms:

- a. An oral or written reprimand will be issued to resident volunteer. The warning or reprimand will be documented and placed in the resident volunteer's personnel file.
- b. Immediate dismissal may occur based on the severity of the violation. Copies of all communications involving disciplinary action will become part of the resident volunteer's personnel file.

General Guidelines:

- Present a positive image to the public and others in the District, including the areas of behavior and appearance.
- Act in a manner acceptable to the District, (i.e. integrity, behavior, physical appearance, personal hygiene and overall cooperation with District personnel, other agency personnel and members of the public).
- Respect the rooms, property, and possessions of their fellow Residents.
- Quiet time in the station will be from 2200-0700 hrs. Stereos, radios and televisions will be kept at low volume to avoid disturbing other persons.
- If medication prescribed by a Physician is used that may affect a resident volunteer's performance, the Assistant Chief or his/her designee must be notified as soon as possible.
- No alcoholic beverages, recreational drugs, or unlawful activity allowed on District premises. Evidence of consumption of prohibited or illegal substances may result in immediate dismissal and possible legal action. No alcoholic beverages or illegal drugs shall be allowed on or used on Fire District premises at any time.
- Smoking will not be allowed in the fire stations or on district property by any resident volunteers or their guests except in designated areas.
- No fighting, horseplay or roughhousing on District property is allowed.
- Residents will not keep weapons in District facilities. This includes firearms, knives other than typical pocketknives, any destructive device, etc.
- All personnel are required to practice safety at all times.

M. FACILITIES USE AND VISITORS

1. RVs are expected to maintain the station as their primary residence on-duty and off-duty.
2. Use of the kitchen, telephone for local calls, computer, fax, printers, wireless internet for appropriate web surfing, cable TV, use of laundry facilities, bed/sleeping quarters, and utilities are provided.
3. The kitchen and dining area shall be kept clean at all times.
4. Food cabinets and the refrigerator shall be kept neat and clean.
5. The kitchen floor will be kept clean at all times.

6. After meals all food will be disposed of, or stored in a manner to ensure a neat, healthful environment. Fruit, cookies, candy or other like items shall be left out only if they are for the benefit of all personnel.
7. Dishes shall be rinsed immediately after use and placed in the dishwasher. If the dishwasher is full of clean dishes, put them away. If the dishwasher is full of dirty dishes, start the washer. Dirty dishes left in the sink will not be tolerated under any circumstances. You may need to hand wash your dishes while the dishwasher is operating.
8. The stove and table shall be cleaned immediately after use.
9. Respect the ownership of food items belonging to another individual, ask before eating.
10. The general rule in the kitchen is: If you make a mess, clean it up. If you see a mess, help to make sure that it gets cleaned up.
11. Areas used by the Resident Volunteers, such as cooking areas, restrooms, showers and the day room must be kept neat and clean at all times.
12. Visitors are not allowed in the sleeping areas except during station tours. Guests will be the responsibility of the RV and must not disrupt station activities or other members. Visiting hours will be from 0700 hours until 2200 hours on Sunday thru Thursday and 0700 hours until 2300 hours on Friday and Saturday. No overnight guests are allowed.
13. Visitors will not be allowed upstairs during alarms or drills unsupervised; visitors will leave the building or remain in the training room.
14. Visitors shall not be allowed in the building or on any Fire District property after 11:00 p.m.
15. At no time will Fire District keys or door codes be given to any person that is not a member of the organization.
16. Overtly romantic or behavior which is sexual in nature is strictly prohibited in all stations.
17. District computers and internet shall be used for schoolwork and Fire District business only.
18. Any incident causing injury to personnel or damage to District property or vehicles shall be reported immediately to the Assistant Chief or his/her designee. Applicable forms and paperwork will be filled out and submitted as required by district Operational Guidelines and Policies.
19. RVs are allowed to operate and park one private vehicle on district property. RVs may make temporary special arrangements with the Assistant Chief or his/her designee should the need arise to accommodate more than one private vehicle. Personal vehicles will not be housed inside apparatus bays.
20. RVs may conduct light maintenance work on their private vehicles providing there is no conflict with other District activities, is during non-business hours, is not a major project.
21. Private vehicles are not allowed in the apparatus bays without prior authorization which will be obtained before any procedures begin.
22. Tools shall not be removed from any apparatus without authorization from an officer. District owned shop tools may be used for personal projects after permission is granted by a Maintenance Staff

member. All tools must be returned to their proper storage location immediately after use. Tools shall not be removed from the premises.

23. No pets shall be kept at the fire station.
24. RV rooms will be assigned at the discretion of the Assistant Chief or his/her designee.
25. The Fire District assumes no responsibility for private property of resident volunteer firefighters.

N. HOUSEKEEPING/DUTIES

RV's are responsible for the upkeep of their living areas. This means all personal possessions shall be put away, dirty clothes shall be hampered and floors shall be clean of debris. Beds shall be neatly made each morning.

Daily/weekly maintenance and cleaning duties of each on-duty resident volunteer shall be posted on RV whiteboard located in the RV living area (see attached Resident Volunteer House Duty List). These duties and will be completed prior to the end of each day. The only exception to this rule is if the RV has responded on multiple calls that have prevented completion of the duties. Should this occur, the Assistant Chief must be immediately contacted.

Each resident is expected to pick-up after themselves and keep the areas tidy even when off-duty. Spot checks will be conducted periodically to ensure duties are being completed. If the RV does not finish their daily duties as assigned, they are expected to come in the next day and finish those duties. When daily duties have been completed, and time allows, ask a staff member if there are any additional duties that need to be done. Outside work will only be performed after sunrise and before sunset.

Special Duties

The RV may be assigned special duties and/or projects on a regular basis. This may include, but not be limited to, fire inspections, pre-fire surveys, public education, vehicle/equipment maintenance, etc.

Chain of Command

The RV is expected to understand the organizational chain of command. As such, all ranking officers in the District will be afforded the respect due for their position. Any display or failure to follow a direct order may be grounds for immediate termination from the resident volunteer program.

O. Miscellaneous

1. Amendments to the Resident Volunteer Program rules and regulations will be posted on the station bulletin board and copies given to each RV.
2. The District reserves the right to assign, discipline and discharge any RV as the need arises.
3. The RV understands that they are not entitled to wages for the time spent in the RV program, nor is there a job/employment offer at the end of the term of the RV program.

RVs will notify the Assistant Chief, in writing one (1) month prior to discontinuing their participation in the Resident Volunteer Program.

APPENDIX A

AGREEMENT BETWEEN
SILVERTON RURAL FIRE PROTECTION DISTRICT #2
AND
RESIDENT VOLUNTEER FIREFIGHTER

Terms:

The term of this agreement shall begin on the date signed and terminated **at any time at the discretion of Administration or the end of** _____

Conditions of the Agreement:

The conditions of this agreement shall be outlined in the Resident Volunteer Program document. A copy has been made for your review. The resident volunteer firefighter shall comply and adhere to the rules as set forth in the agreement.

Entire Agreement:

The parties agree that this document represents an agreement between the Fire District and the Resident Volunteer Firefighter. The Resident Volunteer Firefighter has executed this agreement on the date entered.

I certify by my signature that I have received a copy of the Resident Volunteer Firefighter Program Manual, rules and regulations. I understand that it is my responsibility to read, understand and ask questions if necessary, regarding the rules and regulations within this program manual. I accept responsibility for understanding and complying with the District's policies and procedures. I understand that I may be dismissed from the Resident Volunteer Program for reasons including, but not limited to, my failure to comply with the District's policies and procedures, poor job and/or school performance, lack of job competence/progression, disciplinary reasons, etc.

By: _____ Date: _____
Resident Volunteer Firefighter

By: _____ Date: _____
Bill Miles, District Fire Chief
Silverton Rural Fire Protection District #2

**SILVERTON FIRE DISTRICT
JOB DESCRIPTION**

POSITION TITLE:
Resident Volunteer

DIVISION:
Suppression

REPORTS TO:
Chain of command

JOB CLASS:
Volunteer

DATE:
June 2015

I. GENERAL STATEMENT OF DUTIES

Under the direction of an assigned officer will be responsible for responding on emergency calls and ensure apparatus and equipment is ready to respond to incidents. Under the direction of the Assistant Fire Chief will be responsible for adhering to the duties outlined in the Resident Volunteer Guideline.

SUPERVISED RECEIVED

Works under the direction of an assigned officer and the Assistant Fire Chief who will assure conformity with district policies and procedures.

SUPERVISION EXERCISED

Supervision is not a routine function of this position.

II. ESSENTIAL FUNCTIONS

- (1) Assigned a rotating Duty Shift
- (2) Respond to emergency fire, hazardous material, and medical alarm calls as member of assigned Fire/EMS Team
- (3) Operate firefighting, hazardous material and emergency apparatus.
- (4) Perform fire suppression and hazardous material recognition, identification, and spill control duties.
- (5) Assist with emergency rescue and pre-hospital care duties.
- (6) Ensure apparatus and equipment are restored to ready status after an incident.
- (7) Clean and maintain equipment, vehicles, and fire station.
- (8) Maintain work uniform and personal protective clothing.
- (9) Perform assigned housekeeping duties.
- (10) Inspect and test apparatus and fire hydrants.
- (11) Assist with fire prevention, public education and other non-emergency public service activities.
- (12) Attend drills on a regular basis and meet district training attendance requirements.
- (13) Maintain skills as required by the district.

- (14) Prepare and maintain records, reports and forms as required.
- (15) Perform special projects as assigned through the chain of command.
- (16) Responsibility to assure compliance of district policies and procedures
- (17) Communicates all problems and makes recommendations to assigned officer and/or Assistant Fire Chief.
- (18) Promote and maintain a positive safety attitude.
- (19) Promote pride and teamwork in the district.

III. DECISIONS/PROBLEM SOLVING

This position requires the knowledge and understanding of modern firefighting, fire prevention, basic hazardous materials identification, and Basic Life Support methods and procedures. Incumbent must have the ability to apply this knowledge to independently perform routine duties under emergency conditions. Incumbent also participates as a team member in planning sessions, drills, and classes.

IV. SKILLS

- * Basic First aid and C.P.R.
- * Valid driver's license.
- * Working knowledge of fire district, including routes, addresses and locations of fire hydrants
- * Formal education and/or specialized training in job-related field.
- * Ability to safely and efficiently operate fire apparatus.
- * Physical ability to: climb ladders for rescue and/or work from ladders; carry and drag several sections of hose 1-1/2" and 2 1/2" diameter; carry ambulance cot and patients up and down stairs or uneven ground; crawl through smoke and heat filled rooms with hoseline or equipment; communicate with others using portable or mobile radios; wear a self-contained breathing apparatus while performing firefighting tasks; and hoist and carry heavy equipment.
- * Adherence to policies regarding smoking, drugs, alcohol, and residency established by the District.
- * Adherence to knowledge, health, and physical fitness standards established by the Department.

PROGRAM MANAGEMENT

- A. The Resident Volunteer Program will be managed by the Assistant Chief.
- B. The Assistant Chief may assign a Resident Program Coordinator if needed.

Resident Volunteer House Duty List

DAILY:

General clean-up; Resident Volunteer living area, bunk rooms kept orderly and free from any clutter including clothes, water bottles etc., make beds, wash dishes (everyone is responsible for their own dishes), etc.

CONTINUAL:

Locker rooms shall be kept clean at all times; counters kept free from personal hygiene products (lockers are available for use) and kept clean, showers kept orderly and cleaned/scrubbed periodically as well as urinals and toilets, sweep and mop floors. Hallways should be vacuumed at least on a weekly basis.

IN ADDITION TO DAILY DUTIES:

WEEKDAYS

- Monday - Clean and re-stock station 1 hallway area restrooms.
- Tuesday - Clean and re-stock station 1 lobby area restrooms.
- Wednesday - Vacuum first floor office area(s) at station 1.
- Thursday - Vacuum EOC and Officer's room. Station 1 training room; put chairs on tables and dust mop.
- Friday - Mop training room.

WEEKENDS:

Weather permitting, mow grass at Stations 1 and 8 and spray weeds at all stations if needed, vacuum station 8 training room. Clean and re-stock restrooms at Station 8. Complete a station run at all out stations for paperwork.

This is the basic list that must be adhered to. Other requests from staff may be emailed/texted to you or written on the white board. Check in with staff at 0800-0830 for any special assignments.

RV Monthly School Schedule

Month _____

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____
Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____	Leave Time: _____ Back Time: _____ Notes: _____