



Frenchtown Rural Fire District Resident Standard of Agreement

The Frenchtown Rural Fire District (FRFD) is a combination emergency service agency. The District has full time Career Staff; Resident Volunteers, who live in stations, work assigned shifts, and respond to emergencies; Volunteer Responders, who live and respond from throughout the District.

Resident Volunteers are part of emergency response in the District for two primary purposes. First, to ensure rapid response of apparatus to the scene of an emergency, secondly, to provide a minimum guaranteed response of personnel. Residents are support personnel to the District Volunteers and Staff.

The goal of the resident program is to recruit volunteers, who will live in the fire stations and be trained to be responsible and proficient emergency responders.

Minimum Volunteer Resident Requirements

- Eighteen years of age or older
- High School Diploma or equivalent
- Valid driver's license, required to get an Interstate MT CDL
- Verifiable good driving record with at least two years of driving experience

Acceptance Process

- Complete resident application
- Interview with Volunteer Coordinator
- Acceptable background check
- Demonstrate the physical ability to perform strenuous firefighting activities (pack test—45 lb pack three mile walk in 45 min)

Training Requirements and Educational Opportunities for Residents

- The District will provide the following training opportunities to all resident volunteers:
 - Montana State Firefighter One
 - National Registry Emergency Medical Technician Basic with advanced modules upon certification**
 - Hazardous Materials Operations
 - Basic Wildland Fire Suppression/NFPA 1051



- Commercial, Interstate, Driver's License***.
- Montana State Firefighter Two*
 - § *FFII will be offered based on available funding. Only those residents in their second year may apply to attend this training. All residents wishing to attend FFII must apply to the District through a competitive selection process, two residents will be accepted annually.
 - § **Certification is accomplished upon successful completion of all course work, and passing of all exams at the national and state levels.
 - § At a minimum all residents must successfully complete these courses as soon as they are provided by the District.
 - § Residents must also complete driver operator certification for the apparatus in their station within 3 months of entering the resident program, or a new station.
 - § ***Residents 18-21 must obtain a CDL (interstate) Residents over 21 must obtain an Intra state CDL.
- Tuition Assistance:
 - Student residents who complete a two year residency contract may receive an educational scholarship for college level courses of approved vocational courses.
 - Tuition assistance for courses other than those taken from the Montana University System must have written approval, of the Volunteer Coordinator, prior to attending. The Board of Trustees retains the right to modify the tuition assistance.
- Training Charges:
 - In the event the resident volunteer fails to complete the two year contract, or is terminated from the program, he/she will be responsible for the reimbursement of training expenses. Charges for training will be assessed as follows:
 - § \$750 for FFI Course
 - § \$450 Emergency Medical Technician Course
 - § \$250 Hazardous Materials Operations Course
 - § \$250 Basic Wildland Course with NFPA 1051
 - § *\$1500 FFII Course (if attended)

Stations and Facilities

- The resident station and room assignments will be made by the Volunteer Coordinator as deemed appropriate to meet the District's needs. Changes may occur at any time.



- Fire Stations are used by a variety of people associated with the District. Also, the stations are public buildings used by people from outside the District. Because of the variety of uses, general cleanliness and courtesy are important to maintain an appropriate environment. Although the stations are “home” to the resident volunteers, this aspect of the station use must fit within all the other functions of the stations.
- Resident Volunteers are responsible for maintaining their individual rooms in a clean and orderly condition. Cleaning supplies are provided at each station for this purpose. Individual sleeping rooms will be inspected periodically for neatness.
- Residents are responsible for physical damage to individual rooms of the station and will be billed for any repair costs.
- Common station areas, (kitchen, bathroom, laundry, etc.) shall be left in a clean and orderly condition after each use.
- Each resident will do a nightly response readiness inspection. This inspection will cover checking apparatus, equipment and supplies to ensure they are ready for emergency response. The readiness inspections may be assigned at any of the District stations.
- Suitcases, footlockers, bikes, and other personal items shall be stored in approved locations. Each station has minimal storage areas available.
- Theft or other illegal activities will not be tolerated.
- The use of all fire stations, their facilities, and equipment is restricted to members of the Fire District. Non-members are prohibited from storing their property or vehicles in or on Fire District property.
- Resident vehicles may not be parked in the truck bays, with the following exceptions:
 - Resident vehicles may be brought into the station for washing or interior cleaning, as long as it does not interfere with District business. The vehicle must not be left unattended and the resident must clean up after using the truck bay.
- Each resident will be responsible for providing his or her own linen and bedding.
- In addition to protective clothing and equipment, the District will issue residents a uniform consisting of 1-uniform pant, 1-uniform dress shirt, t-shirts, hats etc. These will be provided on an annual or as needed basis.
- Pets of any kind are **not** allowed in the Fire Station.



Duty Requirements

- This is a resident program. It is expected that the residents spend the majority of their nights at the fire station. Residents are responsible for fulfilling their contractual duty requirements at the applicable duty station.
- Residents, when assigned on duty, shall remain in their respective duty area unless assigned elsewhere by the B.C., or Staff
- Residents, when assigned on duty, are required to respond to all calls involving their station. Residents not on duty are strongly encouraged to respond on all calls.
- During an emergency situation, available residents may be placed on duty.
- "On Duty" residents will be prepared for emergency response at all times.
- Normal duty hours are from 18:00 to 07:00 hours.
- Residents will be assigned to one of three shifts. This will put them on duty every third night from 18:00 to 07:00. When the duty shift falls on a Saturday or Sunday the resident will be required to be on duty for a 24 hour shift beginning at 07:00 on their duty day.
- Residents are expected to be in uniform during their duty shift. Uniform consists of:
 - Blue uniform Pant
 - Dress uniform shirt (t-shirts may be worn)
 - Black shoes or boots
 - Black leather belt
 - *Uniform dress shirt will be worn at all formal occasions
- In addition to being on duty, residents may be given monthly assignments. These may include:
 - Lawn mowing
 - Snow plowing
 - Pump/hose testing
 - Clerical functions
 - Recruitment
 - Prevention
 - Assisting with training
 - Other duties as assigned
- Mutual trades of Duty nights/days may be arranged between residents or between residents and volunteers. Only personnel qualified to operate apparatus in the duty station will be acceptable to cover a resident's shift. Any replacement personnel must be **IN** the assigned station for the duration of the shift.



- Holiday shift coverage may be required on certain holidays. These assignments will be made in advance and will be distributed among all the residents regardless of shift assignments these assignments will be made for 24 hour shift coverage.
- Any resident who cannot work because of illness must notify the Volunteer Coordinator and the on duty B.C. A physician's slip must be submitted to the Volunteer Coordinator for any illness lasting more than two consecutive duty days (6 days). The District may require a physician's slip for other types of illness/ injury.
- The on duty B.C. and the District Fire Chief must be immediately notified concerning all "on duty" injuries. The injured resident shall complete a District accident report form and Workmen's Compensation "First Report of Injury".
- **On Duty Residents are not allowed visitors during their duty hours.**

Emergency Response

- All residents will follow all district policies, regulations, standard operating guidelines, and all orders from Command, Officers, and Staff.

Station Security

- All fire stations are to be locked when unattended.
- **Non-members of the District are permitted inside the stations between 07:00 and 22:00 hours. Non-members are not permitted in the resident quarters between 22:00 and 07:00 hours.**
- **Resident private rooms are off limits to everyone except the resident occupying that room.** It is their responsibility to keep all doors locked and their room secure.

Department Policy

- All residents shall review and familiarize themselves with all the District Policies and Standard Operating Guidelines. Other items of particular importance to residents:
 - Smoking—No Smoking in Fire District Facilities or apparatus.
 - Alcohol—Storage and consumption on District property is prohibited at all times. No resident is allowed on premises if they are under the influence of any alcohol.
 - Substance Abuse—is prohibited at all times. The District at any time may require a blood or urine test for the purpose of testing for substance abuse.
 - Sexual, racial, and religious harassment—prohibited at all times.



Utilities

- Residents are expected to conserve on the use of utilities. Lights in unoccupied rooms are to be turned off. Heating and air conditioning are to be used in a responsible manner (i.e. don't run heating or air conditioning with windows open). Turn off all appliances when not in use.
- No personal toll calls will be made on District telephones. Incoming personal calls are to be held to a minimum. Each resident is encouraged to obtain a cell phone, and furnish friends, family and the Fire District with the number. Residents will not receive personal calls at the station during normal business hours (Monday- Friday 0800-1800).

I, _____ have read and understand the above standard for Resident Volunteers, and agree to abide by the rules and regulations as they are written to the best of my ability. Further I agree to the following:

1. Resident agrees to provide such volunteer services as may be required by the Frenchtown Rural Fire District pursuant to an established duty schedule. Further, resident shall be available for training and emergencies outside of such duty schedule, as the Volunteer Coordinator or District determine the need.
2. Resident volunteer will reside at a station of the Frenchtown Rural Fire District at no cost.
3. Resident agrees to attend required training classes as may be requested by the Fire District.
4. Resident agrees that room availability and use shall be contingent upon satisfactory completion of training. The first six months of service under this contract will be probationary.
5. Resident agrees to be responsible for any damage to rooms or furnishings and for the unauthorized physical changes to room. Resident will complete a "check in/check out" form upon entering/leaving the program. Resident may also be held jointly responsible for any damages to the public areas of the fire station.
6. While residing at a District Station, the resident agrees to use business phone lines for personal use within the hours set forth in this contract.
7. Frenchtown Rural Fire District assumes no responsibility for loss or damage to personal property for any reason, and has no insurance protecting resident's property.
8. At the Volunteer Coordinator's discretion resident contacts can be extended past the initial two year contract.



9. The Volunteer Coordinator may terminate, without cause, this contract. When a contract is terminated, the resident will have two calendar days from notification to vacate the station and return all department property.
10. In the event the resident leaves or is terminated prior to the completion date of this contract, the District will require re-payment for training costs. Training Charges will Be:
 - a. \$750 for FFI
 - b. \$450 for EMT
 - c. \$250 for Haz-Mat Ops
 - d. \$250 for Basic Wildland /NFPA 1051
 - e. \$1500 for FFII*
11. It is specifically agreed between parties that the use of a room in a station by the resident is for the benefit of the District, in that it will provide a more rapid response to incidents by the District and provide a higher level of security for District equipment.
12. It is also agreed that the use of the room will be the only remuneration the resident receives.
13. Tuition scholarship assistance will be provided at the completion of the resident's two year commitment. Tuition scholarships will be paid at the rate of \$500 per semester, based on full time credits.

I hereby agree to the conditions listed above and further agree to accept and abide by all Policies and Procedures of the Frenchtown Rural Fire District.

Resident Name _____ Date ____/____/____

Resident Signature _____

Volunteer Coordinator _____

Contract is valid from ____/____/____ to ____/____/____
Date Beginning Date Ending