**Purpose:** *The Okolona Fire Protection District has dormitory rooms at station 3 that may be used as living facilities for volunteer resident firefighters at no financial cost to the firefighter. In return the Resident Firefighter shall be reasonably available to respond to emergencies while residing at the fire station.*

**Policy:**

1. Participation as a Resident Firefighter is strictly voluntary and a firefighter may choose to discontinue participation at any time. When a Resident Firefighter chooses to discontinue participation, a written notice shall be sent to the Fire chief through the officer in charge of the Resident Firefighter Program (also known as “Live-in Firefighters”). No advance notice is required, though advance notice is requested whenever possible.

2. A firefighter wishing to become a Resident Firefighter shall submit a written request to the fire chief through the officer in charge of the Resident Firefighter Program (also known as “Live-in Firefighters”). In order to be eligible for the Resident Firefighter Program, the member shall have a minimum of 150 hours as a Kentucky State Certified Firefighter. Such written request shall include a statement that the firefighter is knowledgeable of the Resident Firefighter Policy and agrees to abide by this policy.

3. Participation in the Resident Firefighter Program is conditioned upon compliance with this policy and other department rules, regulations, by-laws and procedures. The fire chief has the authority to terminate participation in the Resident Firefighter Program. A Resident Firefighter aggrieved by the chief’s decision may submit an appeal to the Board of Trustees.

4. Resident Firefighters shall maintain the fire station dormitory as their primary residence.

5. Lateral Transfer: A member that has a minimum of 150 hours as a Kentucky State Certified Firefighter, and is in good standing with another fire department with the 17 Suburban Fire Districts within the Louisville Metro Area.

A. This applicant will use the address of the Okolona Fire Department Station #3 as their current residence.

B. This applicant must meet all of the requirements set forth in the Resident Firefighter Program Policy.

C. If the applicant meets the requirement, he/she shall submit a written request to the Fire Chief through the Officer in Charge of the Resident Firefighter Program.

D. Such written request shall include a statement that the firefighter is knowledgeable of the Resident Firefighter Policy and agrees to abide by this policy.

E. The resident firefighter shall be on probation for a 6 month period as set forth for the volunteers as a new member per Okolona Fire Protection District By-Laws, Article 10, Section 3.

F. In the event a Resident Firefighter does not achieve his/her probationary requirements, he/she has 72 hours to remove all personal belongings from their assigned dormitory room and return all fire department equipment they were issued.

6. Resident Firefighters shall:

A. Provide their own furniture, all of which shall be maintained in good condition.

B. Treat their personal living quarters as their own and may finish them as they wish. Any changes in interior wall, floor, or ceiling covering must be approved by the fire chief.

C. Provide own food, linens and toiletries.

D. Maintain their room in a clean, sanitary and presentable manner at all times including the proper storing of all personal items in their rooms. The Fire chief or his designee will conduct periodic inspections. The Fire chief may appoint a resident to oversee cleaning of the common areas. Residents not maintaining the standards of cleanliness as stated in these rules will receive a written notice for the first offense and may face eviction for any further offense. Be considerate of the right of other residents and person using the Fire Station.

E. Not make loud or excessive noise or engage in boisterous activity and be considerate of others at the fire station.

7. Resident’s guests, including family members, are limited to the common areas of the fire station. Residents are responsible for the conduct of their guests. At no time will the resident firefighter or one of their guests engage in inappropriate behavior. Anytime a resident firefighter has a guest in their living quarters, the door shall remain open at all times.

8. Any resident desiring a personal telephone, cable TV or other extra services in his or her personal quarters will be solely responsible for any cost incurred in installation, service or maintenance.

9. Residents are encouraged to secure adequate renters insurance and shall hold harmless the Fire District upon any loss or damage to property within the dormitory rooms.

10. The Fire District wishes to ensure the Resident’s privacy in the dormitory room, nevertheless that right to privacy cannot interfere with the Fire District’s responsibility to fulfill its functions and to conduct its day-to-day operations. With these purposes in mind, the Fire District reserves the right of entry into the Resident Firefighter’s room for maintenance and upkeep and to provide for his or her health and safety. To ensure reasonable access to rooms by the Fire District and to comply with fire codes, additional locks of any kind are not permitted on room doors.

11. The fire chief or officer in charge of the Resident Firefighter Program, or other person designated by the fire chief may enter a dormitory room under the following circumstances:

A. For routine room inspections, to investigate damage or conditions potentially harmful to health and safety. Resident Firefighter should expect these inspections whenever the fire chief determines they are needed.

B. For necessary maintenance or repairs.

C. During emergency, such as fire, serious illness or injury.

D. Whenever persons described above have reasonable cause to believe that the room is being used for a purpose which seriously interferes with the mission of the fire district, and its operation, discipline and compliance with this policy.

E. At the invitation of the occupant of the room.

12. The Fire District reserves the right to dispose of any property left in a dormitory room after the termination of a resident within five (5) days after such termination.

13. There shall be no living creature of any type kept as a pet in the dormitory rooms.

14. There shall be no inoperative vehicles or any type left on the premises and the Resident Firefighter is allowed only one parking space except when approved by the Fire chief.

15. The dormitory door shall be kept locked at all times when the resident is not in the dormitory area.

16. As of the effective date of this policy, only station 3 will be available for new Resident Firefighter use.

**Emergency Response Expectations:**

1. Resident Firefighters must understand that this program is a privilege and public funds are involved with the provision of dormitory space along with utility usage as a result of dormitory use. In return, Resident Firefighters must agree to be at the fire station, available to respond to emergencies at a higher expectation than that of non-resident firefighters~~.~~

2. Resident Firefighters are reminded that this is a voluntary program and the Resident Firefighter may elect to drop out of the program whenever he or she wishes to do so.

3. The expectation for Resident Firefighter~~s~~, is that the Resident Firefighter be present at the fire station or dormitory area between the hours of midnight and 7:00 AM, for a minimum of ten (10) days per month.

4. Resident Firefighters being on extended leave due to illness/injury from their primary employment will be considered on a case-by-case basis.

5. When Resident Firefighters are present at the fire station or dormitory area, they are expected to respond to Qualified Emergency Incidents such that they are able to board either the first or second out apparatus in a timely manner.

6. For the purpose of this policy, Qualified Emergency Incidents are those incidents to which a second apparatus will respond from the station associated with the dormitory. While Qualified Emergency Incidents are thought of as incidents to which more than one station is dispatched, a second single apparatus incident would be considered as a Qualified Emergency Incident if the first responding apparatus is involved with another incident.

7. When a Resident Firefighter responds to a Qualified Emergency Incident and has not boarded an apparatus, he/she is expected to remain on the first floor of the fire station until the apparatus assigned to the station has gone available or if the incident commander has released the personnel standing by at the station.

8. A Resident Firefighter who fails to meet the emergency response expectations shall be given a written notice from the fire chief or his designee. The Resident Firefighter shall have thirty (30) days to make improvement. If no improvements are noted, the Resident Firefighter shall receive a 30 day notice that he or she will be terminate from the Resident Firefighter program. Resident Firefighters may receive only one (1) written warning of deficiency within a twelve (12) month period.