

South Whatcom Fire Authority

Resident Firefighter Requirements/Information

Employment Requirements

Resident Firefighters shall meet all the same basic requirements as Volunteer Firefighters. In addition all residents must meet the following requirements, unless waived by Assistant Chief of Training:

1. Resident Firefighters must have a Washington State FF1 certificate or have completed the Whatcom County Recruit Academy or an Academy of equivalent standards.
2. Resident Firefighters must have and maintain a minimum of Washington State EMT Certificate.
3. Resident Firefighters must fully complete the South Whatcom Fire Authority (SWFA) probationary book within the first six months of employment.**
4. Resident Firefighters must become a driver/engineer on all station apparatus within the first six months of employment.**
5. Resident Firefighters must complete technical rope or water rescue training to the operations level within the first 1 year of employment. **

** Time requirements are subject to extension by the Fire Chief or Assistant Chief of Training and Personnel

Resident Firefighters are hired for a term not to exceed three calendar years from the date of hire. At the end of three years, residents may re-apply with any other firefighter applicants for a term of one additional calendar year.

Salary

Resident Firefighters will be paid based on their place of assignment, and their assigned shift. Resident Firefighters shall be paid their salary earned no later than the 5th day of the month following their worked month. For example Residents working in January of any given year will be paid by the 5th of February.

Residents will also be paid for all alarms, training sessions, and duty shifts attended outside of their regularly assigned shifts. These monies will be paid both monthly and quarterly, as done for the rest of the SWFA firefighters. Rate of pay for these monies shall be determined by the scale used for other SWFA firefighters.

Supervision

While working on emergency scenes, residents will be supervised by their respective company officers or the Authorities Duty Officer, as recommended by the SWFA policies and procedures, the Resident Firefighter Agreement and all IFSTA and IMS manuals. For normal day-to-day operations, employee issues, and any other typical supervisor issues, the Captain will supervise Resident Firefighters.

Duty Shift Requirements

Station assignment and shift assignments may be decided based on seniority at the time of vacancy. In the best interest of the Resident program, the Fire Chief and the Assistant Chief of Training and Personnel reserve the right to change the shift, place of assignment, and location of residence for the benefit of the Authority. Consideration will be given to seniority, and school or work commitments should a Resident Firefighter need to be reassigned.

All resident firefighters will work from 1830 to 2230 on all regularly scheduled weeknight training sessions. In addition they will be required perform an additional 3 hours of training time during the month to be scheduled with the Captain. This additional 3 hour training session will normally be the monthly resident meeting.

In the event of injury, illness, or other personal circumstances where the Resident Firefighter is not fit for duty for a period greater than 30 days, the employee may be placed on a Leave of Absence and asked to vacate their place of assignment. All leave and outstanding shift trades shall be scheduled prior to the departure of the Resident Firefighter.

Annual Leave

All Residents Firefighters are allowed 60 hours of Leave annually. Leave is to be scheduled a minimum of 30 days out at the time of Authority's quarterly shift assignments. Residents Firefighters may use their leave on only one (1) holiday a year if they choose. All requests for leave must be made in writing to the Assistant Chief of Training and Personnel at the time of quarterly shift assignments. Additionally, upon approval of the Assistant Chief of Training and Personnel, all requests will be submitted to the Administrative Assistant on the Fire Authority's leave request form.

All leave shall be scheduled so that the vacancy may be covered by the Training Division with another Firefighter on a duty shift basis. In the event a Resident Firefighter requests leave within the 30 day window, it is the Resident Firefighter's responsibility to schedule an equally qualified replacement. In the event an equally qualified replacement is not available, Leave requests will be denied unless an emergency dictates otherwise.

All leave for residents is a benefit to the resident firefighter to allow a reasonable amount of time from work and is not considered part of their pay or compensation. Annual leave is to be utilized for the resident to use as vacation or sick leave. It is to be scheduled in the year and does not carry over.

Any requests to flex hours from one week to another shall be made in writing to the Assistant Chief of Training and personnel a minimum of 30 days prior to the flexed week and at the time of the quarterly shift assignments.

Shift Trades

All Residents Firefighters are allowed to trade their assigned work hours upon receiving permission from the Assistant Chief of Training and Personnel. To obtain permission for a shift trade, an email notice will be submitted to the Assistant Chief a minimum of 96 hours prior to the shift trade. Should an emergency require shorter notice, the Resident Firefighter shall telephone the Assistant Chief and obtain permission over the phone.

In the event of an emergency trade and the Assistant Chief of Training is unavailable, the Duty Officer or Fire Chief shall be notified to receive approval. After receiving permission, an email shall be sent to the Assistant Chief of Training and Personnel with an explanation of the emergency circumstance and who approved the trade.

All shifts are required to be filled for the duration of their assigned time. The person scheduled is responsible for covering the shift until email or verbal permission is obtained. Then, the person agreeing to the trade is responsible for covering the shift.

Uniforms

All Residents Firefighters will be at the station, in uniform, at the start of each shift, and shall remain there until the commencement of their shift. In situations where residents are continuing shifts from the previous night or pulling multiple shifts, they shall be awake and in uniform no later than 0700.

In order to present a professional appearance to the public, on-duty Resident Firefighters shall wear uniforms. The Authority will provide the following uniform items to the Residents Firefighters:

Uniform T-Shirts, Uniform Shirt, Badge, Name Tag, Uniform Pants, Uniform Jacket, Uniform Belt, Uniform Boots, Uniform Jumpsuit.

Each Resident Firefighter will be responsible for the cleaning and appearance of their issued uniform items. Due to their fire resistive fabrics, uniform shirts, pants, and jumpsuits shall be laundered separately from any other laundered items. In the event uniforms become contaminated with biohazards SWFA will pay for them to be professionally laundered. SWFA will be responsible for repair or replacement of any uniform items damaged in the line of duty.

Resident Firefighters will wear their complete uniform (uniform shirt and uniform pants) when reporting to duty. The uniform shirt may be removed during cleaning/work details. If issued, Department Jumpsuits will be worn only after 2200 hours, during times of inclement weather, or when a Resident Firefighter is responding to an emergency while not on duty.

Personal Protective Equipment

SWFA will provide each Resident Firefighter with a full set of firefighting protective clothing. The resident will be responsible for the cleaning and care of this equipment. SWFA will be responsible for repair and replacement of equipment damaged in the line of duty. Resident Firefighters are responsible to notify their supervisor of any repairs needed. In the event any personal protective equipment becomes contaminated by biohazards, SWFA will pay for them to be professionally laundered.

A written letter or e-mail shall be submitted prior to the use of fire authority protective clothing in an activity outside of SWFA, or SWFA authorized training. Examples of types of activities that require permission include training at North Bend, Maple Ridge, or use of bunkers for fundraising, firefighter combat tests, etc.

Training

Resident Firefighters will attend all scheduled weeknight training sessions unless the Resident Firefighters have scheduled leave greater than 30 days out or received permission from the Assistant Chief of Training and Personnel.

In addition Resident Firefighters shall complete all monthly training assignments as assigned by the Assistant Chief of Training. Resident Firefighters should strive to train every shift. In the event a Resident Firefighter's schedule doesn't allow the completion of all required training in a given shift, they are required to complete all training by the end of the calendar month - prior to the monthly Resident Meeting. All Resident Firefighters shall participate in the monthly Resident Meeting, unless excused by the Assistant Chief of Training.

General House Rules

Kitchen – Resident Firefighters will provide their own food. Each will be provided with a cabinet for their food in the kitchen. The Residents Firefighters will share a refrigerator and be responsible for removing any outdated food as soon as possible. They will also be responsible for cleaning up after themselves in the kitchen. All dishes will be washed or placed in the washing machine immediately after use. Dishes will not be left in the sink, food will not be left out on the counter tops, and Resident Firefighters will not tamper with or remove food belonging to others without prior consent.

Dormitory – Quiet time will be between the hours of 2200 and 0800. At all times, Resident Firefighters will be respectful of their roommates in regards to noise in the dorm area. Rooms will be kept neat and tidy. No visitors will be allowed in the dorm area, except on a tour basis, and only when accompanied by a department member. Residents will be dressed appropriately (shirt and pants) when outside of individual bedrooms.

Phones – Local phone service will be provided by SWFA. Long distance service will only be available to Resident Firefighters through the use of calling cards, or other non-cost incurring methods. Any long distance calls made for

SWFA business will be done from Station 22, and logged. When answering the phone, Resident Firefighters will answer by giving the name of the organization, station number and their name (ex. "South Whatcom Fire, Station 21, Paul speaking).

Computers – Resident Firefighters are allowed access to the use of the Authority computer network, including Internet access. Resident Firefighters will not add any software programs, or download any items onto the Authority's computers. If a resident has software that they would like to add to the Authority's computer they will make a request to the Resident Supervisor. If the program is to be added it will be approved by the Resident Supervisor and installed by the Authority's computer technician. Resident Firefighters may connect their own computers to the Internet at their own expense.

Parking – Resident Firefighters are allowed one vehicle each at their assigned station. Vehicles will be parked only in approved areas. On a limited basis, additional vehicles may be parked with approval from the Assistant Chief of Training or the Authority Fire Chief.

Storage – Resident Firefighters will store all belongings in their respective rooms. All food items will be stored in the refrigerator or in their assigned cupboard. Limited unsecured storage may be available. Items shall not be stored in the apparatus bays or in the station storage closets unless prior approval is obtained.

Prohibited Items – Firearms, alcohol and controlled substances (unless authorized by a prescription) will not be allowed anywhere on Fire Authority property.

Visitors – Guest are allowed in the public areas of the station. Guests shall not interfere with the on-duty Resident Firefighter's completion of his/her assigned tasks, and shall limit their stay to 15-20 minutes on a weeknight, and no longer than 60 minutes on the weekend. Guests shall not be left unattended in the station, and leave the building by 2200 hours.

Horseplay – Horseplay in the station will not be allowed. Any person causing damage to Authority property through negligence or horseplay shall reimburse the cost incurred to the Authority for any repair or replacement needed.

Policies – Resident Firefighters are responsible for complying with all Authority policies.

Laundry – Laundry facilities are provided by SWFA. Resident Firefighters will provide detergents and fabric care products. Resident Firefighters will not leave laundry unattended in either machine, and will remove all laundry as soon as it is clean or dry. No biohazard-contaminated laundry shall be washed in the station machines. The Authority has a professional laundry service that is specially trained in the cleaning of biohazards. No bunker gear shall be washed in the station machines. Bunker gear placed in the machines can spread carcinogens to other laundry.

Assigned Duties

Duties to be completed while on shift.

Daily Duties:

1. Empty all garbage cans DAILY.
2. Check apparatus to ensure fuel and water levels are full and that all apparatus are plugged into shore power.
3. Ensure day room is neat and orderly.
4. Ensure public restroom is clean and stocked.
5. Ensure all paper products are stocked in bathrooms and kitchen.
6. Ensure that training room is neat and orderly.
7. Wipe down kitchen countertops, range, refrigerators and clean microwave
8. Check dishwasher and run or empty daily or if needed.
9. Vacuum and mop if needed.
10. Water grounds as needed.

Specific weekend and day duties may be added and are in addition to the Daily duties expected to be completed.

If the resident cannot complete their assigned tasks during their duty shift they shall inform the resident supervisor, in writing, stating what was not completed and why it was not completed.