



# GOOD WILL FIRE COMPANY

## Volunteer Live-in Program Policy

### Abstract

Designed to increase availability and reduced response times to emergencies. The Volunteer Live-in Program allows individuals to live at the fire station in exchange for participation and providing service to our communities.

**Good Will Fire Company**  
552 E Union St,  
West Chester, PA 19382

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## **INTRODUCTION**

- A. To reduce response times, Good Will Fire Company will provide bed space to allow volunteer members to stay at the firehouse to allow volunteer members to live in the firehouse. This program will hereby be referred to as the Volunteer Live-In.
- B. Purpose of guideline: To establish an outline of a policy of conduct for the proper management of the Good Will Fire Company Volunteer Live-In.

## **Volunteer Live-In Program Committee and Oversight**

- A. The Volunteer Live-In Program Committee will have the sole responsibility for the administration and operation of the Good Will Fire Company Volunteer Live-In Program.
- B. A five (5) person Volunteer Live-In Committee shall be established and have oversight and responsibility over the respective Volunteer Live-In program.
- C. The Volunteer Live-In Committee shall review and recommend all Volunteer Live-In program applicants for acceptance into the program.
- D. The captain will provide quarterly statistics for the Volunteer Live-In program. This report should include total personnel and monthly call totals and percentages of response, and will be included in the captain's report during the executive meeting
- E. The Live-In Committee shall consist of the following personnel:
  - 1. The Assistant Chief of Good Will Fire Co. or their Designee
  - 2. Three (3) Executive Board members (non Live-In), one of which will be a trustee
  - 3. One (1) Volunteer Live-In Firefighter (Live-in Coordinator)
- F. One (1) person from the Live-In Committee shall be selected as the chairperson of the Committee and will serve as the liaison to the Good Will Fire Company and as liaison to the Assistant Chief of Good Will Fire Co. or their Designee. The Chairperson will serve as the liaison between the Committee and the Live-In Coordinator.
- G. Live-In Coordinator
  - 1. The Live-In Committee shall select one (1) current Live-In member to serve as the Live-In Coordinator.
  - 2. The Live-In Coordinator shall act as the liaison between Live-In personnel and the Live-In Committee.
  - 3. The Live-In Coordinator may not hold the position of Assistant Fire Chief or President within the Good Will Fire Company.
  - 4. The Live-In Coordinator will be responsible for the following:
    - i. Assigning bunk space/room assignments
    - ii. Ensure all work/school schedules are posted as required
    - iii. Maintain a file with all renters' insurance policies from each Live-In
    - iv. Assigning of chores and maintenance of the chore schedule

## MINIMUM ELIGIBILITY REQUIREMENTS.

At a minimum, an applicant for the Volunteer Live-In must fulfill the requirements of listed below.

Current:

- A. Firefighting 1 (Pro-Board, IFSAC, or ability to gain reciprocity)
- B. Hazardous Materials Operations Level with current Refresher
- C. Water Rescue Awareness (ability to obtain)
- D. CPR
- E. High School Diploma, or GED

Maintain one of the following status's

**Full-Time Student:** Each Live-In member who qualifies for participation as a full-time student must be 18 years of age, continually, and without interruption, maintain a 2.5 GPA and a minimum of 12 or more credit hours each semester. The full-time Live-In student must submit a mid-term and final grade report no later than 1 week after receipt.

**Student w/Job:** Each Live-In member who qualifies as a part-time student with a part or full-time job must be 18 years of age, continually, and without interruption maintain a 2.5 GPA, 6 or more credit hours each semester, and work 20 or more hours per week at his/her job. The Live-In member must submit a midterm and final grade report no later than 1 week after receipt and must submit written verification of employment.

**Full-Time Job:** Each Live-In Member who qualifies for participation with a full-time Job must be 18 years of age, continually, and without interruption, work 35 or more hours per week at his/her job. The Live-In member must submit written verification of employment including the number of hours worked each week upon request.

## **ACCEPTANCE INTO THE VOLUNTEER LIVE-IN**

Meeting the eligibility requirements does not guarantee acceptance into the Good Will Fire Company Volunteer Live-In but it is a pre-requisite for application. Applicants who submit a complete application package and meet all the eligibility requirements will be considered for acceptance on a competitive basis.

The application process will include:

- A. Announcement Period – An official written announcement will be posted at the Fire Station, on the Good Will website and other media outlets.
- B. Make Application - Submission of written application and supporting, current, documentation by the applicant including resume. .
- C. Interview - An oral interview by the Good Will Fire Company Volunteer Live-In Committee.
- D. Background Check - A complete background check (criminal, child abuse - 23 Pa. C.S., Chapter 63), verification of training and references.
- E. Follow-up - Any other verifications or additional interviews as deemed necessary by the Good Will Fire Company Volunteer Live-In Committee.
- F. Formal Acceptance - The applicant will receive and acknowledge an offer to participate in the Volunteer Live-In.
- G. Orientation - Upon successful completion and acceptance to the Good Will Fire Company Volunteer Live-In, attendance of an orientation program is mandatory. Program to be overseen by at least one member of the Live-In Committee.
- H. Proficiency Test – Will be given at the end of orientation to ensure that minimum basic knowledge and standards are obtained.

## **VOLUNTEER LIVE-IN BENEFITS**

As a participant in the Good Will Fire Company Volunteer Live-In you will become a volunteer member of the company. Good Will Fire Company serves as one of three fire companies that cover West Chester borough and surrounding municipalities. As an engine company, Good Will Fire Company responds to nearly 500 calls annually, providing services such as: firefighting, tanker, air, and light operations.

The Good Will Fire Company Volunteer Live-In benefits will include:

- Private, individual sleeping areas with bed, dresser, closet, mini refrigerator, etc.
- High speed wireless cable internet service
- Access to high-speed internet and printing capabilities
- Complete, modern kitchen area and outdoor gas barbeque
- Television in multiple, spacious recreation room areas, as well as in bunkrooms
- Washer and Dryer
- Showering facilities
- Physical Fitness room
- Company lounge
- Access to company fire training
- Good Will Fire Company issued structural firefighting gear
- Good Will Fire Company issued class B uniforms
- Good Will Fire Company issued dispatch pager
- Secure off-street parking for one vehicle
- Electronic key-fob locks on private rooms

## RESPONSIBILITIES

It is the intent of the Volunteer Live-In to provide clean, comfortable facilities for Live-In Members, which requires each member to respect the needs of others and not just themselves. It is the responsibility of every Live-In Member to fully understand and abide by the Volunteer Live-In Guidelines, Good Will Fire Company By-Laws, Company & Department SOGs., as well as any posted rules. To assist in this endeavor, each Volunteer Live-In Member will have available to them the referenced document, either on-line at the Good Will Fire Company Website or hard copy. Further, additions, corrections, deletions, and changes will be e-mailed to each Live-In Member. It is the responsibility of each Volunteer Live-In member to daily check his/her e-mail and be aware of any changes that may affect him/her. Other responsibilities include, but are not limited to:

1. Routinely provide 4 duty nights a week or 40 hours of logged on duty time
2. Each Live-in Member can and should respond to calls as any other volunteer member of the company would even if they are not on site upon receipt of the call.
3. Attend at least one weekly night training drill a month.
4. Maintain their private sleeping area in a neat and orderly manner.
5. Maintain bathroom in a neat and orderly manner.
6. Clean up after using any room in the facility. This includes throwing away trash in the proper container, washing dishes, etc.
7. Make certain food locker/refrigerator remains odor free.
8. Soiled laundry should be washed and dried in a timely manner.
9. When not in use, beds will be made.
10. Each Volunteer Live-In Member will be issued a key fob and will make every effort to maintain building security.
11. Each Volunteer Live-In Member will be asked to be on-duty, at the station, as scheduled. "On Duty" is defined as time physically spent at the station available for emergency response.
12. Each Volunteer Live-In Member must obtain their own P. O. Box or other means to receive mail. Under no circumstance shall a Live-In Member receive mail, parcels, or other debit responsibility. Good Will Fire Company accepts no responsibility for any Live-In Member's mail that may be mistakenly delivered to the station.

## **REQUIRED INSURANCES**

**Health Insurance:** Good Will Fire Company does **not** provide Health Insurance. As a member of the Fire Company, each Live-In member is covered under the Workman's Comp. Policy. It is recommended that all Live-In Members maintain their own private Health Insurance.

**Tenant/Renter's Insurance:** Each Live-In member must secure a Renters Insurance policy that will provide coverage for personal items within the firehouse. The Live In is responsible to provide the policy to the Good Will Fire Company.

**Automobile Insurance:** Minimum levels of Automobile Insurance are required as also required by the Commonwealth of Pennsylvania to operate a vehicle. If a vehicle is to be used by the Live-In Member, proof of current Insurance will be submitted with the application and upon request thereafter.

## GENERAL RULES

The following rules are in addition to any Good Will Fire Company By-Laws, SOG, posted rules, as well any department rule and SOGs.

1. All Volunteer Live-In members' rooms are subject to periodic inspection by the Volunteer Live-In Committee. The inspection may be unannounced. Any member found not in compliance with the Volunteer Live-In Guidelines may be suspended or terminated from the program.
2. Good Will Fire Company is a Tobacco Free Facility. The use of tobacco in any form is not allowed inside the facility.
3. Please be courteous when coming in late at night as other may be sleeping.
4. Upon dispatch of an alarm, all live-in members will respond. Exceptions may be made in cases of:
  - a. An alarm dispatched within 2 hours of the need to report to class or work
  - b. Illness (as approved by a Volunteer Live-In Committee member).
  - c. As previously excused exception (as approved by a Volunteer Live-In Committee member)
5. No horseplay. Fighting or harassment of any kind will not be tolerated.
6. Destruction of Fire Company property will not be tolerated and is subject to disciplinary action up to and including termination from the program.
7. All forms of Alcohol and illegal drugs are strictly prohibited on Fire Company property. Any Live-In Member or guest using and/or under the influence of alcohol or illegal drugs will not be permitted on fire company property under any circumstances.
8. Volunteer Live-In Members cannot keep any item of a dangerous, flammable or explosive character that might unreasonably increase the danger of fire or explosion or that might be considered hazardous by any responsible insurance company.
9. Volunteer Live-In Members cannot engage in acts of violence or threats of violence, including, but not limited to, displaying, discharging, or possessing a firearm, knife, or other weapon that may threaten, alarm or intimidate others.
10. Volunteer Live-In Members will be required to maintain the dry erase board on their bedroom door with a copy of their current work and/or class schedule and cell phone numbers.

11. Live in members will always be responsible to log into any fire company scheduling system so that an accurate count of availability.
12. Pictures and/or posters will be permitted in the individual bedrooms. The Volunteer Live-In Committee reserves the right to have any pictures/posters removed that are deemed to be inappropriate. Nothing will be used that will leave a hole when securing pictures/posters.
11. Volunteer Live-In Members are responsible for Daily Chores, Weekly Chores, and Monthly Chores as posted by the Live in Coordinator or the Live-In Committee Chairman. These may change from time to time.
13. Live-In personnel must always be properly dressed in a minimum of a tee shirt and shorts
13. Lack of personal hygiene can be offensive to others. Live-In personnel are expected to properly care for themselves, their clothing and possessions, and their bunk space.

## **GUESTS**

1. Volunteer Live-In Members may host guests/visitors during the hours of 0700 to 2300.
2. A member must always escort guests and visitors.
3. Guests and visitors are permitted in individual rooms: however, doors are always to remain open when guests/visitors are present.
4. At no time is more than one person permitted to occupy a bunk space.

## DAILY CHORES

- A. Chore duties for all Live-In personnel shall be assigned by the Live-In Coordinator
- B. Chores shall be divided among all Live-Ins, who will participate and complete their assigned chores from a weekly chore list. All Bunk-in and Duty Crew members who are occupying bunk space must also be assigned and participate in chores.
- C. Live-In personnel are also responsible for individual chores that pertain to their personal space. This should include regular washing of bed linens, making of their bed, folding and securing clothing, dusting and general cleanliness of their personal bunk space, etc.
- D. Chores must be completed as assigned and logged appropriately.
- E. While Live-In personnel are expected to maintain their chore list, this does not eliminate the need for all members to clean up after themselves and assist in cleaning other common areas of the fire station.
- F. The Live-In Coordinator and Trustee's may assign additional chores as needed.
- G. Chores must be completed within a timely manner.
- H. Chores with a shared responsibility may be completed as a team. These are shared tasks - neither side should complete the chore entirely individually.
- I. Failure to complete a chore will be dealt with individually by the live-in and the committee. Consistent failure to complete a chore will result in disciplinary action as deemed necessary by the committee.

## AGREEMENT

1. This Agreement is between \_\_\_\_\_ and the Good Will Fire Company ("GFC").
2. The GFC hereby offers \_\_\_\_\_ ("Live-In Member") an opportunity to join the GFC Volunteer Live-In for the period beginning \_\_\_\_\\_\_\_\_\\_\_\_\_\_, and ending \_\_\_\_\\_\_\_\_\\_\_\_\_\_, (12 months) subject to the following conditions:
  - (a) Live-In Member will be entitled to those benefits set forth in the VOLUNTEER LIVE-IN BENEFITS Section of the GFC Volunteer Live-In Policy ("Policy") during the term set forth in paragraph 2 above;
  - (b) The Live-In Member here by specifically agrees that participation in the Volunteer Live-In Program is voluntary. As such, this program is not subject to the Landlord Tenant Act of Pennsylvania. The Live In Member specifically agrees that no Landlord Tenant Relationship is established by this agreement and the Live In Member waives any rights he/she may have had under the Landlord Tenant Act of Pennsylvania. The Live In Member agrees he/she may be removed from the premises with 48 hours' notice after participation in the Volunteer Live-In Program has been terminated.
  - (c) Live-In Member will abide by all applicable duties, obligations and restrictions set forth in the Guidelines attached hereto and made part hereof during the term set forth in paragraph 2 above, as well as any Good Will Fire Company By-Laws, Company & Department SOGs., as well as any posted rules.;
  - (d) Live-in Member will maintain the conditions set forth in the MINIMUM ELIGIBILITY REQUIREMENTS Section of the Policy. Failure to do so will require to meet with the Executive Board during the monthly meeting to determine the appropriate actions
  - (e) Live-In Member agrees that the GFC may terminate his or her rights under this Agreement at any time.
  - (f) Subject to Live-In Member's consent (which shall not be unreasonably withheld) the Volunteer Live-In Committee, shall have the right to enter the Live-In Members room to make inspections, to provide necessary services or to show the room to a prospective Live-In Member. Failure to allow entry shall be just cause for eviction.
  - (g) Live-In Member may not assign or sublease any interest in the premises or assign, mortgage or pledge the lease.
  - (h) Live-In Member shall be entitled to possession on the first day of the term of and shall yield possession to GFC on the last day of the term of this Agreement. Live-In

Member shall remove his goods and effects and peacefully yield up the premises to the GFC in as good a condition as when delivered to Live-In Member, Ordinary wear and tear is accepted.

- (i) Live-In Member agrees that the GFC shall only be required to give 48 hours of written notice of termination. Live-In Member further agrees that in the event his or her rights are terminated under this agreement he or she shall vacate the premises of the GFC within 48 hours of receipt notification of termination.
- 3. Live-In Member asserts that he or she has read and understands the Policy, Good Will Fire Company By-Laws, Company & Department SOGs that are attached hereto and made part hereof. It is understood and agreed that any violation of Good Will Fire Company, or department rules may result in termination of this contract and eviction.
- 4. Except as set forth in paragraph 2 (e) notice under this Agreement shall not be deemed valid unless given or served in writing and forwarded by mail, postage prepaid, addressed to the party at the appropriate address set forth below.

**Live-In Member Mailing Address**

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**Good Will Fire Company**

552 E Union St,  
West Chester, PA 19382

I have read the above, understanding its meaning and hereby agree to all terms and conditions stated in the Agreement.

\_\_\_\_\_  
(Live-In Member)

\_\_\_\_\_  
(Volunteer Live-In Committee Member)

\_\_\_\_\_  
(Date)

\_\_\_\_\_  
(Date)