



BONNEVILLE COUNTY FIRE DISTRICT #1

RESIDENT FIREFIGHTER PROGRAM MANUAL

Table of Contents

HISTORY	2
PURPOSE & GOAL.....	2
MINIMUM REQUIREMENTS	2
POSITION DESCRIPTION	2
STAFFING POLICY	2
AGREEMENT.....	2
MINIMUM REQUIREMENTS	Error! Bookmark not defined.
TERM OF RESIDENCY.....	2
SECURITY DEPOSIT	2
COMPENSATION	3
CLOTHING & EQUIPMENT	3
SECURITY.....	3
SUPERVISION	3
Selection	3
Shift Assignments.....	4
Review.....	4
TRAINING.....	5
Stage 1 Orientation.....	5
Stage 2 Initial Training	5
Stage 3 Fire Fighter Cadet Training	5
Stage 4 On-Going Training	5
OPERATIONS	6
Alarm Response.....	6
Station Duties	6
Physical Fitness	6
CONDUCT.....	6
DISCIPLINARY ACTION.....	7
PERSONAL TIME.....	7
HOLIDAYS.....	7
LEAD RESIDENT	7
RESIDENT SOCIAL FUNCTIONS	7
GENERAL RULES	7
Compliance Requirement	7
Quarters	8
Resident Rooms.....	8
Vehicles/Bicycles	9
Guests	9
ESSENTIAL SUPPLIES	9
RESIDENT TERMINATION	9
COMPLIANCE REQUIREMENT	9
APPENDIX A: POSITION DESCRIPTION.....	10
APPENDIX B: RESIDENT FIREFIGHTER AGREEMENT.....	13
APPENDIX C: RESIDENT SELECTION PROCESS.....	15
APPENDIX D: RESIDENT FIREFIGHTER SHIFT COVERAGE FORM	16
APPENDIX E: APPROVED SUPPLY LIST.....	17

HISTORY

The Ammon Fire Department was originally established as an all-volunteer force in 1957. Over the years it has evolved into a combination department of paid-call firefighters and a handful of full-time firefighters. The Department is well trained and equipped and has met the needs of the City of Ammon with a limited budget.

In 1995 the City of Ammon had a base population of 5,558; by the year 2006 the city had more than doubled in size. By the end of 2013, the city population had grown to more than 14,000 with signs of continued faster than normal growth. This rapid growth rate coupled with the city's low tax levy made it difficult to cover the city's weekday emergency call volume with the paid-call firefighting force.

The Resident Firefighter Program was developed and implemented to aid the Fire Department in meeting the weekday needs of a growing city. It is understood the program will not answer every manning issue the department is faced with, but it will help fill the need of manning the station during the weekdays.

PURPOSE & GOAL

It is the intent of Bonneville County Fire District #1 to maintain an effective Resident Firefighter Program. Each Resident Firefighter; hereinafter referred to as a Resident, will enhance firefighter staffing, improve apparatus response in an emergency, and perform necessary station duties. Additionally, the program will prepare individuals for a career in the fire service.

MINIMUM REQUIREMENTS

Eligible candidates must:

- ✓ Meet all requirements to be employed as a paid-call firefighter for the District;
- ✓ Complete and return a Resident Firefighter Application Packet;
- ✓ Complete the Resident Selection Process, [Appendix C](#).

POSITION DESCRIPTION

The Class Specification can be found in [Appendix A](#).

STAFFING POLICY

The Fire Department shall attempt to fill all open positions from a current list of prospective Residents. The number of Residents assigned to each station shall not exceed the total number of beds available at that location.

AGREEMENT

Upon selection for the Resident Firefighter Program, each applicant shall be required to sign the Resident Firefighter Agreement, [Appendix B](#). The signed agreement will be retained by the Fire Department and kept in the Resident Firefighter's personnel file.

TERM OF RESIDENCY

Persons accepted into the Resident Firefighter program shall agree to participate in the program for a minimum of twelve months. This minimum time requirement is directly related to the amount of time and resources the Department invests in each Resident. If a Resident cannot fulfill the minimum time requirement, they forfeit their Deposit.

A Resident may request an extension to their Term of Residency within thirty days of the end of their current term. This request shall be a written request submitted to the Fire Chief. All requests for extension shall be in one-month intervals unless approved by the Fire Chief. If a Resident is granted an extension and does not complete the Contract, they forfeit their Deposit and their status upon separation will be non-rehire-able with no work recommendation(s) issued.

SECURITY DEPOSIT

The Department shall retain a \$300.00 Room and Equipment Security Deposit; up to \$50.00 shall be deducted from the Resident's paychecks until the Security Deposit is satisfied.

COMPENSATION

Residents shall be compensated as set forth in Department Policy P4-Compensation. Additionally, the Department shall provide each Resident with partially furnished living quarters at no charge. Necessary utilities (electricity, water, sewer and garbage), laundry facilities with washer and dryer, kitchen with appliances, furniture in common areas, parking for one vehicle, and maintenance of Resident quarters shall be supplied. Internet access will be available through the City with restrictions.

CLOTHING & EQUIPMENT

Ammon Fire Department will provide each Resident with the appropriate articles of personal protective clothing, equipment and uniforms as set forth in Department Policy P6-Uniforms. Only items issued by the department and/or approved by the department are to be utilized by the Resident while on duty.

All articles of clothing and issued equipment are the property of the Ammon Fire Department and are to be kept clean and in good order. Alterations to Department clothing is prohibited unless approved by the Fire Chief. The Department will replace, or repair equipment and clothing damaged through normal use. Residents 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 chain of command. Any missing, lost, or damaged item(s) will be reported immediately to the Shift Officer.

Upon resignation or termination from the program, all issued equipment shall be returned to the Department. The cost of replacement for missing or damaged equipment may be deducted from any final compensation and Deposit.

SECURITY

Each Resident will be issued a keypad code for access to the fire station, one key for the residential entry doors, and one key to their assigned room. Keys are property of the AFD and shall not be duplicated, stored outside the station/residence, or given to any other person. Station access codes shall not be given to anyone not affiliated with the AFD. Violation of this Security Policy shall constitute disciplinary action, up to and including termination.

In the event a room key is lost, it shall be the Residents financial responsibility to have the door rekeyed with seven new keys. If an entry door key is lost the Resident shall be financially responsible to have the door rekeyed with thirteen new entry door keys.

An extra key for each door shall be secured within the Fire Station.

SUPERVISION

Program administration shall be the responsibility of the Fire Chief. Administration shall consist of personnel selection, assignments, and reviews.

Selection

All potential Residents shall meet the eligibility requirements set forth in Ammon Fire Department Policy P1-Hiring-Paid Call.

Application Process

1. New applicants shall be hired as set forth in Department Policy P1 Hiring-Paid Call.
2. Current employees shall submit written request to participate in the program.
3. Qualified applicants will be ranked based on evaluation by the Fire Chief.

A successful applicant for a Resident Firefighter position shall:

1. Possess the knowledge, skills, and abilities to perform day-to-day tasks and emergency response functions necessary for the completion of the mission of the Department within the allotted timeframe;
2. Be capable of, and willing to assume responsibility for carrying out assignments during routine activities and commands under emergency conditions;
3. Demonstrate the ability to remain calm and function effectively in any situation;

4. Demonstrate acceptable skill levels of written and oral communications;
5. Be capable of learning basic computer functions, such as, but not limited to, e-mail, word processing, and data entry into fire service-related software;
6. Be capable of passing Department required medical/fitness examinations and tests;
7. Not be drug or alcohol dependent.

Shift Assignments

The Fire Chief shall be responsible for assigning each Resident their work shift and residence.

1. Residents shall live within the residence quarters at least two nights per week;
2. Each Resident shall be assigned two daytime shifts per week and shall satisfy the minimum required Tour-of-Duty shifts per month;
3. Weekly schedules start on Sunday and end on Saturday;
4. Weekly shift schedules will be posted at the station on Monday morning for the following week; it is encouraged to trade shifts with other Residents if there are conflicts with other events.
5. Residents shall report for their assigned shift no later than the time scheduled;
6. Residents are required to remain at the station during their assigned shift, unless otherwise approved by the Shift Officer;
7. Shift coverage/trades may be made upon approval by the Shift Officer and forwarded to the Fire Chief for filing:
 - a. All requests must be submitted on the Resident Firefighter Shift Coverage Form, [Appendix D](#), no less than twenty-four hours in advance of the scheduled shift.
8. All shift absences must be covered in accordance with the guidelines established on the Resident Firefighter Shift Coverage Form.
9. Certain isolated allowances to the schedule due to work, school, or extended illness will be addressed on a case-by-case basis.
10. Unexcused absence and/or tardiness will not be tolerated; repeated absence/tardiness shall lead to disciplinary action per City/Department Policy.

Assignments shall be evaluated periodically and may be changed to ensure program efficiency.

Review

The Fire Chief may conduct a quarterly performance review for each Resident.

1. The performance review shall consist of work performance standards as well as residential performance standards.
2. The program will be reviewed periodically and revised as needed.
3. Changes to the program may occur during current Resident Terms, if this occurs, thirty days' notice will be given to all Residents.
4. During the thirty-day wait period, Residents will be given no less than two notices of the change and trained as needed.

Shift Officers and Company Officers shall provide direct supervision of Residents during day-to-day activities, training, and emergency incidents; see the Operations section below.

TRAINING

Residents shall meet the training requirements set forth in the Department Operations Manual – Personnel, P3.1

Training of Residents shall be the responsibility of the Training Officer. The Training Officer shall coordinate necessary training with Shift Officers. Department standards shall be followed, and performance/progress documented and reported to the Fire Chief when each Level is completed. Training shall occur during regular scheduled training as outlined in Department Policy OP2 Training & Place of Meetings, as well as during scheduled shifts.

The training for Residents is divided into four stages. Timelines are given for completion of each stage of training. These are based upon the date of appointment. The Resident shall not respond to alarms until Stage 2 requirements are successfully completed. It shall be the responsibility of the Resident to keep the Training Officer informed of progress, issues, or problems encountered during the initial training phase. These reports can take the form of verbal, electronic, or written communications.

Stage 1 Orientation

It will be the responsibility of the Resident to complete this training within their first week. A progress report shall be submitted to the Training Officer at the end of this period as needed. The Resident will identify their responsibilities and duties as follows:

1. Demonstrate a familiarization with the Department Operations Manual and the Resident Firefighter Program;
2. Demonstrate the knowledge necessary and the ability to perform routine vehicle, equipment and station maintenance.

Stage 2 Initial Training (Responder Qualified)

It will be the responsibility of the Resident to complete this training within sixty days from appointment. Periodic progress reports shall be submitted to the Fire Chief as needed by the Training officer. Residents will be required to pass a written test for each chapter as well as practical skills tests. Chapters included in this stage include:

- ✓ Chapter 3; Fire Department Communications
- ✓ Chapter 4; Building Construction
- ✓ Chapter 5; Fire Behavior
- ✓ Chapter 6; Firefighter Personal Protective Equipment
- ✓ Chapter 9; Structural Search, Victim Removal and Firefighter Survival
- ✓ Chapter 12; Ground Ladders
- ✓ Chapter 13; Tactical Ventilation
- ✓ Chapter 15; Fire Hose
- ✓ Chapter 16; Fire Streams
- ✓ Chapter 17; Fire Control

Stage 3 Fire Fighter Cadet Training

It is the goal of the Department to enable Residents to complete this training within twelve months from appointment. Periodic progress reports shall be submitted to the Fire Chief as needed. The Residents will be required to complete the Departments hazardous materials, structural firefighting and basic wildland firefighter training programs or provide documentation of completion of an equivalent program. IFSAC FFI certification will be required within the timeline set by the Training Officer.

Stage 4 On-Going Training

It will be the goal of the Department to enable the Residents to continue their training in all areas of interest within the guidelines set by the Training Officer and their rank. Residents shall participate in training while on shift and during regular scheduled weekly training.

Failure to complete the required entry training or obtain IFSAC certification within specified completion dates may result in termination of the Resident from the program.

OPERATIONS

Daily operations shall be supervised by the Shift Officer. The uniform of the day shall be set by the Shift Officer. Resident uniforms/clothing shall be clean, in good repair and appropriate to the work being performed.

Alarm Response

On-duty Resident(s) shall respond to all alarms for their assigned station.

Off-duty Residents are encouraged to respond to any alarms for their assigned station if available.

Off-duty Residents who are not in quarters may respond the same as other firefighters.

Station Duties

The duties listed here are illustrative and do not represent the order in which they may be performed; station duties are not limited to this list.

1. Apparatus Readiness Checks – Each vehicle will have a minimum of one check per shift;
2. Apparatus Cleaning – Assure that all vehicles are clean inside and out, daily;
3. Facilities – All areas and facilities occupied or used by the Residents are to be maintained in a clean, orderly, and presentable condition at all times. Each Resident is responsible for the condition of the fire station and shall share in the duties necessary to maintain them;
4. Apparatus Bays – Sweep walkways as needed, sweep entire floor, empty trash, wash floor;
5. Ramp and Parking Lot – Clean as needed, wash off with water as weather allows;
6. The Shift Officer may assign and/or schedule station or equipment maintenance duties as necessary and such assignments or schedules shall be complied with;
7. Dorm Rooms – Rooms will be checked daily for cleanliness, this includes bathrooms. Clean laundry, make bed, vacuum, clean windows inside & out, clean as needed; empty trash, mop, clean shower, sink and toilet, clean walls;
8. Kitchen – It is Department Policy for you to clean-up after yourself. wipe off counters, do all dishes, empty trash, mop, clean all appliances;
9. Lawn and Grounds Maintenance – mowing, pulling weeds, shoveling snow, clean up of leaves and/or litter.

Physical Fitness

One hour of physical fitness shall be allotted each day.

CONDUCT

Residents are expected to perform their duties and conduct themselves competently and professionally, to accept responsibility for their own conduct, and to demonstrate integrity at all times. Residents are also expected to conduct themselves in a lawful manner when off duty and in a manner that does not bring reproach on the Department or impair their ability to perform as a firefighter in the Department.

Truthfulness: Residents shall not knowingly convey, or provide information which is dishonest, misleading, or a misrepresentation.

Courtesy: Residents shall be courteous and respectful in all dealings with the public, other firefighters, and City employees, as well as volunteers, and employees of other agencies.

Judgment: Residents are expected to exercise good judgment at all times. Good judgment is defined as those reasonable decisions and actions in which a fire professional would exercise under similar circumstances.

Insubordination: Residents shall not ignore or refuse to obey any lawful order or directive of an Officer or Supervisor. This includes orders or directives relayed from an Officer by a peer or subordinate. Residents shall not engage in unprofessional conduct directed either verbally or physically toward an Officer or Supervisor.

Confidentiality: Residents shall keep confidential any restricted information they obtain in the course of their duties. This information shall include but is not limited to: investigations or actions; civilian personal information; elements of a criminal investigation observed or exposed to in the course of one's duty; and information that residents would have access to only through the course of their duties.

The Ammon Fire Department promotes a drug/alcohol free lifestyle and maintains a no tolerance policy for any person reporting for duty under the influence of drugs and/or alcohol.

DISCIPLINARY ACTION

See Ammon Fire Department Operations Manual, Disciplinary Action Policy - OP6

PERSONAL TIME

Residents accrue Personal Time at a rate of three hours per calendar month that will be awarded the first business day of the subsequent month. These days are intended for unexpected work or school schedule requirements, sickness and/or injury. Personal Time can be accumulated to a total of thirty-six hours maximum. Personal Time has no cash value and will be lost upon departure from the program.

1. A limit of one Resident will be allowed to have prescheduled time off on any given shift to maintain minimum staffing requirements;
2. Personal Time is not required for approved required training that is out of town;
3. Personal Time off can be requested in one-hour increments;
4. Personal Time off requests will made to the Shift Officer for approval, requests will be considered in the order in which they are received.
5. Personal Time off requests will not be granted on holidays, Residents must trade the assigned shift.

HOLIDAYS

Holidays will be treated as any other workday; if necessary, a revolving list will be utilized to establish time off for holidays.

LEAD RESIDENT

A Lead Resident shall be designated to assist with Resident quarters and activities. The Lead Resident role shall generally be assigned to the Resident with the most time on the Department.

RESIDENT SOCIAL FUNCTIONS

All extracurricular functions to be held in the residential quarters shall be pre-approved. Failure to comply shall result in disciplinary action up to and including termination. All activities shall comply with the following:

1. A written request must be submitted to the Fire Chief at least one week prior to the function; mandatory information to be included in this request shall be:
 - a. The Resident that is coordinating the function;
 - b. The reason and description of the function;
 - c. The number of individuals expected to attend the function;
 - d. Confirmation that all Residents have approved of the function.
2. Consumption of alcohol is prohibited by all attendees at resident quarter's functions.
3. The use of tobacco is prohibited by all attendees at resident quarter's functions.
4. The Lead Resident or a Resident designated by the Fire Chief must attend all functions attended by any number of civilians not employed by the Department.
5. Complete clean-up of the residential quarters shall be completed by 1100 hours following the function.

GENERAL RULES

These rules are not meant to provide a solution to every question or problem which may arise. Likewise, they are not intended to limit personnel in the exercise of reasonable judgment or initiative. In situations not specifically covered, residents are expected to take the action any reasonable person with their level of training would take in a similar situation. The Ammon Fire Department reserves the right to change or add to these rules at any time with acceptable notice.

Compliance Requirement

Each Resident is responsible for knowledge of and compliance with the rules, policies, procedures, guidelines, and the terms and conditions of the Department Operations Manual, Resident Firefighter Program and Resident Firefighter Agreement. Breach of any rule, policy, or agreement may subject the Resident to discipline up to and including termination from the Department.

Residents are under the direct supervision and command of a Shift Officer. The Shift Officer reports directly to the Chief and is responsible for assuring compliance with Department policies and procedures.

Quarters

The use of alcohol, tobacco, e-cigarettes, vaping devices and/or any similar process is prohibited in and around the Resident quarters. This is a no-tolerance policy; failure to comply will result in dismissal from the Department.

All Residents need to understand the complexities of communal living and proactively comply with these rules. Additionally, Residents need to consider if what they are doing within their residential unit is having a negative effect on their housemates. At times these rules may not be stringent enough and at other times some rules may be temporarily waived if all Residents and the Shift Officer agree to the waiver; the waiving of a rule shall not exceed twelve hours.

1. All Station Rules shall be enforced as set forth in OP1.
2. The consumption of alcohol is prohibited on City property, this includes the residential quarters.
3. The use of tobacco, e-cigarettes, vaping devices and/or any similar process is prohibited in all department buildings and vehicles, this includes the residential quarters.
4. Noise will not be tolerated; excessive volume from any source shall be dealt with swiftly; Residents are advised to use headphones as necessary and consider the effect of excessive noise on their housemates.
5. Resident mail shall be addressed to 3575 Brookfield Ave, Ammon, ID, 83406.
6. Resident messages shall be placed in their mailbox or hand delivered.
7. Quiet hours are 2300 through 0700 on weekdays and 1200 to 0800 on weekends.
8. Resident' sleeping areas will be off limits to all persons except Residents, Fire Department Officers, or other staff assigned by an Officer of the Department unless otherwise invited by the occupant.
9. During the visitation of any guests, sleeping area doors shall remain open and lights shall remain turned on. There will be no guests in the station after 2300 hours unless approved by the Shift Officer.
10. Residents shall be clothed as required in public while in the common rooms of the residential quarters and all areas of the fire station.
11. Bathroom use shall generally be limited to thirty minutes, be considerate of other Residents.
12. Department telephones are for business only; telephone usage for personal business is prohibited unless approved by the Shift Officer or a Chief Officer.
13. Residents are responsible for keeping their assigned bathroom storage area, kitchen storage space and assigned refrigerator clean.
14. Residents shall clean-up after their use of any common area; dirty dishes, laundry or other items will not be tolerated.
15. The use of department vehicles for personal use is prohibited unless approved by a Chief Officer.
16. Turnouts are prohibited in the residential quarters, administrative offices, kitchen, and crew quarters unless authorized by the Shift Officer or a Chief Officer.
17. All firearms shall be unloaded at all times in the residential quarters and ammunition will be stored separately. Firearms and ammunition shall be kept out of sight and locked up. Firearms and ammunition are prohibited in the Fire Station.
18. Residents shall be responsible for the clearing of all snow from the walkways and driveway outside the resident quarters.
19. Residents shall be responsible for taking care of the lawn around the resident quarters; this includes ensuring the automatic sprinklers are operating efficiently.

Resident Rooms

Resident rooms shall be clean, orderly and presentable at all times. ***Articles of clothing shall not litter the floor nor accumulate outside of a laundry hamper.***

1. Pets are prohibited.

2. The exterior door to all resident rooms shall be clear of pictures, stickers, etc. The Chief shall approve all items to be hung/displayed on walls throughout the residence.
3. Alterations to any room must have prior approval by the Chief.
4. There shall be no guests allowed in Resident rooms between the hours of 2300 and 0800 hours unless prior permission is specifically approved by the Chief.
5. Lit candles or any type of open flame devices are prohibited within the residence. Devices such as coffee makers, toaster ovens and space heaters shall be approved prior to use.
6. Cooking of all food shall be done in the kitchen area only. Residents are responsible for cleaning up after themselves.

Vehicles/Bicycles

1. Residents are allowed one parking space.
2. Bicycles are not allowed in the Resident rooms or other living areas.
3. Due to limited storage space, recreational equipment, and additional vehicles and/or bicycles shall be approved by the Chief.

Guests

1. Residents shall be responsible for a guest's behavior. Guest visiting hours shall not extend past 2300 hours without special permission from the Chief or his designee.
2. Guests shall be accompanied by their host at all times.
3. Residents are responsible to ensure the conduct and behavior of their guest(s) is consistent with AFD policies while they are on Fire Department property.
4. Guests are not allowed to use laundry facilities or wash personal vehicles.

ESSENTIAL SUPPLIES

It shall be the responsibility of each Resident to provide cleaning supplies and other essentials to keep the common areas clean and available for use. It is recommended that a 'house fund' be established to which each Resident shall contribute for the purchase of common supplies. See [Appendix E](#) for the approved supply list.

RESIDENT TERMINATION

Upon completion, resignation, or termination from the Department, all issued clothing and equipment will be immediately returned. Failure to return clothing and equipment shall be considered theft and will be handled through the proper law enforcement channels.

Upon completion of the Agreement term, the return of all fire department-issued clothing and equipment and after inspection of their room, the Resident's Room and Equipment Deposit shall be returned.

The District reserves the right to withhold any or all of the Resident's Room and Equipment Deposit for any of the following:

1. Failure to complete the time requirement as stated in the Resident Firefighter Agreement;
2. Issued clothing and equipment is not returned or is returned in an inoperable condition;
3. Identifiable damage to the Resident's room and/or damage inflicted by the Resident to any other area of the residence.

Personal items left at the residence and/or station for 96 hours after the Resident has moved out shall be considered abandoned. Residents are encouraged to provide a forwarding address.

COMPLIANCE REQUIREMENT

Each Resident is responsible for knowledge of and compliance with the Bonneville County Fire District rules, policies and procedures, and the terms and conditions of the *Resident Agreement*. Breach of any part of said rules, policies, procedures, or the *Resident Agreement* may subject the Resident to disciplinary action up to and including dismissal from the Resident program and termination from the Department.

All portions of the Bonneville County Fire District Operations Manual and Resident Manual are living documents. Changes to these documents may occur as necessary to better meet and accomplish the goals of the Fire Department. These changes will be communicated in a timely manner through meetings, posting within the station, email, or hard copies.

APPENDIX A: POSITION DESCRIPTION

Bonneville County Fire District #1

CLASS SPECIFICATION

FIRE FIGHTER

FLSA Designation: Paid-Call, Exempt
Resident, Exempt
Full time, Covered

General Statement of Duties

Responsibility for proficient and effective response and performance as a firefighter; acquiring, maintaining, performing and enhancing the knowledge, skills and abilities required to perform prescribed firefighting support functions. Performs a variety of tasks to assist in mitigation of emergency incidents; performs related work as required.

Classification Summary

The principal function of an employee in this class is to respond to and protect the community from disaster situations, provide emergency medical services, and promote an environment of public safety within the Department's emergency response area. This position also participates in fire prevention activities, equipment and station maintenance, and training dealing with all phases of fire suppression, prevention, rescue, and emergency operation. The work is performed under the supervision of a Captain or Lieutenant. An employee in this classification performs the duties of other employees in the Fire Department as assigned. The principal duties of this class are performed in a work environment in which the employee is subject to potential personal danger.

Examples of Work (Illustrative Only)

Essential Duties and Responsibilities

- Care for and maintain assigned personal protective equipment;
- Responds to emergency calls in the role of a firefighter;
- Works as a member of a team while proficiently conducting a wide range of firefighting support tasks and assignments;
- Responds to and renders assistance in emergency situations;
- Recognize, protect and preserve emergency incident evidence and area of origin. Advise officers of observations and protective measures taken. Support investigation personnel as directed;
- Cleans and inspects equipment and apparatus after returning from a fire;
- Inspects and performs maintenance on equipment and apparatus;
- Keeps fire station, equipment, and grounds in a clean and orderly condition;
- Maintains certifications through active participation in training, instruction, and continuing education sessions;
- Acquires and retains a thorough knowledge of the response area, including streets, buildings, water supply, unusual hazards and related items;
- Performs various public information and/or education tasks;
- Performs all work duties and activities in accordance with City and Department policies, procedures, and safety practices.
- Utilizes the chain of command in performing activities, programs, tasks and assignments;
- In the absence of an officer or as directed, may temporarily assume command or team-leader assignments that may require planning, organizing and directing tactical emergency operations, making tactical decisions, taking responsibility for the completion of assigned incident objectives and ensuring individual and team safety;
- Assists in evaluating individual and team performance in fire ground and emergency operations;
- Complies with policies, rules, regulations, procedures, guidelines and directives;

Other Duties and Responsibilities

- Attains expertise and provides training in specialized areas such as hazardous materials, confined spaces rescue, technical rescue, equipment maintenance and related areas;
- Participates in fire prevention demonstrations, community education, smoke alarm checks, and related events;
- Accepts appropriate direction, counseling and discipline from officers;
- Complete records and reports as required or assigned;
- Actively support and advocate the interests of the Department and its personnel in all respects;
- Performs other related duties as required.

Knowledge, Skills and Abilities

Knowledge of:

- The geography of the City of Ammon and surrounding areas, (or the ability to quickly learn this information), including the streets system, hydrant locations, the layout and location of public utilities, and potentially hazardous materials or substances;
- The operation and maintenance of specialized fire fighting vehicles and equipment;
- Current firefighting tactics and strategies for all types of fire such as wild-land, commercial, residential, flammable and combustible liquids, vehicle, etc.;
- Basic mathematical and science skills;
- Training methods, procedures, techniques, and objectives;
- Department policies, procedures, regulations, and operational standards;
- Emergency response records systems, communications equipment and use, fire computer applications, and incident reporting procedures;
- Standard office equipment, personal computers, and job-related software.

Ability to:

- Operate specialized firefighting, rescue and extrication, and related vehicles and equipment;
- Attain and maintain required physical fitness standards;
- Respond to determinations as to the best course of action for fighting fires, rendering aid, and responding to other emergency situations;
- Work under stressful situations, day and night, which result from a fire and other emergencies, including the responsibility for remaining calm and carrying out all duties with the recognition of the threat to life and property;
- Work within a command structure requiring strict adherence to the following of orders;
- Work in a team environment under stressful situations;
- Quickly learn and put to use new skills and knowledge brought about by rapidly changing information and/or technology;
- Learn and correctly apply routine Department policies and procedures;
- Read, comprehend, and follow oral and written instructions; and to understand and apply available guidelines to varied operational requirements;
- Perform a wide variety of duties and responsibilities with accuracy and speed under the pressure of time-sensitive deadlines;
- Demonstrate integrity, ingenuity and inventiveness in the performance of assigned tasks;
- Operate standard office equipment and computers using program applications appropriate to assigned duties;
- Communicate effectively both orally and in writing, with the public and other employees.

Acceptable Experience and Training

- High school diploma or GED equivalency is preferred;
- Valid state driver license.

Special Qualifications

- Hazardous Materials Operations Certification is required within one year;
- IFSAC Firefighter I certification is required within the timeframe set by the department;
- Idaho Class B CDL driver's license with tanker and airbrake endorsements is required for driving of apparatus.

Essential Physical Abilities

- Sufficient clarity of speech and hearing, with or without reasonable accommodation, which permits the employee to discern verbal instructions and communicate effectively in person, by telephone, and by two-way radio, including during emergency situations which may involve a high degree of noise;
- Sufficient visual acuity, with or without reasonable accommodation, which permits the employee to comprehend written work instructions, written and/or text material, and effectively operate at a fire or related emergency scene;
- Sufficient manual dexterity, with or without reasonable accommodation, which permits the employee to operate standard office equipment and specialized equipment used in firefighting and emergency medical response situations;
- Sufficient personal mobility, agility, strength, and physical reflexes, with or without reasonable accommodation, which permits the employee to perform all duties in a firefighting, emergency medical response, and emergency response environment.
- The ability to remain calm and function effectively during periods of extreme stress.

Residency

- It is required that all Paid-Call Firefighters live within ten minutes of the Ammon Fire station to allow for prompt response.
- It is required that all Residents reside in the Resident Quarters per the Resident Firefighter Agreement.
- It is preferred that all Full-Time Firefighters live within the City limits of Ammon, the position requires residency within ten miles of Ammon to allow for prompt response.



APPENDIX B: RESIDENT FIREFIGHTER AGREEMENT
BONNEVILLE COUNTY FIRE DISTRICT #1
RESIDENT FIREFIGHTER AGGREEMENT

It is hereby agreed between _____ hereinafter referred to as “Resident Firefighter” and Bonneville County Fire District #1 hereinafter referred to as “District” as follows:

ACCEPTANCE

The District accepts the application of the Resident Firefighter as a part-time employee of the District; subject to the terms and conditions of this agreement.

STATUS

The Resident Firefighter understands and agrees to the status of a part-time employee.

RIGHTS

The Resident Firefighter understands and acknowledges that there are no rights of contract, no liberty or property interests, and no proprietary or exclusive rights of any kind created or existent in any position, including that of Resident Firefighter, by virtue of this agreement.

RULES AND PROCEDURES

The Resident Firefighter shall comply with all rules, policies, guidelines & procedures, and with the terms and conditions of this Agreement, at all times. Non-compliance may subject Resident Firefighter to penalty and/or discipline up to and including suspension or termination. The District has the right to and may alter, amend, or in any way change the rules and procedures or any aspect of its operations at any time without prior notice to the Resident Firefighter.

RESIDENCY

Residency is essential to this agreement, and the failure to maintain actual residency shall make a Resident Firefighter ineligible for the Resident Firefighter Program. Resident Firefighters shall reside at the Resident quarters a minimum of two nights a week on a regular basis or be removed from the Resident Firefighter Program.

RESIDENT QUARTERS

The District shall provide the Resident Firefighter with partially-furnished living quarters to be shared with other Resident Firefighters. All bedrooms shall be single occupancy. Necessary utilities (electricity, water, sewer and garbage), laundry facilities with washer and dryer, kitchen with appliances, furniture in common areas, parking for one vehicle, and maintenance of Resident quarters shall be supplied. Internet access will be available with restrictions.

Living quarters are provided for the convenience of the District, not the Resident Firefighter. Living quarters are provided pursuant to government functions essential to public safety for trained and qualified personnel to assure immediate response to emergencies. The District shall retain custody and control of the Resident Quarters, which is public property, and shall establish rules for its condition and use which shall be complied with by all Firefighters. Each Resident shall be financial responsible for supplies needed to keep the residential quarters clean and stocked.

The use of tobacco and alcohol is prohibited in and on any District controlled property. This is a no-tolerance policy, failure to comply will result in dismissal from the Department.

PERFORMANCE

The Resident Firefighter understands and acknowledges that the essence of the Resident Firefighter Program is the provision of qualified Firefighting personnel at the station for emergency response, and that compliance with predetermined standards of attendance, training, task performance, alarm response, and program participation is reasonable and necessary.

1. The minimum standards of Resident Firefighter participation and activity are as follows:
 - A. Attend all assigned duty shifts;
 - B. Be available for all calls for service while on duty;
 - C. Meet the minimum training requirements;
 - D. Meet all minimum certification requirements.
2. All activity and performance standards are measured as described in the Fire Operations Manual and the Resident Firefighter Manual.
3. Resident Firefighters shall maintain minimum standards of physical fitness and satisfactorily complete the Department's physical agility test.
4. Resident Firefighters shall be required to submit to drug and/or alcohol testing at any time under the provisions of the Drug and Alcohol Policy. Failure of a test will result in immediate suspension and possible termination.

ACADEMIC PERFORMANCE

It shall be the responsibility of the Resident Firefighter to know their academic status at all times and complete the required training within the established timeframes as outlined.

COMPENSATION

Resident Firefighters will be compensated for their services. Compensation will take the form of both monetary and provided living space as outlined.

SECURITY DEPOSIT

The Resident agrees to pay the City the sum of \$300.00 as a security deposit, this Deposit shall be withheld from the Resident Firefighters first six paychecks. This deposit shall be returned when the Resident Firefighter satisfies the term of the Resident Firefighter Agreement, after satisfactory inspection of their assigned bedroom, the return of the residency keys and all Department issued equipment if applicable.

LENGTH OF CONTRACT

This contract shall be in effect for a minimum of twelve months, after the first year is satisfied, the contract can be renewed in three-month intervals. This minimum time requirement is directly related to the amount of time and resources the District invests in each Resident Firefighter. If a Resident Firefighter does not fulfill the minimum time requirements of the most recent Contract, they shall forfeit their Deposit.

SEPARATION FROM PROGRAM

All Resident Firefighters are required to provide a written notice of their intent to leave the program and vacate their room. This notice shall be not less than 30 days, must contain the date of notification, the date of their last shift and the date they their room will be ready for final inspection. The written notice shall be given directly to the Shift Officer or the Chief.

The parties hereby certify that they have read, understand, and agree to the terms and conditions of this agreement.

Resident Firefighter _____ Date _____

District Representative _____ Date _____

APPENDIX C: RESIDENT SELECTION PROCESS

Eligibility Requirements

To be considered for a Resident Firefighter position, applicants shall:

1. Be eighteen years of age or older;
2. Possess a valid driver's license;
3. Pass a background check that includes driver history and criminal history;
4. Applicants having been convicted of a sexual based crime, abuse and/or a felony crime shall not be considered.

Application Time Period

Applications packets can be picked up at the City of Ammon offices or the Ammon Fire Station.

The completed application packet must be returned by the close of business on the posted closing date.

Incomplete applications will not be considered.

The selection process will be conducted as scheduled by the Fire Chief.

Selection Process

Applicants shall:

1. Complete the Fire Department written test with a passing score;
2. Complete the physical agility test in the allotted time;
3. Participate in an oral interview;

During the interview process, applicants will be given a numerical score and ranked from highest to lowest in order of completion and desirability.

The Fire Chief will utilize the rankings to make final selection(s).

Applicants will be informed by telephone regarding the results of the application process.

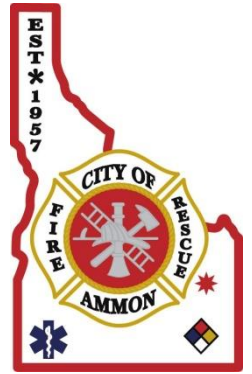
APPENDIX D: RESIDENT FIREFIGHTER SHIFT COVERAGE FORM

BONNEVILLE COUNTY FIRE DISTRICT #1

2137 South Ammon Road
Ammon, Idaho, 83406

Phone: 208-612-4059 Fax: 208-612-4071

www.bcfdl.us



Resident Firefighter Shift Coverage

COMPLETE AND RETURN THIS FORM TO THE SHIFT OFFICER(S) NO LESS THAN 24 HOURS PRIOR TO THE SHIFT

SHIFT INFORMATION

Resident Name (A)	Scheduled Shift Date & Time (A)
Resident Name (B)	Scheduled Shift Date & Time (B)

AGREEMENT

By signing this Shift Trade Agreement, Resident Firefighter A assumes all responsibilities for scheduled Shift B AND Resident Firefighter B assumes all responsibilities for scheduled Shift A. Any exception(s) to this shall be listed below.

EXCEPTION(S):

RESIDENT FIREFIGHTER SIGNATURES

Resident A Signature	Date:
Resident B Signature	Date:

SHIFT OFFICER APPROVAL

Shift Officer A Printed Name	
Shift Officer A Signature	Date:
Shift Officer B Printed Name (IF OTHER THAN SHIFT A)	
Shift Officer B Signature (IF OTHER THAN SHIFT A)	Date

Reason for Rejection: Approved Rejected

APPENDIX E: APPROVED SUPPLY LIST

Residence Supplies	
	Needed
Kitchen	
Dishwasher Soap	
Jet Dry (or equivalent)	
Lemi-Shine	
Dish Cloths	
Antibacterial Hand Soap	
409 (or equivalent)	
Bathrooms	
Toilet Paper	
Toilet Bowl Cleaner	
Pumice Stone	
Toilet Tank Tablets	
Antibacterial Hand Soap	
Clorox Clean-up Spray	
Entire House	
Glass Cleaner	
Bleach	
Trash Bags	
Pine Sol (for floors)	
Disposable Gloves	
Duster	