

MUNICIPAL ORDER NO:__:2018

WHEREAS, the Morehead Fire Department desires to amend their Standard Operating Policies by adopting a Live-in Policy; and

WHEREAS, the Board of City Council has reviewed said policy;

NOW, THEREFORE, BE IT ORDERED by the City of Morehead, Board of City Council that the Morehead Fire Department's Standard Operating Policies, Live-In Policy, a copy of which is attached hereto, is hereby approved. A complete copy of the policy shall be added to the Morehead Fire Department's Standard Policy manual retained on file in the City Clerk's office.

Adopted this ____ day of _____ 2018.

CITY OF MOREHEAD

James Thomas Trent, Mayor

Attested: _____
Crissy Cunningham, City Clerk

Live-in Policy	Related Policies:
<i>This policy is for internal use only and does not enlarge an employee's civil liability in any way. The policy should not be construed as creating a higher duty of care, in an evidentiary sense, with respect to third party civil claims against employees. A violation of this policy, if proven, can only form the basis of a complaint by this department for non-judicial administrative action in accordance with the laws governing employee discipline.</i>	
Applicable KY Statutes: Applicable KY Regulations:	
NFPA Standard:	
Date Implemented:	Review Date:

I. PURPOSE: In the interest of public safety, & in order to reduce response times, The Morehead Fire Department has established living facilities for volunteer members.

II. Definitions

- A. 'Fire Department' refers to the Morehead Fire Department
- B. 'Live-in Members' refers to those volunteer members and/or paid members who occupy the fire department living facilities as their primary residence and have a room assigned exclusively to them.
- C. 'Bunk-in Members' refers to those volunteer members, and/or paid members who, on occasion, occupy the living quarters of the fire department, but do not use it as their primary residence.
- D. 'Fire Officers' refers to the officers of the Morehead Fire Department, both career and volunteer, including Chief, Assistant Chief, and all Captains and Lieutenants.
- E. 'Senior Live-in' refers to the live-in member, volunteer or paid, who is selected by the Fire Officers to have authority over the Live-in facility. This carries no operational rank, but only assigns in-house responsibility.
- F. 'Recruit Live-in' refers to a volunteer member in training.

III. Applicability

These articles apply to all members of the Morehead Fire Department, paid and volunteer, with regards to the live-in facilities.

IV. Live –in Selections Process

- A. The selection of live-in members will be at the discretion of the Chief and Assistant Chief and/or their designee. When vacancies occur, the opening must be posted for at least 15 days in a conspicuous place in the firehouse prior to it being filled.
- B. Requirements to apply for live-in status are as follows:
 - 1. Applicant must be 18 years of age.
 - 2. Applicant must be accepted into the volunteer membership according to the existing application policy.
 - 3. New Recruit Live-in must complete the KY 150 hr training before released to respond on runs.
 - 4. Live-in must possess the following certifications to respond to runs.
 - a. KY 150 hr. Certification
 - b. CPR/AED Certifications
 - 5. Applicants will be given special consideration for possessing the following certifications.
 - a. IFSAC 1 & 2
 - b. IFSAC Driver Operations
 - c. EMT FR/ EMT-B/ EMT-M

6. Applicants must provide appropriate proof of employment and/or proof of enrollment in an institution of higher learning at the time of their application.
7. Applicants must submit a written application to the Chief along with copies of all necessary certifications and must submit to an oral interview with the Chief and Assistant Chief and/or their designee.
8. The Application process will be as follows:
 - a. Announcement of Vacancies
 - b. Application
 - c. Interview
 - d. Background Check
 - e. Acceptance of Offer.

V. Bunk-in Eligibility

- A. In order to stay over in the live-in facilities, or 'bunk-in' a person must be a volunteer member in good standing of the Fire Department, or be a member of the Fire Department's paid staff.
- B. A member may only bunk in if there is a bed available. Open beds will be available on a 'first come, first serve' basis. Exceptions to this rule may be made for special events or inclement weather at the discretion of the Fire Officers

VI. Responsibilities

A. Live-in Members

1. Cleanliness of the live-in facility will be the responsibility of the live-in membership. The Senior Live-in will maintain a daily and weekly cleaning responsibilities check list and will ensure that all tasks are being accomplished. Daily tasks will include things like beds being made, kitchen and bathrooms being cleaned, etc. Weekly tasks will include things like vacuuming, emptying and cleaning the refrigerator, etc.

B. Bunk-in Members

1. Bunk-in members are expected to assist in accomplishing the tasks of the live-ins as well as the paid staff whenever they are in station.
2. Bunk-in members are required to provide their own bed linens. The bed they choose for the night should be cleared and cleaned the following morning by 0900.
3. Bunk- in volunteers will be allowed a maximum of 3 consecutive nights. If it is the intention of the member to bunk in several nights consecutively he or she will be required to make that known to the Senior Live-in ahead of time and be approved for it. If approved, his or her bedding and personal items may be left in the bunkroom until the members departure.

VII. General Rules

- A. Live-in members will maintain a legal residence somewhere other than the firehouse or live-in facility. The firehouse and live-in facility addresses may not be used for any legal purposes by any member.
- B. Personal mail will not be received at the firehouse or live-in facility. Live-in members are encouraged to rent a PO Box or make some other arrangement for personal mail while they maintain their live-in status.
- C. Live-in members are permitted one vehicle to be parked at the live-in facility at a time. This vehicle must be maintained in working order.
- D. Illegal drugs are strictly prohibited on fire department ground. If any members are found to have illegal drugs in his or her possession or to be under the influence of any illegal drug they will be immediately terminated from the live-in program.
- E. Alcoholic beverages are strictly prohibited on fire department grounds. Any live-in member caught with alcohol on fire department grounds will be immediately terminated from the live-in program.
- F. If a live-in member has consumed alcoholic beverages off fire department grounds he or she may not volunteer to respond for a period of at least 8 hours. The live-in member may return to the live-in facility within this 8 hour period.
- G. Sexual activity is prohibited on fire department grounds. Any member found to be engaging in sexual activity on fire department grounds will be immediately terminated from the live-in program.
- H. Pets of any kind are prohibited.
- I. Live-in members may host guests for brief visits or for meals only in the common area as long as there is no objection from other present live-in members. Non-fire department members will not be allowed in the sleeping area.

J. Each live-in member must provide their own bed linens. These linens will be changed and laundered at least once a week.

K. Live-in members will keep the live-in facility, including their private bedroom as well as all common areas, clean and orderly at all times. Kitchen, laundry, and bathroom facilities will be returned to appropriate order and cleanliness after each use.

L. All live-in and bunk-in members must remain adequately clothed at all time. During sleeping hours members should wear, at a minimum, athletic shorts and a t-shirt.

. Appendix a – Contract

Morehead Fire Department Live-In Program Contract

I, _____, on ____/____/____, have received, read, and understand the Morehead Fire Department Live-in Policy. I further understand that my participation in the program may be terminated at any time by the Officers of the Morehead Fire Department. I understand that I am under the authority of the Officers of the Morehead Fire Department and am subject to any disciplinary action they see fit if I violate the Live-in Policy, the Policies or Standard Operating Guidelines of the Morehead Fire Department, or the Morehead Personnel Policy. I understand that in exchange for living in the firehouse I will volunteer to answer calls for service as well as perform maintenance and daily housekeeping of the Fire Department facilities. I understand that the duty requirements are subject to change by the Officers of the Department as they see fit to meet the needs of the Morehead Fire Department.

Signature of Live-in Member

Printed Name of Live-in Member

Signature of the Chief of the Morehead Fire Department

Appendix B – Application

Morehead Fire Department

Application for Live-in Membership

Name: _____

Current Address: _____

Home Address (If different) _____

Phone Number _____

Email Address _____

Date of Birth _____

Employer/School Attending _____

Occupation/Major _____

Are you able to commit to the program for 1 year? _____

Please attach the following:

1. A letter written by you to the department explaining why you want to become a live-in, what you have to offer the Morehead Fire Department, and why we should select you.
2. All relevant certifications
3. An explanation of where you would move if you were terminated from live-in membership.
4. A letter of recommendation written by someone not related to you.

Signature of Applicant.

Signature of Officer Receiving Application.