

Forsyth Fire Department Residency Application



Name of Applicant _____

How long have you been with Forsyth Fire Department _____?

Are you currently off Fire Fighter Probation Status _____?

Requested Date to move in _____.

I, _____, have received and read the Forsyth Fire Department Live In Residency policy, and fully understand them and agree to abide by the set Policy
(I understand that this acknowledgment will be placed in my personal records)

Signature of Applicant _____ Date _____

Officer Reviewed

Chief Signature _____ Date _____

Assistance Chief _____ Date _____

Board/Mayor Advised _____ Date 02/04/2013

Forsyth Fire Department Residency Application

SOP # 218

REVISED: 02/04/2013

SUBJECT: Station Residency

Policies/Procedures:

Objectives

The Station Residency is Valuable to the Forsyth Fire Department as the presence allows quicker emergency response and adds additional security for the Fire Station. This position is also an Asset to the Individual that fills the live in position, by providing a place of residency at a reduced cost. In order for the position to work effectively and to the mutual benefit of all concerned, there must be a clear understanding of all the requirements and responsibility of the station residents program. The following rules and regulations are designed to provide the information necessary to form that understanding. These rules and regulation apply to all Fire Department fire stations that have permanent Residency. Should there be a discrepancy be noted due to variations in station design or requirements, the Forsyth Board of Alderman shall have the final authority concerning the discrepancy noted.

Definitions

Section 1 Station Quotas

A. Each station will have an established maximum number of residences to base on the space and faculty limitations by the fire chief and /or Board of Alderman. The fact that there is Maximum number established is not an indication that there must be a maximum number of residents assigned.

B. Only qualified personal will be allowed to fill the position of the station residence. Minimum Criteria that must be met are:

B-1 shall be a member of the Forsyth Fire Department and must be at the Firefighter level. The Applicant shall be a member for 1 year.

B-2 If there is Equipment/Apparatus for a special team. The applicant shall be part of that team.

B-3 If there is more applicants then there are openings the person with the most Training and activities will be chosen.

B-4 the applicant shall be qualified to operate all equipment/Apparatus at the station apply to according to Forsyth Fire Department Policy.

B-5 the applicant shall be willing to follow all lines set forth.

Forsyth Fire Department Residency Application

Note: The Fire Chief may waive the requirements set forth in Section 1 and 4 if it is deemed in the best interest of Department.

Section 2/3 Selection Criteria/ Process

- a. All Residency openings will be posted. (SOP-106)
- b. All Residents temporary or permanent shall be approved by the Board of Alderman-No Exceptions.

Section 4 Station Resident Assignment

- a. Fire Chief shall have full authority in determine the location of the station assigned.

Section 5 Duty Schedules

- a. It is the responsibility of the residents to make them self available in the station as possible to facilitate a timely response of apparatus. The station officers may schedule duty periods for any resident during which the resident must be in the station. This period shall not conflict with work or school schedule. A resident may trade Duty with another resident or a qualified Fire Fighter for standby in his/her absence with approval of station officer. A minimum of 60 hours a week will be required.

Section 6 Disturbance of other Residence/Firefighters and Public

- a. All radios, televisions, cd players and electronics instruments must be turned down so they will not disturb anyone.
- b. Residents and Residents guest shall at all time maintain order in the facility and not make or permit any load or improper noise that could disturb other residents, firefighters, guest or neighbors.
- C. Personal parties will not be allowed.

Section 7 Rental Payment

- a. Rent shall be comprised of a monthly cash payment and the duty component under policy 218.
- b. The Resident shall pay the City of Forsyth \$30.00 for rent.
- C. It is the responsibility of resident to pay rents due. If the resident has not paid with the next following city council meeting the resident shall move out by no later than the 1st of the next month.
- d. A \$100.00 deposit shall be paid before the Resident may move in. The deposit shall be returned only after the resident has moved out and the rent is paid in full and there is no damage to the building caused by the resident.

Forsyth Fire Department Residency Application

Section 8 Entrances, Hallways, Windows, Living Area, and Kitchen.

- a. Entrances, Hallways, Windows, and Sidewalks shall not be obstructed by the resident or used for any other purpose other than ingress and egress. Bicycles, Motorcycle or other vehicle shall not be stored in the fire station unless prior approval from the fire chief has been granted. Personal vehicles may be placed in the station for light maintenance only. Lawns and other common area shall be kept cleared of vehicles other personal belongings
- b. No signs, clothing sheets, towels, ect shall be hung from the windows or any other place where it would be visible to the public
- c. Nothing should be thrown out of window's. Residents must take care not to leave window and doors open during inclement weather. Residents shall be liable for damage to negligent damage to paint, plaster, cabinets, wall, windows, carpet, floors and other parts of their living area.
- d. The resident shall not install any lock or hook on any door or window without the consent of the fire chief.
- e. No exterior alterations will be permitted including clothesline, greenhouses, doghouses, fencing or any other screening. No plastic placed over windows or doors of the exterior of the building.
- f. All area open to the public view, used as shared living areas by residents, firefighters shall be maintained by those residents in such a manner as to present a favorable impression to the public and can be used by other personal. Station officer shall monitor and control the day to day maintenance of these areas. Sleeping area may be inspected at anytime, with the resident present that would not disturb the normal sleeping hours of the resident.

Section 9 Unnecessary Damage

- a. When leaving the facility at any time the resident is responsible for closing all windows, turning of all water faucets turning off all electronics appliances not being used. Turning off all non-essential lights and securing and locking all entry doors.
- b. Residents shall be responsible for any physical damage interior, exterior, fixtures or furnishings of the fire station due to acts they or their guest maliciously inflict.

Section 10 Laundry Facilities

Fire department may or may not provide laundry facilities.

- a. Promptly remove clothing from machines
- b. No article or rubber or similar textured material shall be placed in the dryer
- c. Do not wash Protective clothing in the station washer machine unless it is designed for it.
- d. Report any damage to machine immediately.

Forsyth Fire Department Residency Application

Section 11 Cleaning and cleaning Supplies

a. It is the sole responsibility of the resident to clean his/her own room. It is the responsibility of all station personal to keep the rest of the station clean (inside and out) and the apparatus clean. Emphasis will be given, however to station residents to clean the building/apparatus since they are in the building more than the other firefighters. It will be responsibility of the station officer to assign these duties.

b. It is the responsibility of the resident(s) to provide cleaning supplies for clothes and other personal items. The fire department will provide cleaning supplies for the floors, stool's, windows and other commonly used by all personal.

Section 12 Disposals-If Applicable

a. If the station is equipped with a garbage disposal. Make sure the cold water is flowing prior to turning the unit on inserting the waste. Also allow the water to flow after waste is ground allowing flushing the traps. Item such as Banana peels, celery, corn cobs, corn husk, bones, metal, and glass shall not be inserted in the disposal. If repairs must be made as a result of improper use, the cost of the repairs will be billed to the residents

Section 13 Trash

a. All trash shall be placed only in containers provided (barrels, dumpsters, etc). Do not deposit trash in any other area.

b. Residents shall dispose of their trash and garbage regularly as it may attract insects and rodents and in addition to being unsightly. (Current Trash Day is Thursday of every week) recommendation to set trash out the night before.

Section 14 Refrigerator

a. The content in the refrigerator should be edible. Do not allow old, spoiled, or inedible foods to accumulate. The refrigerator shall be kept clean all times. Residents shall only eat their own food and non-residents should not use there refrigerator. The fire department is not responsible for any theft or loss of food.

Section 15 Stove

a. The stove in the station requires continues attention .If meat juices, ECT bake on an oven over the period of time, they will be become almost impossible to remove. A thorough cleaning of the oven once a month with a spray on type oven cleaner is recommended. Do not use a caustic spray type oven cleaner on any other part of the outside of the stove. Burner plates, grates, and other broiler pans may be covered with aluminum foil to facilitate cleaning. Access the burner opposite the electrical connection. Oven cleaner will discolor floor covering. Be sure to cover the floor around the stove before spraying oven cleaner. If floor covering is discolored, damage will be charged to the resident.

Forsyth Fire Department Residency Application

Section 16 Sink/Dishes

a. Dirty dishes will not be allowed to set. Dishes and sink must be cleaned immediately after use.

Section 17 Plumbing/Repairs

a.lavatories, sinks, toilets and all water and plumbing apparatus shall be used only for the purpose for which they were constructed. No sweepings, rubbish, rags, ashes, or other substances shall be thrown therein.Any damages to such apparatus, including the cost of the repair and the cost of clearing the stopped plumbing resulting from the misuse by a resident shall be borne by the resident

Section 18 Carpet Stains

a. Immediately report carpet stains.

Section 19 Draperies

a.Unless resident shall have received the Fire Chiefs prior consent, all draperies and other window coverings placed in the station shall have white backing. In any event, the use of foil laminates or paints on any window is strictly prohibited. Should the attachment of draperies or other window treatment require the use of fixtures not already in place in the fire station, the resident shall first obtain the consent of the Fire Chief.

Section 20 Pictures and Wall Decorations

a.Do not hang pictures or wall decorations by the use of substances which adhere to the wall(such as paste-type wall hangers or tape)For hanging pictures or other wall decorations ,use only picture hanging nails ,tacks, pins or small screw's.

b.Resident must obtain the approval of the Fire Chief prior to hanging or installing large or heavy items(such as hanging lamps or plants).

c.Telephone wiring and telephone jacks are not permitted to be installed in location other than those provided, without prior approval of the Fire Chief.

d. Wallpaper in residents rooms will not be permitted. Wallpaper in other areas must be approved in advanced by the Fire Chief.

e.There shall be no painting except the express written permission of the Fire Chief in colors approved by the Fire Department.

Section 21 Antennas

a.No antennas or wires of any kind are to be installed in or on the fire station or erected on any part of the premises without prior approval of the Fire Chief.

Forsyth Fire Department Residency Application

Section 22 Vehicles

- a. Minor mechanical repairs and maintenance to personal vehicles may be performed on the grounds provided it does not inconvenience other fire fighters, Fire Dept. operations, or place apparatus in an undesirable location or environment. No major repairs will be allowed.
- b. No automobiles, trucks, campers, trailers, cycles, boats, etc. which do not have current safety inspection stickers and license tags or which are inoperative in any way (including flat tires) may be kept on the premises. The Fire Department reserves the right to tow, at residents expense, above vehicles and any improperly parked vehicle.
- c. Personal vehicles will not be housed or stored in the fire station without prior approval of the Fire Chief.
- d. Residents vehicles shall not be parked in spaces for responding fire fighters or guests at stations with spaces designated for the same.
- e. The Fire Dept. shall not be responsible for any damage to or loss of vehicle stored or parked on the premises, nor for any property in or on such vehicles.

Section 23 Phones, Messages and Internet

- a. The resident is strongly urged to have his/her own phone. The residents phone is the sole responsibility (payment, repair etc.) of the resident-not the Fire Dept.
- b. No personal fax or modem lines shall be connected to the station phone. All personal phone calls shall be limited to ten minutes on the station phone.
- c. If long distance charges are made on the fire Dept. phone, resident must reimburse the Fire Dept. no later than one week after the next board meeting.
- d. The Fire Dept. will provide wireless internet to the station residence, if possible.

Section 24 Water Beds

- a. Residents shall be liable for any all damages occurring to the fire station resulting from the use of a waterbed.

Section 25 Pets

- a. The only pets allowed are fish. No other pets are allowed

Section 26 Personal Property

- a. Personal property must be kept in the residents quarters except for kitchen and bathroom necessities. Personal furniture may be placed in the living area with the Fire Chiefs permission. It is recommended that storage space be rented for items that will not fit in the residents quarters and that doors to the

Forsyth Fire Department Residency Application

residents quarter's be closed when not occupied. The Fire Dept. is not responsible for any damage, theft or loss of personal property. It shall be tenants responsibility to insure against such loss there for the recommendation to purchase Renters Insurance is recommended.

Section 27 Guests

a. Guest are permitted in the fire station when accompanied by a member of the Fire Dept. No guest are permitted in the fire station between 0000 and 0700(0100-0700 on Friday and Saturday nights) without prior permission of the Fire Chief.

Section 28 Common Facilities

a. It should be known that all areas of the fire station ,except the residences bedroom ,are common areas, including bathrooms. Common area will have to shared by other firefighters and ,at times ,the public

Section 29 Illegal Drugs, Tobacco and Alcohol.

a. The presence or use of any illegal drugs shall immediately terminate this agreement and membership with fire department.

b. The use of any Tobacco is prohibited on City Property. Should the resident smoke or use smokeless tobacco, he/she can only do so outside the building.

c. The presence of or consumption /use of the alcoholic beverage in the fire station is not allowed. Should a resident return under the influence of alcohol he shall remain in his/her room as much as possible and be considered "out of service "The "out of service "shall not be counted for the needed 60 hours per a week? An individual who while under the influence of alcohol, causes a problem will be subject to disciplinary action.

Section 31 Weapons

a. Any device designed to injure or kill or a device designed to inflict injury or death on an opponent or animal, shall be secured and locked in the residents room at all times.

b. This does not apply to weapons legally concealed upon their person (i.e. CCW holders, personal covered by HR218, and pocket/tactical knives)

c. Any resident who violates this policy shall be solely responsible for any injury, damage or death created by a device they own or device that is in their care, custody and control.

d. Any maintenance or care performed on these devices shall be done solely within the residents bedroom.

Forsyth Fire Department Residency Application

Section 30 Violations

a. Violations of these rules or a violation of any federal, state, county, municipal statute or ordinance (with the exception minor traffic violation) shall be just cause for immediate dismissal from station residency.

Section 31 Dissensions

a. Conflicts between the residents and/or resident's or other Firefighters shall be reported to the station officer and will be reviewed by the fire chief, if needed. If a resolution cannot be achieved, the Board of Alderman will make the final decision.

Section 32 Termination of Residency

a. Residency may be terminated at any time by the Fire Department, with or without cause by given 30 days notice to a resident. If a resident decides to move out, it would be nice to give a 30 day's notice.

I UNDERSTAND AND AGREE TO THESE RULES AND REGULATIONS

Signature of Resident Date

I HAVE DISCUSSED THE LEASE WITH THE RESIDENT AND HE/SHE UNDERSTANDS THE CONTENTS AND THE PURPOSE OF THIS DOCUMENT.

Fire Chief