

**FISHERS FIRE DISTRICT**  
**BUNK-IN PROGRAM INFORMATION**

**GENERAL INFORMATION AND  
CONTRACT PACKAGE**

**EFFECTIVE JULY 21, 2015**

# FISHERS FIRE DISTRICT BUNK-IN PROGRAM

## GOALS AND OBJECTIVES OF PROGRAM

The term “bunk-in” represents a unique community service opportunity with the Fishers Fire District. The bunk-in is a person who serves the department and community in a volunteer capacity as a “live-in” fire fighter and in addition to being a firefighter could be a certified Emergency Medical Technician. In return, the Fishers Fire District provides living accommodations for bunk-ins. All bunk-ins must be full-time students in a college curriculum in the Greater Rochester, New York area, be an active member in good standing of a fire department in New York State, be at least 18 years of age, and have completed Firefighter I.

## OBLIGATIONS

1. Enter into a written contract with the Fishers Fire District stipulating duties and responsibilities of each student.
2. A \$500 refundable security deposit is due upon acceptance of this contract.
3. Obtain Renter’s Insurance upon acceptance of this contract.
4. Maintain grounds, living area, and facilities at the bunk house, and the station the bunk-in is assigned to.
5. Fulfill a duty schedule that consists of 24 assigned hours a week, which will include 2 weekends a month as posted. During duty hours, the bunk-in will be awake, in uniform, and will perform tasks as assigned by Chief of Department or designee *unless a resident of the house before 08/01/2015*. **Bunk-ins must maintain the minimum percentage of calls deemed necessary by the District Chief quarterly.**
6. Maintain a minimum GPA required by the respective college to remain enrolled.
7. Attend a minimum specified amount of fire and emergency medical training as required by New York State or the Fishers Fire Department.
8. Must be checked out no later than the Saturday after their last final, unless they have written permission from the Chief extending their stay. On their departure, the Program Coordinator, a Line Officer, or Commissioner must check them out.

## ACCOMMODATIONS

The Fishers Fire District is on the northwest border of Ontario County. The department operates from two stations. Monroe Community College, Fingerlakes Community College, St. John Fisher College, Nazareth College, Rochester Institute of Technology, and University of Rochester are about 20 minutes from any given station location.

Bunk-ins will be provided with a bed, desk and dresser. The house is equipped with four bedrooms, a kitchen, living room, shower, bathroom, and laundry room. Parking is available for personal vehicles.

## **MISCELLANEOUS**

The bunk-in is working with the Fishers Fire Department through the New York State Mutual Aid Agreement via their home department, and therefore accident insurance is furnished through their home department via VFBL. Each bunk-in must provide their own linens and towels. Board is not provided, but the kitchen is well equipped and available for use by bunk-ins. Full protective gear is provided for all bunk-ins.

The mailing address for the Bunk House is: 7855 Main Street Fishers, Victor, NY 14564

Station 1 is located at: 7853 Main Street Fishers, Victor, NY 14564

Station 2 is located at: 380 High Street, Victor, NY 14564

For more information, contact Station 2 at (585) 924-5955 during normal business hours.

**Fishers Fire District Bunk-in Program**

*Policies and Procedures*

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# **Fishers Fire District Bunk-in Program**

## *Policies and Procedures*

### **A. STATIONS AND FACILITIES**

1. Bunk-ins are responsible for maintaining their bedrooms and the station in a clean and orderly condition. Cleaning supplies are provided at each station for this purpose.
2. Kitchen facilities in each station and bunk house may be used by bunk-ins at any time for the preparation of meals. The storage of food is limited to the bunk house unless on duty at a station. The kitchen is on the weekly duty schedule; however, all dishes, utensils, stove, refrigerator, microwave, and counter tops should be cleaned immediately after each use.
3. Bunk-ins are responsible for leaving bathroom facilities in a clean and orderly condition after each use. Although this area is on the weekly duty schedule, it is the responsibility of each bunk-in to clean the shower area after each use.
4. In order to ensure your privacy and security, be sure to keep your bedroom locked at all times when you are not in the room. Key access is limited to the bunker, Chiefs, Commissioners, and the Program Coordinator. Any Chief Officer can request access to the bunk-ins bedroom at any time. If anyone else is found in your bedroom without your permission, notify the Program Coordinator at once. Your bedroom will be subject to inspection by the Chief and/or Program Coordinator, at their discretion, to ensure that it is clean.
5. Fishers Fire District bunk-ins, while living at the Bunk House are free to use the living room area at their leisure. This room is to be kept neat and orderly at all times. Newspapers and magazines are to be stacked or kept in a rack of some type, as are DVD's, CD's, etc. Dishes and cups are to be returned to the kitchen upon leaving the area.
6. Bunk-ins are expected to participate in any special clean-up or other details. The Coordinator or Deputy Chief will provide advance notification of such activities.
7. Suitcases, footlockers, and other luggage will be stored in approved locations. If personal locks are utilized for any type of storage cabinet, the combination or spare key(s) must be supplied to the Program Coordinator.
8. Theft of, unauthorized use of, or damage to this or any district, department, or other individual's property will subject the perpetrator to criminal and civil action, as well as dismissal from this program.
9. Laundry facilities at Station 1 & 2, and the Bunk House may be used by the bunk-ins. Each bunk-in is responsible for supplying and laundering their own linens (i.e. sheets, pillowcases, towels, etc.). A washer and dryer are supplied at Station 1 & 2, and the bunk- house, and may be utilized by bunk-ins for their personal clothing and linens, but NOT turnout gear nor any contaminated items. Bunk-ins are responsible for supplying their own laundering agents such as detergent, fabric softener, bleach, etc. Each person utilizing the washer and dryer is responsible for cleaning the immediate area, the equipment, and dryer lint screen after each use.

Clothes are to be removed from the washer/dryer area as soon as they are finished. If clothes are hung to dry, they should be hung in the bunk-ins bedroom only. These facilities are not to be used for cleaning contaminated clothing or turnout gear.

10. Facilities for cleaning turnout gear are located at Station 1. This equipment is only for cleaning turnout gear or contaminated clothing and not to be used for regular clothes laundering.
11. The Fishers Fire Department has a general bunk area at Station 1 and encourages members to do frequent standbys.
12. Bunk-ins are expected to be respectful of all Department members and guests.

## **B. PARKING**

1. All bunk-ins are required to have reliable transportation and a valid New York State driver's license for the length of the contract.
2. Bunk-ins' vehicles may not be placed in station apparatus bays or in front of any of the overhead doors at any time under normal circumstances without the approval of an officer.
3. All bunk-ins living at the bunk house will park their personal vehicle as far away from apparatus bays as possible in order to allow ample room for responding fire fighters to park.
4. Non-bunk-ins who are not affiliated with the Fishers Fire Department are prohibited from storing their property or vehicles in or on the Fire District property.

## **C. UTILITIES**

1. Bunk-ins are expected to be conservative with the use of utilities. Lights in unoccupied rooms are to be turned off. Heating and air conditioning are to be used in a responsible manner (i.e. not running them with the windows open). Appliances shall be turned off when not in use.
2. Bunk-ins should have their own cell phone. The phones at each of the stations are for local calls only. Use of this line should be limited to short duration local and calling card calls. No toll calls shall be made on department telephones. Incoming personal calls are to be held to a minimum.

## **D. STATION SECURITY**

1. The stations are to be locked 24 hours a day unless occupied.
2. Bay doors are to be kept closed whenever the apparatus bays are unoccupied.
3. Non-members of the fire department are permitted inside the fire stations and bunk house only when accompanied by a member or a bunk-in.
4. Guests of the fire department shall not be allowed to wander about unescorted in the fire stations or bunk house.

5. All guests shall not be allowed in the firehouse from 2200 to 0700.

#### **E. EMERGENCY RESPONSE**

1. Bunk-ins, when assigned duty, shall remain in the assigned station area.
2. Bunk-ins shall not drive or operate fire department vehicles unless they have been deemed a “qualified” driver after successful completion of the department drivers training program, EVOC, and the approval of the Chief of the Department and Program Coordinator.
3. Bunk-ins shall follow all District/Association Bylaws, Rules, Regulations, Policies, Chief’s Orders, Standard Operating Procedures, Standard Operating Guidelines, and other applicable federal, state, or local laws. Failure to do so may lead to a warning, suspension, or termination from this program.
4. Bunk-ins may display and utilize, if need be, one blue light on their personal vehicle. Each bunk-in will be issued a blue light card for authorization. Abuse of this privilege may lead to a warning, suspension, or termination from this program.
5. No more than two bunk-ins shall ride on the Career Staff apparatus at the same time unless directed by the Chief or his designee.
6. At any given time, a piece of apparatus may be placed in service fully manned by bunk-in students under the direction of the Chief and the Line Officers of the department. Such activities may include standby, fire prevention details, and emergency calls.

#### **F. PROTECTIVE CLOTHING**

1. Protective clothing shall be stored in the appropriate location in each fire station. Protective clothing shall only be used for service with the Fishers Fire Department. Protective clothing **may not** be removed from the fire station for personal use or for use with another fire department or agency, unless specifically permitted by the Chief.
2. The Fishers Fire District issues approved turnout gear to the bunk-ins. This gear is to be worn for the purposes of fire, rescue, and EMS only.
3. A bunk-in is responsible for safeguarding and caring for all issued equipment.
4. In the event your gear becomes damaged or lost, notify the quartermaster immediately.
5. All Fishers Fire District gear and equipment shall be left at the station when a bunk-in leaves the area to go home, vacation, etc.
6. Your gear may be carried in your personal vehicle while you are in the immediate area for response to the closest fire station, or for Fishers Fire Department business or training. Be sure that your gear is out of sight and your vehicle is secured. The gear is to be brought into the station and put in a gear rack when you are on your assigned duty shift or retiring for the evening.

## **G. BUNK-IN STATUS BOARD**

In order to determine the status of each bunk-in and give the personnel a means to determine if bunk-ins are available for alarms, the Bunk-in Status Board is in place.

This board is located in the apparatus bay at Station 1 (or immediate area) and has a nametag for each active bunk-in. Each bunk-in is responsible for maintaining their own status. Example: If you are at school, you are “out” and unable to respond. If you go home, you would move your nametag to the “out” position, and note when you will be returning. When you are in the station, or immediate area, you should place your nametag in the “in” position.

## **H. DUTY SCHEDULE AND OTHER OBLIGATIONS**

1. A bunk-in is responsible for fulfilling the task requirements of the duty schedule as determined by the Bunk-in Committee and/or Deputy Chief. The Fishers Fire District will supply any cleaning materials necessary to complete the duty schedule. The facilities will be inspected on a weekly basis, and spot-checked occasionally by the Program Coordinator and/or designee.
2. Bunk-ins may be assigned to duty shifts at either station depending upon variable factors.
3. In addition to the scheduled duty time, bunk-ins are expected to be available for emergencies outside of such duty schedule, as the need arises.
4. Bunk-ins are responsible for assisting with general maintenance of the grounds, living area, and facility at the assigned station as needed.
5. The bunk-in must enter into an annual contract with the Fishers Fire District stipulating duties and responsibilities.
6. The bunk-ins are encouraged to attend fire association business meetings, which are held on the first Thursday of every month, with the understanding they are to observe only (no voting status).

## **I. DUTY UNIFORM REQUIREMENTS**

The fire department will provide the following:

Two navy blue Fishers Fire Department t-shirts (one short, one long sleeve)

One “job shirt” style shirt

Two duty (uniform) shirts (one short, one long sleeve)

Pants Two navy blue work pants (not jeans)

One black belt



**The bunk-ins will provide the following:**

Black boots

Socks Black or dark blue

Uniform requirements will be discussed in detail during orientation.

**J. WARNINGS**

1. Violation of the Fishers Fire District/Association Bylaws, Policies, SOP's, SOG's, or Bunk-in Policies and Procedures will be handled by the Bunk-in Program Coordinator under the direction of the Chief of Department.
2. Any violations may result in warning, suspension, or termination at the discretion of the Program Coordinator and Chief of Department or his designee.
3. Any violations may result in notification to your home department Fire Chief.

**K. SUSPENSIONS**

1. If it becomes necessary for a bunk-in to be suspended the Bunk-in Coordinator, Chief of Department, Deputy Chief, or his designee, will determine if the infraction is serious enough to have the bunk-in leave the fire station and bunk house for the duration of their suspension.
2. It is the bunk-ins responsibility to maintain a status of a "member in good standing" at their home department. Failure to do so will result in the suspension or dismissal of a bunk-in from the program.

**L. PERSONAL**

1. Personal hygiene is very important, especially in the fire stations. Failure to observe acceptable personal hygiene may result in a termination of the bunk-in contract.
2. Smoking is prohibited throughout the fire station and bunk house. Designated smoking areas are provided outside with appropriate approved receptacles that are provided. Products shall not be discarded on the ground. **Smoking is prohibited on scenes and training grounds.**
3. The storage or consumption of alcohol on fire district property is PROHIBITED unless authorized by the Board of Fire Commissioners. This includes all paraphernalia.
4. Bunk-ins may not be under the influence of alcohol while on District property.
5. Substance abuse in any form is prohibited. The Fire District reserves the right to demand drug screening when a bunk-in is suspected of substance abuse.
6. Sexual and/or racial harassment is prohibited.

7. Any illness or injury shall be reported to the Program Coordinator, Deputy Chief, or Line Officer as soon as possible.
8. Bunk-ins should have all mail delivered to the bunk house address to alleviate potential mail forwarding problems.

#### **M. TIME-OFF REQUESTS/HOME VISITS**

1. During your time as a bunk-in, there will be occasions that you will want to go home or on vacation and may need to make a change to your duty schedule. Should you need time off, you must contact the Program Coordinator or Deputy Chief. Requests should be submitted as far in advance as possible.

#### **N. OUTSIDE EMPLOYMENT**

1. Outside employment is permitted as long as it does not interfere with bunk-in program duties.

#### **O. EDUCATIONAL**

1. Bunk-ins must be full-time students and maintain a minimum grade point average to remain enrolled in their respective colleges to be in the Bunk-in Program. Each student is required to submit a college copy of their grades, within one week of receiving them, each semester, to the Program Coordinator.

#### **P. FIRE DEPARTMENT TRAINING**

1. Regular departmental training is conducted on Monday evening and some Saturday's. Also, there is various other training throughout each month. If a bunk-in does not have academic obligations, they are then required to attend regular department drills. If a bunk-ins duty time occurs during drill time, then the bunk-in shall attend drill, and the drill time will count towards the bunk-ins duty time.
2. Bunk-ins must successfully complete the current Fishers Fire Department Bunker Recruit Training Program after acceptance into the Bunk-in Program.
3. The bunk-in must attain and maintain the status of an interior structural fire fighter.
4. A current Cardio-Pulmonary Resuscitation (CPR) card must be acquired within one year of acceptance into the program. This must also be maintained while in the program if the bunk-in does not already possess one. The department will assist the bunk-in in finding an available class if he or she needs it.
5. **Bunk-ins must pass the Fishers Fire Department Bunker Recruit Training Program.**
6. The Fishers Fire Department strongly feels that the above training requirements are minimal and encourages each bunk-in to attend as much training as possible in order to become proficient in all aspects of fire-fighting and EMS. However, the

bunk-in must always make sure that their fire department activities do not interfere with, or harm, their scholastic activities or requirements, **IN ANY WAY**.

### **Q. CHAIN OF COMMAND**

Key People:

1. **District Chief-** The District Chief sits on the Bunk-in Committee and acts as a liaison between the committee and the Fishers Fire District Board of Fire Commissioners. The District Chief shall be notified of any situations that cannot be handled at a lower level due to personal conflicts between the bunk-in and the Program Coordinator or any committee personnel.
2. **Deputy Chief-** The Deputy Chief sits on the Bunk-in Committee and acts as liaison between the bunk-ins, the Fishers Fire District, Department, and Association. The Deputy Chief is the go-to person for the bunk-ins, career staff, and the membership if anyone is having a problem with the program. If a situation arises, it should be reported to the Deputy Chief. The Deputy Chief is the first person in the chain of command for the bunk-ins.
3. **Mentors-** Each bunk-in student will be assigned a mentor. The mentor's responsibilities are the same for both bunk-ins and regular members. Mentors, however, are not responsible for bunk-in participation stats or the bunk-in specific policies and procedures. These are the responsibility of the Deputy Chief.
4. **Program Coordinator-** The Program Coordinator is in charge of the bunk-in program, under the direction of the District Chief. The Coordinator also chairs the Bunk-in Committee. The Program Coordinator oversees the entire bunk-in program. The Bunk-in Coordinator shall be a liaison between the Bunk-in Committee and the fire department, and between the bunk-in student parents and the fire department. The Program Coordinator is responsible for the welfare of each and every bunk-in student throughout their stay with the Fishers Fire District.

\_\_\_\_\_ Chief- Date

\_\_\_\_\_ Chairperson for  
Commission- Date

\_\_\_\_\_ Program Coordinator-  
Date

\_\_\_\_\_ Parent/Guardian- Date

\_\_\_\_\_ Student- Date