

ELSMERE FIRE DEPARTMENT

The Pride of Bethlehem

BUNK-IN PROGRAM GENERAL INFORMATION AND CONTRACT PACKAGE

EFFECTIVE JANUARY 1, 2019

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Elsmere Fire Department Bunk-in Program

Information for Prospective Bunk-in Program Members

A. GOALS AND OBJECTIVES OF PROGRAM

The Elsmere Fire Department “Bunk-in Program” (“Program”) offers full-time students at local colleges and graduate schools a unique opportunity to provide community service with the Elsmere Fire Department. A Bunk-in Member” is a person who is a volunteer firefighter in another fire department who volunteers to serve as a volunteer firefighter with the Elsmere Fire District on an on-going basis while attending college in the greater Albany area. In return, Elsmere Fire Department provides residential living accommodations for Bunk-in Members free of charge. Bunk-in Members must:

1. be a full-time student in a college in Albany County or an adjacent county,
2. have a permanent residence outside of Albany County, New York,
3. be an active member in good standing of a Fire Department in New York State,
4. be at least 18 years of age,
5. have completed Firefighter I before the beginning of Bunk-in residency.

B. ABOUT ELSMERE

Elsmere is one of seven hamlets located in the Town of Bethlehem that borders the southern boundary of the City of Albany. Elsmere Fire Company “A” Inc. (“Elsmere Fire Company”) was organized in 1922 to serve the residents of Elsmere. Frequently referred to as the “Elsmere Fire Department”, the Elsmere Fire Company is the organization that recruits members to serve as firefighters and in addition, provides a host of civic and fraternal functions. In 1928, the Elsmere Fire District (“Fire District”) was established and is now governed by an elected, five-person Board of Fire Commissioners that is responsible to provide taxpayer-based funding for fire protection and to serve as the governmental authority having jurisdiction for the Elsmere Fire Department. The Fire District covers 52 square miles and serves approximately 32,000 residents. The Fire District owns all of the fire apparatus including three (1997, 2012, and 2019) Pierce Type 1 Engines and a 2015 Pierce 100’ Aerial Truck. The Fire District has a main station in the heart of the population center of Elsmere located at 15 West Poplar Drive Delmar, NY. The Fire District recently constructed a new sub-station at 578 Feura Bush Road Glenmont, NY at the southern end of the Fire District where new residential and commercial development are rapidly occurring. The Elsmere Post Office was closed in 1938 so there is no U.S. Postal Service designation for “Elsmere”. Addresses within Elsmere are assigned to the Delmar and Glenmont Post Offices.

C. PROXIMITY TO LOCAL COLLEGES

The College of Saint Rose, Albany College of Pharmacy, Excelsior College, Albany Law School, Albany Medical College, Maria College, and the State University of New York at Albany are located about 10-15 minutes from the bunk-in residence.

Siena College, Hudson Valley Community College, Rensselaer (RPI) and Russell Sage College, are located about 20 minutes from the bunk-in residence.

Schenectady Community College and Union College are located about 30 minutes from the bunk-in residence.

D. BUNK-IN MEMBER'S OBLIGATIONS

1. Agreement to and signing of a written contract with the Elsmere Fire Department stipulating duties and responsibilities as a member of the Bunk-in Program.
2. A Memorandum of Understanding (MOU) setting forth the Bunk-in Member's qualifications and the terms for providing service on an on-going basis as provided for in New York State General Municipal Law § 209-i must be signed by the Bunk-in Member, the Fire Chief or representative of the authority having jurisdiction of the Bunk-in Member's home department, and Elsmere Fire District.
3. Provide a \$250 refundable room deposit is due upon acceptance into the Program.
4. Fulfill a duty schedule that consists of a maximum of 20 assigned duty service hours per week, which typically will include duty on parts of 2 weekends a month. During duty hours, the Bunk-in Member will be awake, in uniform, and will perform tasks as assigned by Chief of Department or designee.
5. Be generally available to respond to fire/emergency calls whether or not on-duty.
6. Maintain a satisfactory minimum GPA required by the respective college to remain enrolled as a full-time student.
7. Attend a minimum specified amount of fire and emergency medical training as required by New York State or the Elsmere Fire Department.
8. Possess and maintain valid CPR certification throughout participation in the Program.

E. COMMITMENT TO THE COMMUNITY AND TO FIREFIGHTER SAFETY

For nearly a century, the mission of Elsmere Fire Department has been to provide aid and assistance to our community. Fulfilling the mission is both challenging and rewarding. But it is also not without risks. As firefighting is recognized to be an inherently dangerous activity, a Bunk-in Member must understand that certain activities which the member is agreeing to participate in pose potential risks of injury and death. The safety of firefighting personnel, the safety of residents of the Fire District, and the preservation and

protection of property in the Fire District are the three highest priorities of the Elsmere Fire District and Elsmere Fire Department. We expect all firefighting personnel act safely and minimize risks, to train and execute their firefighting duties with the utmost attention to safety, to mitigate any unreasonable hazards, and to report any dangers, unsafe practices or equipment to an appropriate officer. Our unwavering commitment to the well-being of our community and to our fellow firefighters is what makes us *"The Pride of Bethlehem"*.

F. RESIDENCE ACCOMMODATIONS

The opportunity to reside free of charge in the Town of Bethlehem while attending a local college or graduate school is a significant benefit that confers a great financial savings to the Bunk-in Member. In exchange for receiving this benefit, there are certain standards of conduct and performance expectations demanded by the Program. The Bunk-in House is not intended to be the equivalent of a college dormitory or a military barracks. It is a residence and it is expected that guests will treat the residence and the privilege of residing there with great care and deference.

Bunk-in Members residing in the Bunk-in House are guests of the Elsmere Fire Department. Members are not tenants and have no legal standing or rights as tenants. A Bunk-in Member's right to reside in the Bunk-in House is at the discretion of the Elsmere Fire Department and may be terminated with or without cause and with or without notice.

Bunk-in Members will be provided with a twin-size bed, desk, closet space, and a dresser. The Bunk-In House contains three units and each is equipped with two double-occupancy bedrooms, a kitchen, a lounge, and full bath facilities. Off-street parking is available for personal vehicles. Local telephone service and cable television are available at each fire station. WIFI is provided at each fire station and the Bunk-In House.

Laundry facilities are available in the basement of the Bunk-in House at no cost.

At the conclusion of the semester, the Bunk-in Member must vacate the premises no later than the Saturday after their last exam or graduation, unless Bunk-in Member has obtained written permission from the Program Coordinator for an extension. Prior to vacating the premises, the Bunk-in Member must participate in an inspection of the premises with a Bunk-in Coordinator.

G. FIREFIGHTING SERVICE AND VFBL

The Bunk-in Member must be and remain a member in good standing and Active Volunteer Firefighter in the Bunk-in Member's home department for the entire time Bunk-in Member is participating in the Program. The Bunk-in Member will be providing

firefighting and related services on an on-going basis to the Elsmere Fire District under authorization provided in New York State General Municipal Law Section 209-I (1-a). Under the law, Volunteer Firefighter Benefits Law coverage will be provided by the Elsmere Fire District while the Bunk-in Member is engaged in VFBL covered activities on behalf of Elsmere Fire District or Elsmere Fire Department.

Elsmere Fire Department recognizes the benefit of having firefighters utilize personal protective equipment ("PPE") they have trained with and with which they are most familiar. Bunk-in Members are encouraged to obtain permission from their home department to use the PPE issued by the home department while participating in the Program. In the event that a member is unable to obtain permission to use the PPE issued by his or her home department, complete PPE will be provided for the Bunk-in Member to use.

H. MISCELLANEOUS

Board (food) is not provided as part of the Program. However, the kitchens are equipped with full-size stoves, refrigerators, microwave ovens, dishes, silverware, glasses, and assorted utensils and pans for use by Bunk-in Members.

Each Bunk-in Member must provide their own bed linen and towels.

There are three identical apartments within the Bunk-In House designated as units A, B, & C. The Bunk-in Member will be assigned to a specific unit by the Program Coordinator.

The mailing address of the Bunk-In House is:
24 Ridge Road
Delmar, NY 12054

Station 1 is located adjacent to the Bunk-In House and is the mailing address for the Program to the attention of:
Elsmere Fire Department:
15 West Poplar Drive,
Delmar, NY 12054

Station 2 is located at: 578 Feura Bush Road, Glenmont, NY 12077.

It is recommended that Bunk-in Members consider renting a post office box to alleviate potential mail forwarding problems with multiple occupants at the same address. The Delmar Post Office is the closest Post Office to the Bunk-in House.

For more information concerning the Bunk-in Program or Elsmere Fire Department please contact the Fire Company President at (518) 439-9144 or visit www.elsmerefire.org

Elsmere Fire Department Bunk-in Program

POLICIES AND PROCEDURES

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Elsmere Fire Department Bunk-in Program

Policies and Procedures

1. RESIDENTIAL FACILITIES

1.1 Bunk-in Members are responsible for maintaining their rooms in a clean and orderly condition. Cleaning of assigned bedrooms within each unit are included in the weekly duty schedule. Cleaning supplies are provided for this purpose.

1.2 Kitchen facilities in the Bunk-in House may be used by Bunk-in Members at any time for the preparation of meals and storage of food. Kitchen cleaning is on the weekly duty schedule; however, all dishes, utensils, stove, refrigerator, and counter tops should be cleaned after each use.

1.3 Bunk-in Members are responsible for leaving bathroom facilities in a clean and orderly condition after each use. Shower facilities are available at the Bunk-in House. Additionally, shower facilities are available to both the membership and the Bunk-in Members at the station. Although these areas are on the weekly duty schedule, it is the responsibility of each Bunk-in Member to maintain the cleanliness of the bathroom and shower area on an on-going basis.

1.4 It is the responsibility of all the Bunk-in Members to keep their living areas clean, uncluttered, and safe. Suitcases, footlockers, and other luggage must be stored in approved locations. Any Chief Officer can request access to the Bunk-in House unit and/or rooms at any time. These rooms, as well as the rest of the unit will be subject to inspection by the President, Chiefs and/or Program Coordinator, upon reasonable notice at their discretion, to ensure that they are kept clean.

1.5 Laundry facilities at the bunk house may be used by the Bunk-in Members. Each Bunk-in Member is responsible for supplying and laundering their own linens (i.e. sheets, pillowcases, towels, etc.) and providing their own laundry soap. 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 only be hung in the bedroom area. The washers and dryers at the Bunk-in House MAY NOT be used to wash turnout gear or any contaminated items. Laundry facilities for washing and drying turnout gear are located at Station 1 and Station 2. This equipment is only for cleaning turnout gear or contaminated clothing and not to be used for regular clothes laundering.

1.6 In order to ensure privacy and security, assigned Bunk-in House units and assigned Bunk-in bedrooms should be locked at all times when not occupied. Key access

to the Bunk-in House units is limited to the Bunk-in Members, President, Chiefs, and the Program Coordinator. If personal locks are utilized for any type of storage cabinet, the combination or spare key(s) must be supplied to the Program Coordinator. Theft of, unauthorized use of, or damage to this or any Elsmere Fire Department, Elsmere Fire District, or other individual's property will subject the perpetrator to criminal and civil action, as well as summary dismissal from the Program.

1.7 Overnight guests are permitted but limited to two consecutive nights without prior written approval from a Bunk-in Coordinator. It is expected that the Bunk-in Member will use good judgment and act with great deference to Bunk-in roommates in such situations.

1.8 Pets of any kind are not permitted to be housed in the Bunk-in House or on Fire District property.

2. UTILITIES

2.1 The Program will provide for most utilities including heat, electric, and garbage pick-up. Bunk-in Members 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.

2.2 There is no land-line telephone service provided in the Bunk-in House. Bunk-in Members must have their own mobile phone. The landline phones at each of the stations are for local calls only. Use of these lines should be limited to short duration local and calling card calls. No toll calls shall be made on station telephones.

WIFI is provided in the Bunk-in House and Fire Stations. Cable TV is available in the Fire Stations but is not provided in the Bunk-in House.

3. AUTOMOBILES & PARKING

3.1 All Bunk-in Members are required to have their own reliable transportation and a valid New York State driver's license for the term of their residency.

3.2 Bunk-in Members' vehicles that are parked in the fire station parking lots must be registered with the Fire Department. All Bunk-in Members living at the Bunk-in House will park their personal vehicles in the assigned bank of parking spots on the east side of the fire house parking lot, immediately adjacent to the Bunk-in House and as far away as possible from the Station 1 building in order to allow ample room for responding firefighters to park their vehicles.

3.3 Persons who are not affiliated with the Elsmere Fire Department are prohibited

from storing their property or parking their vehicles in or on Fire Department of Fire District property. Bunk-in Members have no authority to override this rule.

4. STATION FACILITIES

4.1 Elsmere Fire Department Bunk-in Members are allowed to use the Member's Room at Station One for their leisure and recreation subject to the rules of the Elsmere Fire Department for the use of such room. The Member's Room is open to all Elsmere Fire Department members. . Bunk-in Members are expected to be respectful of all Fire Department members and guests. The facilities are available for the mutual enjoyment of all members and are not to be monopolized by any Bunk-in Member or by an Elsmere Fire Department member. This room is to be kept neat, orderly, and uncluttered at all times. Newspapers, magazines, DVDs, CD's, etc. are to be neatly stored. Dishes and cups are to be returned to the kitchen upon leaving the area. Popcorn and other debris should be removed from the floor when observed. Garbage cans should be emptied as necessary.

4.2 Bunk-in Members are expected to participate in any special clean-up or other work details. The Committee will provide advance notification of such activities.

4.3 Laundry facilities for washing and drying turnout gear are located at Station 1 and Station 2. This equipment is only for cleaning turnout gear or contaminated clothing and is not to be used for regular clothes laundering.

5. STATION SECURITY

5.1 Bunk-in Members will be provided key fobs for access to all authorized areas of the fire stations. The stations are locked 24-hours a day unless occupied.

5.2 Bay doors are to be kept closed whenever the apparatus rooms are unoccupied.

5.3 Non-members of the Fire Department are permitted inside the fire stations only when accompanied by a member or a Bunk-in Member. Guests of the Fire Department shall not be allowed to wander about unescorted in the fire stations. Bunk-in Members are solely and strictly responsible for the conduct of their guests. Unauthorized or unlawful use or distribution of alcoholic beverages WILL RESULT IN IMMEDIATE DISMISSAL of the Bunk-in Member from the Program.

5.4 Theft, unauthorized use of or damage to any Elsmere Fire Department, Elsmere Fire District or other individual's property will subject the person responsible to criminal prosecution and/or civil action, and if it involves a Bunk-in Member will result in summary dismissal from the Program.

6. EMERGENCY RESPONSE

- 6.1 Bunk-in Members, when assigned duty, shall remain in the assigned station area.
- 6.2 Bunk-in Members shall not drive or operate Fire Department vehicles unless they have been deemed to be a “qualified driver” of apparatus after successful completion of the Fire District’s driver training program and subject to the approval of the Chief of the Department and the Program Coordinator.
- 6.3 Bunk-in Members shall follow all Fire District Policies and Procedures, Standard Operating Procedures, Fire Company Bylaws, and all other applicable orders, rules, and regulations, in addition to all federal, state, or local laws. Failure to do so may lead to a warning, suspension, or termination from the Program.
- 6.4 Bunk-in Members may display and utilize when warranted one blue light on their personal vehicle for emergency responses while within the boundaries of the Town of Bethlehem. Each Bunk-in Member will be issued a blue light card for authorization. Abuse of this privilege may lead to a warning, suspension, or termination from the Program.
- 6.5 No more than two Bunk-in Members can ride on the same apparatus at the same time unless otherwise directed by the officer in charge of the apparatus.
- 6.6 With the permission of the Bunk-in Program Coordinator and the Chief of the Department, an apparatus may be placed in service staffed entirely by Bunk-in Members. Such activities may include stand-bys, fire prevention details, and emergency calls, etc.

7. PROTECTIVE EQUIPMENT

- 7.1 Personal protective equipment (“PPE”) shall be stored in the designated and appropriate location in the fire station. PPE supplied by Elsmere Fire District shall only be used for service with the Elsmere Fire Department. All Elsmere Fire District PPE and equipment shall be left at the station when a Bunk-in Member leaves the area to go home, vacation, etc. PPE may not be removed from the fire station for personal use or for use with another fire department or agency unless specifically permitted by a Chief or the Captain.
- 7.2 Bunk-in Members are responsible for the periodic cleaning and care for all issued equipment per Fire District policy. In the event PPE becomes damaged or lost, the Bunk-in Member should immediately notify a chief officer or a Bunk-in Coordinator.
- 7.3 PPE may be carried in the Bunk-in Member’s personal vehicle while in the immediate area for response to the closest fire station, or for Elsmere Fire Department business or training. PPE is to be properly stored in a closed container so as to minimize

the potential for contamination. PPE should be kept secured in locked vehicles and kept out of both direct sunlight and casual view. PPE should be brought into the station and put in a locker when on duty or the necessity for it to be transported has ended.

8. BUNK-IN MEMBER AVAILABILITY STATUS TRACKING

8.1 In order to determine the status of each Bunk-in Member and give Fire Department personnel a means to determine if Bunk-in Members are available for alarms, the Bunk-in Member will utilize his or her cell phone and the IAmResponding (or other phone app) utilized by the Elsmere Fire Department. Through the phone app, Fire Officers and responding members are able to determine Bunk-in Member's availability and status. Each Bunk-in Member is responsible for updating and maintaining his or her current status on the phone app. *Examples:* If a Bunk-in Member is at school, their on-duty status is "at school" and unable to respond. If a Bunk-in Member goes home, the Bunk-in Member would change their status to "out of town". When a Bunk-in Member is in one of the stations, Bunk-in residence, or immediate area, the Bunk-in Member should list his or her status in the "at Station".

9. DUTY SCHEDULE AND OTHER OBLIGATIONS

9.1 A Bunk-in Member is responsible for fulfilling the task requirements of the duty schedule as determined by the Bunk-in Committee and/or Chief of Department. The Elsmere Fire Department will supply all cleaning materials and equipment necessary to complete the duty schedule. The facilities may be inspected on a weekly basis and spot-checked occasionally by the Chief Officers, Program Coordinator and/or Bunk-In Coordinators.

9.2 Bunk-in Members are responsible for assisting with general maintenance of the grounds, living areas, and buildings at the stations and Bunk-in House as needed. Bunk-in Members may be assigned to duty shifts at either of the two stations depending upon various factors at the discretion of the Chief and program Coordinator.

9.3 In addition to the scheduled 20 hours of duty time, Bunk-in Members are expected to be generally available to respond to emergency calls outside of the duty schedule as the need arises.

9.4 The Bunk-in Members are encouraged to attend Fire Company monthly meetings to meet and socialize with the Fire Company membership. Meetings are held on the last Thursday of every month. Bunk-in Members are invited guests at Fire Company meetings, are not members of the Elsmere Fire Company, and do not have voting privileges.

9.5 Bunk-In Members should report any damage to premises, items in need of repair or replacement (e.g. Windows, faucets, smoke alarms etc.) to the Program Coordinator and or Bunk-In Coordinator as soon as possible to ensure a safe environment and to prevent further damage. In addition, Bunk-In Members should notify the Program Coordinator when they are in need of equipment or supplies to complete their assigned tasks under their duty schedule requirement.

9.6 Any illness or injury affecting a Bunk-in Members' ability to respond to calls or perform required duties shall be reported to the Program Coordinator as soon as possible.

9.7 There likely will be occasions when a Bunk-in Member needs or wants time off duty and may need to make a change to his or her duty schedule. To obtain authorized time off a Bunk-in Member must contact a Bunk-in Coordinator as far in advance as possible and request a change in the duty schedule.

10. DUTY UNIFORM

10.1 The Fire Company will provide the following:

- A. Four Elsmere Fire Department T-shirts
- B. Two pairs of blue BDU-style work pants

Uniform requirements will be discussed in detail during orientation.

10.2 The Bunk-in Member is expected to provide his or her own suitable work boots. Sneakers are not allowed to be worn with the Duty Uniform.

11. COMPLIANCE AND DISCIPLINE

11.1 Violation of the Elsmere Fire Department Bylaws, SOP's, or Bunk-In Policies and Procedures will be handled initially by the Program Coordinator under the direction of President and the Chief of Department.

11.2 Any violations may result in warning, suspension, or termination at the discretion of the Program Coordinator, President and/or Chief of Department or his designee.

11.3 If it becomes necessary for a Bunk-in Member to be suspended, the Program Coordinator, President, and Chief of Department or his designee, will determine if the infraction is serious enough to have the Bunk-in Member leave the Bunk-in House for the duration of the suspension.

11.4 Any violations may result in notification to the Bunk-in Member's home department Fire Chief.

11.5 Personal hygiene is very important, especially in the fire stations. Failure to maintain acceptable personal hygiene may result in a termination of the bunk-in contract.

11.6 Growth of facial hair that could affect a SCBA mask seal is specifically prohibited by 29 CFR 1910.134 and all Bunk-in Members are expected to stay clean shaven.

11.7 Smoking is prohibited throughout the fire station and Bunk-in House. Designated smoking areas are provided outside with appropriate approved receptacles that are provided. Products shall not be discarded on the ground.

11.8 The storage or consumption of alcohol by Bunk-in Members in the Bunk-in House is PROHIBITED.

11.9 Underage drinking is prohibited as is providing alcoholic beverages to underage individuals and will not be tolerated.

11.10 Drug or substance abuse in any form is prohibited. The Fire Department reserves the right to demand alcohol/drug screening when a Bunk-in Member is suspected of underage alcohol or substance abuse.

11.11 Harassment is prohibited. Members are expected to review and be familiar with Fire District policies prohibiting all forms (sexual, religious, racial, etc.) of harassment and prohibiting workplace violence. Hazing and hazing-related activities are prohibited. The Elsmere Fire Company has final say when dealing with claims of harassment, workplace violence, or like matters.

12. OUTSIDE EMPLOYMENT

12.1 Outside employment is permitted as long as it does not interfere with Bunk-in Program duties or academic requirements or performance.

13. EDUCATIONAL REQUIREMENTS

13.1 Bunk-in Members must be full-time students and maintain their school's satisfactory minimum grade point average to be in the Bunk-in Program (i.e. cannot be on academic probation). Each semester, Bunk-in Members are required to submit a copy of their transcript of grades or other valid proof of the current matriculation as a full-time student to the Program Coordinator.

14. FIRE DEPARTMENT TRAINING

14.1 The Bunk-in Member must maintain status as an SCBA qualified interior structural

fire fighter throughout the entirety of his or her participation in the Program.

14.2 Regular Departmental training is conducted on Tuesday evenings by the Elsmere Fire District. In addition, there are various other training opportunities each month at Elsmere and in neighboring departments. If a Bunk-in Member does not have academic obligations, he or she is required to attend regularly scheduled Elsmere Fire Department drills. If a Bunk-in Member's duty time occurs during drill time, the Bunk-in Member shall attend drill, and the drill time will count toward the Bunk-in Member's duty time.

14.3 Bunk-in Members must successfully complete the current Elsmere Fire Department Initial Training Program (ITP) and successfully complete the probationary firefighter program after acceptance into the Bunk-in Program.

14.4 Before acceptance into the Program an applicant must have a current Cardio-Pulmonary Resuscitation (CPR) card. Bunk-in Members must continuously maintain CPR certification throughout their participation in the Program. The Fire Department will offer opportunities to attend a CPR certification class, if needed.

14.5 The Elsmere Fire Department strongly maintains that the above listed training requirements are minimal and encourages each Bunk-in Member to attend as much training as possible in order to become proficient in all aspects of fire-fighting and EMS. However, the Bunk-in Member must always make sure that their fire department activities do not adversely affect their academic obligations.

15. KEY PEOPLE, POSITIONS, & CHAIN OF COMMAND

ELSMERE FIRE COMPANY "A", Inc.

15.1 Board of Directors: The Board of Directors is legally obligated to oversee and govern the corporate administration of Elsmere Fire Company "A", Inc.

15.2 President: The President is the highest-ranking executive officer in Elsmere Fire Company "A", Inc. and is elected by the members of the Fire Company. The President appoints a Program Coordinator to oversee the day-to-day operation of the Bunk-in Program. The Program Coordinator reports to the President. The President ensures that the Program aligns with the values and serves the mission of Elsmere Fire Company. The President makes sure the Bunk-in Program is operated within the bounds of all Fire Company policies, rules and regulations, and the Constitution and By-Laws. The President shall work with the Chief's office on any and all disciplinary actions should they arise.

15.3 Program Coordinator: The Program Coordinator is in charge of the Bunk-in Program, under the direction of the President and Chief. The Program Coordinator also

chairs the Bunk-in Committee. The Program Coordinator oversees the entire Bunk-in Program. The Program Coordinator shall be the primary liaison between the Bunk-in Members and the Fire Department, and between the Bunk-in Members' parent(s) (if applicable) and the Fire Department. The Program Coordinator is responsible for the welfare of each and every Bunk-in Member throughout their participation in the Program.

15.4 Bunk-in Coordinators: Each Bunk-in Member has at least one Bunk-in Coordinator assigned to them. The Coordinators sit on the Bunk-in Committee and act as secondary liaisons between the Bunk-in Members and the Fire Department. Bunk-in Members report directly to the Program Coordinator. The Bunk-in Coordinators are the initial contact point for both the Bunk-in Members and the membership if either is having a problem with the Program. If a situation arises, it should be reported to a Bunk-in Coordinator.

ELSMERE FIRE DISTRICT

15.5 Board of Fire Commissioners: The five-person board publicly elected by the resident voters of the Elsmere Fire District who are charged with the legal responsibility to provide fire protection, levy taxes for fire protection, and develop policies and procedures for the Chief of the Department to carry out.

15.6 Chief of Department: The senior firematic officer of the Fire District responsible for the training and operations of fire department personnel

15.7 Assistant Chiefs: The First and Second Assistant Chiefs are responsible for executing various operational assignments as directed by the Chief and assume the authority of the Chief in the Chief's absence.

15.8 Fire Line Officers: Captains and Lieutenants are the Line Officers of the Fire Department. Each Bunk-in Member will be assigned as a direct report to a Captain or Lieutenant. The Captain and Lieutenants' responsibilities are firematic in nature and are the same for both Bunk-in Members and regular members. The Captain and Lieutenants are not responsible for residential bunk-in policies and procedures. These issues are the responsibility of the Bunk-In Coordinators.

NOTE: THIS PAGE IS TO BE SIGNED AFTER APPLICANT HAS BEEN ACCEPTED INTO THE PROGRAM

AGREEMENT

SIGNATURES

By my signature below I acknowledge that I have read and reviewed The Bunk-In Program Information General Information and Contract Package and agree to abide by the terms set forth herein.

Bunk-in Member

Date

Parent of Guardian (if required)

Date

ATTEST:

President

Date

Chief of Department

Date

Program Coordinator

Date