



# GRAND LAKE FIRE PROTECTION DISTRICT



## FIREFIGHTER RESIDENT PROGRAM EXPECTATIONS AND PERFORMANCE

### SUPERVISION

The Assistant Chief holds the authority and responsibility to supervise the Grand Lake Fire Protection District Resident Program, under the direction of the Fire Chief. Residents will be under the direct supervision of the shift officer while on duty, unless otherwise ordered. Residents will report to the Assistant Chief for residency, training or personal issues.

### UNIFORMS AND PROTECTIVE CLOTHING

Grand Lake Fire Protection District will provide each Resident Volunteer Firefighter with the following articles of personal protective clothing, equipment and uniforms –

#### Station Uniform -

Uniform Pants-2
Shift T-shirts (4)
Job Shirt/Sweatshirt (1)
Shift baseball hat (1)
Black station boots
Black Duty Belt (1)

#### Structure Gear / PPE -

Helmet
SCBA Mask
Structure Coat
Structure Pants
Hood
Suspenders
Structure Gloves
Structure Boots

#### Wildland Gear / PPE -

Hard Hat
Nomex Shirt (2)
Nomex Pants (2)
Leather Gloves
Line gear / Pack
Wildland boots
Fire shelter
Headlamp

All articles of clothing and issued equipment are the property of Grand Lake Fire Protection District and are to be kept clean and in good order. The District will replace, or repair equipment and clothing damaged through normal use. The Resident Firefighter 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 via Crewsense LSD form. Upon resignation or termination from the program, all issued equipment will be returned to the District. The cost of replacing missing or damaged equipment may be the responsibility of the resident.



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## SHIFT STRUCTURE

### Shift Structure and Options -

The full-time on duty crew works a 48hrs shift set. This shift set is broken into two 24hr shifts. Residents have the option of.

1. Working a shift set = 48hrs
2. Working a shift = 24hrs
3. Working a day shift = 12hrs
4. Working a night shift = 12hrs

### Calendar Year Structure -

January – March	1 <sup>st</sup> Quarter
April – June	2 <sup>nd</sup> Quarter
July – September	3 <sup>rd</sup> Quarter
October – December	4 <sup>th</sup> Quarter

### Minimal Resident Staffing Level Requirements -

- There will be a minimum of 2 Residents for every Shift Day.

## RESIDENT SHIFT EXPECTATIONS

### In exchange for payment of rent and utilities, each Resident is required to – •

Work a minimum of 8 shifts or 192hrs per month.

- Work a minimum of 24 shifts or 576hrs per quarter.
- Work a minimum of 2 shifts with each of the Shift Lieutenants per month.
- Work a minimum of 2 shifts that fall on a weekend per month.

### What a Resident Month will look like -

Work 48hrs	On A-shift
Work 48hrs	On B-shift
Work 48hrs	On C-shift
Work 48hrs	On a weekend
Total of 192hrs	Total of 8 shifts



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## REPORT FOR DUTY

- You will report for duty, at Grand Lake Fire Protection District Station 1, unless otherwise notified. You will be in proper uniform, with good personal hygiene no later than 0645.
- **Failure to do so will result in documentation for the disciplinary process.**

### Shift Pass Down -

- You will be present, in the appropriate area of the Station, for *Shift Pass Down* no later than 0645. **Failure to do so will result in documentation for the disciplinary process.**

### Notice of Tardiness or Absence per GLFPD Policy -

- If you are going to be tardy, you will notify the on-duty Shift Officer no less than 30 minutes prior to the start of your shift. This allows the Shift Officer to begin the required process to maintain appropriate minimal staffing levels. I would appreciate a phone call or text message after the on-duty Shift Officer has been notified, so I can adjust my daily logistical plans. **Failure to do so will result in documentation for the disciplinary process.**
- If you are going to be absent, you will notify the on-duty Shift Officer, the Assistant Chief, as soon as possible. Policy states no less than ½ hour prior to the start of your shift. However, a 24-hour notice would be preferable. This allows the Shift Officer to begin the required process, to maintain appropriate minimal staffing levels. I understand that life happens last minute, YOU NEED TO LET THE ON-DUTY SHIFT OFFICER KNOW! **Failure to do so will result in documentation for the disciplinary process.**
- If no on duty Shift Officer or other staff is available to answer the phone, LEAVE A VOICE MAIL AND CALL THE ASSISTANT CHIEF OR SEND A TEXT! By notifying the Assistant Chief at an appropriate time, he will be able to support you should the question of policy violation occur.

### Shift Briefing from the Lieutenant -

- You will be present for, and participate in, the *Shift Briefing*. The *Shift Briefing* will include what the Lieutenant has designated as administrative responsibilities and task objectives for the day. *Shift Briefing* will occur as soon as *Shift Pass Down* is completed; call dependent. **Failure to do so will result in documentation for the disciplinary process.**

## SPECIFIC EXPECTATIONS

1. You will address all Lieutenants and Chief Officers by their title! **Failure to do so will result in documentation for the disciplinary process.**
2. Honor and respect the shift *Rank Structure*.
3. Moving Apparatus:



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- Before the tires turn on an apparatus, it is the responsibility of the driver operator to conduct a 360 degree walk around prior to movement. **Failure to do so will result in immediate disciplinary actions.**
  - You will wear your seatbelts at all times that the apparatus is moving. **Failure to do so will result in immediate disciplinary actions.**
4. Emergent Response:
- Fire calls require an EMERGENT RESPONSE! ○ Exception: A wildland smoke report on a distant hill side. ○ Exception: Poor road conditions.  
○ **Failure to do so will result in documentation for the disciplinary process.**
  - Medical calls require an EMERGENT RESPONSE! ○ Exception: Responding to an area of staging to await Law Enforcement. ○ Exception: Poor road conditions.  
○ **Failure to do so will result in documentation for the disciplinary process.**
5. Iron Curtain Rule:
- *Iron Curtain Rule* states: The Chain of Command is to be followed! Any issue that needs to be brought to the Assistant Chief, or Chiefs attention, will be done so by the Shift Lieutenants!
  - You will discuss any issues that arise as a shift. Collectively you will attempt to resolve the situation as a shift prior to the Lieutenants taking the issue to the Assistant Chief.
  - BE ADVISED, the Assistant Chief will not take a problem to the Fire Chiefs without a potential solution.
    - Exception: A Grievance Complaint that involves the Lieutenants. ○ Exception: An issue of personal nature. ○ Exception: Issue is of significant importance to the District.
    - **Failure to do so will result in documentation for the disciplinary process.**
6. Gas operated engines will not be run inside of the station, other than the apparatus being started. Chainsaw, PPV fans, Generators, Hydraulic pumps, will be taken outside prior to starting. **Failure to do so will result in documentation for the disciplinary process.**
7. Bay doors will either be all the way open, or all the way closed. The only exception is a hose line run out of a bay; at which time the door will be closed as much as possible. **Failure to do so will result in documentation for the disciplinary process.**
8. There will be an AAR prior to every call when possible. Every shift member will take part in the AAR. Let's talk about what we can do better.
9. Communicate with each other.
10. Be honest with each other and treat all personnel with respect.
11. You will put effort forth in all Physical Fitness and Professional Trainings! **Failure to do so will result in documentation for the disciplinary process.**



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## ALARM RESPONSE

### On-duty -

- On-duty residents are required to respond to all incidents that fall within their assigned shifts.

### Off-duty -

- Off-duty residents may respond or provide District coverage.
- All off-duty residents that are present on Grand Lake Fire Protection property are required to respond to any GLFPD re-page, or callback staffing.

## EDUCATIONAL EXPECTATIONS

*Each Resident is required to complete –*

### First Year of Residency –

Certification:	Time Limit:
All GLFPD Apparatus Task Books	Completed 6 Months or 180 days after enrollment
Acknowledgement of the Grand Lake Fire Protection District Personnel Policies	30 day after enrollment
ICS 100,200,700 and 800	Completed 90 Days after enrollment
Colorado State Firefighter 1 and HazMat Operation Certification	Completed within 4 months or 120 days after enrollment (State testing availability may expand the time limit)
Colorado State and NREMT certification	Enrolled into an EMS course within 9 months or 270 days after enrollment (Class availability may expand the time limit)
NWCG Wild land. FFT2 Red card within first available season.	Completed within the first available wildland Season after enrollment



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## **Second year of Residency –**

Once the first-year requirements are met, all further education goals and career track progression will be discussed with the Assistant Chief.

## **SIGNATURES**

### **Compliance Requirement -**

Each Resident Firefighter is responsible for knowledge of, and compliance with, rules, policies, procedures, terms and conditions of the Firefighter Resident Program Expectations and Performance. Breach of district rules, policies or procedures, or the Firefighter Resident Program Expectations and Performance, may result in discipline up to and including dismissal from the Resident Firefighter Program. Disciplinary action will be determined by the Assistant Chief and Shift Lieutenant.

## **SIGNATURES:**

**Assistant Chief Seth St. Germain**

**Date:**

**Resident:**

**Date:**



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## RESIDENT RESPONSIBILITY OF PROPERTY

It is the responsibility of each Resident to keep his / her living quarters and common areas clean. Other than daily cleaning obligations, each Resident will take part in a Bi-weekly apartment cleaning.

- The Bi-Weekly Cleaning will take place on the 2<sup>nd</sup> and 4<sup>th</sup> weekend of every month.
- See attached document “Resident Responsibility of Property – Bi-weekly Cleaning Check List”.

### SIGNATURES:

**Assistant Chief Seth St. Germain**

**Date:**

**Resident:**

**Date:**