

# Tuttle Fire Department

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4 SE 2<sup>nd</sup> Street – PO Box 10, Tuttle, Oklahoma 73089 – (405) 381-4466  
[www.cityoftuttle.com](http://www.cityoftuttle.com)

## Resident/Intern Firefighter Program Agreement Rules and Regulations

(Revised October 2011)

Tuttle Fire Department is excited to introduce you to our resident/intern firefighter program. The primary intent of the program is to increase resources to meet the growing needs of the City of Tuttle, Oklahoma and to provide a positive experience, opportunity and training to young men and women interested in pursuing a career in the fire service.

### **Purpose**

The intent of the TFD is to maintain an effective volunteer resident/intern firefighter program to enhance volunteer firefighter staffing, improve apparatus response to emergencies and prepare individuals for a career in fire and or EMS services. Our apprenticeship program immerses residents and interns into the lifestyle of a firefighter, allowing them to develop top-level emergency service skills and certifications. TFD prepares its students for a professional career through outstanding training, education and real world experience while the resident provides a volunteer human resource to the City and community.

### **How Does The Program Work?**

Resident firefighters are individuals who are selected to take residency within one of the City facilities. Interns are individuals who are selected to participate in the program but choose not to reside at one of the facilities. The resident/intern firefighter will be required to become a member of the Tuttle Fire Department (a combination fire department) as a volunteer firefighter and will meet all the requirements of a volunteer firefighter. The resident/intern firefighter, in return for volunteering to work a 16 hour shift will be eligible for per diem reimbursement for responding to their duty station, regardless of the number of calls answered during the shift. Per Diem is an allowance for daily expenses

while on shift. Resident firefighters will be offered a place to reside at a City facility site and he/she will be provided living accommodations and basic utilities at no cost.

Resident/Intern Firefighters will have regular duties that must be completed during his/her duty shift. Resident/Intern Firefighters are issued all necessary uniforms and turnout gear. Additionally candidates that are accepted into the program will go through an orientation training program to be cleared for duty. Resident/Intern Firefighters will have several options for obtaining firefighter certification. Upon completion of the initial 6 months of the Program and certification as firefighter, members are eligible for quarterly reimbursement. Residents/Interns must be enrolled in college and be working towards a Fire Science and/or Paramedic degree. Reimbursement is limited up to, but shall not exceed, \$3600 per year. Outside employment may be necessary for Residents to meet their financial living costs needs.

Shift per diem reimbursement will be at the following rate:

Each 16 hour shift/month -- \$30

Maximum 10 shifts/month (160 hours)

Maximum 120 shifts/1920 hours/annually

Maximum reimbursement \$3600/annually

Residents/Interns will be encouraged to recognize the City's vulnerable times of coverage for public safety protection when considering their availability.

\*NOTE – There is no monetary compensation for this program. This is a student/intern program compensated with training, education, experience and rent-free living accommodations. Term of commitment to Resident/Intern Firefighter Program may be required based upon training and education received by member.

### **Intern Expectations**

- Must maintain 3.0 grade point average in core Fire Protection Technician classes, and a 2.5 overall grade point average as a Full-Time student, which consists of a credit load of at least 12 credits per fall/spring semesters, and 6 credit hours for the summer semester if attending.
- Resident/Intern Firefighters will carry at least 6 credit hours per spring/fall semester.
- Must be able to meet all physical requirements as specified by the Tuttle Fire Department.
- Complete station duties, truck inspections, and other duties as assigned.

## **Qualifications and Eligibility**

- Must be at least 18 years of age and must possess a valid Oklahoma Drivers license and High School diploma or GED.
- Proper documentation to complete I-9 and be employed in the USA.
- A post offer physical examination and/or drug screen, if required.
- Upon acceptance, pass an OBI or equivalent background check if required.
- Applicants with any criminal conviction will not be accepted into the program.
- Must be in good physical condition and must successfully complete the Department application and physical evaluation process.
- Must maintain Active Volunteer status and comply with all rules and regulations governing the Tuttle Fire Department to include skills maintenance training, drill attendance and personal conduct.
- Must be available to work a 16 hour shift schedule.
- Provide a minimum of a two year commitment to the program, unless otherwise approved by the Fire Chief.
- Obtain Oklahoma EMT certification within one year.
- The program is available to those meeting the minimum qualifications. Applicants need not be a resident of the district to apply. Current TFD Volunteer personnel, residents of the Fire District and persons with past Fire/EMS experience will be given preference for the program. Those currently enrolled in an accredited Fire Science or EMT/Paramedic degree program or hold a Fire Science Degree or EMT Certification will also be given preference for entry into the program.
- The term of service for the Resident/Intern Volunteer shall not exceed four (4) years. Exceptions may be made at the discretion of the Fire Chief.
- Married Resident Candidates may apply but only the Resident can reside at the facility.
- Resident Candidates with custody of any children may apply but only the Resident can reside at the facility.

## **Obligation**

- Be available for 16 hour shifts
- Maximum 160 hours/month and 1920 hours/annually
- Perform all daily chores and other assigned tasks while on shift.
- Comply with all district rules, policies and SOPs.
- Attend training sessions (Wednesday night drill).
- Maintain a tobacco, drug and alcohol-free station/grounds.
- Represent the fire district and the community in a positive manner.
- Keep the station and living quarters clean.
- Pick up after yourself and, if necessary, your neighbors.
- Treat everyone with respect and courtesy
- Be enrolled in a Fire Science or Paramedic Degree Program

## **Program Management**

The Training Officer shall have the responsibility of student recruitment, retention of student educational records, and monitoring student performance.

The Training Officer shall have the responsibility of administration, monitoring, and periodically evaluating the student program.

## **Application**

Application shall be made on the application forms provided by the department. All applications must be completed fully, signed and dated. Applications may be found on the website [www.cityoftuttle.com](http://www.cityoftuttle.com).

## **Appointment**

All resident/intern firefighters shall be ~~appointed and~~ selected by the Fire Chief and a panel of Officers based on the application, verification of information, qualifications, interview and testing. After recommendation from the Fire Chief, final decision for appointment to the Program will be determined by the City Manager.

## **Residency Period**

The Resident/Intern Firefighter Program does not include a guarantee or binding contract of employment. A minimum of two years of service to the Program is desired to justify PPE investment by the City. No resident/intern firefighter shall serve the program for term exceeding four years unless approved by the Fire Chief. Request for an extension approval shall be submitted in writing a minimum of 30 days or more from the anniversary date and all extensions shall be reviewed at six months intervals.

## **Probation Period**

All appointments shall be a trial period of 12 months. The probationary period is an extension of the selection process and failure to carry out the responsibilities of the resident in a satisfactory manner as determined by the Fire Chief and/or designee shall result in termination.

Upon completion of the probationary period, the resident/intern firefighter shall be considered as having satisfactorily demonstrated qualifications for the position and shall be considered for Volunteer (non-probationary) status of the Fire Department.

Rejected persons shall be notified of such action in writing by the Fire Chief anytime during the probationary period and a copy of said notification shall be retained in the personnel file.

### **Termination**

Upon termination of any resident/intern firefighter they shall immediately return all Fire Department property issued to them and resident firefighters shall vacate the resident quarters within 14 days or be subject to eviction.

### **Service At Will**

Resident/Intern Firefighters are not paid employees of the City and will be classified as volunteer firefighters. Resident/Intern firefighter's service to the City is "at will." Any resident/intern firefighter may be terminated at any time with or without cause, and without a hearing or right to appeal.

### **Resident/Intern Duties and Responsibilities**

- Immediately respond to all emergent and non-emergent calls when requested and on duty.
- Maintain apparatus in a clean and response ready state.
- Maintain all firefighting equipment to insure working order.
- Provide station, building and grounds maintenance as directed.
- Adhere to and maintain a working knowledge of the Department's Policy Manual and the Standard Operating Procedures Manual.
- Complete inspections as assigned.
- Complete pre-plan assignments as requested.
- Complete necessary testing as directed.
- Complete training assignments as requested.
- Participate in community service events.
- Teach a drill or class in accordance with training guidelines.
- Attend all meetings, training, and functions of the Fire Department unless excused by the Fire Chief or Training Officer.
- Perform other duties as directed by the Fire Chief or Training Officer.

## **Resident/Intern Duty Schedule**

Residents/Interns will do a minimum of 16 hours per shift, maximum 10 shifts per month. Sunday through Saturday shifts, begin at 07:00 hours. The Resident/Intern is excused and may attend EMS or Fire Science related classes at an accredited college or university during a shift but may not count the absence as hours on-duty for the shift. Students may return after class and complete enough hours to total the 16 hour requirement (i.e. 0700-1100 on duty, 1100-1600 leave for class, 1600 -0400 on duty to complete the 16 hours) with the authorization from the Fire Chief. Residents/Interns may also obtain an excused absence and be allowed to start their shift later caused by work related schedule conflicts (i.e. Xxxx works at Mud Dog cleaners 0700-1400. He/she may start their shift at 1500 and complete their 16 hours. This exception will require Fire Chief authorization and documentation from the work site).

## **Absence, Leave, and Time off**

Students will be encouraged to spread coverage to various shifts-(A, B, or C). Students may request excused leave time during any shift but will need to return and complete their 16 hours to accrue credit for the shift. Management of the requests will be directed by the Fire Chief. The City recognizes that unexpected and/or unexcused absences may occur however, it may jeopardize per diem reimbursement for that shift.

## **Resident Provisions**

- A bed to be used while on and off duty.
- Storage area for personal articles and clothing.
- Firefighting turnout gear.
- Per Diem Reimbursement Program

## **Intern Provisions**

- Firefighting turnout gear
- Per Diem Reimbursement Program

## **Benefits**

- On-the-Job Experience.
- Camaraderie, family, teamwork and leadership.
- Live rent-free in semi-private dormitory, HD Satellite Television, High-Speed Wi-Fi.
- Extensive in-house training and numerous outside training opportunities available In-house.
- EMS continuing education (National Registry compliant).
- Workers Compensation.
- Oklahoma Firefighters Pension and Retirement System.

## **Training**

Students will be required to attend all training and drills. This will include, but not be limited to Wednesday night fire drill and EMS case reviews. Any student who will need to miss a training session will be required to make arrangements with the Training Officer prior to that absence. If any required training is missed, the student will be required to make it up within two weeks. It is the student's responsibility to see that the competencies are completed to the satisfaction of the Training Officer. Any absence must be excused in advance by the Training Officer or Chief Officer.

Students are strongly encouraged to respond to calls anytime a volunteer response is requested. This is encouraged due to the hands-on experience that can be obtained during these situations.

Students who have not made up drills or who have failed to pass task performances shall be considered on probation until these items are made up.

## **Conduct**

Students will conduct themselves in a manner acceptable to Tuttle Fire Department (i.e. behavior, physical appearance, personal hygiene, and overall cooperation with other Fire Department personnel and members of the public). The student must remember that his/her actions will reflect on the image of Tuttle Fire Department.

Students of legal drinking age who consume alcoholic beverages off-site and off-duty will not respond to emergency calls for a minimum of twelve hours. Tuttle Fire Department practices customer service within the organization. It is the student's responsibility to maintain and uphold this philosophy in all dealings with the department's patrons.

Students will be subject to all department policies, rules and regulations. Students must also abide by all federal, state and local laws. Failure to comply with them, or any of the criteria required for placement in this program may result in release from the program.

Students shall notify the Training Officer one month prior to discontinuing participation in this program. This notification shall be in writing. (This will be helpful in providing ample time for selection of a replacement.) All issued items, i.e., pagers, keys, and personal protective equipment, must be returned prior to departure. Tuttle Fire Department reserves the right to recover expenses from any student should they withdraw from the program.

### **Uniforms and Clothing**

The student will be provided with uniform items to be worn while on duty. Uniforms may include the following:

Department blue T-shirt

Uniform Shirt

Uniform pants

Approved black footwear (student will supply)

Approved black belt (student will supply)

Department hat

Department jacket

Uniforms shall not be worn at any time off duty except for travel to and from assigned shift work. These items are to be returned to the Training Officer when replacements are needed and at the conclusion of program participation.

Protective clothing will be provided to the student at no cost. The Training Officer will supply the student with the appropriate items. These items will need to be returned prior to conclusion of the program.

### **Personal Hygiene**

Resident/Intern firefighters must report to duty and trainings well groomed, shaved and showered. Hair must be short and of a natural color. No offensive tattoos or piercings will be visible. NFPA Standards require facial hair to be trimmed in order to make a proper mask seal. For example; sideburns to the middle of the ear, mustaches not below the lower lip, beards are not allowed.



## **Alcohol/Drugs**

Possession of any illegal drug is prohibited, will not be tolerated and will be subject to immediate termination. Residents shall not drink intoxicating beverages, or use restricted drugs on duty, or report for duty under the influence of the same. Any resident firefighter convicted of any alcohol offense or any criminal or misdemeanor charges will be subject to termination. **No consumption or possession of alcoholic beverage of any kind is allowed in the Fire Station or City property.**

## **Evaluation**

The Training Officer will do a student evaluation form quarterly to track their progress throughout the program. The completed form will be placed in their personnel file for record keeping, and a copy will be given to the student.

Students will be evaluated quarterly by the training officer in the following areas:

1. Ability to comprehend and retain given information.
2. Willingness to learn.
3. Work habits.
4. Work performance.
5. Interpersonal skills.
6. Equipment location on apparatus.
7. Firefighter skills.
8. Medical skills.
9. Operation of power equipment.
10. Roads, streets, and hydrants.
11. Department Standard Operating Guidelines.
12. Apparatus operation (depending on certification level).
13. Station duties.
14. Attendance.

**It is the student's responsibility to be aware of these and take the necessary steps to assure a successful evaluation.**

Comments on positive student achievement, special recognition, recommendations for disciplinary action, complaints, or suggestions should also be included in the comment section.

## **Personnel Records**

The Fire Department shall maintain personnel record for each resident/intern. These records shall be considered confidential and shall be accessible only by the resident/intern

firefighter, immediate supervisor, Administrative Assistant, Training Officer, Fire Chief and/or the City Human Resources Manager.

### **Outside Employment**

Resident/Intern firefighters will be encouraged to obtain employment outside of the fire department. Each resident may need to be gainfully employed in order for them to meet their own financial obligations and goals. Firefighter duty schedules provide for a number of days off each week to secure an outside job. Jobs outside the fire department are important for learning new skills and will allow firefighters to become part of the community.

### **Reimbursements**

All students should graduate at the end of two years with a Fire Science or other Associates degree. Students will be continually evaluated by the Training Officer to see that they are on schedule to graduate. The student's college advisor as well as the Training Officer must approve all schedules and classes. Termination from the program may result if this schedule is not maintained.

Volunteer resident/interns will receive per diem reimbursement for completing 16 hour shifts. Reimbursement is disbursed at the end of each quarter, and only after completion of the initial six (6) month period of the Program.

### **Equipment Return Procedure**

All assigned items shall be checked back in prior to a student leaving the program. This check in will be a formal procedure as set forth by the Training Officer.

### **Facilities Use and Visitors**

Students may do light maintenance work on their private vehicles providing there is no conflict with other department activities. On regular workdays, private vehicles are not allowed in the apparatus bay prior to 5:00 PM. Authorization will be obtained from the duty officer before any procedures begin.

**Under no circumstances** will any private vehicle be permitted to be parked in front of an in-service piece of apparatus. The work area will be cleaned and all tools used will be stored in their appropriate place after completing the task.

Visitors will be allowed in the station on a limited basis. Conjugal visits will not be allowed.

Except for department sanctioned events, curfew for visitors will be 2200 hours. Noise will be held to a minimum after 2200 hours.

Non-fire department personnel will not be permitted in the dorm sleeping areas without the permission of the duty officer. All visitors must be accompanied by fire department personnel while in the station at all times.

Children under the age of 18 must be supervised by an adult at all times when in the station.

Personnel will be responsible for maintaining the integrity of the security system. The combination to the outside door shall not be given to non-members.

No person shall damage or deface city property, equipment or buildings. Every effort will be made to properly maintain the condition and appearance to the Fire Station and equipment.

Shop tools and equipment will be replaced immediately following their use.

### **Tuttle Fire Station Specific Guidelines**

Student's rooms will be assigned at the discretion of the Fire Chief.

Students are responsible for the upkeep of their individual living areas. This means all personal possessions shall be put away, dirty clothes shall be hampered and floors shall be clean of debris. Beds shall be neatly made each morning.

Students are responsible for the upkeep and cleanliness of their living areas, station bathrooms, and kitchen.

Clutter will be picked up, bathrooms maintained in a clean manner, floors vacuumed or mopped, and counters kept clean. The grounds will be monitored, litter picked up when needed, weeds pulled, etc.

Daily Apparatus and equipment checks will be done as assigned.

### **Miscellaneous**

Amendments to the student's rules and regulations will be posted on the station bulletin board and copies given to each student.

The Student Program will begin in July of each year and run continuous for 12 months.

The Fire Department reserves the right to assign, discipline, and discharge any student as the need arises.

Shift and work assignments will be made at the discretion of the Fire Chief and Training Officer.

Students shall be allowed excused absences for outside seminars and time off for career testing but may not count the time as on-duty shift time.

# **Resident Housing Rules and Regulations**

## **Resident Coordinator**

One resident firefighter will be appointed by the Fire Chief to serve as the Resident Coordinator. The Coordinator will be responsible for managing the resident firefighters and will report to the Fire Chief.

## **Housing Agreement**

A new resident firefighter and the Resident Coordinator shall sign the Resident Firefighter Program Agreement acknowledging they abide by all the rules and regulations of the program prior to occupancy.

## **Deposit**

Prior to occupancy, a refundable deposit of \$300.00 must be paid. The deposit is refundable within 60 days of termination. The deposit may be withheld for failure to return department property or damage to department property including the firefighter's assigned quarters or any other failure to comply with this agreement. There will be a cleaning charge taken from the deposit of the resident exits the program with their assigned quarters in unacceptable condition.

## **Holding Over; Attorney's Fees**

If a resident firefighter fails to vacate his or her assigned quarters within 14 days after notice of termination of after quitting the program, he or she shall be liable to the Fire Department for payment of a daily rental in the amount of \$100.00 per day for each day that the resident firefighter holds over and fails to vacate the assigned quarters. If the Fire Department files eviction proceedings or other action to enforce this Agreement, the resident firefighter shall be liable for all reasonable attorney fees and litigation expenses incurred by the Fire Department.

## **Housekeeping**

All resident firefighter assigned quarters will be kept neat and clean at all times. Monthly inspections and spot inspections by the Resident Coordinator and/or Fire Chief will determine if any assigned quarters are unsatisfactory. Any assigned quarters determined to be in unsatisfactory condition will be made satisfactory immediately.

## **Changes to Quarters**

Resident firefighters will be permitted to hang pictures and other wall decorations, however no other alterations in the unit will be allowed without prior approval by the Fire Chief.

## **Utilities**

Electric and gas is included with the apartment and will be paid by the Fire Department. All resident firefighters will be conservative in the use of utilities. No private telephone services will be allowed. Cell phone use is encouraged and recommended for phone service. No individual satellite dishes will be installed without prior approval of the Fire Chief.

## **Laundry Facilities**

Laundry facilities are provided for all residents. These facilities will not be used by guests or friends of the resident firefighters. Use of the facilities will be on a first come first serve basis. Facilities shall be kept clean and orderly at all times. Any resident firefighter who fails to clean up the facilities after their use will lose privilege of use.

## **Pets**

No pets will be allowed to live on Tuttle Fire Department property or City of Tuttle property.

## **Storage**

Each resident firefighter will be provided designated storage areas. Storage will not be allowed outside of designated area.

## **Personal Belongings**

The Fire Department assumes no liability for any personal property of the resident firefighter on fire grounds and/or facilities. The Department suggests that residents obtain a renter's insurance policy to cover their personal property.

## **Smoking/Tobacco Products**

Smoking is prohibited in all Fire Department buildings, facilities and vehicles. No smoking is allowed within resident quarters. Remains of tobacco products will not be seen on any Fire Department property, equipment or grounds.

## **Inspection**

The Resident Coordinator and/or Fire Chief will call for monthly inspections of the resident quarters and storage areas. The purpose of the inspections is to locate damage to the facility and/or unsanitary living conditions. Damage due to unusual wear and tear, malicious or mischievous nature, will be repaired at the responsible party's expense.

## **Monthly Resident Meetings**

There will be a meeting for all residents on the third Monday of the month. Attendance is mandatory. Any anticipated absence must be communicated to the Resident Coordinator at least 2 days prior to the meeting.

## **Explosives**

No explosive materials will be allowed in the quarters, storage lockers or outside grounds at any time.

## **Private Enterprise**

At no time will any resident be allowed to run a commercial business out of the resident quarters or anywhere on the City property.

## **Gatherings**

There shall be no excessive partying (alcohol and/or drugs) or gatherings of people at any given time on City property.

## **Visitors**

Visitors are considered persons visiting for short periods of time. Residents are discouraged from having visitors while on duty. Overnight guests and/or visitors are not allowed.

## **General Conduct**

Noisy or quarrelsome conduct, or use of indecent language, is forbidden. Residents shall be civil to each other, respectful to superiors and courteous to public at all times. Any

resident refusing to obey a reasonable order from a superior shall be liable to disciplinary action.

Complaints against any member of the Department must be submitted to the Resident Coordinator or the Fire Chief. Complaints of a serious nature shall be in writing.

Suggestions and/or ideas for the improvement of the department, operations, personal welfare, or public relations will be carefully considered if submitted to the Fire Chief or Resident Coordinator.

While on duty, residents shall not conduct personal business, which may interfere with duties and responsibilities.

Residents shall not use the Fire Department badge, uniform, I.D. card, or prestige of the Department for personal gain, whether on duty or off.

Residents shall not accept any gifts or rewards for services as a member of the department without permission of the chief.

### **Reliable Transportation**

Residents shall maintain reliable transportation. If unforeseen circumstances result in the loss of reliable transportation, the resident shall notify the Resident Coordinator. Mandatory automobile insurance and registration shall be current at all times.

### **Storage of Personal Vehicles**

Resident is allowed one passenger automobile. Additional storage or parking of vehicles including recreational vehicles, boats and/or motorcycles are not allowed without written permission from the Fire Chief.

### **Changes to Agreement**

The undersigned resident firefighter agrees that the Resident Firefighter Program Rules and Regulations and other terms of the agreement may be modified from time to time by the Fire Chief without consent of the undersigned. Upon notification of any such modifications, the resident firefighter shall comply with the modified regulations or other terms specified by the Fire Chief.



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## Resident Firefighter Program Agreement Rules and Regulations

(Created February 2011)

### Approved and Accepted

My signature below acknowledges that I have read and understand the above Resident Firefighter Program Agreement, Rules and Regulations; and, I hereby accept and agree to the same.

\_\_\_\_\_  
Resident signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Resident printed name

Deposit Check Received \_\_\_\_\_  
Amount

\_\_\_\_\_  
Date

\_\_\_\_\_  
TFD Representative Signature

\_\_\_\_\_  
Date