

Manlius Fire Department



BUNK-IN PROGRAM INFORMATION PACKET

2.3.2021

Manlius Fire Department
Bunk-In Program

Table of Contents

<u>Section</u>	<u>Topic</u>	<u>Page</u>
	Introduction	2
1	Overview (Purpose, Obligations, Accommodations and Miscellaneous)	2, 3
2	Stations and Facilities	3, 4
3	Parking	4
4	Utilities	5
5	Station Security	5
6	Emergency Responses	5
7	Personal Protective Equipment/Clothing	6
8	Status Board	6
9	Duty Schedule and Other Obligations	6, 7
10	Duty Station Uniform Requirements	7
11	Contraband/Discipline	7, 8
12	Time off Requests/Home Visits	8
13	Outside Employment during school term	8
14	Educational Responsibilities	8
15	Fire and EMS training	8, 9
16	Chain of Command	9, 10
Appendix I	Criminal History Records Check	
Appendix II	Student/Parent Contract	

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Bunk-In Program

Information Packet

Introduction: The Manlius Fire Department is located in the State of New York, on the east side of the County of Onondaga. The department was organized in 1813, as a volunteer fire department, for the purpose of providing fire protection. In 1984 the Village of Manlius Fire Department hired its first career personnel and became a combination department. We run over 650 Fire and 1,450 EMS calls each year.

The Manlius Fire Department is organized to save lives, suppress and control fires, provide emergency medical services, provide fire prevention education, hazardous materials response, water/ice rescue, public assistance during natural emergencies and other activities as deemed in the best interest of the fire department or the citizens of our community.

Membership of the fire department is comprised of active volunteer and career (Fulltime and Part-time) personnel. Active membership is divided into Interior, Scene Support Operations (exterior firefighters), Fire Police and/or Emergency Medical personnel. The total active membership averages 60 volunteer members, Full time Staff and part-time staff. Currently operating out of one fire station, the department operates one Truck, one Engine, one Brush Truck, one Water Tender, one Squad, one UTV, one Paramedic Response vehicle and two Advanced Life Support Ambulances.

It is the commitment of this department to provide to the best of our ability, a safe operation, prevent accidents, illness, fatalities, and comply with all applicable laws and regulations.

1. Overview-

1.1 **Purpose:** The term “Bunk-In” represents a unique community service opportunity with the Manlius Fire Department. The “Bunk-In” is a person who serves the department and the community in a volunteer capacity as a “live-in” or “residential” certified Emergency Medical Technician or Firefighter. In return, the fire department provides living accommodations for the “Bunk-In”.

1.1.1 All “Bunk-Ins” must be matriculated students in the Upstate Medical University Paramedic Program, Onondaga County Community College (OCC) or another accredited college or university. In addition, “Bunk Ins” must be at least 18 years of age or have written consent of a parent or legal guardian. If “Bunk-In” is in the OCC Fire Program, they must have legal residence outside Onondaga County, New York and be an active member in good standing of a fire department in New York State.

1.2 Bunk-In Obligations:

- 1.2.1 Must enter into a written contract with the Manlius Fire Department stipulating duties and responsibilities of each student.
- 1.2.2 Submit a \$250.00 refundable room deposit due upon arrival for the semester/term.
- 1.2.3 Maintain living areas, facilities and grounds at station.
- 1.2.4 Must fulfill duty schedule that consist of 24 assigned hours per week plus an additional 12 hours per month to be covered exclusively on weekend days (min. 4 hour shifts).
 - 1.2.4.1 This is in addition to required “ride-time” required by college or university
- 1.2.5 Must be out of bed by 0830 hours Monday thru Friday unless otherwise approved.
- 1.2.6 Must maintain a score of or better than a C+ (77%) in the Upstate Paramedic Program or a 2.5 GPA at an accredited college or university. Failure to comply with this will result in termination from the program.
- 1.2.7 Attend a minimum specified amount of fire and/or emergency medical training as required by New York State and the Manlius Fire Department. Emergency Medical training is based upon level of certification.
- 1.2.8 Students must check out of room with “Bunk-In” Coordinator no later than the Saturday after their last final, unless they have received written permission from the Fire Chief extending their stay.

1.3 Accommodation: The Manlius Fire Department will provide the “Bunk-In” with a bed, desk, dresser and locker. The station is equipped with bunkrooms, kitchen, lounge, bathroom facilities /showers and men’s/women’s locker rooms. Parking is also provided for privately owned vehicle. Local telephone usage (10 minute limit) and cable television is also provided at no cost. The bunk room can be wired for a personal telephone at the “Bunk In” expense, with approval of the Fire Chief. Laundry facilities are also available at no cost.

1.4 Miscellaneous: The “Bunk-In” is working for the Manlius Fire Department, through the New York State Mutual-Aid Agreement pursuant to General Municipal Law, §209-i(1-a), Manlius accepts the services of a volunteer firefighter/EMT who is a member of a fire company in a bordering area, is liable for Volunteer Firefighters' Benefit Law benefits accruing to the volunteer firefighter if injured during the time such services are rendered.

- 1.4.1 Board is not provided. “Bunk-Ins” must provide their own meals. Kitchen facilities are well equipped and available. Full Personal Protective Equipment (PPE) will be provided to all “Bunk-Ins”.
- 1.4.2 Mailing Address: Manlius Fire Department
8200 Cazenovia Road
Manlius, N.Y. 13104

2. STATIONS AND FACILITIES:

- 2.1 “Bunk-Ins” are responsible for maintaining their rooms and the station in a clean and orderly condition. Cleaning supplies are provided at each station for this purpose and Daily Duties lists will be provided.
- 2.2 Kitchen facilities may be used by “Bunk-Ins” at any time for the preparation of meals and storage of food. The kitchen cleaning is on a weekly duty schedule; however, all dishes, utensils, stove, refrigerator, microwave and countertops should be cleaned immediately after each use.
- 2.3 “Bunk-Ins” are responsible for leaving the bathroom facilities in a clean and orderly condition after each use. The shower facilities are for the use of all members and the “Bunk-Ins”. Daily cleaning will be listed on the Daily Duties checklist and/or assigned by the shift Fire Lieutenant.
- 2.4 The bunk room is included in the weekly duty schedule. It is the responsibility of all the “Bunk-Ins” to keep their area clean. In order to ensure your privacy and security, be sure to keep the bunkroom locked at all times when you are not in the room. Key access is limited to “Bunk-Ins”, all Line Officers, Career Officer in Charge and the Program Coordinator. If anyone else is found in the room, notify the Duty Lieutenant immediately. This room as well as the rest of the station is subject to inspection by the Chief Officers at any time to ensure cleanliness.
- 2.5 “Bunk-Ins”, are free to use the Day Room at any time, but keep in mind that this room is open to all Manlius Fire Department members. This room is to be kept neat and orderly at all times. Newspapers and magazines are to be stacked neatly or kept in the magazine rack. Dishes and cups are to be returned to the kitchen upon leaving the area.
- 2.6 “Bunk-Ins” are expected to participate in any special clean-up duties or other details as defined by the duty Officer.
- 2.7 Suit cases, footlockers and other such luggage will be store in an approved location. The station has minimal storage space. If a personal locker is to be used a spare key must be supplied to the Program Coordinator.
- 2.8 Theft of, unauthorized use of, or damage to any department or other individual’s property will be subject to criminal and/or civil action, and dismissal from the program.
- 2.9 Laundry facilities may be used by the “Bunk-Ins” no cost. A washer and a dryer are supplied for personal clothing and linens. Each person using the laundry facilities is required to clean the equipment and the immediate area to. This includes lint removal from the dryer. Clothing and linens are to be removed from the equipment as soon as

they are finished. No personal clothing should be hung to dry. "Bunk-Ins" are responsible for supplying their own laundering agents such as detergent, fabric softener, bleach, etc.

2.10 Facilities for cleaning turnout gear and contaminated clothing are located at the station. This equipment is only for cleaning turnout gear and/or contaminated clothing and is not to be used for regular clothes laundering.

2.11 NO pets of any kind are permitted!

2.12 The Manlius Fire Department encourages its volunteer members to bunk in. Courtesy will be given to those members.

3. Parking:

3.1 All "Bunk-Ins" are required to have reliable transportation and a valid New York State Driver's License for the length of their contract.

3.2 "Bunk-Ins" vehicles that are parked in the fire station parking lot must be registered with the fire department. "Bunk-Ins" vehicles may not be placed in the station apparatus bays or in front of any overhead doors at any time under normal circumstances without the duty officer's permission.

3.3 All "Bunk-Ins" will park their vehicles in the designated area leaving ample space for responding fire fighters and EMS personnel to park next to the station.

4. Utilities:

4.1 "Bunk-Ins" are expected to be conservative with the use of utilities. Lights are to be turned off in unoccupied rooms. Heat and Air Conditioning thermostats are not to be adjusted without the permission of the duty officer. All utilities should be used in a responsible manner (i.e. not running with the windows open). Appliances are to be turned off when not in use, when possible.

4.2 "Bunk-Ins" are required to use calling cards when calling long distance or utilize their own personal mobile devices.

4.3 Phones are for local calls only. Use of station phones should be limited to 10 minutes. Incoming calls should be held to a minimum. "Bunk-Ins" are encouraged to have a cell phone for personal use.

4.4 Each "Bunk-In" shall be required to provide the Program Coordinator with an emergency contact address and phone number.

4.5 “Bunk-Ins” should acquire a post office box at the Manlius Post Office. Mail must be delivered to the PO Box not the Manlius Fire Station to alleviate potential mail forwarding problems.

5. Station Security:

5.1 The Manlius Fire Station is to be locked 24/7 unless authorized by the duty officer.

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

5.3 Non-member (Guest) are permitted inside the fire station only when accompanied by a member or “Bunk-In”. Guests shall not be allowed to wander about the station unescorted.

5.4 Guests of the opposite sex are not allowed in the sleeping area with the doors closed and with out the permission of the duty officer. It is expected that the “Bunk-In” will use good judgment and not act inappropriately. All guests shall leave the fire station by 2200 hours. Failure to comply with this policy may result in dismissal from the program.

5.5 If a “Bunk-In” wishes to have a friend or relative from the home visit the station and/or do a stand-by or ride-along, permission must first be granted in writing by the Fire Chief.

6. Emergency Responses:

6.1 “Bunk-Ins” when on assigned duty must remain in the station unless express permission granted by Duty Officer.

6.2 “Bunk-Ins” shall not operate fire department apparatus or equipment unless they have been appropriately trained and cleared by the Officer in Charge of Driver Training or his/her designate.

6.3 “Bunk-Ins” shall follow all department SOP’s, Rules and Regulations, General Orders, Special Orders and any other applicable Federal, State and local laws. Failure to do so may result in dismissal from the program.

7. Personal Protective Equipment/Clothing:

7.1 Personal Protective Equipment/Clothing shall be stored in the appropriate location. Issued protective equipment/clothing shall only be used while on-duty with the Manlius Fire Department. Personal Protective Equipment/Clothing may not be removed from the fire station and used at another department or agency unless authorized by the Fire Chief.

- 7.2 The Manlius Fire Department issues only approved turnouts to “Bunk-Ins”. The gear is to be worn for the purpose of fire, rescue and EMS only.
- 7.3 The “Bunk-In” is their responsible for the proper care and maintenance of gear that is assigned to them. In the event it gets damage or lost, notify the duty lieutenant immediately.
- 7.4 All Manlius Fire Department Personal Protective Equipment/Clothing shall be left at the station when the “Bunk-In” is out of the district on leave (i.e. to go home, vacation, etc).

8. Status Board:

- 8.1 In order to determine the response status of each “Bunk-In” and provide a means to determine if the “Bunk-In” is available for alarm response, each will post his/her status on the Status Board located on the apparatus floor as well as the IamResponding system. These methods will track the “Bunk-In’s” location (in or out of the station) and response status. Each “Bunk-In” is responsible for maintaining their status. Example: If you are at school or go home you move your tag to the “**out**” status on the board and note when you will be returning. When you are at the station, or in the immediate area, your name tag should be place in the “**in**” position. In addition, whenever possible, notify the OIC of your status changes.

9. Duty Schedule and Other Obligation:

- 9.1 “Bunk-Ins” are expected to complete a duty schedule that consist of 24 assigned hours per week plus an additional 12 hours per month to be covered exclusively on weekend days (min. 4 hour shifts), to respond to medical and/or fire dispatches. Hours must be entered into the IamResponding and current staffing management systems by 1700 on Sunday for the coming week (Monday through Sunday). These hours are separate from other requirements as set forth by the College or University.
- 9.2 “Bunk-Ins” are responsible for fulfilling the requirements of the duty schedule as determined by the On-duty Officer. The duties assigned to the “Bunk-Ins” are to be completed by the end of the duty shift. The Manlius Fire Department will supply any necessary supplies and equipment needed to complete the assignment. In the event you are in need of additional supplies they may be requisitioned from the On-duty Officer. The facilities will be inspected on a weekly basis by the Program Coordinator and spot checks by the Fire Chief.
- 9.3 “Bunk-Ins” agree to provide such services as may be required by the fire department pursuant to the established duty schedule. In addition, each “Bunk-In” shall be available for emergencies outside of the duty schedule, as the need arises.

9.4 “Bunk-Ins” are responsible for general maintenance of the grounds, living area, and facilities as assigned by the On-duty Officer and/or outlined in the Daily Duties checklist. This may include sidewalk snow removal and light grounds maintenance as necessary.

9.5 “Bunk-Ins” **MUST** apply and, if accepted, enter into a written contract with the Manlius Fire Department acknowledging policies, procedures, duties and responsibilities for **each term/semester** that they would like to participate. A written invitation to return from the Fire Chief will remove the need to reapply.

9.6 “Bunk-Ins” are encouraged to attend the Manlius Volunteer Fire Company business meetings, which are held on the 2nd Thursday of each month. “Bunk-Ins” may attend as observers only and have no voting status.

9.7 Any illness or injury shall be reported to the Program Coordinator and On-duty Officer as soon as possible.

10. Duty Station Uniform Requirements:

10.1 Uniforms are required to be worn when “Bunk-Ins” are on the schedule to perform duty. Uniforms are not required for school or during social times. The following uniforms will be provided by the Manlius Fire Department.

10.1.1 Three (3) navy blue MFD Tee shirts

10.1.2 Two (2) navy blue short sleeve duty uniform shirts with patch

10.1.3 One (1) navy blue job shirt with patch

10.1.4 Two (2) navy blue work pants

10.1.5 One (1) Winter Hi-Visibility jacket

10.1.6 One (1) black belt

10.1.7 One (1) pair duty boots

11. Contraband/Discipline:

11.1 Any violation of the Manlius Fire Department Policies, Procedures, Rules and/or Regulations, will be handled by the Fire Chief or his designee and the Program Coordinator.

11.2 Violations may result in a warning, suspension or dismissal from the program. This shall be at the discretion of the Fire Chief.

11.3 If the “Bunk-In” is suspended from the program he/she will be asked to remove all personal belongings from the station and will be ask to leave the property until reinstated to the program.

11.4 Personal hygiene is a very sensitive issue within the close living arrangements of the fire house. Failure to observe acceptable personal hygiene may result in a

warning, suspension or dismissal from the program. This shall be at the discretion of the Fire Chief and the Program Coordinator.

11.5 The Manlius Fire Department is a smoke free facility. Smoking is prohibited on the grounds and in the fire stations.

11.6 Storage or consumption of alcohol on department property is PROHIBITED. “Bunk-Ins” may not be under the influence of alcohol while on department property. Violations may result in a warning, suspension or dismissal from the program.

11.7 Substance abuse in any form, (drugs, alcohol, etc.) is prohibited. The fire department reserves the right to demand drug/alcohol screening when a “Bunk-In” is suspected of substance abuse. Violations may result in a warning, suspension or dismissal from the program.

11.8 Any form of harassment will not be tolerated. Violations may result in a warning, suspension or dismissal from the program.

12. TIME-OFF REQUESTS/HOME VISITS:

12.1 During your time as a “Bunk-In”, there will be occasions when you will want to go home or on vacation and need to make changes to your duty schedule. Should you need time off, you must contact the Program Coordinator. Request should be submitted in writing as far in advance as possible.

12.2 The duty schedule will be posted at the beginning of the month and will consist of duty assignments for the entire month. If during the month you wish to leave and you are schedule for an assignment, contact the On-Duty officer and the Program Coordinator so changes can be made.

13. OUTSIDE EMPLOYMENT DURING SCHOOL TERM:

13.1 In the event you need outside employment while you are participating in the “Bunk-In” program you must notify the Program Coordinator immediately. Any further questions regarding outside employment should be directed to the Program Coordinator.

14. EDUCATIONAL RESPONSIBILITIES:

14.1 “Bunk-Ins” MUST maintain a minimum of a C+ (77%) in the Upstate Paramedic Program or a 2.5 Grade Point Average (GPA) at Onondaga Community College, to remain in the “Bunk-In Program”. Each student is required to submit a college transcript of their grades, within one (1) week of their posting, at the end of each semester. In addition, students in the Upstate Paramedic Program are required to submit their Monthly Progress Reports. Transcripts and Progress Reports are to be handed in to the Program Coordinator.

14.2 “Bunk-In” MUST NOT be placed on any form of academic probation while participating in the “Bunk-In Program”. In the event of an academic probation the Program Coordinator and the Fire Chief will review the circumstances and determine any further discipline or removal from the program.

14.3 “Bunk-Ins” MUST maintain a full-time student status

15. FIRE AND EMS TRAINING:

15.1 Regular departmental fire training is conducted on Tuesday evenings and EMS training is conducted on Thursday evenings. Both are also conducted during the weekday with the career staff as set forth by the training schedule. “Bunk-Ins” are required to attend 85 percent of all Tuesday or Thursday evening training sessions unless excused due to academic obligations. If a conflict arises due to academics, the “Bunk-Ins” may attend day time training sessions.

15.2 “Bunk-Ins” must successfully complete the Manlius Fire Department Orientation Program after acceptance into the “Bunk-In Program”.

15.3 “Bunk-Ins” enrolled in the OCC Fire Protection Technology curriculum must currently possess the Interior Structural Fire Fighter status or obtain it within one year of entry into the program; further, the “Bunk-In” shall maintain this status while participating in the program.

15.4 “Bunk-Ins” enrolled in the Upstate Paramedic Program are encouraged to take the NYS Basic Exterior Firefighting Operations (BEFO) course.

15.5 A current CPR card must be acquired within 30 days of acceptance into the program. This certification must remain valid while enrolled in the “Bunk-In Program”.

15.6 The Manlius Fire Department believes the above training requirements to be minimal and encourages each “Bunk-In” to attend as much training as possible in order to become proficient in all aspects of the Fire and EMS field. 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. The Program Coordinator will continually monitor participant’s scholastic progress.

15.7 **Failure to comply with items 15.1 thru 15.5 may result in dismissal from the “Bunk-In Program”.**

16. CHAIN OF COMMAND:

- 16.1 **FIRE CHIEF**- The Fire Chief has ultimate control over the “Bunk-In Program” and will determine who will participate in the “Program”
- 16.2 **PROGRAM COORDINATOR (PC)** - The PC is in charge of the “Bunk-In Program”. The PC will chair the “Bunk-In” committee. The PC oversees the entire program and ensures that all personnel are doing what they are assigned to do. This includes “Bunk-In” and any assigned Officers. The Program Coordinator shall keep the Fire Chief informed of the status of the program and who is currently enrolled in the program.
- 16.2.1 The PC is in charge of scheduling and completing student reviews. The PC will see that the disciplinary process is followed and that the Fire Chief is kept informed. The PC will see that the “Bunk-In” is adhering to the standard of conduct while enrolled in the program.
 - 16.2.2 The PC will coordinate the student’s probationary training class with the MTO.
 - 16.2.3 The PC is the last in the Chain of Command with the exception of the Fire Chief.
 - 16.2.4 The PC shall be a liaison between the “Bunk-In”, the On-Duty Officers, the Line Officers, the Company Officers, the general membership, and the student’s parents.
 - 16.2.5 The PC is responsible for the welfare of each and every “Bunk-In” student during his/her stay with the Manlius Fire Department.
 - 16.2.6 The PC will be responsible to see that the “Bunk-In” has the proper equipment and clothing (i.e.: PPE, station uniforms etc.) and meets all required training and attending drill requirements.
 - 16.2.7 The PC shall set the schedule of duties to be assigned to the “Bunk-In”. This set of duties shall be communicated to the Officer in Charge.
- 16.3 **FIRE LIEUTENANT (LT)** - The LT is responsible for the “Bunk-In” during their assigned duty shift. In the absence of the LT the assigned OIC of the Day will assume the responsibility.
- 16.3.1 The LT will be responsible for operational assignments and conflicts.
 - 16.3.2 The LT will see that the “Bunk-In” adheres to daily activities and participates in assigned drill and duties.
 - 16.3.3 If a conflict should develop that the LT can not address, the LT shall see the PC for direction.
 - 16.3.4 The LT is in charge of the day-to-day operation of the program. The LT is the first person in the Chain of Command