



# GENERAL DIRECTIVE

Grand Traverse Metro Emergency Services Authority

Directive Number:	<b>210.00</b>	Effective Date:	05/01/2011
		Revision Dates:	
Section:	<b>General Information</b>		
Subject:	<b>Residency Program</b>		
By Order of Fire Chief Patrick J. Parker			

## I. Scope

This operating guideline shall apply to the management and responsibilities of residency personnel at Grand Traverse Metro Emergency Service Authority (GTMESSA) fire stations.

## II. Purpose

The purpose of this document is to establish policy and procedures for the selection of participants for the Grand Traverse Metro Fire Department (GTMESSA) residency program, and to establish administrative procedures for the program.

Interested participants shall submit an Application for the Residency Program to GTMESSA for consideration. Applicants must be over the age of 18 and must be a non-probationary employee. Continued eligibility will be reviewed and approved by GTMESSA consistent with this policy.

## III. Qualifications for Residency Status

- A. Shall be at least 18 years of age.
- B. Must complete an interview process with the Fire Chief or his designee.
- C. Must be a firefighter of GTMESSA in good standing and for not less than 30 days prior to application. The participant shall have all the knowledge and experience to operate all apparatus and tools in the residency station.
- D. Shall have a minimum of Michigan Firefighter I and II certification or equivalent along with at least a Michigan MFR license. Michigan EMT is preferred.
- E. Shall be required to be at the station to respond to incidents at least 60 hours a week.
- F. Shall maintain all requirements of GTMESSA for active status and must keep up with the minimum requirements as the regular part-time personnel including the wellness and fit for duty programs.
- G. Shall be employed or be a registered student at an accredited institution for higher education.

## IV. Responsibilities and Defining the Relationship

- A. Resident participants are required to be available to respond to all incidents and perform such duties as may be directed by this policy or GTMESSA officers. Each resident participant shall provide a schedule to the department for each month in advance confirming his/her duty status.
- B. The schedule may be modified with approval of the Officer of the Day.
- C. The bunkrooms are sleeping quarters from 9 pm until 9 am only. As such, they are kept quiet and dark during this time. Only resident participants, active members, maintenance staff, and guests participating in an officially sanctioned visit of the station are permitted in the sleeping areas of the station.

- D. Resident participants are eligible as a requirement of participation in this Residency Program and are not tenants of the Grand Traverse Metro Fire Station or East Bay Township. Termination from the Residency Program discontinues further eligibility to maintain privileges provided in the Residency Program. Participation in the residency Program is not subject to residential Landlord/Tenant laws or municipal programs regulating same and neither the GTMESA nor East Bay Township shall be considered a landlord of any fire station utilized in this program.
- E. Resident participants must maintain a legal residence, (the home of record) at an address other than the Grand Traverse Metro Fire Station. Participants may not use the fire station address for voter registration, vehicle or license registration, tax address or other legal purpose. Participants may not receive personal mail at the station and are encouraged to rent a post office box for the duration of their appointment if necessary.
- F. Interested Participants shall submit, as part of their application, confirmation of residency in the event they are terminated from the resident participant program or the program is discontinued.
- G. Resident participants will update this plan with the Fire Chief as circumstances may change during participation in the Residency Program.
- H. Resident participants may park one vehicle at the station. It must be operable, have current registration, and insurance.
- I. Resident participants shall clean and maintain their bunk area at all times. The station captain shall inspect each bunk area at least once per month, and produce a written record of the results of the inspection. The inspections may be unannounced. Resident participants who fail to maintain appropriate cleanliness and order shall receive a warning letter from the Fire Department. Chronic failure to maintain a clean and orderly environment shall result in termination from the resident participant program.
- J. Resident participants may not consume alcohol while on the premises of the fire station or in the housing area. Alcohol beverages may be consumed in moderation if over the age of 21 and off the premises. The participant may return to the station, but must go directly to the bunking area. The resident may not respond on incidents under the influence of alcohol.
- K. Resident participants may not consume illegal drugs at any time. Participants discovered under the influence of illegal drugs shall be terminated from the resident participant program.
- L. Resident participants may not host non-members in the sleeping areas. All entrances to the sleeping areas shall be posted with notices prohibiting non-member access. Resident participants, who allow non-member access to the sleeping area, except as authorized elsewhere in this policy, shall receive a warning letter from the Fire Department. Repeated violations of the non-member sleeping area exclusion shall result in termination from the resident participant program.
- M. Sexual activity is prohibited in the station. Resident participants discovered engaging in sexual activity in the station shall be immediately terminated from the resident participant program.
- N. A participant who is unable to respond to alarms during the assigned duty period shall receive a warning letter from the Fire Department. Chronic failure to respond to alarms during an assigned duty period shall result in termination from the resident participant program.
- O. In cases where a resident participant is terminated from resident status, he/she shall vacate the station immediately. Repeated violations of resident participant's requirements or chronic violations of other policies and procedures may result in termination from the Residency Program.

## **V. Equal Employment Opportunities**

GTMESSA will not discriminate against any participant, employee, or applicant for participation in the GTMESSA live-in program because of race, color, religion, sex, or natural origin. GTMESSA will take affirmative action to ensure that applicants all have a fair opportunity to participate and that each are treated equally during their participation, without regard to their race, color, religion, sex, or national origin.

Although the living quarter is one room, if the participants require privacy due to race, color, religion, sex, or natural origin GTMESSA agrees to accommodate these needs by either reconstructing the living quarters to provide for the privacy or restricting use of the living quarter to individual use at specified times.

*The parties agree that upon termination of the individual residency arrangement or upon any breach of violation of any rules of the program, the resident shall immediately vacate the premises. The parties further agree to waive any notice to quit requirements that may be imposed on GTMESSA under state or federal law, or local ordinance.*

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Chief \_\_\_\_\_

Date: \_\_\_\_\_

**SOG 210.00** Authorized by: \_\_\_\_\_

Chief Patrick J. Parker