



# Bunk-In Contract & Program Information Moyers Corners Fire Department

*Effective August 18<sup>th</sup>, 2022*

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## Information for Prospective Bunk-Ins

### Dates of Agreement

This contract shall be valid for one (1) year, beginning on August 1<sup>st</sup>, and is conditional upon the approval of the Town of Clay Board. This contract shall terminate in the following year on July 31<sup>st</sup>, or upon graduation, whichever occurs first.

### Goals and Eligibility of the Program

The term bunk-in represents a unique community service opportunity with the Moyers Corners Fire Department (MCFD). The bunk-in is a person who serves the department and community in a volunteer capacity as a "live-in" or "residential" firefighter. In return, the fire department provides living accommodations for the bunk-in. In order to be considered for the bunk-in program, candidates must meet the following criteria:

- Active member in good standing with their home volunteer fire department.
- Be at least 18 years of age.
- Must have successfully completed NYS Firefighter I, or NYS BEFO / IFO, or an equivalent as approved by the Deputy Chief in charge of the bunk-in program:

Additionally, a candidate must meet one of the following education criteria:

- Be enrolled full-time in a college curriculum in Onondaga County, or a contiguous county; OR  Be enrolled full-time in an online college curriculum.

Finally, the candidate shall have their primary residence outside the Town of Clay.

### Obligations

1. Enter into a written one (1) year contract with the MCFD stipulating duties and responsibilities of each student.
2. A \$250 deposit is due upon arrival each academic year. The deposit is non-refundable if the bunk-in terminates this contract early. Extenuating circumstances can be considered by the Board of Directors.
3. Maintain apparatus, living area, and facilities at the station the bunk-in is assigned to.
4. Fulfill a duty schedule that consists of 50 hours per week. This shall include two overnights each week. An overnight shall be defined as 2200 hours to 0600 hours the next day. In addition, bunk-ins shall remain in district for a minimum two weekends per month. Bunk-ins will be in work uniform for any duty hours scheduled Monday through Friday 0800 hours to 1600 hours. Duty hours scheduled during nights and weekends have no specific uniform requirement, but any clothing deemed offensive by the Deputy Chief or his / her designee will not be allowed.
5. Maintain a minimum GPA required by the respective college to remain enrolled.
6. Attend a minimum specified amount of fire and emergency medical training as required by New York State or the MCFD.

7. Must be checked out no later than two weeks after the completion of their course work, unless they have written permission from the Deputy Chief extending their stay. On their departure, the station coordinator must check them out.
8. Any bunk-in wishing to remain over the summer vacation, while maintaining a status as a matriculated student, shall be required to fulfill a duty schedule of 30 hours per week, and one of the following situations must apply:
  - 1) The bunk-in is enrolled in a state or national fire or EMS class in the area.
  - 2) The bunk-in is attending any class, whether traditional or online, through a college in Onondaga County or contiguous county.
  - 3) The bunk-in has employment through any individual or company in Onondaga County or a contiguous county.

Furthermore, written request must be submitted to the department coordinator no later than April 30<sup>th</sup>. The bunk-in shall fulfill all other obligations as outlined below as they would during the academic year.

### Accommodations

The MCFD is on the Northern border of Onondaga County, operating out of four stations. Onondaga Community College (OCC), LeMoyne College, and Syracuse University are about 20 minutes from any given station location. Bunk-ins will be provided with a bed, desk, and dresser. The stations are equipped with a bunkroom, kitchen, lounge, shower, and rest rooms. Parking is available for personal vehicles. Local telephone usage, cable television, and laundry facilities are provided at each station.

### Insurance

The bunk-ins are working with the MCFD through the New York State Mutual Aid Agreement via their home department. However, pursuant to New York State General Municipal Law Section 209i, accident insurance is provided through the MCFD's Volunteer Firemen's Benefit Laws (VFBL) administered through the Town of Clay (TOC). As such, all Bunk-in students must be approved by the TOC Board prior to beginning their participation in MCFD activities.

### Miscellaneous

Each bunk-in must provide their own linens and towels. Board is not provided, but the kitchens are well equipped and available for use by bunk-ins and members. Full interior structural firefighting gear is provided for all bunk-ins.

The department **mailing address** is: Moyers Corners Fire Department  
7697 Morgan Road  
Liverpool, NY 13090

**Station 1** is located at: 8481 Oswego Road  
Just North of Route 31

**Station 2** is located at: 7697 Morgan Road  
Just North of Buckley Road

**Station 3** is located at: 7200 Henry Clay Boulevard  
Just North of West Taft Road

**Station 4** is located at: 8044 Oswego Road  
Approx. 1/2 mile South of Soule Road

## Policies & Procedures

### Stations & Facilities

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.
2. Kitchen facilities in each station may be used by the bunk-ins at any time for the preparation of meals and storage of food. The kitchen maintenance is on the weekly duty schedule; however, all dishes, utensils, stove, refrigerator, microwave, and counter tops should be cleaned immediately after each use.
3. Bunk-ins are responsible for leaving bathroom facilities in a clean and orderly condition after each use. The shower facilities are available to both the membership and the bunk-in. However, most of the use will be by the bunk-in. Although this area is on the weekly duty maintenance schedule, it is the responsibility of each bunk-in to clean the shower area after each use.
4. The bunkroom maintenance is included on the weekly duty schedule. It is the responsibility of all the bunk-ins to keep it 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 the bunk-in, Chiefs, Captains, and the Station Coordinators. Any Chief Officer can request access to the bunkroom at any time. If anyone else is found in your bunkroom without your permission, notify the Station Coordinator at once. This room, as well as the rest of the station, will be subject to inspection by the Chiefs, Officers and/or Station Coordinator, at their discretion, to ensure that it is clean.
5. MCFD bunk-ins, while living at the fire house, are free to use the living room area at their leisure; but keep in mind that this room is open to all MCFD members. This room is to be kept neat and orderly at all times. Newspapers and magazines are to be stacked or kept in a rack of some type, as are videotapes, CDs, cassettes, etc. Dishes and cups are to be returned to the kitchen upon leaving the area.
6. Bunk-ins are expected to participate in any special clean-up or other details. The Bunk-ins will be provided advance notification of such activities.
7. Suitcases, footlockers, and other luggage will be stored in approved locations. If personal locks are utilized for any type of storage cabinet, the combination or spare key(s) must be supplied to the Program Coordinator.

8. Theft of, unauthorized use of or damage to this or any department, or other individual's property will subject the perpetrator to criminal and civil action, as well as dismissal from this program.
9. Laundry facilities at each station may be used by the bunk-ins. Each bunk-in is responsible for supplying and laundering their own linens (i.e. sheets, pillowcases, towels, etc.). A washer and dryer may be utilized by bunk-ins for their personal clothing and linens, but NOT turnout gear nor any contaminated items. Bunk-ins are responsible for supplying their own laundering agents such as detergent, fabric softener, bleach, etc. 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 be hung in the bunkroom area only. These facilities are not to be used for cleaning contaminated clothing or turnout gear.
10. Facilities for cleaning turnout gear are located at Stations 1, 2, and 3. This equipment is only for cleaning turnout gear or contaminated clothing and not to be used for regular clothes laundering.
11. Pets of any kind are not permitted to be housed in the fire station, or on fire department property.
12. Bunk-ins are expected to be respectful of all MCFD members, all guests, and civilians.

## Parking

1. All bunk-ins are required to have reliable transportation and a valid New York State driver's license for the length of the contract.
2. Bunk-ins vehicles may not be placed in station apparatus bays or in front of any of the overhead doors at any time under normal circumstances without the approval of a station officer.
3. All bunk-ins living at the fire station will park their personal vehicles in the rear of the buildings, or away from the spots closest to the apparatus bays, in order to make room for firefighters responding to the station.

## Utilities

1. Bunk-ins 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. Bunk-ins should have their own mobile phone. The phones at each of the stations are for local calls only. Use of this line should be limited to short duration local and calling card calls only. No toll calls shall be made on department telephones. Incoming personal calls are to be held to a minimum.

## Station Security

1. The stations are to be secured 24 hours a day, and are under 24 hour video surveillance.

2. Bay doors are to be kept closed whenever the apparatus rooms are unoccupied.
3. Non-members of the fire department are permitted inside the fire stations only when accompanied by a member or a bunk-in. That member or bunk-in will be fully responsible for the actions of their guest.
4. No visitors or members are permitted in sleeping quarters with the door closed.
5. All guests, unless approved by the Station Captain, shall not be allowed in the firehouse from 2200 to 0700.
6. If a bunk-in desires to have a friend from another department come to the MCFD to do a standby, the respective procedures in the MCFD Standard Operating Manual (SOM) will be followed to obtain permission.

### Emergency Response

1. Bunk-ins, when assigned duty, shall remain in the assigned station area.
2. Bunk-ins shall not drive or operate fire department vehicles unless they have been deemed a qualified driver after successful completion of the department drivers training program and the approval of the Deputy Chief and Station Coordinator.
3. Bunk-ins shall follow all department Bylaws, SOM, Rules, Regulations, General Orders, Special Orders, and other applicable federal, state, or local laws. Failure to do so may lead to a warning, suspension, or termination from the program.
4. No more than one bunk-in shall ride on the same apparatus at the same time unless directed by the officer in charge of the piece.

### Protective Clothing

1. Protective clothing shall be stored in the appropriate location in each fire station. Protective clothing shall only be used for service with the MCFD. Protective clothing may not be removed from the fire station for personal use or for use with another fire department or agency, unless specifically permitted by the Station Captain.
2. The MCFD issues approved turnout gear to the bunk-in. This gear is to be worn for the purposes of training, fire, rescue, and EMS only.
3. A bunk-in is responsible for safeguarding and caring for all issued equipment.
4. In the event your gear becomes damaged or lost, notify your Lieutenant immediately.
5. All MCFD gear and equipment shall be left at the station when a bunk-in leaves the area to go home, vacation, etc.

6. All firefighting/fire protection classes taken by bunk-ins requiring interior structural firefighting gear shall be provided by the bunk-ins sponsoring fire department. MCFD provided gear shall NOT be utilized for outside training or class unless approved by the MCFD Chief of Department or designee.
7. MCFD will issue a personalized helmet shield to each bunk-in for their use on MCFD issues helmets ONLY for the purposes above. This shield can be taken with the bunk-in when they leave the MCFD bunk-in program.

### Bunk-in Status Board

This board is located in the apparatus bays at each station (or immediate area) and has a nametag for each active bunk-in. Each bunk-in is responsible for maintaining the status board. Example: If you are at school, you are out and unable to respond. If you go home, you would move your nametag to the “out” position, and note when you will be returning. When you are in the station, or immediate area, you should place your nametag in the “in” position.

### Duty Schedule & Other Obligations

1. A bunk-in is responsible for fulfilling the task requirements of the duty schedule as determined by the Deputy Chief and/or Station Coordinator. A posted plan for duty shifts and chores will be approved by the station coordinator at the beginning of the semester. Any modifications to this plan must be approved by the station coordinator. The MCFD will supply any cleaning materials necessary to complete the duty schedule. The facilities will be inspected on a weekly basis, and spot-checked occasionally by Station Officers and/or Station Coordinator.
2. Bunk-ins may be assigned to duty shifts at any of the four stations depending upon variable factors.
3. In addition to the scheduled duty time, bunk-ins are expected to be available for emergency calls outside of such duty schedule, as the need arises.
4. Bunk-ins are responsible for assisting with general maintenance of the grounds, living area, and facility at the assigned station as needed.
5. The bunk-ins are encouraged to attend fire department business meetings, which are held on the third Thursday of every month, with the understanding they are to observe only (no voting status).
6. The bunk-ins are encouraged to attend as many fire department details as they are available for, to enhance their experience in both the MCFD as well as the broader fire service. This includes but is not limited to work details, standby details, funeral and wake details, etc.

### Uniform Requirements

The MCFD will provide the following apparel to the bunk-ins upon their arrival:

- Shirts: (2) MCFD T-shirt  
(1) MCFD Golf Shirt  
(1) MCFD Job Shirt  
(2) MCFD Short-Sleeve Duty Uniform Shirts



Pants: (2) Navy-blue uniform pants

Dress Uniform (if available):

- (1) MCFD Dress Jacket
- (1) MCFD Dress Pants
- (1) MCFD Dress Hat w/ Badge

The bunk-in will provide the following:

Shoes: Black uniform boots

Socks: Black or navy socks

Belts: A Black belt

Dress: Black dress shoes

Black Tie

White Dress Shirt

## Discipline

### Warnings

1. Violation of the MCFD Bylaws, Standard Operations Manual (SOM), or Bunk-in Policies and Procedures will be handled by the Station Coordinator under the direction of the Deputy Chief.
2. Any violations may result in warning, suspension, or termination at the discretion of the Station Coordinator and Deputy Chief or his designee.
3. Any violations may result in notification to your home department (Fire Chief) and or parent/guardian.

### Suspensions

If it becomes necessary for a bunk-in to be suspended, the Station Coordinator and Deputy Chief, or his designee, will determine if the infraction is serious enough to have the bunk-in leave the fire station for the duration of their suspension.

### Personal

1. Personal hygiene is very important, especially in the fire stations. Failure to observe acceptable personal hygiene may result in a termination of the bunk-in contract.
2. Smoking is prohibited throughout the fire station. Designated smoking areas are provided outside with appropriate approved receptacles that are provided.
3. Products shall not be discarded on the ground. The storage or consumption of alcohol on fire department property is PROHIBITED. This includes all paraphernalia.

4. Substance abuse in any form is prohibited. The fire department reserves the right to demand drug screening when a student is suspected of substance abuse.

5. Sexual and/or racial harassment is strictly prohibited.

6. Any illness or injury shall be reported to the Station Coordinator, as soon as possible.

### Absence Notifications

During your time as a bunk-in, there will be occasions that you will want to go home or on vacation and may need to make a change to your duty schedule. Should you need to change your schedule, you must contact the Station Coordinator. Requests should be submitted as far in advance as possible. In addition, any bunk-in leaving for a weekend, vacation, or other extended time frame shall notify the Station Coordinator and Captain of the applicable firehouse of when they are leaving, and when they will be returning. This should be done via the MCFD e-mail system.

### Outside Employment

Outside employment is permitted as long as it does not interfere with bunk-in program duties.

### Educational

Bunk-ins must be full-time students and maintain a minimum grade point average to remain enrolled in their respective colleges to be in the Bunk-in Program. Bunk-ins shall provide proof of enrollment at the beginning of each semester. Station Coordinators and/or the Deputy Chief reserve the right to request proof of full-time enrollment status at any point during the semester.

### Fire Department Training

1. Regular departmental training is conducted on Tuesday mornings and Thursday evenings. Also, there is various other training throughout each month. If a bunk-in does not have academic obligations, they are then required to attend regular department drills. If a bunk-in duty time occurs during drill time, then the bunk-in shall attend drill, and the drill time will count towards the bunk-in duty time.

2. Bunk-ins must successfully complete the current MCFD probationary program after acceptance into the Bunk-in Program. This shall be completed upon the bunk-in's arrival to MCFD facilities.

3. The bunk-in must pass a physical exam and maintain the status of an interior structural fire fighter for the duration of their involvement in the program.

4. A current Cardio-Pulmonary Resuscitation (CPR) card must be acquired within one year of acceptance into the program. This must also be maintained while in the program. The fire department will offer a CPR class.

5. The MCFD strongly believes that the above training requirements are minimal and encourages each bunk-in to attend as much training as possible in order to become proficient in all aspects of fire-fighting and EMS. 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.

## Definitions

1. **Program Coordinator:** The bunk-in program is governed by a primary coordinator, typically a Deputy Chief appointed by the Chief of the Department, or his/her designee, who will oversee the bunk-in program. The 4 Station Coordinators will oversee the day-to-day operations of the bunk-in program under the general guidance and executive authority of the Program Coordinator.
2. **Station Coordinators:** Each station has a primary Station Coordinator assigned to it. An additional member of each station is typically identified as a backup to the Station Coordinator in the event the Station Coordinator is not available. Both individuals sit on the Bunk-in Committee and act as liaisons between the bunk-in and the fire department. The primary Station Coordinator is the go-to person for both the bunk-in and the membership if either is having a problem with the program. If a situation arises, it should be reported to the appropriate Station Coordinator. The Station Coordinator is the first person in the chain of command for the bunk-in.
3. **Department Lieutenants:** Each bunk-in student will be assigned a lieutenant that is out of their station. The Lieutenants responsibilities are the same for both bunk-in and regular members. Lieutenants, however, are not responsible for bunk-in participation stats or the bunk-in specific policies and procedures. These are the responsibility of the Station Coordinators.

## End of Year

At the conclusion of the contract period, typically two full semesters, all students wishing to return to MCFD must submit a request, in writing, to the Bunk-in Coordinator and Deputy Chief in charge of the Bunk-in Program. This request must be received no later than 30 days prior to their planned date of departure.

Upon receipt of any request for student return, the MCFD will in turn provide written response either granting or denying the request within 30 days. At no time should any student make any assumption in regards to their return status until the aforementioned response letter is received.

## Signatures

By signing below, all parties agree to abide to the terms set forth in this contract.

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Deputy Chief

Date

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Parent/Guardian

Date

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Student

Date