

MOYERS CORNERS FIRE DEPARTMENT, INC.

BUNKIN PROGRAM
INFORMATION

GENERAL INFORMATION
AND
CONTRACT PACKAGE
EFFECTIVE FEBRUARY 21, 2013

Moyers Corners Fire Department Bunkin Program

Information For Prospective Bunkins

GOALS AND OBJECTIVES OF PROGRAM

The term “bunkin” represents a unique community service opportunity with the Moyers Corners Fire Department. The bunkin is a person who serves the department and community in a volunteer capacity as a “live-in” or “residential” fire fighter and in addition to being a firefighter could be a certified Emergency Medical Technician. In return, the fire department provides living accommodations for bunkins. All bunkins must be full-time students in a college curriculum in Onondaga or a contiguous county, live outside of Onondaga County, New York, be an active member in good standing of a fire department in New York State, be at least 18 years of age, and have completed Firefighter I.

OBLIGATIONS

1. Enter into a written contract with the Moyers Corners Fire Department stipulating duties and responsibilities of each student.
2. A \$250 refundable room deposit is due upon arrival.
3. Maintain grounds, living area, and facilities at the station the bunkin is assigned to.
4. Fulfill a duty schedule that consists of 20 assigned hours a week, which will include 2 weekends a month as posted. During duty hours, the bunkin will be awake, in uniform, and will perform tasks as assigned by Chief of Department or designee.
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 Moyers Corners Fire Department.
7. Must be checked out no later than the Saturday after their last final, unless they have written permission from the Chief extending their stay. On their departure, a coordinator must check them out.
8. Provide a Certificate of Insurance showing VFBL coverage in effect, and two VF2 forms from the respective carrier.

ACCOMMODATIONS

The Moyers Corners Fire Department is on the northern border of Onondaga County. The department operates from four stations. OCC, LeMoyne, and Syracuse University are about 20 minutes from any given station location.

Bunkins 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 and cable television is also provided at each station. Laundry facilities are available at Stations 1 and 2.

MISCELLANEOUS

The bunkin is working with the Moyers Corners Fire Department, Inc. through the New York State Mutual Aid Agreement via their home department, and therefore accident insurance is furnished through their home department via VFBL. Each bunkin must provide their own linens and towels. Board is not provided, but the kitchens are well equipped and available for use by bunkins and members. Full protective gear is provided for all bunkins.

The 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
about 1/2 mile south of Soule Road across from Seneca Mall

For more information, contact the administrative assistant at (315) 652-7733 during normal business hours.

**Moyers Corners Fire Department
Bunkin Program**

Policies and Procedures

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Moyers Corners Fire Department Bunkin Program

Policies and Procedures

A. STATIONS AND FACILITIES

1. Bunkins 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 bunkins at any time for the preparation of meals and storage of food. The kitchen is on the weekly duty schedule; however, all dishes, utensils, stove, refrigerator, microwave, and counter tops should be cleaned immediately after each use.
3. Bunkins 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 bunkins. However, most of the use will be by the bunkins. Although this area is on the weekly duty schedule, it is the responsibility of each bunkin to clean the shower area after each use.
4. The bunkroom is included on the weekly duty schedule. It is the responsibility of all the bunkins 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 bunkins, Chiefs, Captains, and the Bunkin 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 Program Coordinator at once. This room, as well as the rest of the station, will be subject to inspection by the Battalion Chief and/or Program Coordinator, at their discretion, to ensure that it is clean.
5. Moyers Corners Fire Department bunkins, 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 Moyers Corners Fire Department 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, CD's, cassettes, etc. Dishes and cups are to be returned to the kitchen upon leaving the area.
6. Bunkins are expected to participate in any special clean-up or other details. The Committee will provide 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 Stations 1 and 2 may be used by the bunkins. Each bunkin is responsible for supplying and laundering their own linens (i.e. sheets, pillowcases, towels, etc.). A washer and dryer are supplied at Stations 1 and 2 and may be utilized by bunkins for their personal clothing and linens, but NOT turnout gear nor any contaminated items. Bunkins 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 Station 1. 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. The Moyers Corners Fire Department has a general bunk area and encourages members to do frequent standbys.
13. Bunkins are expected to be respectful of all Department members and guests.

B. PARKING

1. All bunkins are required to have reliable transportation and a valid New York State driver's license for the length of the contract.
2. Bunkins' vehicles that are parked in the fire station parking lots must be registered with the fire department. Bunkins' 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 bunkins living at the fire station will park their personal vehicle as far away from apparatus bays as possible in order to allow ample room for responding fire fighters to park.
4. Non-bunkins who are not affiliated with the Moyers Corners Fire Department are prohibited from storing their property or vehicles in or on the department property.

C. UTILITIES

1. Bunkins 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. Bunkins 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. No toll calls shall be made on department telephones. Incoming personal calls are to be held to a minimum.

D. STATION SECURITY

1. The stations are to be locked 24 hours a day unless occupied.
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 bunkin.
4. Guests of the fire department shall not be allowed to wander about unescorted in the fire stations.
5. Persons of the opposite sex are not allowed in sleeping quarters with the door closed. It is expected that the bunkin will use good judgment and not act inappropriately in such situations.
6. All guests, unless approved by the Station Captain to ride along on apparatus, shall not be allowed in the firehouse from 2200 to 0700.
7. If a bunkin wants to have a friend from another department come to the Moyers Corners Fire Department and do a standby, the respective Moyers Corners Standard Operating Procedures (“SOP”) will be followed to obtain permission.

E. EMERGENCY RESPONSE

1. Bunkins, when assigned duty, shall remain in the assigned station area.
2. Bunkins 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 Chief of the Department and Program Coordinator.

3. Bunkins shall follow all department Bylaws, Rules, Regulations, General Order, Special Order, Standard Operating Procedures and other applicable federal, state, or local laws. Failure to do so may lead to a warning, suspension, or termination from this program.
4. Bunkins may display and utilize, if need be, one blue light on their personal vehicle. Each bunkin will be issued a blue light card for authorization. Abuse of this privilege may lead to a warning, suspension, or termination from this program.
5. No more than one bunkin shall ride on the same apparatus at the same time unless directed by the officer in charge of the piece.
6. At any given time, a piece of apparatus may be placed in service fully manned by bunkin students under the direction of the Bunkin Committee and the Line Officers of the department. Such activities may include standby, fire prevention details, and emergency calls.

F. 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 Moyers Corners Fire Department. 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 Moyers Corners Fire Department issues approved turnout gear to the bunkins. This gear is to be worn for the purposes of fire, rescue, and EMS only.
3. A bunkin 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 Moyers Corners Fire Department gear and equipment shall be left at the station when a bunkin leaves the area to go home, vacation, etc.
6. Your gear may be carried in your personal vehicle while you are in the immediate area for response to the closest fire station, or for Moyers Corners Fire Department business or training. Be sure that your gear is out of sight and your vehicle is secured. The gear is to be brought into the station and put in a locker when you are on your assigned duty shift or retiring for the evening.

G. BUNKIN STATUS BOARD

In order to determine the status of each bunkin and give the personnel a means to determine if bunkins are available for alarms, the Bunkin Status Board was devised.

This board is located in the apparatus bays at each station (or immediate area) and has a nametag for each active bunkin. Each bunkin is responsible for maintaining their own status. 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.

H. DUTY SCHEDULE AND OTHER OBLIGATIONS

1. A bunkin is responsible for fulfilling the task requirements of the duty schedule as determined by the Bunkin Committee and/or Chief of Department. The Moyers Corners Fire Department 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 the Program Coordinator and/or Station Coordinator.
2. Bunkins may be assigned to duty shifts at any of the four stations depending upon variable factors.
3. In addition to the scheduled duty time, bunkins are expected to be available for emergencies outside of such duty schedule, as the need arises.
4. Bunkins are responsible for assisting with general maintenance of the grounds, living area, and facility at the assigned station as needed.
5. The bunkin must enter into an annual contract with the Moyers Corners Fire Department stipulating duties and responsibilities.
6. The bunkins 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).

I. DUTY UNIFORM REQUIREMENTS

The fire department will provide the following:

Shirt	Two	navy blue MCFD tee-shirts
	One	navy blue golf shirt ??
	One	“job shirt” style shirt

	Two short-sleeve duty (uniform) shirts
Pants	Two navy blue work pants (not jeans)
Jacket	???????
Belt	Black, any width
Cap	Knit ??

The bunkins will provide the following:

Shoes	Black shoes, boots, or sneakers
Socks	Black or dark blue

Uniform requirements will be discussed in detail during orientation.

J. WARNINGS

1. Violation of the Moyers Corners Fire Department Bylaws, SOP's, or Bunkin Policies and Procedures will be handled by the Bunkin Program Coordinator under the direction of the Chief of Department.
2. Any violations may result in warning, suspension, or termination at the discretion of the Program Coordinator and Chief of Department or his designee.
3. Any violations may result in notification to your home department Fire Chief.

K. SUSPENSIONS

1. If it becomes necessary for a bunkin to be suspended the Bunkin Coordinator and Chief of Department, or his designee, will determine if the infraction is serious enough to have the bunkin leave the fire station for the duration of their suspension.

L. 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 bunkin contract.
2. Smoking is prohibited throughout the fire station. Designated smoking areas are provided outside with appropriate approved receptacles that are provided. Products shall not be discarded on the ground.
3. The storage or consumption of alcohol on fire department property is **PROHIBITED**. This includes all paraphernalia.
4. Bunkins may not be under the influence of alcohol while on department property.

5. 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.
6. Sexual and/or racial harassment is prohibited.
7. Any illness or injury shall be reported to the Program Coordinator and Station Coordinator, as soon as possible.
8. Bunkins should acquire a post office box. Bunkins should have all mail delivered to this post office box to alleviate potential mail forwarding problems.

M. TIME-OFF REQUESTS/HOME VISITS

1. During your time as a bunkin, 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 time off, you must contact the Station Coordinator. Requests should be submitted as far in advance as possible.

N. OUTSIDE EMPLOYMENT

1. Outside employment is permitted as long as it does not interfere with bunkin program duties.

O. EDUCATIONAL

1. Bunkins must be full-time students and maintain a minimum grade point average to remain enrolled in their respective colleges to be in the Bunkin Program. Each student is required to submit a college copy of their grades, within one week of receiving them, each semester, to the Program Coordinator.

P. 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 bunkin does not have academic obligations, they are then required to attend regular department drills. If a bunkins duty time occurs during drill time, then the bunkin shall attend drill, and the drill time will count towards the bunkins duty time.
2. Bunkins must successfully complete the current Moyers Corners Fire Department probationary program after acceptance into the Bunkin Program.
3. The bunkin must attain and maintain the status of an interior structural fire fighter.

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. **Bunkins must pass the Moyers Corners Fire Department probationary member training program.**
6. The Moyers Corners Fire Department strongly feels that the above training requirements are minimal and encourages each bunkin to attend as much training as possible in order to become proficient in all aspects of fire-fighting and EMS. However, the bunkin must always make sure that their fire department activities do not interfere with, or harm, their scholastic activities or requirements, in any way.

Q. CHAIN OF COMMAND

Key People:

1. Station Coordinators: Each station has at least one Station Coordinator assigned to it. The Coordinators sit on the Bunkin Committee and act as liaisons between the bunkins and the fire department. The Coordinators are go-to people for both the bunkins 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 bunkins.
2. Department Lieutenants: Each bunkin student will be assigned a lieutenant that is out of their station. The Lieutenant's responsibilities are the same for both bunkins and regular members. Lieutenants, however, are not responsible for bunkin participation stats or the bunkin specific policies and procedures. These are the responsibility of the Station Coordinators.
3. Program Coordinator: The Program Coordinator is in charge of the bunkin program, under the direction of the Chief of Department. The Coordinator also chairs the Bunkin Committee. The Program Coordinator oversees the entire bunkin program. The Bunkin Coordinator shall be a liaison between the Bunkin Committee and the fire department, and between the bunkin student parents and the fire department. The Program Coordinator is responsible for the welfare of each and every bunkin student throughout their stay with the Moyers Corners Fire Department.

Chief/President Date

Program Coordinator Date

Parent/Guardian Date

Student Date