



Camas Valley Rural Volunteer Fire District

Resident Program Handbook

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1. PROGRAM OVERVIEW

The Camas Valley Rural Fire District (CVRFD) Resident Firefighter Program is designed to increase volunteer availability, improve response times, and provide valuable training opportunities for individuals interested in fire and emergency services.

The program allows selected participants (“Residents”) to live at the fire station in exchange for their commitment to emergency response availability, training participation, and station duties. Residents serve as an on-site resource to enhance emergency readiness and assist with day-to-day station operations.

This program is intended to benefit both the community and the Resident by providing hands-on experience, structured training, mentorship, and exposure to the responsibilities and expectations of the fire service.

2. PROGRAM GOALS

The goals of the CVRFD Resident Firefighter Program are to:

- Provide reliable staffing for emergency response, particularly during nights, weekends, and high-demand periods
- Improve emergency response times within the Camas Valley community
- Train and develop individuals in firefighting and emergency medical services
- Support community safety through increased station presence
- Offer Residents a pathway to careers in fire service, EMS, or public safety
- Increase overall volunteer participation and retention

3. RESIDENT STATUS & LEGAL STANDING

Residents participating in the CVRFD Resident Firefighter Program are **volunteers only** and are **not employees** of Camas Valley Rural Fire District.

Participation in this program does **not** establish:

- An employer–employee relationship
- A landlord–tenant relationship
- Any entitlement to wages, benefits, or future employment

Residents serve at the pleasure of the District and may be removed **for cause only**, in accordance with CVRFD policies.

Residents may also voluntarily withdraw from the program for cause with appropriate notice.

All Residents are subject to:

- CVRFD policies and procedures
- Department operational guidelines
- The CVRFD Volunteer Policy

4. ELIGIBILITY REQUIREMENTS

To be eligible for the Resident Firefighter Program, applicants must:

- Be **18 years of age or older**
- Possess a **valid driver's license**
- Pass a **criminal background check**
- Pass a **drug screening**
- Complete a **medical/physical evaluation** appropriate for fire service duties
- Be physically and mentally capable of performing the essential functions of firefighting
- Demonstrate the ability to meet training, response, and duty expectations

No prior firefighting or EMS certifications are required at the time of acceptance.

5. APPLICATION & SELECTION PROCESS

Applicants must complete the following steps:

1. Submit a written application
2. Participate in a formal interview
3. Successfully complete all required screenings

Final approval for participation in the program is granted by the **Fire Chief and Retention Coordinator**.

Acceptance into the program is based on District needs, applicant qualifications, available housing, and overall suitability for station residency.

6. PROGRAM TERM, COMMITMENT & DURATION

Residents commit to the program **one semester at a time**. Participation may be renewed upon satisfactory performance,

compliance with program requirements, and District approval.

Residents are expected to:

- Provide coverage **3–4 days per week**, or meet an established minimum number of hours
- Maintain availability during assigned duty periods
- Attend **all required department training drills, meetings, and scheduled trainings**
- Participate actively in department activities

Program extensions are granted based on performance reviews and operational needs.

7. RESIDENT BENEFITS

Residents in good standing are provided the following benefits:

- **Free housing** in a private dormitory room
- Utilities included
- Access to station amenities, including:
 - Lounge
 - Kitchen
 - Locker rooms
 - Training areas
 - Gym
 - Offices (as authorized)
- **No-cost personal protective equipment (PPE)** and required training
- **Tuition assistance**, subject to approval and availability
- Hands-on firefighting and EMS experience
- Mentorship, supervision, and career development opportunities

All benefits are provided at the discretion of CVRFD and may be modified or revoked for cause.

8. TRAINING & CERTIFICATION REQUIREMENTS

CVRFD will provide required training at no cost to the Resident.

Residents are required to complete the following certifications within established timelines:

- **Firefighter I:** within **3 months**
- **EMR or EMT:** within **5 months**
- **Driver/Operator** certification: required, timeline determined by the District

Residents may respond to emergency incidents **prior to certification** only under supervision and strictly within the limits of their current training and certification level.

Failure to make reasonable progress toward required certifications may result in corrective action or removal from the program.

9. DUTY SHIFTS & AVAILABILITY

Duty coverage will be managed using a **combination approach**, which may include:

- Assigned duty days
- Minimum weekly hour requirements
- On-station availability periods

Residents are **not required** to sleep at the station on duty days.

While on duty, Residents may leave the station **with notification** to the Program Manager or Duty Officer, provided coverage and response expectations remain met.

10. RESPONSE EXPECTATIONS

Residents are expected to respond to emergency calls when on station, subject to their certification level and District policy.

- Response participation is **limited by training and certification**
- Residents may miss a call due to work or school obligations **only with prior approval**
- Professional conduct and readiness are expected at all times

11. LEAVE, ABSENCES & COVERAGE

All absences must be coordinated through the **Program Manager**, who is responsible for assigning coverage.

- **24 hours' advance notice** is required for planned absences whenever possible
- Repeated unapproved absences may result in disciplinary action

12. RESIDENT RESPONSIBILITIES & STATION DUTIES

Residents are responsible for:

- Responding to emergency calls while on station
- Attending all required trainings, meetings, and drills
- Performing daily station duties, including:
 - Cleaning common areas
 - Apparatus and equipment checks (as assigned)
 - Light station maintenance
 - Maintaining professional station appearance
- Representing CVRFD professionally at all times

13. STATION RULES

- **No alcohol or illegal substances** are permitted on District property
- Residents must maintain cleanliness in dorm rooms and common areas
- All District policies and operational guidelines must be followed
- Quiet hours must be respected
- Failure to comply with station rules may result in disciplinary action

14. DRUGS, ALCOHOL & FITNESS FOR DUTY

CVRFD maintains a **drug-free and alcohol-free workplace**.

- Alcohol and illegal substances are strictly prohibited
- Residents must be **fit for duty at all times** while on station
- Drug testing may be conducted in accordance with District policy

15. VISITORS & GUESTS

- Overnight guests are permitted on a **limited basis**

- All guests must comply with station rules and may not interfere with operations
- Residents are responsible for their guests' conduct

Quiet hours are observed:

- **Weekdays:** 1:00 AM – 8:00 AM
- **Weekends:** 1:00 AM – 8:00 AM

16. DORMITORY & FACILITY USE

- CVRFD provides beds and linens
- Dormitory inspections may be conducted **with advance notice**, except in emergencies
- Residents must maintain clean and orderly living spaces

17. VEHICLES & PARKING

- Residents may park personal vehicles at the station in designated areas
- Light personal vehicle maintenance is permitted if it does not interfere with operations
- Work areas must be cleaned and restored after use

18. EQUIPMENT, PROPERTY & IT USE

Residents may use:

- Station computers
- District Wi-Fi
- Gym and fitness equipment

Residents are financially responsible for damage to District property caused by negligence or misuse.

19. EMERGENCY PROCEDURES

Residents do not have assigned special emergency duties beyond their normal role and certification level unless directed by command staff.

20. PROGRAM OVERSIGHT & PERFORMANCE REVIEW

The Resident Firefighter Program is managed by **Captain James Beans IV**.

- Residents report directly to the Program Manager
- Performance reviews are conducted each semester
- Continued participation is based on compliance, performance, and District needs

21. DISCIPLINE & TERMINATION

Residents are subject to the CVRFD Volunteer Policy.

Grounds for immediate removal include, but are not limited to:

- Drugs or alcohol violations
- Criminal activity
- Unsafe or reckless behavior
- Repeated failure to meet duty or training requirements
- Negligent damage to District property

22. ACKNOWLEDGEMENT & AGREEMENT

All Residents must sign an acknowledgment confirming understanding and acceptance of:

- Program rules and expectations
- Volunteer-only status
- No tenancy or employment rights
- Grounds for discipline and termination

Failure to sign the acknowledgment will result in ineligibility for participation.