



El Dorado Fire Department Residency Program Through Butler Community College Student Agreement

(Revised 03/16/2006)

The Butler Community Fire Science Program, in conjunction with El Dorado Fire Department intent is to establish a residency program. The Fire Science residency program is an opportunity for college students who are enrolled as Fire Science Majors at Butler Community College to gain a two year experience working with a municipal fire department, while achieving an associates degree or program certificate through Butler Community College.

The residency program will provide positive training and experience for up to **six** students pursuing a career in fire or emergency services. While enrolled, the program will provide a learning environment where students may take advantage of college level instruction, continuing education seminars, and skill development through on the job training.

Fire protection in every city is recognized as a vitally important service. New and unusual problems result from rapid technological advancements, urbanization, industry and modern modes of transportation have drastically broadened the scope of fire protection responsibilities. The fire and emergency services of today have become more technical, requiring individuals working together to provide public education, fire protection, emergency medical services, as well as mitigating hazardous materials incidents and performing fire suppression and rescues.

It is the El Dorado Fire Department's commitment through the residency program to provide the resident with a positive and professional atmosphere in which to advance the career opportunities in the fire and emergency services.

I. Minimum Requirements

- Individual must be at least 18 years of age
- Possess and maintain a valid Kansas Drivers License
- Be enrolled in a minimum of 15 hours of credit at Butler Community College**
- Be enrolled as a Fire Science Major
- Maintain a 2.5 GPA
- Possess IFSAC approved Firefighter I certificate or be currently enrolled in Firefighter I, FS100, and successfully pass the KFRTI “Firefighter I” exam prior to the next consecutive semester after taking the Firefighter I course.

II. Selection Process

The residents will be selected from a pool of applicants. Each candidate will be required to submit an application for the residency program. The application will be reviewed by a committee comprised of Fire Chiefs, Emergency Service Administrators, Butler Community College Fire Science Coordinator, and / or their delegated representatives.

Once an application is selected, the applicant will be contacted by mail or phone for a time and date arrange a written test, physical agility test, along with an oral interview by the committee.

Upon completion of all entrance test and interviews, the El Dorado Fire Department and / or the Butler Community College Fire Science Office will only make contact with the successful applicants, at which point the applicant will be responsible for obtaining a general health physical from a physician. The El Dorado Fire Department will provide at no expense to the resident a drug scene and background check.

Applicants who successfully complete all portions of the entry process will be contacted by mail or phone upon acceptance. All entry scores and results will remain confidential and will only be available to authorized Butler Community College officials and El Dorado Fire Department officials.

Residents that are selected for the resident program will be registered as volunteer firefighters for the municipal department in which they will serve and will be entitled to all benefits of the volunteer organization. Residents will be expected to attend volunteer training session unless excused on the second and fourth Tuesday of each month. Residents that are unable to attend such training must submit a letter describing the reason for being absent

III. Polices and Code of Conduct

Each member of the fire science program will be registered as volunteer firefighters for the department in which they serve and as students of Butler Community College. All residents will be expected to abide by all employee rules and regulations, of The City of El Dorado, all El Dorado Fire

Department standard operating guidelines and standard operating procedures, as well as all Butler Community College rules and regulations.

Housing rules will be strictly enforced; residents will be residing in a government building for their duration of the school year. Residents will be expected to maintain a professional attitude and attire at all times, on duty or off. There will be absolutely no tolerance for behaviors that disrupt the normal business and operations of the city and its departments.

Residents will be allowed to have visitors within the station during specified times, but visitors must be announced and access will be limited to approved areas. All guests will be required to sign in and out of the log book.

Residents must remember that portions of the facility are public access and should portray a desirable and professional attitude and attire within these areas. Any deviation of rules, regulations, guidelines, or procedures will result in disciplinary actions.

IV. Housing

Resident students may choose to reside within the fire station on a semester by semester time frame; this student will be classified as fulltime residents. Students may also elect to reside outside of the local fire station, but will be required to reside in the facility during their twenty-four hour shift; these students will be classified as part time residents. Those students that chose to reside in the local fire station fulltime will be subject to a housing fee. Those that are part-time will be only responsible for a deposit fee.

Each fire science resident will be responsible for a housing fee of \$675.00 per semester, \$75.00 of that fee will be a deposit, and upon leaving the residency in good standings the student may be eligible for a partial refund of the deposit fee. The \$75.00 deposit must be replenished each semester. Butler Community College will assess these fees and the El Dorado Fire Department will establish an account specifically for the funds. Those funds will be allocated in such a manner that will make the residence program self sufficient.

Each student prior to moving in to the participating fire station will be required to make contact with accounts receivables Kay Metzinger, to fulfill any and all financial obligations, or to establish a payment plan. Once all obligations and arrangements are settled the student will receive an admittance card from Mrs. Metzinger. This card will be an indicator to the participating department that all financial obligations between the college and the student are settled. This card will be given to the Fire Science Coordinator prior to the student moving into the facility. This card will be kept on file and returned to the student at the end of the semester, upon exiting the facility in good standing.

The students will be provided with a dormitory furnished with bunks and lockers. It will be the responsibilities of the resident to provide their own bedding and device for securing their locker. The residents will also have at their use a kitchen with appliances, along with a seated dining area. An

entertainment area will also be provided for the residents. A study area will also be established for the residents.

Where applicable the student will have laundry facilities for their use. The resident will be responsible for providing laundry supplies. The residents will be assigned to a weekend and or evening rotation if deemed necessary by the department. The resident will be expected to clean and keep maintained all living areas, and report all damages and repair needs to the shift supervisor. Each resident will assigned to clean particular areas of the facility on a daily and or weekly schedule as deemed necessary by the department. Residents are expected to clean up after themselves. A cleaning schedule will assign cleaning responsibilities and who is responsible to clean what specific area.

Residents that are on duty are entitled to all utilities and work areas as that of the on duty crew. When residents are not on duty they are expected to respect the on duty crew areas.

Residents who are not on duty are not obligated to remain in the facility, but are responsible for reporting for shifts at designated times. The resident will be required to sign in and out of a log book and provide a contact number, for accountability reasons, when expected to be gone overnight. If scheduled to be on shift the next morning the resident shall stay in the dorm the night prior, to assure being there for their shift.

V. Apparel & Uniforms

Each resident upon acceptance into the resident program will be issued “Participating Fire Department” uniforms consisting of:

- 1 Polo uniform shirts**
- 1 Khaki uniform pants**
- 2 Fire Department logo T-shirts**
- 1 Khaki uniform belt**
- 1 Grey workout shorts or pants**
- 1 Fire Department Jacket**

These articles will be provided each year or replaced on an as needed to the resident at no charge. Residents will be required to provide approved footwear and approved under garments. All and any El Dorado Fire Department uniforms are to be worn on duty unless otherwise specified by the participating department. It will be the responsibility of the resident to display a clean and complete uniform upon reporting for duty status.

Unless other wise specified by the participating department, the resident is responsible to furnish work out apparel for physical training in which they will participate in, each on duty shift. Appropriate work out apparel will consist of whatever is specified by the participating department.

It will be the resident’s responsibility to report any defective, worn, or damaged uniform articles in need of repair or replacement to the on shift supervisor.

VI. Work Schedule & Expectations

Each resident will be obligated to provide and full 24- hour shift as dictated by a shift schedule. Each resident will be assigned shifts to work; the remaining residents will not be obligated for duty until their specified shift. During these shift the resident will be required to report for duty at 0700 hrs to the officer in charge of the shift.

The resident, when reporting for duty will be dressed in a clean and complete uniform. The resident will then be assigned duties and task to perform through out the shift. The resident may be expected to perform but are not limited to; fire protection, emergency medical care, public education, fire prevention inspections, station maintenance, and all other reasonable duties assigned by the officer in charge.

The on duty resident that has classes during the course of a shift will have to make arrangements, if at all possible, with the instructor so that if an emergency arises the resident may be excused form class. The student's education supercedes any shift work obligation.

If the resident is ill or there is an emergency and the resident will be absent for their shift and / or classes, the resident will be required to take all appropriate steps covered by the participating departments personnel rule book and BCC student attendance guidelines.

VII. Academic Obligations

The Fire Science Program is a Butler Community College recognized function. Students will be required to submit a school schedule to the program coordinator indicating course time and dates at the beginning of each semester. Throughout the semester students must maintain satisfactory grades in all classes as well as maintain attendance requirements. Grades and attendance checks will be requested from the college at various times during the semester to ensure the resident is maintaining their academic obligation / requirements. If a resident at any time fall below satisfactory grade and or has accumulated excessive unexcused absences in any class ,that resident will loose ride out privileges and forfeit fire department activities, but will still report for their designated shift with the appropriate study materials. Students may resume ride out privileges and department activities once grades are brought to satisfactory levels. Anyone needing information concerning special needs should contact your instructor after class or the Special Needs Coordinator, at 322-3321 or 733-3321.

VIII. Discipline Actions

A demerit system will be utilized to ensure compliance with the rules, regulations, and policies of all agencies involved in the resident program. Failure to perform duties or responsibilities as set forth in this agreement and / or established by any of the agencies participating with the resident program and the resident may result in a demerit. After the accumulation of 15

demerits in one semester the student may be removed from the resident program, but will still remain in the BCC Fire science program.

Undesirable grades, residents will be required to submit grade reports to the program coordinator at various times throughout the semester. If at any time the resident falls below a grade of a "C" in any course that resident will be subject to suspension of ride out time and all other fire department activities, which do not pertain directly to the subject matter in which the student requires additional study time in. The student will be responsible to provide evidence that the grade in the particular class has met an acceptable level, C or higher, prior to the resident being able to participate in fire department activities. The student, even though ineligible to ride out and participate in fire department activities will be required to report for duty, but will apply the shift time towards the course requiring extra attention. For each shift in which the student is ineligible to ride out or participate in, the resident will accumulate 1 demerit.

Maintaining living area, residents will be assigned areas in which they are to maintain on a regular basis. Failure to maintain the area may result in a demerit being issued. If the area

VIV. Exclusions and Exemptions

Any and all rules and guidelines in this document are subject to change to meet the specific requirements of departments as long as there is a mutual understanding between BCC and the participating department, at which point an addendum will be attached to this document and distributed to the effected residents and left on file at both the BCC Fire Science Coordinators Office and on location of the participating department.

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I _____, have read the program
Print name
contract and understand its content and agree to abide by its content. I also understand that deviation of the contract may result in disciplinary action being enforced by BCC of by the participating department. I also authorize all personal school information to be disclosed to the Fire Science Coordinator.

Signature

Date