



Resident Firefighter Work Experience Firefighter Program (WEP) Rules and Regulations

In order to maintain the highest standard within the **GFFR** Work Experience Program, the following rules and procedures shall be followed:

1. You and your fellow WEP members will be responsible for duty shifts. They will be scheduled on a rotating basis. Three members on day shift 0700hrs – 1800hrs. Two members on night shift 1800hrs – 0700hrs. Two members off.
2. WEP firefighters are expected to use the fire department dormitory as their principal residence.
3. WEP members are required to maintain the fire station in accordance with set department standards and the daily station duty sheet.
4. Any WEP member(s) whose presence, in the opinion of the Fire Chief, is disruptive to the good order or operation of the fire hall and/or community will be dismissed. They must terminate residence at the Grand Forks Fire Hall within three days.
5. Each WEP member must agree to these terms in writing before acceptance as a resident Work Experience Firefighter of the Grand Forks Fire Department.

Routine, Rules and Regulations:

1. WEP residents do not accumulate vacation leaves during their 12-month tour. Transfer days must be arranged and approved in advance by the Fire Chief. All shifts covered must be paid back within the 12 month tour.
2. Residents do not accumulate sick days or hours, it is to be understood that effort should be made to contact the Fire Chief in advance so crew changes can be arranged.
3. Resident quarters will be inspected on random visits by the Fire Chief. All house duties shall be presentable at all times. Duties not attended to will result in disciplinary action from the Fire Chief.
4. Residents must report to their assigned shift at least 15 minutes early. This includes all training days. You must be ready for emergency response with bunker gear, radio, and SCBA. This equipment is your responsibility to check at your assigned seat on the engine.
5. Members must arrive for shift work in required condition: clean-shaven, clean and pressed uniform shirt over GFFR tee-shirt, shined hardware, black belt with clean and pressed pant, shined black shoes or boots. Members on Duty shift will remain in required clothing until 21:00.
6. All requests from a guest or public shall be handled with courtesy and diplomacy, as you represent the GFFR. Remember that our job is to be helpful at all times.
7. Small problems that arise shall be solved amongst the residents. The Fire Chief should be informed of a problem that is beyond the scope of resolving in-house.
8. Residents must complete the Canadian Red Cross First Responder Course and EMA licencing.
9. Kitchen supplies such as pots and pans, dishes or food should be stored in cabinets. Fridges and freezers must be inspected weekly and old food must be thrown out to ensure cleanliness.

WEP Resident Signature.

18. Scheduled WEP training and Wednesday night training is mandatory. Requests for leave from a training event must be made to the Chief 48 hours prior to the event.
19. Late arrival for duty may result in an extra duty shift, or you may be dismissed for that particular day. Other tardiness may result in discharge from the program.
20. WEP residents may have recreational privileges suspended for just cause. The Fire Chief will determine this.
21. Resident's conduct shall not reflect adversely on themselves or the department. Rules of common courtesy and respect for the individual will be given to all fellow members of the department. Treat others like you would like to be treated. WEP residents must model GFFR values.
22. If you are asked to perform a task that you have not been properly trained for, convey this to the person requesting the task. You will not be expected to perform beyond your level trained.
23. The GFFR expects an 12 month commitment to the WEP resident program. Exceptions will be made for a WEP resident being hired by a Career Fire Department or for a family emergency. These exceptions must be approved by the Fire Chief.
24. If there is an infraction of the WEP rules and regulations or a GFFR policy or procedure by a WEP resident, he or she will be notified as soon as possible by the Chief that disciplinary action will begin within one week of notification. (Three strike policy).
25. To receive a season ski pass you must complete the 4 month probationary period of the WEP program and be in good standing. Any pass holder that abuses the rules and regulations of the Phoenix Ski Resort will lose their pass.
26. All students will be required to give at least 2 weeks' notice in writing if they intend to leave the WEP program. No reference will be given if this is not adhered to. (Exceptions to Fire Department Hiring or family emergency)
27. All WEP members will wear ONLY GFFR authorized shirts, pants, station jackets and hats while on duty or training. Special exceptions can be made by request to the Chief.

WEP Resident Signature.

The GFFR Work Experience Program is a once in a lifetime opportunity. Your schooling can make you hireable, this program will make you valuable. You will be given the tools and education to pursue a rewarding career in the Fire Service. Life in Station 354 will be as close as you will get to a full time hall so please treat the hall and your fellow firefighters with respect and enjoy the ride.

Good Luck and be Safe

Fire Chief James Runciman

Dated at _____ this _____ day of _____ 2023

WEP resident

Fire Chief.

WEP Resident Signature.