



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

In order to maintain the highest standard within the BWFD 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 Big White 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 Big White Fire Department.

*The Big White Fire Department is very proud of the accomplishments and success of the Work Experience Program. Our program continues to gain recognition across Canada. We are very proud of all our past WEP firefighters with over 85% of our graduating members going on to career positions in 50 plus departments across Canada.*

### **Routine, Rules and regulations:**

1. WEP residents do not accumulate vacation leaves during their 11-month tour. Transfer days must be arranged and approved in advance by the Chief or Deputy Chief. All cover shifts must be paid back within the 11 months tour.
2. Residents do not accumulate sick days or hours, it is to be understood that effort should be made to contact the Deputy Chief or Duty Officer in advance so crew change can be arranged.
3. Resident quarters will be inspected on random visits by the Chief or Deputy Chief. All house duties shall be presentable at all times. Duties not attended to will result in disciplinary action from the Chief or Deputy Chief.
4. Residents must report to their assigned platoon shift at least 15 minutes early. This includes all training days. You must be ready for emergency response with bunker, 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 clothing: clean-shaven, clean and pressed uniform shirt over BWFD tee-shirt, shined hardware, black belt with clean and pressed pant, shined black shoes or boots. Platoon members on Duty shift will remain in required clothing and until 21:00.
6. All requests from a guest or public shall be handled with courtesy and diplomacy, as you represent the BWFD. Remember that our job is to be helpful at all times.
7. Small problems that arise shall be solved among the residents. The Chief or Deputy 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 certification. Residents must complete the Canadian Red Cross EMR Course.
9. Kitchen supplies such as pot and pans, dishes or food should be stored in cabinets. Fridges and freezers must be inspected monthly and old food must be thrown out to ensure cleanliness.

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WEP Resident Signature.

10. No alcohol is allowed on premises as per the Regional District of Kootenay Boundary policy “Alcohol in Fire Halls.”
11. Conduct yourself in an appropriate manner at all times, as you are members of this organization. Refrain from disruptive or rowdy behaviour when out in public. Clothing that identifies you as a BWFD member is not permitted to be worn if you are consuming alcohol.
12. A BWFD pager must be carried and on at all times, (unless under the influence or drinking in bars etc.) when on or off duty. Report to the fire hall when a call is paged out.
13. Smoking is not permitted in the fire hall or in any Regional District of Kootenay Boundary building or vehicle. Tobacco use is strongly discouraged in any form and may have a negative impact on future job opportunities.
14. The Chief or Deputy Chief’s offices are off limits to residents unless directed by the Fire Chief or Deputy Chief.
15. Overnight guests are only allowed in resident firefighter quarters with permission, from the Chief or Deputy Chief. Advanced notice must be given a minimum of 1 week prior to arrival.
16. WEP members will be held accountable for order and cleanliness. The following guidelines will apply:
  - a. Clothes hung in closets and put in drawers.
  - b. Beds made when not in use.
  - c. Floors vacuumed regularly.
  - d. Baths and showers cleaned.
  - e. Dishes and glasses returned to the kitchen and/or dishwasher.
  - f. Trash emptied “as needed” in rooms, daily in kitchen.
  - g. Recyclables stored and taken out to bins at Transfer Station or to Kelowna for refund.
  - h. Common living and kitchen areas presentable to public at all times.
  - i. IF YOU HAVE TIME TO COOK, YOU HAVE TIME TO CLEAN!
  - j. Other duties as assigned or taken in the absence of a fellow resident
17. There is “ZERO TOLERANCE” for illegal drug use of any kind.

18. Scheduled WEP training and Tuesday night training is mandatory. Requests for leave from a training event must be made to the Deputy Chief of Operations 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 BWFD 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 BWFD expects an 11 month commitment to the WEP resident program. Exceptions will be made for a WEP resident being hired by a local 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 BWFD 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 Big White 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 BWFD authorized shirts, pants, station jackets and hats while on duty or training. Special exceptions can be made by request to the Chief or Deputy Chief.

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WEP Resident Signature.

*The BWFD 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 311 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*

Dated at \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_

\_\_\_\_\_  
WEP resident

\_\_\_\_\_  
Fire Chief.

\_\_\_\_\_  
WEP Resident Signature.