



GRAND LAKE FIRE PROTECTION DISTRICT



PO Box 1408 GRAND LAKE, CO 80447

970-627-8428

RESIDENT FIREFIGHTER LEASE AGREEMENT

This Lease Agreement (Agreement) is made this _____ day of _____ and has a physical address of; 201 West Portal Road, Grand Lake, Colorado 80447.

This Lease Agreement is made between the Fire Chief Kevin Ratzmann (Landlord) and /or Assistant Chief Seth St. Germain (Landlord) and _____(Resident).

Each Resident is jointly and severally liable to Landlords, for performance in accordance with all terms of this Agreement.

1. Premises. The premises are the Grand Lake Fire Protection District Resident Apartments, located on the second floor at 201 West Portal Road, Grand Lake, Colorado 80447, Grand Lake Fire Protection District Station 1 (the Premises).
2. Agreement to Lease. Landlord agrees to lease to Resident and Resident agrees to lease from Landlord, the Premises according to the terms, conditions and expectations in this Agreement.
3. Term. This Lease will be for a term of 24 months ending on _____.
4. Rent. Rent is paid under the actions covered in the attached "Firefighter Resident Program Expectations and Performance – Shift Coverage".
5. Utilities. Utilities are paid under the actions covered in the attached "Firefighter Resident Program Expectations and Performance – Shift Coverage."
6. Use of Premises. The Premises will be occupied only by the Resident.
 - Laundry Facilities.

- Please promptly remove clothing from machines.
- Keep the Laundry Facilities clean and clear of any trash.
- Do not use tints or dyes.
- Do not place articles containing foam rubber or similar textured materials in the dryers.
- Please report any malfunction of these machines to the Assistant Chief.

Entrances, Hallways, Windows, Common Living Area. ○ No signs, clothing, sheets, towels, etc. shall be hung from the windows or any other place where they would be visible to the public.

- Nothing shall be thrown out of windows. Residents must observe care not to leave windows or doors open during inclement weather. Residents shall be held liable for any damage to paint, plaster, cabinets, walls, windows, carpet, floors or other parts of their living area.
- Residents shall not cause any lock or hook to be place upon any door or window without the consent of the Fire Chief. If any additional lock or safety device is approved, it shall be installed and remain the property of the Fire District.
- No exterior alterations will be permitted, including clothesline, mailboxes,



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greenhouses, doghouses, fencing, or screening of any kind. No plastic or any other covering may be placed over the windows on the exterior of the building. o All areas that are open to public view and/or used as living areas by residents shall be maintained by those residents in such a manner as to present a favorable impression to the general public.

- Disturbances of other Residents.
 - All radios, television sets, phonographs, musical instruments, etc. will be played to a level of sound that does not reasonably disturb any other resident. 1000 P.M. (2200) is zero noise enforcement – use of headphones is recommended.
- Unnecessary Damage.
 - Residents are responsible, when leaving the facility at any time, for closing all windows, closing all water faucets, turning off all electrical appliances not in use, turning off all nonessential lights, and securing and locking all entrance doors. o Residents will be held responsible for any physical damage to the interior, exterior, fixtures, or furnishing of the fire station due to acts that they or their guests maliciously inflict.
- Garbage Disposal.
 - Make sure the COLD water is flowing strongly prior to the disposal being turned on and waste inserted. Also, allow the water to flow after the waste is ground up to permit flushing of the traps.
 - Banana peels; cigarette filter tips, celery, corncobs, cornhusks, bones, metal, and glass shall not be inserted into garbage disposal.
- Trash.
 - All trash should be placed only in containers provided (barrels, dumpster, etc.). Do not deposit trash in any other area.
 - Residents shall dispose of their trash and garbage regularly as they may attract insects and rodents, in addition to being unsightly.
- Refrigerators.
 - If the refrigerator in the station is not frost free, it requires defrosting regularly. Do not use any sharp instrument to pick or scrape off ice when defrosting the refrigerator as such instruments can very easily puncture the coil, causing a loss of refrigerant and requiring expensive replacement.
 - The contents of the refrigerator should be edible. Do not allow old, spoiled, or inedible foods to accumulate.
 - The refrigerator shall be kept clean at all times.
- Stove.
 - The stove in the station requires continuous attention. If meat juices, etc. bake on an oven over a period of time, they will become almost impossible to remove. A thorough cleaning of the oven once a month with a spray type oven cleaner is recommended.
 - Do not use any caustic spray type oven cleaner on any part of the outside of the stove. Burner plates, grates, and broiler pans may be covered with aluminum foil to facilitate cleaning.



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- Sink and Dishes.
 - Dirty dishes will not be allowed to set. Dishes and sink must be cleaned immediately after use.
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 - Vehicles.
 - Minor mechanical repairs and maintenance to personal vehicles may be performed on the grounds or in the bays provided the same does not inconvenience other firefighters, District operations, or place apparatus in an undesirable location or environment. No major repairs will be allowed, or vehicles left inside the station overnight.
 - No automobiles, trucks, campers, trailers, cycles, boats, etc. which do not have current safety inspection stickers and license tags or which are inoperative in any way including flat tires may be kept on the premises. The District reserves the right to have towed, at resident's expense, any improperly parked vehicle.
 - Personal vehicles (automobiles, motorcycles, ATV's, etc.) will not be housed or stored in the fire station without prior approval of the Fire Chief. Lawns and other common areas are to be kept clear of vehicles and other personal belongings.
 - Resident vehicles shall not be parked in spaces reserved guests at stations with spaces designated for same.
 - Fire District shall not be responsible for any damage to or loss of any vehicle stored or parked on the premises, nor for any property in or on such vehicles. ○ Washing of personal vehicles is permitted if done inside the station or outside of public view.
 - Personal Property.
 - Personal property must be kept in the residents' quarters. The Fire District is not responsible for any damage to personal property or theft or loss of the same.
Personal property left after 30 days of residency termination will be disposed of.
 - Visitation.
 - All visitors to the Grand Lake Fire Protection District Resident Apartments require approval from either Landlord. Residents are also required to obtain consent from fellow Apartment Residence prior to the arrival of visitors. ○ Visitors are not allowed to remain on Grand Lake Fire Protection District Property after 10PM (2200).
 - Drugs / Narcotics / Controlled substances. Doctor prescribed medications are the only form of drugs / narcotics / controlled substances that are allowed on Grand Lake Fire Protection District property.
 - Alcohol. Alcohol is not allowed on Grand Lake Fire Protection District Property.
Tobacco. All forms of tobacco are not allowed on Grand Lake Fire Protection District Property.
7. Right of Entry. Landlord or its agents may enter the Premises at any time to conduct an inspection of the Premises, to make any alternations, improvements or repairs, to show the Premises to any prospective Resident or any taxpayer of Grand Lake Fire Protection District.



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8. Inspection of the Premises. Landlords will conduct monthly inspections of the Premises, including the appliances, fixtures and other furnishings, and acknowledges that they are in good repair and condition. See attached “Resident Responsibility of Property”.
9. Maintenance and Repairs. Resident will keep the Premises, including the grounds and all appliances, fixtures and furnishings, in clean, sanitary and good condition and repair. If repairs other than general maintenance are required, Resident will notify Landlords of such repairs. In the event of default by Resident, Resident will reimburse Landlord for the cost of any repairs or replacement.
10. Alterations. Resident will not make any alteration, addition or improvement to the Premises without obtaining written consent from the Landlord. Any and all alterations, additions or improvements to the Premises will be without payment to Resident and will become the Landlord’s property immediately on completion and remain on the Premises unless Landlord requests or permits removal in which Resident will then return that part of the Premises to the same condition as existed prior to the alteration, addition or improvement. Resident will not change any existing locks or install any additional locks on the Premises without first obtaining written consent from the Landlords and without providing Landlords a copy of all keys.
11. Fire and Casualty. If the Premises are damaged by fire or other serious disaster or accident and the Premises become uninhabitable as a result, Resident may immediately vacate the Premises and terminate this Agreement upon notice to Landlords.
12. Liability. Landlord is not responsible and liable for any loss, claim, damage or expense as a result of any accident, injury or damage to any person or property occurring anywhere on the Premises, unless resulting from the negligence or willful misconduct of Landlord.
13. Assignment and Subletting. Resident will not assign this Agreement as to any portion or all the Premises make or permit any total or partial sublease or other transfer of any portion or all of the Premises without obtaining Landlord’s prior written consent.
14. Insurance Requirements. Resident will not do or permit to be done any act or thing that will increase the insurance risk under any policy of insurance covering the Premises. If the premium for such policy of insurance increases due to a breach of Residents obligations under this Agreement, Resident will pay the additional amount of premium as additional rent under this Agreement.
15. Notices. All notices given under this Agreement must be in writing. A notice is effective upon receipt and shall be either delivered in person, sent by overnight courier service or sent via certified or registered mail, addressed to the Landlord, or the Resident at the address stated above or to another address as Landlord may designate upon notice to Resident.



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16. **Default.** In the event of any default under this Agreement, Landlords may provide the Resident a notice of default and may or may not provide an opportunity to correct such default. If the Resident fails to correct the default, or the Landlords choose not to allow for an opportunity for correction, the Landlord may terminate this Agreement by giving a 72hr written notice to the Resident via any method at the Landlords disposal. Written notice will include documentation of the default or infraction, along with an eviction notice.
17. **Surrender.** Resident will deliver and surrender to Landlord possession of the Premises immediately upon the expiration of the Term or the termination of this Agreement, clean and in as good condition and repair as the Premises were on the delivery date, except for damage by fire, casualty or condemnation and ordinary wear and tear.
18. **Quiet Enjoyment.** If Resident performs all obligations under this Agreement, Resident may peaceably and quietly hold and enjoy the Premises during the Term.
19. **Entire Agreement.** This Agreement constitutes the entire agreement between Landlord and Resident and supersedes all prior understandings of Landlord and Resident, including any prior representation, statement, condition, or warranty.
20. **Amendments.** This Agreement may be amended or modified at any time by the Landlord. The new amended Agreement will then be signed by both the Landlord and the Resident, if the Resident wishes to remain on property as a Resident.



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SIGNATURES:

Assistant Chief Seth St. Germain

[Signature area for Assistant Chief Seth St. Germain]

Date:

Resident:

[Signature area for Resident]

Date:



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FIREFIGHTER RESIDENT PROGRAM EXPECTATIONS AND PERFORMANCE

SUPERVISION

The Assistant Chief holds the authority and responsibility to supervise the Grand Lake Fire Protection District Resident Program, under the direction of the Fire Chief. Residents will be under the direct supervision of the shift officer while on duty, unless otherwise ordered. Residents will report to the Assistant Chief for residency, training or personal issues.

UNIFORMS AND PROTECTIVE CLOTHING

Grand Lake Fire Protection District will provide each Resident Volunteer Firefighter with the following articles of personal protective clothing, equipment and uniforms –

Station Uniform -

Uniform Pants-2
Shift T-shirts (4)
Job Shirt/Sweatshirt (1)
Shift baseball hat (1)
Black station boots
Black Duty Belt (1)

Structure Gear / PPE -

Helmet
SCBA Mask
Structure Coat
Structure Pants
Hood
Suspenders
Structure Gloves
Structure Boots

Wildland Gear / PPE -

Hard Hat
Nomex Shirt (2)
Nomex Pants (2)
Leather Gloves
Line gear / Pack
Wildland boots
Fire shelter
Headlamp

All articles of clothing and issued equipment are the property of Grand Lake Fire Protection District and are to be kept clean and in good order. The District will replace, or repair equipment and clothing damaged through normal use. The Resident Firefighter will be responsible for items lost or damaged through improper maintenance, carelessness or negligence. Requests for repair and/or replacement will be made through the chain of command. Any missing, lost or damaged item(s) will be reported immediately via Crewsense LSD form. Upon resignation or termination from the program, all issued equipment will be returned to the District. The cost of replacing missing or damaged equipment may be the responsibility of the resident.



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SHIFT STRUCTURE

Shift Structure and Options -

The full-time on duty crew works a 48hrs shift set. This shift set is broken into two 24hr shifts. Residents have the option of.

1. Working a shift set = 48hrs
2. Working a shift = 24hrs
3. Working a day shift = 12hrs
4. Working a night shift = 12hrs

Calendar Year Structure -

January – March	1 st Quarter
April – June	2 nd Quarter
July – September	3 rd Quarter
October – December	4 th Quarter

Minimal Resident Staffing Level Requirements -

- There will be a minimum of 2 Residents for every Shift Day.

RESIDENT SHIFT EXPECTATIONS

In exchange for payment of rent and utilities, each Resident is required to – •

Work a minimum of 8 shifts or 192hrs per month.

- Work a minimum of 24 shifts or 576hrs per quarter.
- Work a minimum of 2 shifts with each of the Shift Lieutenants per month.
- Work a minimum of 2 shifts that fall on a weekend per month.

What a Resident Month will look like -

Work 48hrs	On A-shift
Work 48hrs	On B-shift
Work 48hrs	On C-shift
Work 48hrs	On a weekend
Total of 192hrs	Total of 8 shifts



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REPORT FOR DUTY

- You will report for duty, at Grand Lake Fire Protection District Station 1, unless otherwise notified. You will be in proper uniform, with good personal hygiene no later than 0645.
- **Failure to do so will result in documentation for the disciplinary process.**

Shift Pass Down -

- You will be present, in the appropriate area of the Station, for *Shift Pass Down* no later than 0645. **Failure to do so will result in documentation for the disciplinary process.**

Notice of Tardiness or Absence per GLFPD Policy -

- If you are going to be tardy, you will notify the on-duty Shift Officer no less than 30 minutes prior to the start of your shift. This allows the Shift Officer to begin the required process to maintain appropriate minimal staffing levels. I would appreciate a phone call or text message after the on-duty Shift Officer has been notified, so I can adjust my daily logistical plans. **Failure to do so will result in documentation for the disciplinary process.**
- If you are going to be absent, you will notify the on-duty Shift Officer, the Assistant Chief, as soon as possible. Policy states no less than ½ hour prior to the start of your shift. However, a 24-hour notice would be preferable. This allows the Shift Officer to begin the required process, to maintain appropriate minimal staffing levels. I understand that life happens last minute, YOU NEED TO LET THE ON-DUTY SHIFT OFFICER KNOW! **Failure to do so will result in documentation for the disciplinary process.**
- If no on duty Shift Officer or other staff is available to answer the phone, LEAVE A VOICE MAIL AND CALL THE ASSISTANT CHIEF OR SEND A TEXT! By notifying the Assistant Chief at an appropriate time, he will be able to support you should the question of policy violation occur.

Shift Briefing from the Lieutenant -

- You will be present for, and participate in, the *Shift Briefing*. The *Shift Briefing* will include what the Lieutenant has designated as administrative responsibilities and task objectives for the day. *Shift Briefing* will occur as soon as *Shift Pass Down* is completed; call dependent. **Failure to do so will result in documentation for the disciplinary process.**

SPECIFIC EXPECTATIONS

1. You will address all Lieutenants and Chief Officers by their title! **Failure to do so will result in documentation for the disciplinary process.**
2. Honor and respect the shift *Rank Structure*.
3. Moving Apparatus:



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- Before the tires turn on an apparatus, it is the responsibility of the driver operator to conduct a 360 degree walk around prior to movement. **Failure to do so will result in immediate disciplinary actions.**
 - You will wear your seatbelts at all times that the apparatus is moving. **Failure to do so will result in immediate disciplinary actions.**
4. Emergent Response:
- Fire calls require an EMERGENT RESPONSE! ○ Exception: A wildland smoke report on a distant hill side. ○ Exception: Poor road conditions.
 - **Failure to do so will result in documentation for the disciplinary process.**
 - Medical calls require an EMERGENT RESPONSE! ○ Exception: Responding to an area of staging to await Law Enforcement. ○ Exception: Poor road conditions.
 - **Failure to do so will result in documentation for the disciplinary process.**
5. Iron Curtain Rule:
- *Iron Curtain Rule* states: The Chain of Command is to be followed! Any issue that needs to be brought to the Assistant Chief, or Chiefs attention, will be done so by the Shift Lieutenants!
 - You will discuss any issues that arise as a shift. Collectively you will attempt to resolve the situation as a shift prior to the Lieutenants taking the issue to the Assistant Chief.
 - BE ADVISED, the Assistant Chief will not take a problem to the Fire Chiefs without a potential solution.
 - Exception: A Grievance Complaint that involves the Lieutenants. ○ Exception: An issue of personal nature. ○ Exception: Issue is of significant importance to the District.
 - **Failure to do so will result in documentation for the disciplinary process.**
6. Gas operated engines will not be run inside of the station, other than the apparatus being started. Chainsaw, PPV fans, Generators, Hydraulic pumps, will be taken outside prior to starting. **Failure to do so will result in documentation for the disciplinary process.**
7. Bay doors will either be all the way open, or all the way closed. The only exception is a hose line run out of a bay; at which time the door will be closed as much as possible. **Failure to do so will result in documentation for the disciplinary process.**
8. There will be an AAR prior to every call when possible. Every shift member will take part in the AAR. Let's talk about what we can do better.
9. Communicate with each other.
10. Be honest with each other and treat all personnel with respect.
11. You will put effort forth in all Physical Fitness and Professional Trainings! **Failure to do so will result in documentation for the disciplinary process.**



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ALARM RESPONSE

On-duty -

- On-duty residents are required to respond to all incidents that fall within their assigned shifts.

Off-duty -

- Off-duty residents may respond or provide District coverage.
- All off-duty residents that are present on Grand Lake Fire Protection property are required to respond to any GLFPD re-page, or callback staffing.

EDUCATIONAL EXPECTATIONS

Each Resident is required to complete –

First Year of Residency –

Certification:	Time Limit:
All GLFPD Apparatus Task Books	Completed 6 Months or 180 days after enrollment
Acknowledgement of the Grand Lake Fire Protection District Personnel Policies	30 day after enrollment
ICS 100,200,700 and 800	Completed 90 Days after enrollment
Colorado State Firefighter 1 and HazMat Operation Certification	Completed within 4 months or 120 days after enrollment (State testing availability may expand the time limit)
Colorado State and NREMT certification	Enrolled into an EMS course within 9 months or 270 days after enrollment (Class availability may expand the time limit)
NWCG Wild land. FFT2 Red card within first available season.	Completed within the first available wildland Season after enrollment



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Second year of Residency –

Once the first-year requirements are met, all further education goals and career track progression will be discussed with the Assistant Chief.

SIGNATURES

Compliance Requirement -

Each Resident Firefighter is responsible for knowledge of, and compliance with, rules, policies, procedures, terms and conditions of the Firefighter Resident Program Expectations and Performance. Breach of district rules, policies or procedures, or the Firefighter Resident Program Expectations and Performance, may result in discipline up to and including dismissal from the Resident Firefighter Program. Disciplinary action will be determined by the Assistant Chief and Shift Lieutenant.

SIGNATURES:

Assistant Chief Seth St. Germain

Date:

Resident:

Date:



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RESIDENT RESPONSIBILITY OF PROPERTY

It is the responsibility of each Resident to keep his / her living quarters and common areas clean. Other than daily cleaning obligations, each Resident will take part in a Bi-weekly apartment cleaning.

- The Bi-Weekly Cleaning will take place on the 2nd and 4th weekend of every month.
- See attached document “Resident Responsibility of Property – Bi-weekly Cleaning Check List”.

SIGNATURES:

Assistant Chief Seth St. Germain

[Signature area for Assistant Chief Seth St. Germain]

Date:

Resident:

[Signature area for Resident]

Date: