

Falmouth Fire-EMS Operating Guideline

Student Live-in Program

Objective:

To establish expectations and provide clear rules and regulations for the participants in the Falmouth Fire-EMS Student Live-in Program.

General Information:

The Falmouth Fire-EMS Department has created an opportunity for college students in the Fire Science program at Southern Maine Community College to apply classroom knowledge and practical skills to fire and emergency medical responses. The opportunity is known as the Student Live-In Program. Up to four Students will be provided sleeping quarters in the Winn Road Fire Station (Station 4) during the school year. Students in the program will become members of the Falmouth Fire-EMS Department and are expected to participate in various functions of the Department, including, but not limited to, responding to fire and EMS emergency calls, participating in training and business meetings, providing fire and injury prevention, and assisting with administrative functions of the department.

Guidelines:

Qualifications:

1. Candidates must be a full time student (minimum of 12 credits / semester) in the Fire Science Program or related field at the Southern Maine Community College. Students must submit a copy of their student schedule to the Office Administrator within 1 week of the start of each semester. Students may be asked to update their student schedules at any time.
2. Candidates must be at least 18 years of age.
3. Candidates must possess a valid driver's license with no history of serious convictions.
4. Candidates must pass a criminal background check.
5. Candidates must pass a pre-employment physical exam.
6. Candidates must have their own means of transportation.
7. Candidates must agree to abide by this policy and sign the agreement that is attached.

Oversight:

1. A Student Live-In Program Coordinator will be appointed by the Fire Chief
 - a. The Student Live-in Program Coordinator will be in charge of the Student Live-In Program
2. Each student will be assigned a Student Mentor to be appointed by the Fire Chief
 - a. The Student Mentor will act as contact for student-related concerns as well as a liaison to the Student Live-In Program Coordinator and the Chief. The Mentor will review this SOG with his/her student and develop quarterly performance evaluations during the school year.
3. Students will be members of one of the apparatus companies at Station 4 (Winn Road Fire Station).
 - a. Engine 4 Company
 - b. Tank 4 Company
4. Students will be assigned a Lieutenant to function as a Supervisor for all Fire and EMS calls and training.
5. Students will be expected to follow the chain of command structure in place for Falmouth Fire-EMS.

Guidelines:

1. Student must adhere to the hiring process as established by the Town of Falmouth including a Criminal Background check (as needed), driving record check, and a pre-employment physical.
2. All students are considered Call Firefighters for the Falmouth Fire-EMS Department. Call Firefighters serve at the pleasure of the Fire Chief.
3. Students must maintain at least a "C" (2.0) average of all classes taken each semester.
4. A copy of the student's grade report shall be submitted to the Student Live-In Program Coordinator at the end of each semester.
5. Students will be required to sign a school waiver form giving the Falmouth Fire-EMS Department the right to check their grades and class schedule at any time.
6. In the event that a student does not pass with a C (2.0) average or better, the student will be placed on academic probation for one (1) semester.
7. Students on academic probation who fail to attain a 2.0 average of all classes in the subsequent semester may be terminated from the program.
8. Students on academic probation are required to meet weekly with their Student Mentor to discuss their progress.
9. All new applicants are required to complete a Drill School, prior to the start of the SMCC school year. Applicants will be notified of training dates at the time of application. Applicants not already certified at the Firefighter 1 level must successfully complete that program during their first year in the program.

10. Students are required to obtain EMT-Basic license by the end of the 2nd year of the Student Live-In Program.
11. While “on duty” or working in excess of school requirements, the student must be in uniform or appropriate attire.
12. Students will be supplied Uniforms and Personal Protective Equipment by the Falmouth Fire-EMS Department.
 - a. All supplied equipment will remain the property of the Falmouth Fire-EMS Department.
13. Students shall abide by all department rules, regulations, and policies at an emergency scene, when on Town of Falmouth property, or at any time they are representing the Falmouth Fire-EMS Department.
14. Students shall be in quarters from 2200 hours until 0700 hours except on school holidays and school vacations. Other exceptions may be allowed upon the approval of the Administrative Staff or Student Live-In Program Coordinator. In the event the student is unable to meet curfew on a particular occasion, the Student Live-In Program Coordinator shall be notified as soon as possible.
15. Students are not required to be at the station during school holidays, school vacations, and every other weekend. Additional requests for time off must be approved by the Student Live-In Program Coordinator.
16. No alcohol or mind-altering substances may be used or permitted on the premises. No student under the influence shall be permitted on Town of Falmouth property. The Student Mentor and Student Live-In Program Coordinator shall be notified of any prescription medications that may have an effect on the student’s abilities.
17. Students shall be out of bed with bunk made by 0800 hours. Bunkrooms will be kept clean and neat at all times.
18. There shall be a curfew for all visitors in the stations. All visitors shall leave by 2200 hours.
19. Visitors will not be allowed in the bunk rooms.
 - a. Exceptions must be requested in advance to the Student Live-in Program Coordinator.
20. Quarterly evaluations will be completed by the Student Mentor, signed by the Student, and forwarded to the Chief. Students are required to attend periodically scheduled Student Live-In meetings when requested.
21. At the completion of the student’s school year, the Student Mentor will conduct an end evaluation consisting of the entire year’s program.
22. Students are expected to present themselves in a polite and courteous manner at all times to visitors, citizens, and fellow employees.
23. Students may apply to Southern Maine Community College for work study credit upon successful completion of one year in the Student Live-in Program.
24. Students wishing to remain in the program for the upcoming year or who wish to remain in the program during the summer months must submit a letter of intent to the Chief. The letter must be received no later than April 1st of that year.

Duties:

1. Students shall respond to all calls that Station 4 is dispatched to and will assist in putting the apparatus back in service while on duty.
 - a. Exceptions are at the discretion of the Student Live-In Program Coordinator or the Student Mentor (ex. Tests, illness, etc.)
2. Students will perform weekly apparatus checks on assigned apparatus
3. Students will provide 12 hours per week of shift work at Central Station to be scheduled through Office Administrator.
4. Students will rotate night-time apparatus assignments so that no more than 2 are responding on the engine and no more than 2 are responding on the tanker to emergency incidents after 1700 hrs.
 - a. Exceptions are at the discretion of responding officers.
5. Students will be required to attend trainings and meetings for the Falmouth Fire-EMS Department. The Department meets on Monday evenings at 1900 hrs. Absences from such trainings and/or meetings must be excused.
6. Students shall be able to locate and operate all equipment on assigned apparatus. Students shall learn all primary streets and major areas of the Town within six months of appointment.
7. Students shall maintain neat and clean living quarters at all times. Housework shall include, but is not limited to bunk room, bathroom, kitchen, and day room. No dishes shall be left behind for others to clean and shall be cleaned up upon the completion of each meal. It is expected that the student clean up after himself/herself at all times while on duty.
8. Housework shall be shared equally by each student. The student(s) shall be accountable and responsible for assuring that all housework is completed each day prior to leaving.
9. Students having problems with day-to-day station responsibilities and duties shall contact the Student Advisor.