



Scarborough Fire Department Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Fire Department Organization
Subject:	1120 - Membership & Employee Classifications
Revision Date:	04/26/2010
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The purpose of this SOP is to outline the organization of membership within the Scarborough Fire Department and to identify the various employee classifications within that membership.

POLICY

- A. The Scarborough Fire Department is made up of three primary groups of members:
 - a. Full Time Personnel – includes the Fire Chief, Deputy Chiefs, Paramedic Lieutenants, and EMS personnel at various licensure levels.
 - b. Per Diem Personnel – includes employees that work part time fire and EMS shifts. Per Diem personnel who meet the residency requirements may also be call company members.
 - c. Call Company Personnel – are members who reside in the Town of Scarborough (or a neighboring community within a reasonable response distance with approval of the Fire Chief) and respond to emergency incidents on an as needed basis.
- B. Call Company members come with a wide variety of skills and physical abilities. In order to best utilize those skills and to meet federal and state laws this group of employees is broken down into the following classifications:
(See the Definition section for more information)
 - a. Recruit
 - b. Rookie
 - c. Junior
 - d. Live-in student
 - e. Active Non-Structural Firefighter
 - f. Active Structural Firefighter
 - g. Inactive
 - h. Special Services

JUNIOR FIREFIGHTER LIMITATIONS

Junior firefighters are defined in Maine Law as members who have not attained the age of 18. Because Maine law protects children from performing hazardous work the following summary is included to clarify what they can and cannot do as members of the department:

- A. Junior firefighters who are sixteen and seventeen years of age **may**:
 - a. Attend and take part in supervised training, including marine rescue training
 - b. Perform search and rescue activities, other than structural firefighting
 - c. Ride as a passenger in the cab of a fire truck or in an emergency vehicle (code 3)
 - d. With proper training, fight ground fires when they are directly supervised, except ground fires which involve an existing “crown fire” exposure
 - e. Perform patient care (for which they are licensed) in an emergency vehicle or at the scene of an accident or other emergency
 - f. Participate in fire department support functions at emergency scenes. This could include setting up the engine, assisting in water supply efforts, participating in rehab, and other support functions, which do not expose the Junior Firefighter to hazardous areas or atmospheres.
 - g. Pick up hose and clean up at the fire scene after it has been declared safe by the Incident Commander.
 - h. Enter a structure only when accompanied by an adult firefighter once the structure has been determined safe by the Incident Commander.
 - i. Operate a fire pump located outside the danger zone at the direction of the Incident Commander.
 - j. Use pressurized hose lines if properly trained, under the direction of an Incident Commander, and out of the danger area.
- B. Junior firefighters who are sixteen and seventeen years of age **may not**:
 - a. Perform fire suppression involving structures, vehicles, or wildland fires, except grass fires not involving standing timber; or participate in any activities at the scene of an accident or emergency where fire is involved, unless they are performing support functions from outside the danger area
 - b. Drive a fire department vehicle
 - c. Respond with red lights in personal owned vehicles (POV)
 - d. Perform firefighting "overhaul" activities
 - e. Respond to hazardous material events
 - f. Perform any activity, except training, that involves the use of self-contained breathing equipment
 - g. Participate in extrication activities at any vehicular accident involving fire or extraction activities
 - h. Respond on a boat to emergency marine calls
 - i. Respond to ice rescue activities, except within the rehabilitation area
 - j. Perform traffic control activities

DEFINITIONS

- A. **Recruit** – A member that has been hired, issued an employee number, and assigned to a call company. Recruits may be introduced to the call company and participate in call company activities and training, but they have not completed orientation and are not allowed to respond on apparatus or to emergency calls. Members in this class must have successfully completed a pre-employment physical and be certified for respirator use.
- B. **Rookie** – A recruit that has completed orientation and is authorized to ride on apparatus and respond to emergency calls is considered a rookie until they have completed all requirements under training Level 1. Rookies are not allowed to perform any function they have not been previously trained in or dangerous operations, and must always operate under the direct supervision of a senior member or company officer. Members in this class must fill out a respiratory clearance questionnaire and submit to any required follow-up medical exam when notified, and must maintain certification for respirator use.
- C. **Junior** – Junior members are members that are 16 or 17 years old. Depending on their training level they may be recruits, rookies, or active members. Junior members are limited to certain activities by Maine Labor regulations as outlined in the Procedure section above. Members in this class must fill out a respiratory clearance questionnaire and submit to any required follow-up medical exam when notified, and must maintain certification for respirator use.
- D. **Live-In Student** – Live-in student firefighters are students at Southern Maine Community College that have applied for an internship with the department as specified in SOP # 1150. Live-in students become call company members in the station they are assigned. Depending on their training level they may be rookies, or active members certified in structural firefighting. Members in this class must have successfully completed a pre-employment physical and be certified for respirator use.
- E. **Active Non-Structural Firefighter** – Members of this group will fall into two sub categories:
 - a. Recruits and rookies who have not completed sufficient training to become certified as structural firefighters. The medical and respirator use certification requirements are as noted above for recruits and rookies.
 - b. Members who are not certified or are certified for limited respirator use. These members may respond to emergency calls, drive and operate apparatus and equipment (if they have been trained and certified in such), and perform other tasks on the fire ground as long as they remain out of any IDLH (immediately dangerous to life and health) environment. Members of this subgroup must sign form 1545 – Limited or Non-SCBA Certified Member Acknowledgement Form indicating they are aware of those limitations. Members of this subgroup are not eligible to work in the per diem program unless grandfathered in the program as of the date of this policy, and approved by the Fire Chief. Members of this subgroup who are not certified for SCBA use are not required to participate in annual fit testing, SCBA refresher training, or complete the respirator clearance questionnaire and exam. They are however encouraged to have an annual physical exam at the department's expense to ensure they are physically fit to participate in this limited role. Those members that are cleared for limited use must meet the annual SCBA refresher, fit test, medical and respiratory clearance requirements as an active structural firefighter.

- F. **Active Structural Firefighter** – Members who have completed sufficient training to be certified in structural firefighting and are currently certified for respirator use. Members in this class must fill out a respiratory clearance questionnaire and submit to any required follow up medical exam when notified, and must maintain certification for respirator use.
- G. **Inactive** – There are two subgroups of inactive members:
- a. Members are considered inactive when they would like to remain a member of the department but are no longer able to meet the training or physical requirements to remain active. Members of this class may also be members who are away on extended leave for college, service in the armed forces, or other leaves approved by the Fire Chief. Inactive members are welcome to all department and call company functions but are not eligible to respond to emergency calls or training sessions. Members are expected to turn in their gear and pagers when transitioning to inactive status unless otherwise approved by the Fire Chief. There are no training or medical requirements for inactive members of this subgroup.
 - b. Inactive members are those who have not completed their mandatory annual training requirements by June 30th each year as outlined in SOP # 1210, or who have failed to respond to at least 12 calls/year. Members of this subgroup are considered inactive and ineligible to respond to calls or be compensated for training except the training necessary to become current with the mandatory requirements. Members in this subgroup who wish to return to active status may submit a reasonable plan of correction to meet their mandatory training and attendance requirements to the Fire Chief within 30 days of notification. Those members who do not submit a plan of correction, or fail to complete their required training as outlined in an approved plan of correction, will be placed in subgroup (a) above or terminated. Members of this subgroup must maintain the medical requirements of their active subgroup during this temporary period of inactivity.
- H. **Special Services** – Is a special class of members that are authorized to work in a specific manner as ordered and under the direction of the Fire Chief. Training and physical requirements shall be as determined by the Fire Chief. An example of this type of member is a Fire Police Officer.
- I. **Gold Badge** – Members who have attained 20 years of active participation in the Scarborough Fire Department will be awarded their gold badge. Members who have served at least 10 years and attained the age of 50, or any member for special circumstances may be granted a gold badge if nominated by their company and approved by the Fire Chief.

RESPONSIBILITIES

- A. It is the responsibility of all members to know what their current department classification is, to operate within those limitations, and to meet the training and physical exam requirements as outlined for that group.
- B. Company Officers are responsible to know which class their members belong to and to use their members appropriately when making crew assignments on the fire ground.

REFERENCES

- A. 26 M.R.S.A. §772 (as amended by 2003 PL c. 59), and §773