



Scarborough Fire Department

Scarborough, Maine



Standard Operating Guidelines

Book:	Organization
Chapter:	Personnel, Policies & Procedures
Subject:	1325 – FT Pool Position & Response Procedures
Revision Date:	01/10/2014 revised 4/14/2016, 7/22/16
Approved by:	<i>B. Michael Thurlow</i>

PURPOSE

The Town of Scarborough has authorized the hiring of additional full time personnel in order to both expand on-duty fire/EMS coverage and to reduce overtime costs by utilizing these pool personnel to fill vacation and other open shifts on an ambulance when they occur.

POLICY

This policy outlines how the pool firefighter/EMTs will be scheduled and used during their shifts.

PROCEDURE

- A. Pool Firefighter/EMT Scheduling & Relief:
 - a. The primary goal for the pool position is to increase full time staffing on the fire apparatus and to help cover some vacant shifts to reduce overtime costs. When there is an open EMS shift on an ambulance the pool firefighter/EMT will be assigned to fill that shift first and no backfill will be scheduled for the pool firefighter/EMT position on the engine.
 - b. The pool firefighter/EMT will generally know their apparatus and station assignment in advance since most open shift coverage is scheduled in advance. The Duty Officers will update the schedule as soon as possible when changes are made and the oncoming pool firefighter/EMT can check the schedule electronically before commuting to work so they know where to report for duty.
 - c. Pool firefighter/EMTs will generally be assigned to Dunstan station when not covering an ambulance shift. Their specific apparatus assignment will be determined by the FT Duty Lieutenant.
 - d. Pool firefighter/EMTs are responsible for commuting to their station assignment via their personally owned vehicle.

- e. Because we are not backfilling the pool position on a fire apparatus at the present time there will be times when no pool firefighter/EMT relief is coming in to relieve them. Pool firefighter/EMTs working an engine shift do not need to wait for relief at the end of their shift and will not be forced to stay on duty with the exception of completing a call in progress that is ongoing during shift change, or if they are forced to remain on duty to cover an ambulance shift as outlined in the forced overtime section of the collective bargaining agreement (CBA).
- f. When a pool firefighter/EMT fills an ambulance shift they may need to hold over for a late call or for their relief to come in and they will be compensated at overtime for doing so as outlined in the CBA.