

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, Paramedic, and other related programs at Southern Maine Community College or the University of Southern Maine 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) and up to two (2) students will be provided sleeping quarters in the Foreside Road Fire Station (Station 1). Students in the program will need to successfully complete the department hiring process to become members of the Falmouth Fire-EMS Department. As members, students 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 keeping living quarters clean and presentable.

Guidelines:

Qualifications:

1. Candidates must be a full-time student (minimum of 12 credits / semester) in the Fire Science Program, Paramedic Program, or related field at the Southern Maine Community College or at the University of Southern Maine (unless approved by the Fire Chief). Students must submit a copy of their student schedule to the Student Live-In Program Coordinator 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 by the start of the fall school semester (unless approved by Fire Chief).
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 oversee the Student Live-In Program, working under the direct supervision of the Assistant Chief.
 - b. The Student Live-in Program Coordinator, the Assistant Chief, and Fire Chief will review this SOG with the students each semester.
 - c. The Student Live-in Program Coordinator is the liaison between the live-in students and the department officers.
 - d. The Student Live-in Program Coordinator will also act as first point of contact for student-related concerns.
2. Students will be members of one of the companies at their assigned station:
 - a. Station 1 (Foreside Company)
 - b. Station 4 (West Falmouth Company)
3. Students will be assigned a Station Captain to function as a Supervisor for all department-related activities, including fire and EMS calls.
4. Students will be expected to follow the chain of command structure in place for Falmouth Fire-EMS.

Guidelines:

1. Students must adhere to the hiring process as established by the Town of Falmouth including, but not limited to, a criminal background check, 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 are always expected to present themselves in a polite and courteous manner to visitors, citizens, and fellow employees.
4. A copy of the student's grade report shall be submitted to the Student Live-In Program Coordinator no later than 1 week after 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. Students must maintain at least a "C" (2.0) average in all classes taken each semester (unless approved by the Fire Chief).
7. In the event a student does not pass a class with a C (2.0) grade or better, the student will be placed on academic probation for one (1) semester.
 - a. If a student fails a class (F – Fail or AF – Administrative Failure) the student may be asked to leave the program.
8. Students on academic probation who fail to attain a 2.0 average in all classes in the subsequent semester may be terminated from the program.

9. Students on academic probation are required to meet monthly with the Student Live-in Program Coordinator and must present Student Progress Reports signed by each of their instructors.
10. All new applicants without Pro-Board Firefighter Level II certification are required to complete the 3-week Student Live-in Firefighter I and II Academy 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 their certification during their first year in the program.
 - a. If a student enrolls in the program mid-year (January) they may be asked to take a Firefighter Level I and II course in Falmouth or in a neighboring community.
11. Students are required to obtain Maine EMT-Basic certification by the end of the 2nd year of the Student Live-In Program.
12. While “on duty” or working in excess of school requirements, the student must be in uniform or appropriate attire.
13. 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 and must be returned if the student leaves the program.
14. 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.
15. Students shall be in quarters from 2300 hours until 0700 hours except on school holidays and school vacations. Other exceptions may be allowed upon the approval of the Fire Chief or Student Live-In Program Coordinator. In the event the student is unable to meet curfew on an occasion, the Student Live-In Program Coordinator shall be notified as soon as possible. Failure to follow this rule may lead to discipline, including termination.
16. 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.
 - a. When a student will be away from the station for an overnight (or weekend) they need to send the Student Live-in Program Coordinator an e-mail (with a cc to the Fire Chief) to provide advance notice.
17. There will be a minimum of 3 live-in students on duty each weekend of the school year. Students will be asked to be in their stations from 2100 hours to 0700 hours on Friday and Saturday nights while on duty. Students will use I Am Responding to sign on duty.
 - a. The Student Live-in Program Coordinator will set the schedules with advice from the company officers.
18. 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 Fire Chief and Student Live-In Program Coordinator shall be notified of any prescription medications that may have an effect on the student's abilities.
19. Students shall be out of bed with bunk made by 0800 hours. Bunkrooms will be kept clean and neat at all times.
 - a. The Student Live-in Program Coordinator, Assistant Chief, and/or Fire Chief may perform unannounced bunk room inspections.
 20. There shall be a curfew for all visitors in the stations. All visitors shall leave by 2200 hours.
 21. Visitors will not be allowed in the bunk rooms.
 - a. Exceptions must be requested in advance to the Student Live-in Program Coordinator or the Fire Chief.
 22. All live-in students will enroll in the SMCC Fire 125 or Fire 225 practicum program each semester during their 1st two years in the Student Live-in program.
 23. Mid-term meetings to review goals as part of the Fire 125 or Fire 225 courses will be conducted by the Assistant Chief. The goals should be reviewed by the Student Live-in Program Coordinator in preparation for the meeting with the Assistant Chief.
 24. At the completion of the student's school year, the Student Live-in Program Coordinator, Assistant Chief, and Fire Chief will meet with each student to conduct a final review of the goal sheets and feedback for the entire year.
 25. 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 Fire Chief. The letter must be received no later than April 1st of that year.
 26. Students may apply to Southern Maine Community College for work study credit upon successful completion of one year in the Student Live-in Program.

Duties:

1. Students shall respond to all calls that their station 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, the Assistant Chief, or the Fire Chief (ex. Tests, illness, etc.)
2. Students will perform weekly apparatus checks on assigned apparatus with the crews.
3. Students will schedule a minimum of 12 hours per week of on-duty time at Central Station. Students will submit their availability through the When to Work scheduling program.
4. Students will rotate night-time apparatus assignments so that no more than 2 are responding on one apparatus to incidents after 1900 hrs.
 - a. Exceptions are at the discretion of responding officers.

- b. Schedule to be maintained by the Student Live-in Program Coordinator.
5. Students will be required to attend department 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 will attend monthly live-in student meetings and trainings currently held on the 2nd and 4th Fridays of each month at 1 pm.
7. 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
8. 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. Dishes shall be cleaned upon the completion of each meal. It is expected that the student cleans up after himself/herself at all times while on duty.
9. Students may not smoke (traditional or e-cigarettes) in any town-owned building or vehicle. Smoking is only allowed outside in designated areas.
10. Housework shall be shared equally by students. The student(s) shall be accountable and responsible for assuring that all housework is completed each day prior to leaving.
 - a. The Student Live-in Program Coordinator will coordinate the cleaning schedule with advice from the Station Captains and Assistant Chief.
11. Students having problems with day-to-day station responsibilities and duties shall first contact the Student Live-in Program Coordinator.

I have read and understand the rules set forth in this SOG:

_____	_____	_____
Live-in Student Name	Signature	Date

I have met with the live-in student and reviewed the SOG. I have reviewed my role as Student Live-in Program Coordinator with the live-in student:

_____	_____	_____
Live-in Student Coordinator	Signature	Date

I have reviewed my role with the live-in student as the Assistant Chief:

_____	_____	_____
Assistant Chief	Signature	Date

I have reviewed the SOG with the live-in student, the Student Live-in Coordinator and the Assistant Chief:

Fire Chief

Signature

Date