

**TOWN OF BELGRADE  
JUNIOR FIREFIGHTERS  
STANDARD OPERATING PROCEDURES**

**1. GENERAL**

This organization shall be known as Belgrade Fire and Rescue Department, and will sponsor and maintain a Junior Firefighter and Rescue Program. A senior advisor for the Junior Programs shall be appointed by the Fire Chief.

**II. SAFETY**

ALL MEMBERS MUST EXERCISE SAFETY IN RESPONDING TO ALARMS AND IN THE PERFORMANCE OF THEIR DUTIES AT AN ALARM. THEY SHALL OBEY ANY ORDERS GIVEN TO THEM AT AN ALARM BY THE SAFETY OFFICER.

**III. MEMBERSHIP**

**JUNIOR FIREFIGHTER:** To become a Junior Firefighter, an application must be filled out by the applicant. The application must be signed by the applicant and a parent or legal guardian. Once the completed application has been received, the senior advisor will review the application and request an interview with the applicant. Upon a satisfactory review of the application, the applicant will be notified to submit a medical history stating that the applicant is in good health and can perform the requirements of being a Junior Firefighter. When all of this information is received, the Fire Chief and Senior Advisor will review the applicant's file and decide whether the appointment to the Junior Department is made. Upon acceptance into the program, the Junior Firefighter will be administer the Junior Fire Department Oath by the Senior Advisor. In his absence, another advisor may be appointed to administer the oath. Participation in the Junior Program is open to students who are at least 13 years of age. A Junior Firefighter may continue in the program through his senior year of High School. Upon graduation from high school, the Junior Firefighter may apply to become a call firefighter or a firefighter. At that time, his training level and commitment as a Junior Firefighter will be considered and his appointment to one of these positions will be reviewed by the officers.

**JUNIOR RESCUE:** No personnel under the age of 16 will be routinely utilized on scheduled or unscheduled calls for medical assistance.

**IV. DUTIES OF A MEMBER**

All members must be able to perform duties in a safe and professional manner. All members shall report to their stations after an alarm to refit the apparatus, roll hose, etc. unless they are released by the Officer in charge. No member shall ride on the outside of any apparatus while responding to an alarm. All members shall park their private vehicles on the same side of the road as the incident, at a reasonable distance back. They shall also respond to the alarm in a safe manner obeying all traffic laws.

**JUNIOR FIREFIGHTERS:** It shall be the duty of all members to actively participate in the program and follow all of the rules and regulations of the department. They shall attend all training sessions and meetings unless they have been excused by the Chief or advisor. It shall be the duty of all members to report any injury that they received whether on or off duty. They shall notify the advisor and the Chief of any such injuries. It shall be the duty of all department members to refrain from the use of alcohol or drugs. At no time shall a member report to the fire/emergency scene or the fire department under the

influence of alcohol or drugs. Failure to comply will result in an immediate suspension from the department and a review of his/her membership with the department.

It shall be the duty of all members to refrain from smoking or using tobacco products while at the fire station. The Town of Belgrade does have a smoking policy which applies to all members who are of legal age. The fire department believes that it is important that the Junior Firefighters remain in good health. Cigarette smoking has been proven to affect the health of people who smoke. Therefore, it is our belief that no Junior Firefighter (unless of legal age) should smoke at the fire station or while at any emergency call representing the Junior Fire Department.

It is the duty of all members to care for their assigned equipment and other property of the Town of Belgrade. At no time will a Junior Firefighter use or remove from the Fire Department, any property which he/she has not been assigned. Permission must be granted by the OIC, Chief or advisor before any equipment is removed. The Junior Firefighter will, upon graduation, resignation or dismissal from the department, return all assigned equipment that belongs to the department. At no time will a Junior Firefighter be in possession of a weapon or any kind at the fire station or emergency scene. Failure to comply will result in an immediate suspension and a review of his/her membership.

All Juniors will keep themselves well groomed at all times. Because of safety reasons, hair length is of concern. Hair shall be kept off the collar and out of the eyes. Members will also be kept clean shaven. A mustache is acceptable provided it is kept trimmed. Uniforms will be kept clean and pressed. While on stand-by, the Junior must be neatly dressed. The constant use of vulgar language is prohibited. Should a Junior be warned of his offensive language, that Junior will cease the use of that type of language. Repeated offenses could lead to disciplinary action and the loss of privileges. The image portrayed by the Junior through his looks, actions and language is very important. Remember, do as your elders say and not necessarily as they do.

**JUNIOR RESCUE:** All junior rescue personnel will be under the direct supervision of a Mentor and/or Senior member of Belgrade Rescue during all calls and training sessions. Junior members will attend training sessions that are put on by Belgrade Rescue. Belgrade Rescue will provide special training sessions for the Senior and Junior members, these sessions will be designed to help both the Junior member and the Senior members as they progress. All Senior and Junior members will have specific training as to the responsibilities and duties that is expected with the Junior Rescue plan. If a Senior member fails to assume the role of supervisor for the Junior member, the Junior member must stay clear of the scene.

Junior members are not to respond first to a scene or take control at any scene. Junior members are not to be subject to a situation that may physically or psychologically harm them. These situations include but are not limited to the following:

- severe head trauma/decapitation
- loss of a limb or traumatic injury to an extremity
- calls involving a family member or close friend
- body removals
- or any situation the mentor or supervisor feels inappropriate; etc.

The Junior member and his mentors will meet with the Asst. Chief of Rescue, Rescue QI officer and Fire Chief monthly to evaluate their performance. All run reports where a Junior member is on scene will be reviewed and discussed. The QI officer will insure that the appropriateness of the Junior member responding on the reviewed call, and to ensure that the standard level of care is being given.

If needed, all members of the Junior Program will have available to them the services of Critical Incident Stress Debriefing (CISD). The Junior member shall contact his or hers mentors or the Rescue Director, to contact the CISD team.

## **V. FIRE DEPARTMENT OFFICERS**

The Junior Firefighters shall consist of the following officers: 1 Junior Fire Captain, and 1 Junior Training Officer to be approved by the Chief.

### **DUTIES OF OFFICERS**

**JUNIOR FIRE CAPTAIN:** A Junior Fire Captain will be appointed by the Fire chief, upon the recommendation of the advisor. Other Junior Department officers may be appointed at the discretion of the advisors. At such time the Junior Department feels that they can represent themselves, they may approach the advisors and request to hold an election for their department officers. The advisors will review the request and recommend what action should be taken. It shall be the duty of the Junior Fire Captain to see that all Junior Firefighters abide by all the rules and regulations of the department. Report to the Chief or Advisor any Junior Firefighter who has broken any of these rules and regulations, or in his/her opinion, any Junior Firefighter who endangers the welfare of the Junior Firefighter Program. Also assume command of the Junior Department at all emergency scenes. He shall report directly to the OIC.

**SECRETARY:** Will perform the customary duties associated with such an office, and recording minutes of meetings.

**TRAINING OFFICER:** Will coordinate the training needs of the Unit with appropriate regional and state agencies. The Training Officer will plan and conduct a training program composed of both practical and technical skills. The Training Director will maintain a record of training and attendance and may designate various individuals to assist as required.

## **VI. DISCIPLINE**

**FIRE AND RESCUE:** Any member may be removed from active membership for due cause, including, but not limited to:

- willful violation of any by-law, SOP'S, or Maine EMS Rules
- abuse of equipment
- inadequate or incompetent performance

The Department Chiefs, or Assistant Chief shall be the ruling body for all disciplinary problems. A hearing shall be called and a secret vote taken by the active membership. Disciplinary action, or suspension, requires a 2/3 vote of the active members present.

The Department Chiefs or Assistant Chief may, if deemed a matter of public safety, immediately suspend a member pending review for removal as outlined above. The Department Chiefs, or Assistant Chief shall immediately notify the member concerned and all other Department Chiefs or Assistant Chief of any such action.

If a member is suspended, or if an applicant is denied membership, they have the right to appeal the decision to the Fire Chief. At the request of the Fire Chief, or of the individual involved, a fair hearing panel will be assembled. This committee will consist of three members: one chosen by the department, one chosen by the individual, and one chosen by mutual agreement of the department and the individual. The decision of the fair hearing panel will be final.

No member of the Fire Department shall respond to any alarm while they are under the influence of alcohol or drugs. If a member does respond to an alarm while under the influence of alcohol or drugs they shall be subject to disciplinary action of up to and including immediate dismissal from the Fire Department.

Active members who fail to maintain the requirements listed above will be subject to review. Individual situations will be handled by the Department Chiefs, or Assistant Chief.

**JUNIOR FIRE AND RESCUE:** Juniors will act in a responsible and moral manner at all times and places so as to create and maintain a positive community image for the Junior Departments. A Junior may be dismissed from the department(s) if he/she is found guilty of violating civil or criminal laws.

There will be an ongoing evaluation of each Junior's eligibility to participate in the program. In keeping with the department's philosophy that a good education is important, the senior advisor to the program will keep in close touch with the guidance counselors at the school. At the start of each school year, each Junior must have a parent or legal guardian sign a release form allowing the school to release their son' or daughter's school records to the advisor(s) of the Junior Program(s). Any Junior receiving failing grade(s) will have their eligibility for the Junior Program(s) evaluated in conjunction with the guidance counselor and/or the member's parent(s) or legal guardian.

Junior's will maintain satisfactory grades in all subjects at school and be regarded as good citizens by the guidance counselor or principal. This will be based on reports by the teachers and comments on their report card.

Any Junior member not maintaining the above status will have their privileges reduced until such time as the individual's good standing has been restored and verified by the advisor(s). A letter or personal contact with the guidance counselor stating that the grades of the student have improved sufficiently will allow for reinstatement of privileges for that Junior.

## **VII. MEETING AND TRAINING**

Monthly meetings will be held on a regular basis on a day and time agreed upon by the membership. Training session will also be held eight (8) times per year. These training session will usually be on the same day as the monthly meeting, however, the day and time may be altered if approved by the Chief. Absence from three (3) consecutive monthly meetings and/or training session will be subject to review.

The Annual Meeting will be held each year in February. At this meeting, election of officers will expired terms will be held, the annual budget will be reviewed.

Special meetings may be called by the Department Chief, or Assistant Chief or Rescue as required upon two days notice to the membership. A meeting may be called upon shorter notice provided an attempt is made to contact every member and at least 2/3 of the active membership is notified.

**JUNIOR FIREFIGHTER:** Junior Firefighters will attend training sessions and meetings as scheduled by the Junior Department officers or advisor(s), unless properly excused. Juniors will hold at least one training session and one business meeting a month. All Junior Firefighters will follow and complete the training program as outlined. Training will be conducted by the training officer, advisors or, on approval of the senior advisor.

Junior Firefighters are encouraged to attend department training sessions. When possible, Junior Firefighters will be allowed to participate in department training. The training for the Junior Firefighters will consist of three levels. In brief, they shall consist of:

LEVEL 1: Basic Training I - The Junior will be allowed to respond to emergency calls on the fire apparatus and to participate at the emergency, within his/her qualifications.

LEVEL 2: Advance Training I (Must be at least 16 years old) - The Junior will be allowed to assist in salvage and overhaul operations at the fire scene, as outlined in the departments SOP's, within his/her qualifications. Optional training levels will be offered (Still under review).

LEVEL 3: Advance Training II (Must be at least 16 years old) - The Junior may be considered for a ride along program on the ambulance. Each Junior will be evaluated prior to approval. (This program is still under review). Each level must be completed before advancing to the next level of training.

## **VIII. PERSONAL EQUIPMENT**

All turn Out Gear (Protective Clothing) shall be worn at all fires unless otherwise dictated by a Chief. All Turn Out Gear shall mean, helmet, coat, bunker pants, boots, and gloves. Each member shall be responsible for their Turn Out Gear.

## **IX. FIRES**

The Fire Chief shall be in command of all fires. In his absence the Deputy Chief shall be in command. The Assistant Chief shall be in command of a fire in his end of town in the absence of the Chief and Deputy Chief. In the event that there are no Chiefs present at an alarm the Captain will be in command, and in his absence the Lieutenant shall be in command. If no Officers are present, then the first driver on the scene shall be in command.

**JUNIOR FIREFIGHTERS:** When responding to an emergency call, the first junior on the scene will take charge of the junior department functions until the arrival of the Junior Fire Captain. At the time, the Junior Captain will assume charge of the Junior Firefighters on the scene. When possible, the advisor on duty will have charge of supervising all junior members at the scene. Junior Firefighters will not be allowed to respond to fires until they have successfully completed the required training levels. (See training for further information).

Junior Firefighters are permitted to respond to emergency medical calls, accidents, fires, etc. in their own vehicles. When responding to these calls, all motor vehicle laws are to be strictly followed. A motor vehicle violation, while responding to an emergency call, will be subject to review and disciplinary action. A Junior Firefighter is allowed to use a "dash mount" flashing light while responding to an emergency call.

A Junior Firefighter will not respond to calls out of town unless it is a Mutual Aid call. Junior Firefighters shall provide to the school, at the beginning of each school year, a permission slip from their parents or guardian. In the event of a major fire or emergency the Officer In Charge (OIC) may request their dismissal from class. Upon that request, the Junior Firefighter shall report immediately to the fire for assignment.

When arriving on a fire scene, the Junior Firefighter will report to the Incident Commander (IC). Assignments will be given at that time. Such assignments will include: breathing station (SCBA) set up, assistance at the resource station and refreshment station, and other duties as assigned. **AT NO TIME WILL A JUNIOR FIREFIGHTER BE ALLOWED INTO THE FIRE ZONE OR HAZARD AREA.** Failure to comply with this rule will result in immediate suspension.

#### **X. INJURIES**

All injuries incurred at an alarm, or traveling to an alarm, or an injury incurred returning to the station after an alarm shall be reported to the Chief or the Fire Investigator immediately.

#### **XI. MUTUAL AID**

The Belgrade Fire Department has Mutual Aid agreements with the following towns: Mt. Vernon, Readfield, Vienna, Manchester, Oakland, Rome, Smithfield, Sidney, and Winslow, and shall respond to a Structure Fire with any apparatus requested.

#### **XII. MOTOR VEHICLE ACCIDENTS**

A Pumper shall respond to all Motor Vehicle accidents, along with the Rescue Unit. The Pumper shall have their foam operations at the ready if deemed necessary by the Officer in command.

#### **XIII. STRUCTURE FIRES AND HOSTILE ATMOSPHERE**

Only certified S.C.B.A. firefighters wearing full Turn Out Gear and S.C.B.A.'s will be allowed to enter a burning structure. S.C.B.A. shall be worn when the atmosphere to be worked in could be hazardous, i.e. hazardous materials, accidents, motor vehicle fires, structure fires, etc. No member shall wear an S.C.B.A. when anything interferes with a good seal of the face mask. Pass devices or down alarms shall be worn at all times when using an S.C.B.A. and they will be turned on.

#### **XIV. HAZARDOUS MATERIALS**

Full Turn Out Gear shall be worn at all hazardous materials incidents.

## **XV. EMERGENCY VEHICLES**

The drivers of all Department emergency vehicles shall obey all traffic laws of the State of Maine when responding to an alarm. They shall operate their emergency vehicles in a safe manner at all times.

## **XVII. DRIVERS**

Drivers shall be responsible for the return of all equipment used at an alarm and he shall make out the run sheet. All members shall notify the driver of their presence at an alarm. The driver shall make sure that the truck is fully gassed and that tank is full of water and refitted for the next alarm if the Captains and Lieutenants are absent.

## **XIX. LEAVES OF ABSENCE**

The Chief may grant to any member a leave of absence for sickness or vacation for up to 6 months. If a leave of absence exceeds 6 months the case will be reviewed by the Department Chiefs and they may extend or cancel the leave of absence at their discretion.

## **XX. INTENT AND AMENDMENTS**

The intent of these By-Laws, and Standard Operating Procedures is to establish a general policy, strategy, and operational protocol, developed by, or under the supervision of the Department Chief, Assistant Chief of Rescue, and Captains and reviewed by the membership. All members will become familiar with these By-Laws and SOP's as they are the basis for the Departments operations. The By-Laws and SOP's will be reviewed by the membership annually. Amendments to these By-Laws and SOP's may be made by any member and by the Fire Chief. Written copies of such amendments must be distributed at a regularly scheduled monthly meeting. The amendment will then be voted upon at the next scheduled meeting and will be adopted if accepted by a simple majority vote.