



Buxton Fire-Rescue

Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Student Live-In Contract (11)

Date Approved: August 20, 2016

Nath R. Slee



* * * * * CONTRACTUAL AGREEMENT * * * * *

Buxton Fire - Rescue

Nathan R. Schools
Fire-Rescue Chief
185 Portland Rd
Buxton, ME 04093

And

Student Name: _____

Assigned Station: _____

1. Minimum requirements for student participation:

- a) Participant must be 18 years of age; or a High School graduate no younger than 17 years old.
- b) Participant must be enrolled at a local college, carrying a minimum of 12 (twelve) credit hours.
- 2. Maintain a minimum of 12 credit hours' coursework, or approved equivalent, during the fall and spring semesters. "Approved Equivalent" coursework shall be some combination of non-credit education, training, tutoring or mentoring approved in writing by the Fire-Rescue Chief and the SMCC Live-In Coordinator.
 - a) Participant must hold a valid driver's license free from major convictions (i.e. OUI conviction) and pass a criminal background check.
 - b) Participant must have personal means of transportation.
 - c) Must pass a pre-employment physical provided by Buxton Fire-Rescue.

2. Student Responsibilities:

- a. Coverage Guidelines:
 - i. During regular WEEKNIGHTS all students must be in their assigned station at 2200 hours and may leave no earlier than 0600 hours. If a student is unable to make curfew, the Live-In Coordinator shall be notified.
 - 1. Students who need to leave earlier than 0600 hours for work or school shall get prior approval from the Live-In Coordinator.
 - 2. Students who have an early morning class or an early exam the morning after their assigned duty night, can request coverage to allow for ample rest prior to class. This will be at the discretion of the Live-In Coordinator.
 - ii. Students will be assigned to a coverage week (on duty); beginning on Friday evening at 1800 hours until Thursday morning at 0600 hours.
 - 1. Students on duty will be in the station no later than 2200 hours each night. Students not on duty will have a curfew of Mid-Night on Friday and Saturday nights.

Not r. See

-
2. During a student's coverage week, they are not required to be in the station at all times; however, should be able to respond to emergency calls.
 - iii. If the student requires time off or a swap he/she MUST complete a time off request in Aladtec (department's online scheduling program). The request must be submitted for approval by the Live-In Coordinator. The time off request will be reviewed for approval by the Live-In Coordinator (Student will still be responsible for the shift until notified from the Live-In Coordinator, via the Aladtec System).
 - iv. Students ARE NOT required for coverage during school vacations, school holidays or approved time off. Refer to Aladtec schedule.
 - v. Students assigned to Weekend Duty may leave the station as long as they carry a pager and are in the response area. Other exceptions may be granted with permission from the Live-In Coordinator.
 - vi. Students MUST document all time spent in the station (i.e. weeknight/weekend coverage) in the departments electronic payroll program Emergency Reporting, In the Daily Roster, using the "L – Live In Coverage – Night/Weekend Coverage Time – NO PAY."
 1. Note: this is for all unpaid time spent in the station while fulfilling coverage requirements.
- b. Attendance / Response:
- i. Students MUST respond to all fire calls while in the station (to the extent that they do not interfere with school) and shall perform such other duties in the station as may be assigned.
 1. Exception: Students who are 17 years old shall not respond to out of town fire calls.
 - ii. The student(s) who are on duty shall respond to all EMS Calls, as assigned, in either Rescue 1, Rescue 2 or Service 1.
 1. Example # 1: One student at Groveville Station is on duty each week. That student is responsible to respond on EMS calls from 2200 hours until 0600 hours the next day. The exception to this would be if the call would interfere with the student getting to class on time, which would have to be coordinated with the Live-In Coordinator.
 2. Example # 2: Two students at Bar Mills Station are on duty each week. Those students are responsible for responding to EMS calls; whether in Rescue 2 or Service 1. The students at Bar Mills will be the primary driver/EMT for EMS calls between 2200 hours and 0600 hours.
 - iii. Students MUST be active in company business meetings, company trainings, and company functions when not involved in school or related activities. Attendance at training/meetings are part of a student's Live-In Requirements. Use caution when scheduling work outside the department, or per diem time for the department, that it does not conflict with required student coverage time.
- c. General House Keeping:
- i. On regular weekdays students MUST have bunks made at or before 0730 hours. Regular weekend's students MUST have bunks made at or before 0800 hours. This will be enforced by officer's and Student Live-In Advisor's.
 - ii. Students MUST maintain the living area in a clean and presentable manner at all times (i.e. bathroom, student's room, (day room and kitchen, students are responsible to clean up after themselves)). House work will be shared equally by all students and must be completed each day.
 1. All duties completed will be logged into Aladtec under the forms section, in the form titled "Student Daily Log."

Not r See

- iii. No alcohol or drugs are permitted on the station premises; the illegal use of drugs or alcohol by students at any time is forbidden. At NO time shall any student be on station premises or perform any Department functions while impaired by or under the influence of alcohol or illegal drugs.
- iv. Visitors are permitted in fire stations. All visitors must be out of the station at or prior to 2200 hours. At NO time shall a visitor stay overnight at a station without prior approval from the Chief, Deputy Chief, or Student Live-In Coordinator. The visitor will only be permitted to stay at the station if the other student(s) do not object.
 - 1. At no time shall friends or significant others (boyfriends/girlfriends) be allowed in the student sleeping quarters/bedroom, or in bathrooms at the same time the student is occupying the same area. Visitors are allowed in other areas of the station, when properly supervised.

d. Professionalism:

- i. Students are expected to present themselves in a polite and courteous manner at all times to visitors, citizens, and fellow employees.
 - 1. Keep in mind that the public could be in and around the station and proper station clothing should be worn at all times. This includes traveling to and from the shower areas.
- ii. Problems with day-to-day responsibilities or duties shall be directed to company officer's (SEE Chain of Command).
- iii. Students MUST carry out any order given by a department officer on or off the fire ground.
- iv. Students MUST abide by the Buxton Fire-Rescue Student Live-In Contract, Policies, and Standard Operating Guidelines on and off emergency scenes.

e. Apparatus Responsibilities:

- i. Students shall perform truck checks as assigned by the Station Captain or Student Live-In Coordinator.
- ii. Students MUST become familiar with the streets, businesses, and major geological features in their primary response areas.
- iii. Monthly evaluations will be completed by the Station Captains or Advisor Leader, and forwarded to the Student Live-In Coordinator for review with the Chief.
- iv. Students shall be signed off on the apparatus in their station within 6-Months of their completion of EVOC. Priority in the following order: Ambulance (Year-1), Engine (Year-1), Tanker (Year-2), and Ladder (Year-2).
- v. There will be a benchmark list created and maintained by the Live-In Coordinator to meet these goals.

3. Schedule and Grade Report:

a. Grade Guidelines:

- i. Student Must maintain passing grades "C- or better" (GPA of 2.0), in all subjects as a condition of this agreement and shall provide a copy of his/her grades at the end of each semester to the Student Live-In Coordinator.
- ii. Each student must turn in his/her grade report no later than 1 month after the completion of the semester.

Not & See

- iii. In the event that a student does not pass with a “C- or better” (GPA of 2.0), the student will be placed on academic probation for one (1) semester.

b. Academic Probation:

- i. A student will be placed on academic probation if in any class (es); he/she scores less than a C- (GPA of 2.0) on a semester grade report.
- ii. Students placed on academic probation must bring class grade(s) to at least a C- (GPA of 2.0) over the course of the next semester. In the event that the student does not bring the grade up as required in one (1) semester the student’s contract will not be resigned and will be terminated for further program participation.
- iii. Students on Academic Probation are required to have all professors fill out a weekly progress chart. This chart will be provided to students who are placed on academic probation. This chart will ask professors to document the following: Class Preparedness, Class Participation, Assignment Completion, Student Attendance and a signature from the professor. This chart must be turned in immediately after the last class of the week to the Student Live-In Coordinator.
- iv. In the event that the student does not complete/turn in the required chart the student will be immediately suspended from responding to calls with Buxton Fire-Rescue, until such time that the student turns in the required chart. If the student fails to turn in a progress chart for two weeks (14 days) their contract will be immediately terminated.
- v. In the event that the student returns a weekly progress chart that has negative remarks from professors he/she will be immediately suspended from responding to any calls with Buxton Fire-Rescue, until such time that the student returns a good progress chart. In the event that the student returns two (2) consecutive negative progress reports the student’s contract will be immediately terminated.
 - 1. Once the student’s contract has been terminated he/she will be given 48 hours to move out of their assigned station.
 - a. If the student will remain as a call company member with the department they may retain all of their gear and equipment.
 - b. If the student does not remain as a call company member, he/she shall return all provided Buxton Fire-Rescue equipment within 48-hours of his/her contract being terminated.

c. Class Schedule:

- i. Each student MUST turn in his/her class schedule to the Live-In Coordinator prior to the first full week of each semester.

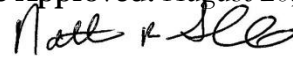
4. End of Contract:

- a) There will be an exit interview at the discretion of the Live-In Coordinator and/or Fire-Rescue Chief at the time when the Student either leaves the department or transfers to another department.

This agreement may be terminated by either party on two weeks written notice to the other; however, in the event of student’s violation of or non-compliance with the terms of this agreement, the Department may terminate this agreement without notice.

Subject: Student Live-In Contract

Date Approved: August 20, 2016



This contract will serve as an agreement between Buxton Fire-Rescue and the above listed Student Live-In only during the duration of the 2016/2017 Academic Year.

My signature below indicates that I have read, understand and agree to abide by these rules and regulations and all policies and standard operating guidelines of Buxton Fire-Rescue.

Student Signature

Date

Student Live-In Coordinator

Date

Fire-Rescue Chief

Date