



# Buxton Fire-Rescue

## Administrative Policy

Subject: Personnel Regulations (3)

Section/Number: Junior Firefighter/Emergency Medical Technician (10)

Date Approved: January 14, 2013

*Nath R Schools*



### Junior Firefighter/Emergency Medical Technician Policy

Junior EMT Original Plan Date:	2004
Junior Firefighter Original Plan Date:	March 30, 2009
Junior Member Policy Date:	January 14, 2013
Review Date	_____
Revision Date	January 4, 2013
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Greg Jones, EMT-P

\_\_\_\_\_  
Deputy Chief – EMS

\_\_\_\_\_  
Date

Nathan R. Schools, *EFO*  
Authorization

*Nath R Schools*

1/14/2013

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Fire-Rescue Chief

\_\_\_\_\_  
Date

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## Objective:

The objective of the Junior Member Policy is to provide a basic foundation in firefighting and emergency medical services, for high school students, between the ages of 16 and 18. On the emergency scene, Junior Members will operate and complete support functions, and shall be supervised by an officer, senior member, or crew chief.

This objective will be accomplished with training, classroom instruction, and fire-rescue call attendance. Junior Members are required to follow all rules stated in this Junior Member Policy, the Standard Operating Guidelines of the Fire-Rescue Department, and Maine State Child Labor Law Title 26 M.R.S.A. §§ 701-785. As of January 1, 2003, all new members must be 16 years of age.

## Definition of a Junior Member:

A Junior Member shall be defined as an employee of the Fire-Rescue Department who is:

- Under the age of 18 including 16 and 17 year olds. (An 18 year old who is still enrolled in school as defined in the bullet below shall fall under the guidance of this policy).
- A student at a local high school including: the home school equivalent, vocational technical schools, etc.
- Junior Members must be approved, after graduation, etc. to begin work as a regular member of the department. Once approved the member will begin a six month probationary period.

## Other Junior Requirements

- A copy of required Federal Identification (I-9) Documents will be kept in each members personnel file.
- Junior Members are hired using the same hiring process as other employees of the department, and are subject to insurances, personnel policy, and rules and regulations just as other department members are.
- Any Junior Member issued a pager will not carry the pager at any time while attending classes. The pager will not be worn at any school function where it could interfere with the learning environment. Any violation of this policy will result in loss of the department pager and /or suspension.
- Junior Members will submit, to their junior adviser/or mentor, a copy of the progress reports from school. If failing in any course(s) the Junior Member will be suspended until grades are passing. Failing shall be defined as any grade lower than a "C" or the equivalent number grade. Any member who receives a failing grade in any class will be suspended until the next progress report/report card is received. Parents will regulate home-schooled members, and proof of maintaining passing academic levels will be provided at the same intervals report cards are issued.

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- Any Junior Member suspended from high school will automatically be suspended from the Department, for the duration of the school suspension.
  - If a Junior Member is unable to attend school for any reason, he/she must not be present at the station, respond to any calls, or be present at any fire scene, in any capacity during school hours until they return to school. Failure to obey this rule will result in one week suspension.
  - Junior Members must follow all standard operating guidelines and policies of the department.
  - Any violations of this Junior Member Policy may result in progressive disciplinary action. The Junior Advisor(s) may discipline members according to the following procedures:
    - ❖ 1<sup>st</sup> Offense: Written Warning
    - ❖ 2<sup>nd</sup> Offense: 2 – Week Suspension
    - ❖ 3<sup>rd</sup> Offense: Suspension/expulsion will be considered, and will be the decision of the Junior Advisor(s).NOTE: All equipment must be turned in to the Junior Advisor(s) before suspension time will be counted.
  - The Advisor(s) and/or officers may discipline Junior Members according to their discretion. The disciplinary action will be made to fit the offense.
  - Junior Members must be in good standing with the community and follow the rules of the Town of Buxton personnel policy. Members may be disciplined for being charged or convicted of criminal violations off-duty. This may be determined by the Chief or other officers of the department.
  - Any issue that is unclear or not covered by the rules will be decided upon by an officer of the department. The officer will always decide with caution, and the decision must be respected. Research will then be done to make clear to all members the issue at hand.

Below there are two sections of this Policy, **Junior Firefighters** and **Junior Rescue Members**. These sections are specific to each group of members as a result of Maine Labor Laws and Rules of Maine Emergency Medical Services.

### **Junior Firefighters:**

#### **Junior Firefighters, who are sixteen and seventeen years of age MAY:**

1. Attend and take part in supervised training.
2. Participate in department functions within the rehabilitation area of an emergency scene. This may include assisting the engine operator, assisting in water supply efforts and other support functions, which do not expose the Junior Firefighter to hazardous areas or atmospheres.

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3. Pick up hose and clean up at the fire scene, after the Incident Commander has declared the scene safe.
4. With proper training, fight ground fires when they are directly supervised, except ground fires which involve an existing "Crown Fire". If while operating at a ground fire, a crowning fire results, the Junior Firefighter will be restricted to an area away from the standing timber/crown fire. The incident commander and/or a company officer may remove a Junior Firefighter from operations at any time due to escalating risk.
5. Perform search and rescue activities, other than structural firefighting in support roles.
6. Ride as a passenger in the cab of fire department vehicles, when room exists. Full turn-out gear and seatbelts must be worn in the jump seats at all times.
7. Respond to calls during off school hours, with the exception of school nights, on which junior firefighters will not respond after 10:00 p.m.
8. Operate a fire pump (with proper supervision) if located outside the danger zone at the direction of the Incident Commander or officer.
9. Perform patient care (for which they are licensed) in an emergency vehicle (Ambulance)
10. Use pressurized hose lines if properly trained, under the direction of the Incident Commander or an officer, and out of the danger area. This is in reference to ground fires.

**Junior Firefighters, sixteen and seventeen years of age MAY NOT:**

1. Be present at any station without direct supervision of an officer or senior member
2. Respond to fire calls after midnight if there is no school the next day.
3. Respond to calls before 5:00 a.m. on a non-school day.
4. Perform fire suppression involving structures or vehicles.
5. Operate department vehicles or emergency vehicles.
6. Respond with operating red lights (drive any vehicle including their own car with attached operating red lights) to the scene of a fire or emergency.
7. Perform firefighting "overhaul" activities (except when the structure has been declared safe by the Incident Commander and then only with a direct supervisor).
8. Respond to hazardous materials events. (except for support functions within the cold zone)

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9. Perform any activity, except training, that involves the use of self-contained breathing equipment.
  10. Junior firefighters will not respond to or participate at a motor vehicle accident that involves fire or extrication.
  11. Junior firefighters responding to accidents shall immediately report to the incident commander who will decide where the non-hazardous areas are on the scene and direct the Junior Firefighters to support functions within the non-hazardous areas.
  12. At the direction of the incident commander and/or an officer, Junior Members may be asked to stay in the apparatus during the call to limit exposure to “serious emergency scenes” including fatalities, fires, etc. This will be a judgment call by the incident commander or officer on scene.
    1. Direct traffic at the scene or a fire or other emergency.
    2. Respond to out-of-town calls.
    3. Be in a station without a senior member present.
    4. Be in a station between the hours of 10:00 pm and 5:00 am on a school night, and between the hours of midnight and 5:00 am on a non-school night.
    5. Respond to any calls without protective clothing.
    6. Respond to any calls while suspended.
    7. Participate in any “ice rescue” activities, but may provide assistance within any designated rehabilitation area or as a support member on dry land only.
    8. Any issue that is unclear or not covered by these rules will be decided upon by an officer of the department. The officer will always decide with caution, and the decision must be respected. Research will then be done to make clear to all members the issue at hand.

### **Junior EMT's:**

1. Junior EMT's shall be under the direct supervision of a Preceptor on both emergency and non-emergency calls. By definition “Preceptor” shall be the person responsible for the welfare and actions of the Junior EMT. By definition “Crew Chief” shall be the EMT in charge of overall patient care on calls, typically the highest licensed EMT, who may or may not be the “Preceptor” depending on the number of other EMT's present on calls. By definition “Mentor” shall be an individual chosen by the junior who may or may not be on the calls, but in whom the junior seeks personal and professional guidance. By definition “Senior Members” shall be older experienced members of Buxton Fire-Rescue as defined in item #7, from whom the Mentors, Preceptors, and Crew Chiefs shall be designated.

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2. Junior EMT's shall be under the direct supervision of a Preceptor during training exercises and routine maintenance operations. The junior shall ensure they have a designated, acknowledged Preceptor for every call, training exercise, or routine maintenance situation.
3. During non-emergency calls and emergency calls, the Crew Chief shall be the person responsible for the welfare and actions of the Junior EMT whether or not a separate Preceptor is also present. During training exercises and routine maintenance operations, a Preceptor shall be chosen and responsible for welfare and actions of the Junior EMT, who may or may not be the Crew Chief.
4. The Junior EMT shall respond to the station and ride on the ambulance to both emergency and non-emergency calls. Junior EMT's shall not drive the ambulance. If the ambulance has left prior to the Junior EMT's arrival, the Junior shall not respond until the crew is on scene, and the scene is deemed safe, and permission to respond is given by the Crew Chief who is taking responsibility for the welfare of the Junior EMT. The Junior EMT shall never be first on scene. The Junior EMT shall obey all Maine motor vehicle and traffic laws while responding to the station or the scene if told to report there.
5. The person directly supervising the Junior EMT must be licensed at or above the license level of the Junior EMT. The Junior EMT shall be enrolled in or have completed a Maine EMS Licensure course, or equivalent.
6. The Senior Members responsible for the Junior EMT must be a member of Buxton Fire-Rescue in good standing, at least 21 years of age, with at least one year of active service on an ambulance service, possess a valid Maine EMS License, and be trained in the Buxton Fire-Rescue Junior EMT Program Standard Operating Guidelines (SOG's).
7. The Deputy Chief in charge of EMSs responsibilities shall include:
  - a. Making sure a written approval form signed by the Junior EMT and their parent(s)/guardian(s) allowing them to be licensed as a First Responder or EMT, and to participate in the Junior EMT Program, and to respond to EMS calls with Buxton Fire-Rescue is on file at the Buxton Fire-Rescue Station in their personnel file.
  - b. Ensuring the Junior EMT and their parent(s)/guardian(s) receive copies of the Buxton Fire-Rescue Junior EMT Program and associated relevant Maine Bureau of Labor, Child Labor Laws, Maine EMS guidelines, etc. materials, and that a copy is kept on file at the Buxton Fire-Rescue Station.
  - c. Ensuring all Junior EMT's, their parent(s)/guardian(s), and eligible Senior Members have received training in the Standard Operating Guidelines of the Junior EMT Program.
  - d. Resolve any disputes or issues that cannot be settled by the Junior EMT and other members' efforts.
  - e. Approve the Junior EMT's choice of Mentor, in consultation with the parent(s)/guardian(s) of the Junior EMT.

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- f. Communicate with Region One (SMEMS) and Maine EMS regarding the Junior EMT Program and participants.
  - g. Ensure the Program Guidelines are followed, and reviewed annually or as needed.
8. Senior Member responsibilities shall include:
- a. Overseeing the welfare and actions of the Junior EMT on all emergency calls, non-emergency calls, training exercises, and routine maintenance operations.
  - b. If a scene is deemed unsafe, they shall direct the Junior EMT to go to the ambulance, where the Junior EMT shall remain until the scene is secured.
  - c. Ensuring patient care is provided according to the Maine EMS protocols and standards of care, and within the Scope of Practice of the provider's license.
  - d. Helping improve the Junior EMT's familiarity with equipment and procedures.
  - e. Debriefing each call, care provided areas for improvement, things well done, and documentation issues, as an After Action Review for each call.
  - f. Reviewing the Daily Shift Log for each call and signing when complete. Copies of past Daily Shift Logs shall be kept on file in the Ambulance Directors file cabinet.
  - g. Initiating a Critical Incident Stress Debriefing if there is a need to ensure the physical and psychological wellbeing of any and all members involved.
  - h. Discussing with the Mentor and/or Deputy Chief in charge of EMS any issues of concern regarding the Junior EMT's performance or attitude.
9. Eligible Senior Members may decline to participate as Preceptors or Mentors.
10. Junior EMT's shall not respond to calls where they may be potential or likely risk of physical or psychological harm to the Junior EMT. Such calls may include but not be limited to domestic violence situations, violent crime scenes, suicides or attempts, calls involving friends or immediate family members, weapons on scene, hazardous materials calls, or severe trauma situations. Junior EMT's may not direct traffic. Junior EMT's may not direct the ambulance or fire apparatus while vehicles are backing up.
11. Junior EMT's may possibly respond to calls involving extrication, fires, ice or water rescue, but only in a support role, removed from the danger areas.
12. The appropriateness of the Junior EMT responding to each call shall be considered every time by the Crew Chief and or Mentor, and re-considered after the call to guide future decisions.
13. Each call a Junior EMT responds to shall be reviewed at the monthly Quality Assurance (QA)

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meeting. The Daily Shift Log shall also be reviewed at the QA meeting. Skills performance, attitude, progress, and appropriateness of having the Junior EMT respond to those calls, and any other issues that may arise shall be reviewed. Any corrective actions plan shall be reviewed if necessary.

14. Junior EMT's are expected to attend regularly scheduled trainings, in-services, QA meetings, and Rig Checks unless it interferes with school, work, family events, or other conditions of Maine Child Labor laws.
15. The Junior EMT shall attempt to resolve any difficulties or issues that may arise directly with the person(s) involved first, then the Crew Chief of the call, then their Mentor, and then the Deputy Chief in charge of EMS if necessary.
16. Parent(s)/guardian(s) shall feel free to address any issues or questions that may arise regarding the Junior EMT, the Program, or Buxton Fire-Rescue directly with the Junior EMT, their Mentor, and/or the Deputy Chief in charge of EMS.
17. Junior EMT's and their families must understand that EMS has inherent risks that cannot be avoided or eliminated 100%, and scenes can change suddenly and without warning, but that every effort shall be made to prevent and minimize those risks to all crew members.
18. The Junior EMT may activate a Critical Incident Stress Debriefing (CISD) any time they feel the need for one. They shall notify the Crew Chief, Preceptor, Mentor, or Deputy Chief in charge of EMS of their request for a CISD. Requests may be made as soon as the call is over, or days after. The request shall be forwarded to the Region (#) CISD Team who shall facilitate the CISD at the earliest possible convenient time for all involved.
19. Junior EMT's, their parent(s) or guardian(s), and all members of Buxton Fire-Rescue are required to receive training in the Buxton Fire-Rescue Junior EMT Program SOG's and respective responsibilities if they are to participate in the Program.
20. The Junior EMT and their family shall receive copies of the current Maine Child Labor Laws, and Maine Junior Firefighter/EMT program guidelines, and information as printed from the [Maine.gov](http://Maine.gov) website. A copy shall also be kept on file at the Buxton Fire-Rescue office file cabinet. Copies of this Program SOG's shall also be provided and kept on file.
21. Training in the Buxton Fire-Rescue Junior EMT Program SOG's shall include training in the relevant Maine Child Labor Laws regarding Junior Firefighters and Junior EMT's. All Junior EMT's, Buxton Fire-Rescue Preceptors, and Buxton Fire-Rescue shall adhere to the relevant provisions of the laws. Guidance shall be found on the Maine Bureau of Labor websites:



*Natt R. Lee*

**Buxton Fire-Rescue Junior Member Program**

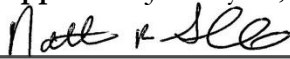
RECEIPT ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the Buxton Fire-Rescue Junior EMT Program and will make every attempt to follow its guidelines. If I have any questions, comments, or suggestions I shall consult with the Mentor, Crew Chief, Junior Advisor, Deputy Chief - EMS, or the Fire-Rescue Chief.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Date: \_\_\_\_\_



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**Buxton Fire-Rescue Junior Member Program**  
Junior Member Consent Form

I, \_\_\_\_\_, consent to participate in the Buxton Fire-Rescue Junior Member Program and abide by its Standard Operating Guidelines (SOG's) to the best of my ability. I understand there are inherent risks in responding to/and or training in the response to fire, rescue, and emergency medical calls, and that all efforts shall be made by the Department, by crew members, and by me to mitigate those risks. I agree to participate in the In-Service Training regarding the Guidelines of the Junior Member Program, and ongoing education and training with the Buxton Fire-Rescue. If I have any questions, I shall ask the Crew Chief of the call, my chosen Mentor, Junior Advisor, EMS Service Chief, or the Fire-Rescue Chief. I have received a copy of the Buxton Fire-Rescue Junior Member Program Standard Operating Guidelines and related attachments as laid out in the Guidelines.

Signed: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Address: \_\_\_\_\_

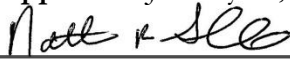
Phone # (s) \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_

**Subject:** Junior Firefighter Policy

**Date Approved:** January 14, 2013



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**Buxton Fire-Rescue Junior Member Program**  
Parental/ Guardian Consent Form

We, the parent(s) or guardian(s) of \_\_\_\_\_  
Hereby give our consent for them to participate in the Buxton Fire-Rescue Junior Member Program. We agree to participate in the In-Service training on the Standard Operating Guidelines of the Junior Member Program. If we have any questions, we shall ask the Junior Member, the Mentor chosen by the Junior Member, Junior Advisor, EMS Service Chief, or the Fire-Rescue Chief. We have received a copy of the Buxton Fire-Rescue Junior Member Program SOG's and related attachments as laid out in the guidelines.

Signed: \_\_\_\_\_

Printed name(s): \_\_\_\_\_

Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # (s): \_\_\_\_\_

E-mail: \_\_\_\_\_