

Brooklin Volunteer Fire Company

25 Bay Road

Brooklin, ME 04616

Standard Operating Guidelines

Personnel

1. Purpose

The purpose of this SOG is to provide a guideline for potential personnel, including the application process, fire department employment and roster.

2. Application and Membership for the Brooklin Volunteer Fire Company (BVFC)

- A. Potential personnel shall complete a membership application for the BVFC and a Background Check Authorization Form for the BVFC. At the next meeting of the BVFC, the membership shall vote to accept the application as complete.
- B. After at least a two month application period, the Board of Directors of the BVFC shall vote whether or not to accept the potential applicant as a member of the Company. The board shall take into consideration the applicant's interest in the fire service and his/her character, along with any other traits when making this decision.
- C. During the application period, the applicant can attend classroom training only. No hands on training is permitted during the application period, however the applicant can be an observer from a safe distance. The applicant will not respond to any incidents.
- D. If the applicant is accepted as a member of the BVFC he/she shall next be considered for employment by the Brooklin Fire Department.

3. Employment by the Brooklin Fire Department

- A. After becoming a member of the BVFC, the Chief, Assistant Chief and Board of Directors shall decide whether or not to employ the individual by the Brooklin Volunteer Fire Department. This decision shall be made by means of an interview with the prospective employee, background checks, contacting references and other means to aid in the decision to employ the individual or not.
- B. Once employed, the individual shall be shown a copy of the departments SOG's written programs, and initial required training prior to engaging in any Fire Department activities. The prospective employee shall be given a basic physical (paid for by the Brooklin Vol. Fire Dept.) prior to employment.
- C. If determined to be fit for fire department duty, the individual shall be issued PPE appropriate for the level of training he/she has or will be participating in.

4. Roster

- A. The department shall maintain an up to date roster at least annually.
- B. Personnel shall attend at least the required annual training to be on the roster.

5. Junior Firefighters

- 1. Junior Firefighters shall be at least 15 years of age.
- 2. Junior Firefighters shall have their parent or guardian complete and sign a Junior Firefighter Permission Form each year in order to participate in the fire department.
The Junior Firefighter's activities will be limited to those specifically approved by that Junior Firefighter's parent or guardian on the Permission Form.
- 3. Junior Firefighters shall maintain passing school grades in all subjects in order to participate.
- 4. School functions shall have priority over fire department functions.
- 5. Junior Firefighters shall not be permitted to leave school for any fire incident.
- 6. Junior Firefighters shall adhere to all fire department SOG's.
- 7. Junior Firefighters shall report to an officer before engaging in any activity at an incident.
- 8. Junior Firefighters shall adhere to rules set by the Maine Department of Labor.
- 9. Junior Firefighters shall not drive any fire department apparatus
- 10. Junior Firefighters must be with a properly certified adult firefighter at all times during both training and emergency incidents
- 11. In no event will any Junior Firefighter ride in any vehicle operated by another Junior Firefighter.
- 12. A permission slip must be completed by the Junior Firefighter's parent or guardian for each training session that involves live fire, whether inside or beyond the boundaries of the Town of Brooklin.

Accepted and adopted by the Brooklin Volunteer Fire Company monthly meeting on August 4, 2009