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## Policy Regarding Volunteer Firefighters In the Employ of the Municipality of Lamoine

- I. **Purpose**
  - a. The Town of Lamoine Board of Selectmen recognizes the obligations and responsibilities of volunteer firefighters and the importance of providing public safety and emergency services to the Town of Lamoine. This policy is hereby enacted in order to set forth the standards of operation of town facilities when town employment duties and emergency calls conflict.
- II. **Authority**
  - a. The Board of Selectmen has the authority to set policy in regard to those employees appointed by the Board.
- III. **Scope**
  - a. This policy shall apply to any and all in full or part time employ of the Town of Lamoine who are members of the Lamoine Volunteer Fire Department. This policy does not apply to employees of the Lamoine School Department.
  - b. This policy is to be considered in effect during normal or scheduled working hours of employees referenced in section III-a above.
- IV. **Standards**
  - a. **Emergency Response** – Volunteer firefighters employed by the Town of Lamoine may respond to any emergency call requesting assistance from the Lamoine Volunteer Fire Department (VFD) during scheduled working hours. Municipal services that depend on the employee's presence will continue without interruption as much as possible. To that end, the employee involved must inform his/her supervisor if the response to the emergency call is critical and the supervisor shall make arrangements for coverage if possible. (For example, if the employee is the operator of the transfer station, and the transfer station is to be open, a fill-in transfer station operator shall be called). In the event arrangements cannot be made, the employee/firefighter's obligation to the emergency call shall be terminated as soon as possible followed by a return to the work site.
  - b. **Compensation** – Full time employees on salary shall be compensated at the same salary level. It is expected that those tasks that are to be accomplished during regular working hours will be accomplished in a timely fashion despite the emergency

response. Part time, hourly employees, shall be excused from work, but not compensated for hours spent on the emergency call. If tasks remain to be accomplished outside of scheduled hours, hourly employees shall accomplish said tasks and be compensated at the regular hourly basis. Extraordinary events may be compensated at the discretion of the Board of Selectmen.

- c. **Facilities** - If a facility is to be open during a volunteer firefighter's response, arrangements should be made to have a fill-in employee if possible. Critical facilities include the transfer station during regular operating hours. The town office is not considered a critical facility and may be closed during an emergency call. If the town office is to be closed, all locks shall be secured and the building cleared of non-authorized personnel by the responding employee and a sign placed on the door explaining that the employee is responding to an emergency call.

**V. Validity & Severability**

- a. Should any section of this policy be declared illegal or unenforceable, it shall not invalidate any other section of this policy

**VI. Definitions**

- a. **Emergency Call** – An emergency call is any event in which the Lamoine VFD paging system is activated by the dispatcher other than routine messages and tests. It includes all calls for mutual aid from communities outside of Lamoine.
- b. **Volunteer Firefighter** - A volunteer firefighter is a member of the Lamoine Volunteer Fire Department as contained on the active firefighting roster by the Chief of the LVFD.
- c. **Extraordinary Event** – An extraordinary event is an emergency call involving the LVFD that lasts longer than 3-hours.

**VII. Effective Date & Signature**

- a. This policy is effective immediately following approval and signature by the Lamoine Board of Selectmen. It may be amended from time to time at an open meeting of said board.

Signed this 5th day of April, 2007:

/s/S. Josephine Cooper, Chair

/s/Brett Jones

/s/Cynthia Donaldson

/s/Richard Fennelly, Jr.

/s/Chris Tadema-Wielandt

*The Lamoine Board of Selectmen*