

STONY HILL RURAL FIRE DEPARTMENT

OPERATING GUIDELINES

Subject: Junior Firefighter Program

Approved:

Guideline Number: 1017

Date: 11-6-2007

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1. **Purpose**

The purpose of this membership group is to give young adults in our community an opportunity to learn about duties, responsibilities, skills, and obligations of a rural volunteer fire department.

2. **Membership Requirements**

- 2.1 Applicant must be under the age of eighteen (18), but at least fifteen (15) years of age.
- 2.2 Applicant must be enrolled in high school and passing all classes. A copy of the most recent report card will meet this requirement.
- 2.3 Must have the written consent of their parent or guardian (in letter format).
- 2.4 May not be a member of any other fire department Junior Firefighter or explorer program.
- 2.5 For membership, each applicant, must submit a written application and a one (1) page essay on "Why I want to join the Fire Service?"
- 2.6 The Junior Firefighter Advisor will determine if all criteria for membership have been met and present ALL applications for membership to the Fire Chief for final approval.
- 2.7 Junior Firefighters will maintain the requirements for membership. No Leave of Absences are allowed. If a Junior Firefighter should leave, they are responsible for returning their issued equipment and may re-apply to the program later.

3. **Acceptance**

- 3.1 All applicants that meet the requirements set forth in Section 2 will be accepted as members as long as vacancies exist and as approved by the Fire Chief.

4. **Quantities of Junior Firefighters**

- 4.1 There shall be a limit of ten (10) Junior Firefighter members. If necessary a waiting list shall be established in order of application date.

5. **Program Leadership**

5.1 **Advisor**

The Stony Hill Junior Firefighters will be under the leadership of an Advisor who will be appointed by the Chief of the Stony Hill Fire Department. The Advisor will appoint a minimum of two (2) assistants and more if needed.

6. **Meetings and Training**

6.1 Junior Firefighters will attend the 1st Monday night regular department membership meeting / training session. (All other Monday meetings or training sessions are optional).

6.2 Junior Firefighter meetings and or training sessions will be held every week on Tuesday nights at 7:00 pm at Stony Hill Station #1.

6.3 Junior Firefighters must make every effort to attend the scheduled meetings. If a Junior Firefighter is going to be late or not able to attend, the Junior Firefighter will call the Advisor(s) and let them know. Failure to do so will result in Disciplinary action (see Tardiness and Attendance Policies.) No more than two (2) meetings will be missed per month without authorization from the Junior Firefighter Advisor.

6.4 Junior Firefighter members will receive a minimum of thirty-six (36) hours of training per year. This will be broken down into a minimum of nine (9) hours per quarter, of training. Any fire related training outside the department must have prior approval of the Junior Firefighter Program Advisor.

6.5 Junior Firefighters may participate in N.C. Community College sponsored courses, only if such attendance is allowed by the community college. The Junior Firefighter Program Advisor will insure that all necessary paperwork is provided to the community college before the Junior Firefighter attends the course.

6.6 Live Burn Training:

6.6.1 Junior Firefighters may participate in Live Burn training provided they have met the provisions of the Junior Firefighter Check-Off AND are allowed to participate by all of the following entities: (1) the sponsoring agency or community college, (2) the instructor, and (3) the sponsoring fire department.

6.6.2 Junior Firefighters must be accompanied and supervised by an officer or a Junior Firefighter Advisor when attending any Live Burn training.

7. **Equipment**

7.1 **Uniforms**

Uniforms will consist of two (2) tee-shirts, one (1) sweat shirt, and ball cap, provided by the fire department. Junior Firefighters may purchase any other department clothing as needed.

7.2 **Pagers**

7.2.1 Junior Firefighters may be issued pagers at the discretion of the Chief of the Stony Hill Fire Department based on recommendation from the Junior Firefighter Program Advisor. Each Junior Firefighter will be considered on an individual basis.

7.2.2 Junior Firefighters may be eligible for a pager after completing a SHFD Junior firefighter check off sheet.

7.2.3 Pagers will not be worn at school. Any report of pager being worn at school will be grounds for suspension or dismissal from the program.

7.3 **Protective Equipment**

7.3.1 Personal Protective Equipment (PPE) may be issued to the Junior Firefighters as needed and as determined by the Junior Firefighter Program Advisor.

7.3.2 It will be the responsibility of the Junior Firefighter to properly care for and maintain their issued gear. It will also be their responsibility to put the turnout gear back in proper place (gear rack) after each use.

The basic PPE issue will be:

1. Helmet
2. Turn-out Pants
3. Turn-out Coat
4. Firefighter boots
5. Gloves
6. Protective hood

7.3.3 It will be the discretion of the Fire Chief and the Junior Firefighter Program Advisor for turnout gear to leave the fire station (school projects). Otherwise, turnout gear stays at Station #1 (unless training is at station 2)

TURNOUT GEAR DOES NOT GO HOME!

If turnout gear leaves the station without proper permission, the Junior Firefighter **will be suspended for 1 month** for non compliance with the guidelines.

7.4 **Warning Lights and Devices**

No junior firefighter may possess or use emergency warning devices on or in their personal vehicle.

8. **Duties and Responsibilities**

The duties and responsibilities of the Junior Firefighters will be determined by the Junior Firefighter Program Advisor and be approved by the Fire Chief.

8.1 **Emergency Response to Incidents**

8.1.1 A Junior Firefighter may participate in limited emergency response operations only after completion of the Junior Firefighter Check-Off and with the prior approval of the Junior Firefighter Program Advisor and Chief of the Stony Hill Rural Fire Department.

8.1.2 If Junior Firefighters are allowed to participate in emergency scene operations, it will be under the supervision of a Fire Department Officer, Junior Firefighter Program Advisor, or senior ranking firefighter on scene.

8.1.3 Emergency response operations where Junior Firefighter activities may be limited include, but are not limited to:

1. Operations where an IDLH atmosphere may be present (requiring the use of a SCBA). These activities include, but are not limited to interior structural fires and vehicle fires.
2. Any other operation where a significant risk is identified by the Fire Department Officer on the scene. If a fire department officer is not present, the Junior Firefighter Program Advisor or senior ranking firefighter will be responsible for the hazard assessment.

8.1.4 Junior Firefighters will not respond POV (Personal Owned Vehicle) to the scene of any incident.

8.1.5 Junior Firefighters may respond to the fire station only and only at then at posted speed limit and obey all traffic laws. Any violation of this section may result in suspension or dismissal from the program.

Any suspension period will be determined by the Fire Chief.

8.1.6 Junior firefighters will not respond to any Mutual Aid calls. It is the on-duty officer's responsibility to insure that no Junior Firefighters respond from the station to Mutual Aid incidents.

8.2 Station Responsibilities

8.2.1 Station "curfew" hours during the school year will be as follows. Curfew means the Junior Firefighter may not be at the station after the following hours – unless prior approval has been granted by the Fire Chief (i.e. on a school break or if participating on a duty crew).

Sunday night – Thursday night	10:00 pm
Friday night –	11:00 pm
Saturday night –	11:00 pm

8.2.2 Junior firefighters may stay at the station on duty crew nights and weekends with prior approval from the Chief, the Junior Firefighter Program Advisor, Duty Crew Leader, and with written consent from parent / guardian. Only (2) two Junior Firefighters may be on duty at the station at one time.

The parameters for Duty Crew participation are as follows:

1. Junior Firefighters shall arrive at the station no later than 8:00 pm for weeknight duty crews. They will not be allowed to run duty if they show up or inquire to run duty after 8:00 pm without prior approval from the Duty Crew Leader.
2. Junior Firefighters will arrive no later than 9:00 am for weekend duty crews if they are signed up for duty participation. Arrival after this time (without prior arrangements) will not be allowed.
3. If a Junior Firefighter wishes to participate on a duty crew, and is not previously signed up (weekend or weeknight), they must contact the Duty Crew Leader and inquire first.
4. If staying at the station, the Junior Firefighters will observe quiet hours from 11:00 pm until 6:00 am.
 - Bedtime will no later than 12:00 am unless approved by the duty crew leader.
 - Wake-up time is no later than 8:00 am, but may be adjusted ahead or back by the officer or staff person in charge. No sleep-ins are allowed.

8.2.3 Junior firefighters staying over night must bring their own bedding. (proper clothing / sleeping bag)

8.2.4 During the school year, Junior Firefighters are not allowed to run calls after 10:00 pm Sunday through Thursday. Junior firefighters can respond to any Fire call during the weekend, holidays, and school breaks.

9. **Disciplinary Action**

- 9.1 Any Junior Firefighter who fails a subject in school will be suspended from active involvement until the next interim report. If grade has not improved, the Junior Firefighter will be suspended from the Junior Firefighters' Program until such time as grade meets the requirements.
- 9.2 Any junior firefighter not enrolled and attending school will be dismissed from the program.
- 9.3 It will be the responsibility of the Junior Firefighter Program Advisor to enforce these guidelines and take necessary disciplinary action.
- 9.4 Junior firefighters will follow all other Stony Hill Fire Department Guidelines.
- 9.5 These guidelines may be amended at any time deemed necessary by the department or the Junior Firefighter Program Advisor.
- 9.6 The use of drugs, alcoholic beverages, or tobacco products will **not be allowed or tolerated** while participating in the activities of SHFD. Any junior firefighter having or using will be automatically dismissed from the program.
- 9.7 The Junior Firefighter Program Advisor(s) and the Chief will handle any grievances from a Junior Firefighter.

STONY HILL RURAL FIRE DEPARTMENT, INC.
JUNIOR FIREFIGHTER PROGRAM

MEMBERSHIP APPLICATION

Please print or type

Full Name: _____

Home Address: _____

Mailing Address if Different: _____

City: _____ State: _____ Zip: _____

Home Phone: _____ Date of Birth: _____

Soc. Sec. #: _____ N.C. Drivers Lic. #: _____

Parents Name: _____

Parent's Address (if different than above): _____

Parents Contact Number(s): _____

School Attending: _____ Grade: _____

In Emergency Contact: _____ Phone: _____

Have you had Hepatitis B vaccination? Yes _____ No _____

Have you had any fire department related training? _____

Note: Applicant and parent or guardian must present application in person to the Junior Firefighter Advisor. Application will be signed at the time of presentation. The most current report card from school must be presented at the time of application as proof of passing grades.

Signature of Applicant: _____

Signature of Parent or Guardian: _____

Signature of Chief or Advisor: _____

Date: _____