

Stillwater Fire District
Stillwater, New York

Fire District Policy and Procedure Policy Number: 1 of 2007

Policy Name: Junior Member Policy

Date Issued: January 8th, 2007

Effective: January 8th, 2007

Revised: February, 2007

Review Date: January 2009

I. PURPOSE

A. This policy has been resolved to provide standards and guidance for members under the age of 18 known as Junior Members.

II. Definitions

A. A junior member is a member of the fire company who shall be accepted for membership at the age of 16 and who shall become a regular member of the fire company upon attaining the age of 18 and completing a satisfactory training and probation program.

III. Policy

A. Junior membership shall be limited to five 16 year old members and five 17 year old members. Membership is limited for the purpose of management and span of control.

B. Applicants must be a resident of the Stillwater Fire District or of a fire jurisdiction immediately adjacent to the Stillwater Fire District.

C. Junior members shall not operate any vehicles owned by or under the jurisdiction of the Stillwater Fire District.

i. Junior members shall not be issued blue light cards, nor shall they display or utilize a blue light while responding to calls.

ii. Junior members shall not drive personnel vehicles to the scene of any incident, but shall report to the nearest fire station and stand by.

1. The exception will be if they pass the location of the incident. If that is the case they shall adhere to all other applicable rules and shall report to the Incident Commander for briefing or instructions.

D. Training requirements:

i. Junior members shall attend 20 drills annually and other sanctioned training sponsored by the fire company as available.

ii. Junior members shall attend one State certified basic training course and obtain a certificate within 12 months of

joining the fire company. A copy of the certificate shall be filed with the Chief.

1. Recommended courses are Fire Fighter 1 (78 hours), or Scene Support Operations (27 hours).
 - iii. Junior members shall complete IS 100 and 700 with a certificate within 12 months of being accepted as junior members.
 - iv. Certificates of training shall be maintained in a personnel folder for review.
- E. Junior members shall be issued used personal protective equipment and shall include a black helmet.
- F. Junior members shall not engage in interior firefighting operations.
- G. Junior members who have been certified in the use of SCBA, who have completed the Firefighter 1 course and who have taken a physical with fit test may wear SCBA at incidents that do not involve live fire operations at the discretion of the OIC.
- H. Junior members shall ride apparatus at the discretion of the apparatus OIC but in no case shall take the place of a more qualified member.
- I. It shall be the responsibility of the Chief Officers to develop a graded evaluation program for junior members with 10 being the highest and 0 being the lowest grade attained for each category. A copy of all evaluations shall be maintained on file in a personnel folder for review.
- i. The categories for the checklist approved by the Commissioners shall include items such as attitude, discipline, ability of follow orders, ability to work as a team, participation, knowledge of basic firefighting principles, knowledge of district streets, familiarization with equipment and apparatus, knowledge of by-laws, policies, rules and regulations or any other categories which the Chief may recommend.
 - ii. Junior members shall be evaluated annually with input from officers and members.
 - iii. An evaluation sheet shall be filled out annually and copied to the Board of Fire Commissioners for review.
 - iv. A final evaluation for regular membership shall be developed 60 days prior to the junior member attaining their 18th birthday.
 1. Those not attaining a total average of 6 or higher on the final evaluation may be recommended for termination or may be extended on probation in the junior member status for an additional 6 months.
 2. Those recommended for probation shall continue to follow the policies that apply to a Junior members and re-evaluated as junior member. Extended probation

Junior members shall be evaluated at the end of the 6 month extended probation. If the candidate attains a total average of 7 or higher they will then be recommended to the company for regular membership.

- v. Upon passing probation Junior members may be offered to regular membership in the Fire Company.
- J. Junior members shall not be in the fire stations after 10PM unless on Company/District official business.
- K. Junior members shall not have guests (non-fire company members) in the fire stations at any time.
- L. Junior members shall surrender a copy of their grades to the Chief each marking period and shall maintain an overall average grade of 65 in order to maintain participation in the program. A copy of the grading document shall be maintained in the personnel folder.
 - i. Junior members not attaining an overall average grade of 65 shall be suspended from participating in all activities until the proceeding marking period.
 - ii. Any changes to any grading document shall be accompanied with a letter of explanation from the respective school administrator.
 - iii. If grades are not submitted to the Chief within 5 days of the end of the marking period, the Junior member shall be on suspension until the grade document is reviewed.
- M. The Chief shall notify the Guidance Office of the educational institution attended by the Junior member as to their organizational membership.
 - i. Junior members may not leave school to participate in incidents unless they are registered by the Chief with the Guidance Office and only if they are specifically requested by a Chief Officer to respond to an incident.
- N. Junior members shall be expected to fully participate in all activities involved with maintenance of apparatus, stations, grounds and returning apparatus to service after each incident.
- O. Any Junior member found to be in violation of any rule, regulation or policy promulgated by the Fire District shall be subject to disciplinary action by the Company and/or the Fire District in consultation with the Company Officers.
 - a. Discipline shall be measured against the offense and may include verbal reprimand with written documentation, written reprimand, removal from Office up to and including dismissal from the Company.
 - b. The Fire Company shall develop a disciplinary policy and procedure and adhere to it.

- ii. Upon dismissal any equipment which is the property of the Fire District shall be immediately turned over to the Chief or designee.
 - iii. A copy of the dismissal shall be maintained in the personnel folder.
- P. The chief officers shall be responsible to outline a program of participation for junior members and see that they contribute to the maintenance of the facilities, apparatus and grounds *whenever* they are in the station.

By Order of Board of Fire Commissioners – Stillwater Fire District

Chairman Board of Fire Commissioners