

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 2010

Review Date: January 2011

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 candidacy and membership shall be limited to six (6) candidates. 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 candidates shall successfully complete a 6 month probationary training program and rated by the officers.
- D. Junior candidates/members;
 - i. shall not operate any vehicles owned by or under the jurisdiction of the Stillwater Fire District.
 - ii. shall not be issued blue light cards, nor shall they display or utilize a blue light while responding to calls.
 - iii. shall not drive personnel vehicles to the scene of any incident, but shall report to the nearest fire station and stand by.
 - iv. shall not be in the fire stations after 10PM unless on Company/District official business.
 - v. shall not have guests (non-fire company members) in the fire stations at any time.
 - vi. shall not be issued *new* PPE since they are not interior qualified
 - vii. shall surrender a copy of their grades to their mentor assigned by the Chief, within 5 days after the end of a 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 candidate's/member's personnel folder.

1. Junior members not attaining an overall average grade of 65 shall be suspended from participating in all activities until the subsequent marking period and the attainment of an acceptable grade point average.
 2. Any changes to any grading document shall be accompanied with a letter of explanation from the respective school administrator.
 3. If grades are not submitted to their mentor within 5 days after the end of the marking period, the Junior member shall be on suspension until the official grading document is received and reviewed.
- viii. Shall not engage in interior fire fighting operations
- ix. Junior members shall ride the apparatus to dispatched calls, only at the discretion of the OIC of the apparatus but in no case shall take the place of a more qualified individual, and shall not be considered as part of the minimum staffing for a mutual aid call (only as an observer).
- x. At no time shall a Jr. candidate ride the front seat of apparatus in the officer's position responding to a call.
- xi. At no time shall a Jr. candidates or members respond to a motor vehicle accident which has been dispatched as a personnel injury incident.

E. Training requirements for Junior Candidates & Members:

- i. shall attend a minimum of 20 drills annually and other sanctioned training sponsored by the fire company as available.
- ii. 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. shall complete IS 100 and 700 with a certificate within 12 months of being inducted as junior candidate.
- iv. Certificates of training shall be maintained in the individual's personnel folder

F. When Junior members are issued temporary personal protective equipment it shall include a black helmet.

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 only after being directed to do so by the OIC.

H. Junior members shall be assigned a mentor. The task of the mentor is to provide accurate information and guidance to the junior candidate/member.

- I. It shall be the responsibility of the Chief Officers as a group or designee to develop a task list for junior members, graded on the following scale,
 1. Exceeds expectations
 2. Meets expectations
 3. Partially meets expectations, needs development
 4. Does not meet expectations
- ii. The categories for the task list to be reviewed 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 Line Officers may deem appropriate.
- iii. Junior members shall be evaluated annually with input from officers and mentor.
- iv. An annual evaluation shall be completed, filed and copied to the Board of Fire Commissioners for review.
- v. A final evaluation for regular "senior" membership shall be developed 60 days prior to the junior member attaining their 18th birthday.
 1. Those Juniors who "do not meet expectations" for 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 rating of "partially meets expectations" or higher they will then be recommended to the company for regular membership.
- vi. Upon passing a 6 month probation Junior Candidates may be offered to regular membership in the Fire Company.
- J. A copy of all task lists with grading shall be maintained on file in a personnel folder for review.
- K. 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.
 - ii. Junior candidates shall not carry pagers within school buildings during normal classroom hours.
 - iii. Violation of i & ii above, shall result in immediate dismissal from the junior candidate's program and the fire company.

- L. 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.
- M. 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, or suspension up to and including dismissal from the Company with written documentation.
 - i. All written documents shall be filed in the appropriate personnel file.
 - b. The Fire Company shall develop a disciplinary policy and procedure and adhere to it.
 - i. Upon dismissal any equipment which is the property of the Fire District shall be immediately turned over to the Chief or designee.
 - ii. A copy of the dismissal shall be maintained in the personnel folder.
- N. 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

See Attachment

Arvin Hart Fire Company Junior Member Task List Scoring Form

Name: _____

Address: _____

Date of Birth: _____

Date Inducted: _____

Date of 18th Birthday: _____

Mentor 1: _____

Mentor 2: _____

Mentor 3: _____

Review Date: _____

Reviewer: _____

Criteria ↓	Score: →	Exceeds Expectations	Meets Expectations	Partially Meets Expectations	Does Not Meet Expectations
Attitude					
Discipline					
Ability to follow orders					
Ability to work as a team					
Knowledge of fire fighting principles					
Knowledge of streets					
Familiarization with equipment					
Familiarization with Apparatus					
Knowledge of Policy, Rules, Regs					
Knowledge of SOGs					
Final Summary of Junior Member					

NOTES: