

Junior Fire Department Guidelines

Article I PURPOSE AND HISTORY

We are proud to be 100% volunteer. Upon learning a minimum number of skills, juniors can and are expected to respond to emergency calls under the supervision of senior firefighters. The jobs a Junior firefighter can perform frees up a qualified senior firefighter to perform other crucial tasks. Juniors will learn on the job and with proper training, be able to fight real fires. All training, uniforms, and protective equipment are provided at no cost.

Being a firefighter can be a dangerous job. Strict laws exist to protect the Junior Firefighter from the most hazardous dangers. The Hurricane Fire Department takes safety very seriously and will not tolerate improper behavior during training or real emergencies. It must also be recognized that during emergency conditions, a junior might be asked to complete a task prohibited by law. In this case, the junior member must take responsibility to alert the member asking to the fact it is prohibited. You should then report the request to command at the scene. Once back at the station, you should report the incident to a command officer so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

The requirements to be a Junior firefighter are as follows. Junior firefighters must be at least 16 years old. They must be able to follow directions under emergency conditions. They should be in good physical condition to perform essential fire ground tasks. Juniors should be willing and able to attend at least 50% of scheduled meetings (usually Thursday nights). Other training may be optional but is highly encouraged. Juniors must also have completed and have their parent or legal guardian's signature on the parental release form.

Junior firefighters need to be self starters and be willing to learn. Juniors who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior members who do not contribute to the department will be removed from active status to allow other juniors the opportunity.

The fire department is proud of its members. Junior members are required to conduct themselves in a professional manner at all times. Talking about internal fire department activities including finances and other fire companies reduces the public trust and will be dealt with as needed.

All Junior members shall be assigned a senior firefighter Mentor. The Mentor shall be responsible for assisting in training. Any questions the Junior member

has should be directed to their Mentor first and then follow the chain of command as set aside in the Hurricane Volunteer Fire Department By-Laws.

This guideline is for the sole purpose of Junior Membership Status. These Guidelines do not preclude the By-Laws and Constitution of the Hurricane Volunteer Fire Department.

We are happy to have you as a member of the Hurricane Volunteer Fire Department. We look forward to some great training and your assistance during fire calls. Welcome.

Article II MEMBERSHIP STATUS

Section 1

Jr. Membership Status

The candidate for Junior Membership must be recommended by at least 2 members in good-standing and be voted on by the regular membership as called for by the By-Laws of the Hurricane Volunteer Fire Department.

Requirements:

1. Be at least 16 years of age.
2. Attend 50% of all scheduled meetings unless excused.
3. Have an understanding of the Hurricane Fire Department Operations and apparatus, Accountability, Command Structure, Personal Protective Equipment, Safety Operations and this document.
4. All Juniors must complete West Virginia State Fire Fighter Level I, Hazardous Materials Awareness, and CPR and First Aid within one (1) year of joining the department.
5. All Juniors must maintain a 2.0 grade point average while in school.

Article III JUNIOR OFFICERS

Section 1

The Command Staff and Firefighter Board Representatives will designate a senior member as the Junior Chairman to supervise the Junior Fire Department program. The Command Staff and Firefighter Board Representatives may also designate additional senior members as needed to carry out the responsibilities of the program.

Section 2

One Junior Officer (Sergeant) will be elected by the members of the Junior program – subject to the approval of the Junior Chairman and the Command Staff and Firefighter Board Representatives. Additional officer positions can be created and/or eliminated as needed with approval of the Junior Chairman and the Command Staff and Firefighter Board Representatives.

Section 3

To be eligible for the Sergeant's position, a member must be active and in good standing for at least three (3) months. The candidate must be willing to provide additional hours to complete the duties of the position. Candidates must be approved by the Junior Chairman and the Command Staff and Firefighter Board Representatives.

Section 4

Elections are held during regularly scheduled meetings with no less than 50% of the voting junior members present. Votes are cast by secret ballot. The Sergeant will be elected by a simple majority vote. Tie votes will result in a run-off vote of the tied candidates. A subsequent tie will result in the decision being made by the flip-of-a-coin. Elections will be held in conjunction with the department's annual election at the first meeting in May.

Section 5

The Junior Sergeant will be a non-voting member of The Hurricane Volunteer Fire Department Board of Directors. The Sergeant will not be recognized as a Command Officer or Line officer.

Article IV DUTIES OF JUNIOR OFFICERS

Section 1

The Junior Sergeant will be designated by a white stripe running the length of the helmet along the top.

Section 2

The Junior Sergeant will be responsible for conducting the meetings and supervising the activities of other Junior members. The Sergeant will also coordinate recruiting and recognition of Junior Members. At any event or incident with multiple Junior members, the Junior Sergeant will report to Command as a representative of all juniors on the scene.

Section 3

The Junior Sergeant will provide a summary report of junior activities each month to be presented at the Hurricane Volunteer Fire Department Board of Directors' meeting (including any changes in number of junior members, awards, training completed, etc...)

Article V RULES AND REGULATIONS

Section 1

The Junior program will be directly supervised by the regular fire department line officers.

Section 2

The Junior program shall abide by all applicable federal, state, and local laws, as well as departmental rules and regulations.

Section 3

Junior members do not have voting privileges concerning Fire Department business. They may attend meetings, but may be asked to leave the room before discussion of personnel matters.

Section 4

The Hurricane Volunteer Fire Department has established a limit of 12 junior positions. If more applications are received, candidates will be evaluated in order of when the application was received.

Section 5

All juniors must complete the department Junior Orientation Program. This program includes department procedures, building policies, apparatus orientation, and command structure.

Section 6

All members of the fire department must be aware of the rules and regulations that govern junior members and their safety. Junior members are not permitted to participate in activities which are prohibited. Junior members must recognize when they have been asked to do something not appropriate and report it to the requesting firefighter or officer.

Section 7

Junior members will refer all questions regarding the fire department to the most senior officer available. Junior members are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the department or talk negatively about other departments.

Section 8

The station has a lounge and kitchen and other areas you are free to use. Visitors are permitted however they are expected to abide by the rules and regulations set forth by the Hurricane Fire Department.

Section 9

Any injuries occurring during training or during an event or incident are covered by workers compensation insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.

Section 10

Alcohol, tobacco, illegal drugs or prescription medications that may result in an altered mental status are not permitted on fire department property at any time. Members are not to respond to calls or come to the station if they are sick or are under the influence of medication, drugs or alcohol.

Section 11

Insubordination will not be tolerated. If a Junior member is directed to complete a task or told to stop an activity that is deemed inappropriate and does not comply, the offense shall be addressed by the Senior Officers as necessary.

Article VI HOURS OF OPERATION

*Junior members are not allowed in the station without supervision of a senior member.

* During school term: Absolutely No activity during the member’s regular school hours.

* No calls after 10 pm on school nights.

* No calls after midnight on weekends, holidays and other school vacations.

* Calls answered by juniors before the deadline MAY continue to serve the call, but they may not answer any new calls that come in after the deadline.

*Maximum of 20 hours per school week (Monday thru Friday)

Article VII DRIVING PERSONAL VEHICLES

Section 1

All juniors must report to the station for all calls. UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE!

Section 2

At no time is a junior member permitted to operate, or be a passenger in a vehicle operating, a red light, hazard lights, honk horn or any other warning system while enroute to the station.

Section 3

All speed limits and traffic laws are to be strictly followed while enroute to the station.

Section 4

Failure to abide by these rules may result in a suspension of at least 30 days and possible expulsion from the Fire Department for both the junior member and the offending senior member.

Article VIII RESPONDING TO CALLS ON APPARATUS

Section 1

Junior firefighters may not be aboard any apparatus during the initial response with the exception of brush fires. They may be permitted on follow-up apparatus after the initial stabilization of the scene occurs. Any apparatus transporting Junior members must respond Code One (1).

Section 2

Junior firefighters should don appropriate protective gear before boarding any piece of fire apparatus that is responding to a call.

Section 3

Junior firefighters will obtain verbal permission from the officer in charge and on board the apparatus before boarding the vehicle. This permission must be granted by a line officer of the department. The line officer must be willing and able to supervise the junior firefighter at all times.

Section 4

Place one accountability tag on the ring on the apparatus you are boarding. The second tag is used when entering an area where personnel accountability system is in use.

Section 5

When riding a piece of apparatus, junior firefighters shall position themselves in an interior seat with seat belts in place and securely fastened. Under no circumstances will a junior stand up on an apparatus while responding to calls.

Section 6

Junior firefighters shall remain in the apparatus until given instructions by the officer.

Section 7

All instructions of the officer must be followed exactly. If you are not sure what you are doing or have been assigned something you are not permitted to do, inform the officer right away so the assignment can be completed by someone else as necessary.

Section 8

Junior firefighters shall at no time start, attempt to start, or move any piece of fire apparatus (including special units).

Section 9

Upon returning to the station, assist in clean up and store your gear for the next call.

Article IX ON SCENE ACTIVITIES

Section 1

MOTOR VEHICLE ACCIDENTS

Juniors may assist in vehicle accidents in an appropriate capacity if they are appropriately trained and supervised. At no time shall a Junior member direct or manage traffic control.

Section 2

EMERGENCY MEDICAL CARE TO VICTIMS

Juniors may provide emergency medical care to victims of emergencies under the following conditions with supervision by an authorized member over 21 years of age.

1. Must have completed training in CPR.
2. Must have completed training in basic First Aid.

Section 3

OTHER TYPES OF EMERGENCY CALLS

Junior members may answer other calls such as: structure fires, power lines down, natural roadway blockages, odor investigations, and box alarms. The rules set forth by these By-Laws apply to these calls at all times as well.

Section 4

PROHIBITED ACTIVITIES BY LAW

The law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following activities:

- * Enter a burning structure even in controlled live burn training exercises except at schools conducted by the West Virginia Fire Service Training Program of West Virginia University or the West Virginia State Fire Marshal's office.
- * Operating an aerial ladder/platform or hydraulic jack at an emergency scene.
- * Operating various types of power driven saws and shears including hydraulic rescue equipment at an emergency scene.
- * Using rubber electric gloves, insulated wire cutters, life nets, or acetylene cutting torches at an emergency scene.
- * Operating the pumps of any fire vehicle at the scene of an emergency.
- * Driving a fire truck, ambulance or any other emergency vehicle.
- * Handling high-pressure hose lines (water, air or hydraulic), except in training.
- * Ascending ladders, except training.
- * Operate any water rescue boat or vessel.
- * Operate any aerial device (cranes or hoists), non-automatic elevators, and air bags for lifting or winches.
- * Perform operations in tunnels, shafts or trenches.
- * Participate in emergencies at explosives or fireworks plants, retailers or in close support of public safety for a public display.
- * Emergency operations in or around mines, strip mines or quarries.

* Participate in operations with incidents involving paint, acid or poisons i.e. hazardous materials.

* Participate in operations involving radioactive substances.

* Roof top ventilation or any work on top of a roof at an emergency scene.

Article X TRAINING

Training is very important part of being a firefighter. Fire and EMS related training may be paid for by the Hurricane Fire Department. Prior approval is required – this approval is received by filing a training request form and having it approved by the Command Staff. You are encouraged to take as much training as you are able.

There will be training sessions coordinated by the appointed Junior Chairman once a month outside of the regular training and meeting sessions for the Junior Membership. A requirement of 50% meeting attendance is to be maintained by the member.