

# MARION VOLUNTEER FIRE DEPARTMENT

P.O. Box 490

Marion, TX 78124

Junior Firefighter Program Handbook

# Junior Firefighter Program

## Purpose and History

The Marion Volunteer Fire Department was established in 1936 to provide fire protection services to the communities surrounding the city of Marion. We are proud to be 100% volunteer. In 2017, the members of the department, seeing a need to reach further into our community developed the idea of establishing a junior firefighter program to develop a sense of community service for the youth within Marion focused on fire training and service. Being a junior firefighter is a rewarding way to learn skills used in firefighting and emergency medicine. Upon learning a minimum number of skills, advanced juniors can and are expected to respond to emergency calls under the supervision of senior firefighters. The jobs that junior firefighters help free up qualified senior firefighters to perform other crucial tasks. Juniors will learn on the job and with regular training, be able to fight real fires once becoming a resident member.

Being a firefighter can be a dangerous job. Strict laws exist to protect minors from the most hazardous dangers. For example, junior firefighters will never enter a burning structure or operate within the danger zone established by the Incident Commander. The Marion Volunteer Fire Department takes safety very seriously, and will not tolerate horseplay during training or real emergencies. It must also be recognized that during emergency conditions, a junior firefighter might be asked to complete a task prohibited by law or department policy. In this case, the junior firefighter member must take responsibility to alert the member asking, that your participation in said task 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 junior advisor so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

## **INTRODUCTION**

The requirements to be a junior firefighter are as follows. Junior firefighters must be at least 16 years old but not older than 18 years old. They must be able to follow directions under stressful 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 and required training. Junior firefighters must maintain fulltime enrollment in some form of educational establishment (Public School, Private School, Home School or College). And should maintain a passing grade of at least a "C" to remain active.

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 to participate.

The Marion Volunteer Fire Department is proud of its members; junior members are expected to conduct themselves in a professional manner when representing the fire department. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately.

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

## **RULES AND REGULATIONS**

1. The Junior Firefighters Program will be supervised by a "Junior Advisor" (Regular Firefighter). The "Junior Advisor" will be the Liaison between the Regular Fire Department and the Junior Firefighter Program. Junior Advisor will be in charge of any correspondence or disciplinary actions to be taken within the Junior Firefighter Program.
2. The Junior Fire Department shall abide by all federal, state and departmental rules and regulations.
3. All members of the Junior Fire Department shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. After the initial interview by the personnel committee, the junior applicant will be brought to a vote by the regular fire department membership. If majority members at the business meeting accept the applicant, then the applicant shall become an official junior member.
5. Junior members do not have voting privileges within the regular fire department. They may attend meetings, but might be asked to leave the room while some issues are discussed.
6. The Marion Volunteer Fire Department has established a limit of 10 junior positions, if more applications are received; candidates will be evaluated in order in which the applications were received.
7. Dependents of active fire department personnel are automatically accepted regardless of the total number of junior members currently on hand. They will be required the same approval process as any applicant.
8. All juniors must complete the department Junior Orientation Program (JOP). This program includes departmental procedures, building policies, apparatus orientation and Command structures.
9. All Fire department members must recognize rules and regulations that govern minors and their safety. Junior members are not permitted to participate in activities that are prohibited. Junior members must recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer
10. Junior members should not be at the station unsupervised, except during emergency call.
11. All junior members must sign in and out of the junior log sheet at the station every time they enter the building. **NO EXCEPTIONS!**
12. Only officers may talk to the media. All junior members will refer all questions regarding the fire department to the most senior officer on the scene. Juniors are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.
13. Junior members **DO NOT** bring your friends to hang out around the fire station.
14. Any injuries occurring while on duty with the Marion Volunteer Fire Department should be reported to the senior officer as soon as practical for documentation and treatment.
15. Alcohol beverages, drugs, and weapons are **NOT** allowed on fire department property or functions at any time.

16. **Do Not** respond to calls or come to the station if you are sick or under the influence of medication, drug or alcohol.

The following are guidelines to hours of scene calls. The hours specified by the work permit or parents always supersede the hours listed below. Training and hanging out at the station do not count towards these hours. These guidelines are based on the Texas Child Labor Laws.

### **HOURS OF OPERATIONS AGE OF 15**

1. Can work no more than 8 hours in one day.
2. Can work no more than 48 hours in one week.
3. Cannot go to work before 5 a.m.
4. Cannot work after 10 p.m. on a day that is followed by a school day, including summer school sessions when applicable.
5. Cannot work past midnight on a day that is not followed by a school day.

### **HOURS OF OPERATIONS AGE OF 16**

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00am
2. No activity while school is in session. NO EXCEPTIONS!
3. No activity between 7pm (10:00pm with note from parent/guardian) and 7am.
4. Maximum of 18 hours per school week (Monday – Friday).
5. Maximum of 3 hours on school days.
6. Maximum of 8 hours total for Saturday and/or Sunday.
7. Maximum of 8 hours on school holidays.
8. No activity from 10pm and 7am during school breaks without a note from parent/guardian
9. Maximum of 40 hours per week/8 hours per day

### **HOURS OF OPERATIONS AGES 17-18**

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6am.
2. No activity while school is in session. NO EXCEPTIONS!
3. May attend training and meetings after 7pm but must be out of the station by 10pm.
4. No scene responses between midnight and 6am.

5. No scene responses between 1am and 6am on weekends and holidays.
6. Calls answered before the deadline MAY continue to serve the call, but they may not answer any new calls dispatched after the deadline.
7. Maximum of 28 hours Monday – Friday while school is in session.
8. Maximum of 8 hours on Saturday.
9. Maximum of 8 hours on Sunday.
10. Maximum daily hours cannot exceed 8 hours per day.
11. No restrictions during school breaks.
12. Maximum of 44 hours per week/8 hours per day.

## **DRIVING OF PERSONAL VEHICLES**

1. Only members that are at least 16 years old and have a valid driver's license may drive personal vehicles to the fire station.
2. All junior firefighters must report to the station for all calls. If all apparatus have responded prior to your arrival, you must stand-by at the station until either a senior member of the Marion Volunteer Fire Department drives them to the scene in an apparatus or instructs them to drive direct to the scene. If they do not receive orders, they are to remain at the station until the department returns from the call to assist in clean-up. Juniors are NOT permitted to respond with any backup departments, nor are they permitted to respond to ANY emergency outside of the Marion Volunteer Fire Department coverage area.
3. Other than #8 below, **UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE!** The public might pressure you as a firefighter into entering a burning structure or to perform other tasks you are not authorized to undertake.
4. At no time is a junior member permitted to use colored light, hazard lights, honk horn or use any other warning devices while enroute.
5. All speed limits and traffic laws are to be strictly followed while responding to the station. Reports of violations of these rules may result in suspension or removal from the program.
6. The Marion Volunteer Fire Department is in no way responsible or liable for any moving violations or accidents while enroute to or from the station for a call or training.
7. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the junior program.
8. Junior members, at least 18 years old are allowed to respond non-emergency to the scene with their assigned personal protective equipment ONLY if an alarm for a "Working Structure Fire" has been given and authorized by the Incident Commander. All speed limits and traffic laws are to be strictly followed while responding to the scene. MVFD, its officers or its members are in no way responsible or liable for any moving violations or accidents while enroute to or from a scene call. Upon arrival to the scene ALL

Junior members must check in with the Incident Commander. The Incident Commander will assign your duties and designate your staging area.

## **RESPONDING TO CALLS ON APPARATUS**

1. Junior members must be in good standing with the department. Must be Level II or higher, and attend at least 50% of scheduled meetings and/or trainings. No exceptions are allowed.
2. Junior firefighters 18 years of age shall don full protective gear before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective gear to all calls unless otherwise instructed by the senior officer.
3. Junior firefighters will obtain verbal permission from the officer or senior member in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the junior firefighter at all times.
4. Junior member must place their accountability tag on the ring of the apparatus you are boarding
5. Junior firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. NO questions or arguing. Reclaim your accountability tag and get off the apparatus and wait for the next unit going to the scene.
6. When riding any piece of apparatus, junior firefighters shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a junior stand up on an apparatus while the apparatus is moving.
7. Junior firefighters shall remain in the apparatus until given instructions by the officer if no instructions are given; tell the apparatus operator you are reporting to him for assignment.
8. 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, say so right away so your task can be clarified or someone else can be given the assignment.
9. Junior firefighters shall **NOT** at anytime, start or attempt to start or move any fire department vehicle.  
**NO EXCEPTIONS!**
10. Upon returning to the station, assist in clean up, store your gear for the next call and sign the logbook. Make sure to fill out the time sheet report.

## **MOTOR VEHICLE ACCIDENTS**

Junior firefighters are prohibited from performing any traffic control duties on highways. Junior Firefighters may assist in vehicle rescue under direct supervision if they are appropriately trained and supervised.

## **EMERGENCY MEDICAL SERVICES**

Juniors **WILL NOT** assist in any patient care or respond to emergency medical alarms without having been cleared by the medical chief prior.

Juniors **WILL NOT** assist in any Hazardous materials situations.

## **PROHIBITED ACTIVITIES BY LAW and/or MVFD**

MVFD and/or state law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following activities:

1. Operating organizational vehicles.
2. Operating various types of power driven saws and shears.
3. Operating a radio on the emergency frequency.
4. Establishing command on any call
5. Being present at scenes involving significant injury or death.
6. Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
7. Operations of pumps of any fire department vehicle at the scene.
8. Entering a burning structure.
9. Operating high-pressure hose lines (water, air or hydraulic) except during training.
10. Ascending ladders, except during training
11. Operate any aerial device (cranes or hoists), non-automatic elevators, air bags for lifting or winches.
12. Perform operations in tunnels, shafts or trenches.
13. Participate in emergencies at, explosives or fireworks plants, retailers or in support of public safety for a public display.
14. An emergency operation in or around mines, strip-mines or quarries.
15. Participate in operations with incidents involving paint, acid or poisons (any HAZMAT)
16. Participate in operations involving radioactive substances.
17. Roof top ventilation or any work on top of a roof.
18. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.
19. Participate in on-scene operations of natural destruction (tornado, floods, etc.).
20. Entry into a hazardous atmosphere (including training).

## **PERMITTED ACTIVITIES**

Minors 16-17 years old

1. Participate in organized training activities in which an adult member of the organization is present and supervising the junior member
2. All aspects of fire suppression training except interior live fire extinguishment

3. Rescue training
4. Hazardous material training except entry using Level A and B personal protection equipment
5. Safety training.
6. Wild land firefighting and wilderness search and rescue training.
7. Provide canteen services.
8. Participate in support capacity for searches, rescues, wild fires, Hazmat incidents and water supply operations while under direct supervision of a senior member.

Minors 18 years old

Minors 18 years of age may participate in actual fire suppression activities under the following conditions:

1. Must have completed a course of training equal to standards of basic firefighting established by the department.
2. Must be under the direct supervision and control of the fire chief or a trained experienced officer over 21 years of age. Direct supervision means that the officer must be within speaking and touching distance of the junior member.
3. Attacking the fire with hose lines as part of EXTERIOR operations.
4. Setting up ladders
5. Setting up Positive Pressure Ventilation as part of EXTERIOR operations.
6. Clean up with the following conditions: • Must be outside the collapse zone • Only after the incident is declared under control by command • Must be “on air” if working in a fire area and trained in SCBA’s
7. Salvage operations while “on air”.
8. Establishing water supply.

## **LEVELS**

Training is a very important part of being a firefighter. You will be provided the opportunity to train and achieve elevated Levels of training

• LEVEL I – Once you have completed the orientation meeting and become knowledgeable about the Fire Department Rules and Regulations and have become familiar with the equipment, and you have attended the required Junior Program training and meetings you will be given a LEVEL I clearance. You will be issued wild land gear and given certain duties within the department. You will be allowed to ride in a Fire Apparatus for non-emergency events (parades).

1. Complete probation requirements
2. Successfully complete the First Responders curriculum (not the drills)



3. Be recommended by Junior Advisors and approved by the Chief.

- LEVEL II – Junior Members will be tested on the drills. They will be granted a LEVEL II clearance and thus given more duties and responsibilities. You will be issued full turnout gear if supplies allow.

1. Completed Level I requirements

2. Hold a valid CPR and basic first Aid or higher card

3. Successfully complete the drills

4. Be recommended by Junior Advisors and approved by Chief.

- LEVEL III – Junior member must be 18 years of age and completed the requirement for LEVEL II. The Junior member must have completed as much training as allowed under the Junior training program and have the confidence of the Training Officer and Chief that the member is capable of carrying out the duties of a LEVEL III Junior Firefighter. At this time the Junior member will be granted LEVEL III clearance and given the highest level of duties and responsibilities granted a Junior Firefighter.

1. Completed Level II requirements

2. Successfully completed the HAZMAT for First Responders Curriculum

3. Be recommended by Junior Advisors and approved by Chief.

## **PROBATION**

Upon successfully joining the Marion Volunteer Fire Department, the Junior member will be placed on 90 probation period. During the probation period, the new member will have no junior voting privileges and may not respond to calls except during training. Probationary members may attend special events such as banquets, picnics and Junior meetings/training.

Requirements:

1. Complete 3 months of service

2. Attend 50% of all scheduled meetings.

3. Have an understanding of the Marion Volunteer Fire Department Operations and apparatus. Accountability command structure, Personal Protective Equipment, and Safety.

4. Be recommended by Junior Advisors and approved by the Chief. Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in loss of membership. If this happens, a new application must be submitted.

## **OFFICERS**

The members of the Junior program will elect two officers (Captain and Lieutenant). Additional officer positions can be created and or eliminated by the Junior Advisor as needed.

To hold an officer position, a member must be active and in good standing for at least six months and completed officer training. Officers must be willing to lead by example in the duties of the position. Candidates must be approved by a Junior Advisor to run for a position.

Elections are held when the regular department elections are held with no less than 50% of the voting junior members present. Votes are cast by secret ballot. Members are elected in a simple majority vote. Tie votes will be determined by the vote of the Junior Advisor, Chief and Assistant Chief. At least one month written notice shall be posted before elections. If possible, phone calls will be made to give notice.

## **DUTIES OF OFFICERS**

The captain will be in charge of all Junior events, meetings and functions. The Captain will conduct the business meetings: supervise duties of other junior officers.

The Captain will coordinate recruiting and recognition of Junior members. At an emergency incident with multiple junior members, the Junior Captain will report to the Incident Commander as a representative of all juniors on the scene. However, the Incident Commander has total control of the Junior Members on an emergency scene.

Junior Lieutenant will be responsible for records of attendance and training. The Lieutenant will fill the duties of the Captain in their absence. Recording of minutes and correspondence. The Lieutenant will provide a summary report of junior activity each month to be presented at the Marion Volunteer Fire Department business meeting. Such report shall include any change in members, awards, training events competitions, and equipment needs.

## **AWARDS AND RECOGNITION**

The following awards and recognition program serves as a guide for establishing a policy that promotes activity and development within the Junior Fire Fighter Program. It may be amended by a majority vote of Junior Firefighters.

25 Hour Certificate of Achievement

50 Hour Certificate of Achievement

75 Hour Certificate of Achievement – Challenge Coin

100 Hour Certificate of Achievement – Junior Fire Fighter Program Shirt

125 Hour Certificate of Achievement – Profile featured on the Marion VFD Facebook Page

150 Hour Certificate of Achievement – \$25 gift card to movies

250 Hours Distinguished Service Achievement Certificate - Backpack

500 Hours Distinguished Service Achievement Certificate – Gear Bag

750 Hours Distinguished Service Achievement Certificate – Junior Firefighter Program Hoodie

Junior Fire Fighter of the Year – nominated by Training Officer, Chief, and Assistance Chiefs

Level 1

Complete ICS 100, 200, 700, 800

Review Marion VFD Bylaws and SOP's

Register at <http://juniors.nvfc.org>

Level 2

Complete Level 1 Tasks

Successfully provide water supply

Successfully set up rehab

Successfully Complete Truck Checks