

**CENTRAL CITY FIRE DEPARTMENT
JUNIOR VOLUNTEER FIREFIGHTER
PROGRAM**

SEPTEMBER 13, 2006

INTRODUCTION

Most know that the role of a fire department is to save lives and protect property. However, not everyone knows what is involved in accomplishing this most honored and heroic duty.

Firefighting is often hard and uncomfortable work that exposes an individual to a high level of personal stress and danger. A firefighter must have a high sense of personal dedication and genuine desire to help others.

The challenge of any fire department is to recruit, promote and retain a high level of skilled and motivated men and women, who are devoted to the pursuit of maintaining the tradition and progressive excellence of the fire service profession.

The intent of this program to offer young men and women real life experiences, training, and exposure to the career opportunities in the fire service. It also provides a reliable and effective means for preparing and eventually recruiting the firefighters of tomorrow from our community.

The purpose of this handbook is to provide a working framework and operational guideline for the Central City Fire Department Junior Volunteer Firefighter Program.

ELIGIBILITY

The requirements to be a junior volunteer firefighter are as follows:

1. Must be at least 15 years old but no older than 18 years of age.
2. Must be able to follow directions under stressful conditions.
3. Should be in good physical condition to perform essential fire ground tasks.
4. Should be willing and able to attend at least 50% of scheduled trainings. Special trainings are optional but highly encouraged.
5. Must provide proof and maintain a "C" average or higher in their schoolwork to remain active.

Junior firefighters (Juniors) 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.

APPLICATION PROCESS

The first step is to complete and turn in an application for membership. If you live within Central City or the surrounding area within a five-mile radius of Station One at 116 Lawrence Street in Central City, those applicants will be taken as a higher priority. Membership applications may be obtained from the Fire Chief at Station One at 116 Lawrence Street, requested by mail at P.O. Box 175, Central City, CO 80427 or by phone at 303-582-3473. The office hours at Station One are Monday through Friday from 8:00 AM to 5:00 PM.

Once the department receives the application, a driver's license (if applicable) and criminal background check is completed. After the background checks are complete, the applicant will then be interviewed by the review board of the department. The interview is primarily to determine if the applicant is willing to commit the time and dedication it takes to be a junior volunteer firefighter.

GENERAL RULES AND REGULATIONS

1. The Program is limited to 5 junior volunteer firefighter positions, if more applications are received, candidates will be evaluated in the order in which the applications were received. Dependents of senior fire department personnel are given higher priority.
2. The fire department officers will directly supervise the Junior Firefighters.
3. All juniors must complete the department's probation requirements as outlined in this document.
4. All Junior must abide by the department's "Firefighters Code of Ethics" and are expected to conduct themselves in a professional manner when representing the fire department.
5. All fire department members must recognize rules and regulations that govern minors. 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 report this to the commanding officer.
6. Junior members should not be at the station unsupervised, except during an emergency call.
7. Juniors are not permitted to attend overnight stand-by detail. All juniors will be released from a stand-by no later than 10:00 p.m.
8. Junior Firefighters are not to participate in any department activity, including emergencies, during school hours. Junior Firefighters are not to respond to any call after 9:30 p.m. on a school night.
9. All juniors must sign in and out of the junior time log sheet at the station every time they enter the building.
10. All junior members will refer all media questions regarding the fire department to the most senior officer on the scene. Junior members are expected to represent the fire department in a positive manner. It is not appropriate to discuss informal matters of the fire department or talk negatively about other fire departments and agencies.
11. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.
12. Alcohol beverages are NOT allowed on fire department property or functions at any time.
13. Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs, or alcohol.

JUNIOR FIREFIGHTER ACTIVITIES

In both training sessions and actual emergency situations, the safety of the Junior Firefighter is of paramount concern to the department. As such, the activities of the Junior Firefighters are limited in scope and the fire officers closely supervise them.

PERMITTED ACTIVITIES

Juniors age 15 years old

1. Participation in organized training activities in which an adult member of the organization is present and supervising the junior member. Trainings may include:
 - a) All aspects of fire suppression training except interior live fire extinguishment.
 - b) Rescue training.
 - c) Hazardous material training except entry using Level A and B personal protection equipment.
 - d) Wild land Fire training.
2. Providing support services at the station and at trainings such as
 - a) Disbursing food and beverage to fire fighters.
 - b) Restocking apparatus.
 - c) Performing truck maintenance such as checking tire pressure, washing trucks.
 - d) Sweeping bays and cleaning the fire station(s).

Juniors age 16 years old

1. Juniors, 16 years and older, may respond to medical calls when properly certified (i.e. CPR, first aid, First Responder) and may provide patient care to their state approved level of training and at the direction of the command officer.

Juniors age 17-18 years old

1. Operating various types of power tools, hydraulic and pressurized air operated equipment, and cutting devices such as chain saws/roof saws, air bags and extrication equipment during training. Full protective gear, including gloves and eye covering must be worn when operating any power tool,

hydraulic or pressurized air operated equipment, or cutting device.

2. Juniors' with LEVEL II certification may assist in vehicle rescue under direct supervision if they are appropriately trained and supervised.
3. Juniors between the ages of 17 and 18 years of age may participate in actual fire suppression activities under the following conditions:
 - a) Must have completed a course of training equal to standards of basic firefighting established by the ISFTA "Essentials of Firefighting"
 - b) Must be under the direct supervision and control of the fire chief or assigned officer. Direct supervision means that the officer must be within speaking and touching distance of the junior member.
 - c) Attacking the fire with hose lines as part of exterior operations.
 - d) Setting ladders.
 - e) Setting up Positive Pressure Ventilation as part of exterior operations.
 - f) Clean up with the following conditions:
 - a) Must be outside the fire building collapse zone.
 - b) Only after the incident is declared under control by Command.
 - c) Must be "on air" if working in a fire area and trained on SCBA's.
 - g) Salvage operations while "on air".
 - h) Establishing water supply.
 - i) Participating on any fire department assignment outside the department response area must have prior approval from the Fire Chief.
 - j) Juniors may not be substituted for trained senior firefighters.
 - k) Juniors are NOT permitted to respond with any mutual aid department.

PROHIBITED ACTIVITIES

1. Operating departmental vehicles and apparatus.
2. Operating various types of power tools, hydraulic and pressurized air operated equipment, and cutting devices such as chain saws/roof saws, air bags and extrication equipment during an emergency.
3. Filling SCBA air bottles; juniors are to remain clear of the filling area when air bottles are being filled.
4. Operating pumps (apparatus or stand alone) at an emergency scene.
5. Entering a burning structure.
6. Operating high-pressure hose lines (water, air or hydraulic) except during training.
7. Ascending ladders, except during training.
8. Performing operations in and around mines, in tunnels, shafts or trenches.
9. Participating in operations with incidents involving hazardous materials.
10. Roof top ventilation or any work on top of a roof.
11. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or responding to structural collapse incidents.
12. Being exposed to hazardous materials, potential explosions, or hazardous traffic, violent patients or possible physiological or psychological harm during any incident or training.
13. Juniors (any age) are not permitted to perform any traffic control duties on any highway or parkway.

DRIVING OF PERSONAL VEHICLES

1. Only members that are at least 16 years old and have a valid Colorado driver's license may drive personal vehicles to the fire station.
2. All juniors must report to the station for all calls. Other than #5 below, **UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE.**
3. At no time is a junior member allowed to use colored lights, hazard lights, honk horn or use any other warning devices while enroute to the station.
4. All speed limits and traffic laws are to be strictly followed while responding to the station.
5. Junior members age 17 years and older are allowed to respond non-emergent to the scene in their personal vehicle with their assigned personal protective equipment **ONLY** if there is a "working structure or wild land fire" and the response has been approved by the Fire Chief. For observation purposes only, juniors may respond to the scene in a senior member's personal vehicle if approved by the Fire Chief.
6. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the Junior Program.

RESPONDING TO CALLS ON APPARATUS

1. Junior firefighters must be in good standing with the department; must be Level II; be at least 17 years old; and attend at least 50% of scheduled trainings.
2. If all apparatus have responded prior to your arrival, juniors must stand-by at the station until either a senior member of the fire department drives them to the scene or wait until the department returns from the call to assist in clean-up.
3. Junior firefighters shall don full protective bunker gear before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.
4. 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.
5. Junior firefighters shall give up their seat to any senior firefighter.
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, the junior shall inform the apparatus operator that they are reporting to command. The junior shall then check in with the Incident Commander and wait for instructions.
8. All instructions of the officer must be followed exactly. If the junior is not sure what they are doing or have been assigned something they are not permitted to do, they must say so right away so their 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 or apparatus.
10. Upon returning to the station, juniors shall assist in clean up, store their gear for the next call and sign the logbook.

SCHOOL GRADES

Juniors shall provide a copy of each grade report to the Fire Chief at the end of each semester or when directed to do so by the Fire Chief. A GPA of at least a 2.0 ("C") must be maintained in order to stay in good standing (active) with the department junior firefighter program. Any junior who fails to provide proof of grades or fails to maintain a GPA of 2.0 ("C") or higher will be placed on academic probation until he or she can provide proof the minimum GPA required.

JUNIOR FIREFIGHTER LEVELS

Training is a very important part of being a firefighter. You are encouraged to participate in as much training as possible.

Probation

During the probation period, the new member may not respond to calls except during training. Probationary members may attend special events such as the County Fair, and Department Service Dinner.

Requirements:

- a) Complete the Junior Orientation Program (JOP) and have an understanding of the Central City Fire Department Policies and Guidelines, Incident Command Structure, Personal Protective Equipment and Safety, and be familiar with the apparatus.
- b) Complete 3 months of service.
- c) Attend 50% of all scheduled trainings.

Upon completion of the probationary period, each Junior Member will be presented a department ball cap.

Failure to complete the probationary requirements will result in a one-time extension of three months. Continued failure to complete the probationary requirements will result in expulsion from the program.

Level I

- a) Complete probation requirements.
- b) Successfully complete a course of training equal to standards of basic firefighting established by the ISFTA "Essentials of Firefighting"

Upon earning Level 1, the Junior Firefighter will be presented a department Tee Shirt.

Level II

- a) Complete Level 1 requirements.
- b) Hold a valid CPR and Basic First Aid or higher card.
- c) Be an active Junior Firefighter on the department for 6 months.

Upon earning a Level II, each Junior Firefighter will be presented a department sweat shirt.