


<i>Glenville Hill Fire District No. 8</i>	
	Policy / Procedure: Junior Programs
	Policy Number: 14
	Original Date: 10/10/2023
	Effective Date: December 13, 2023
	Final Approver: Board of Commissioners

Preface

This Policy as approved by the Glenville Hill Fire District #8 (GHFD8) Board of Fire Commissioners and the Glenville Hill Fire Company (The Glenville Hill Fire Department) (GHFD) is hereby adopted.

Policy Statement

The intent of this document/policy is to set forth the rules and procedures to establish, operate and maintain a GHFD Junior programs for educating and training community youth as future firefighters. The training curriculum developed for this program shall provide participants with an opportunity to become familiar with the operating procedures of emergency medical and firefighting services using the materials, tools, and equipment of GHFD8. Emphasis will be on safety and adhering to existing Best Practices and this policy. The youth program shall be referred to as the Junior Programs (JP).

Junior Programs membership will be identified in two groups:

- Youth Program Participant (YPP)– participants between the ages of 14-15 years old.
- Active Junior Member (AJM) – participants 16-18 years of age with an option of becoming full members of the GHFD upon reaching their 18th birthday.

The Junior Programs and consists members are under the direct supervision and guidance of a GHFD Advisory Committee consisting of at least 1 Commissioner, 1 Firematic Officer, 1 Social Officer and 1 General Member.

Required Academic Standards

1. The purpose of this academic policy is to provide a mechanism to monitor student academic progress and address concerns when the GHFD Chief determines that extracurricular fire service involvement may be having an adverse impact upon a

student's academic standing. It is the policy of the GHFD8 and GHFD that academics always come first, and fire service participation always second. While fire service by students is encouraged, academic pursuits must never suffer.

2. All Junior Programs participants who attend middle or high school are expected to maintain a good academic standing while a member of the Fire District and Company. The Assistant Chief, Advisory Board or Training Officer, if requested by the Chief's, is responsible for making the determinations called for under this policy.
3. All Junior Programs members are required to provide any requested information to the GHFD Chief relating to academic progress that may include but is not limited to grade reports and report cards issued by their school. This information may also include historical academic information (prior years or semesters) so that the GHFD Chief may compare prior academic to current academic progress.
4. Satisfactory academic progress is not a function of achieving certain grades. The prior history of grades is a factor that the GHFD Chief may also consider. A student who always earned a letter grade of "C" in the past who continues to earn a letter grade of "C" when becoming Junior Programs member may be considered as making satisfactory academic progress. A student who always earned a letter grade of "A" in the past who begins earning only a letter grade of "C" upon becoming Junior Program member may not be making satisfactory academic progress.
5. At any time, should the GHFD Chief determine that the Junior Programs member is not maintaining satisfactory academic progress, or that the Junior Program member's service with GHFD is having an adverse impact on the academic progress, the GHFD Chief may suspend all activities of the Junior Programs member to the degree determined by the GHFD Chief until the academic progress is resolved to the satisfaction of the GHFD Chief and the Junior Programs members parent(s) or guardian(s). The GHFD Chief shall also notify the GHFD8 Board of Fire Commissioners.

Activities

All Junior Programs members are:

1. Permitted to participate in all GHFD social activities, whether organized or not, at any time, provided that such activity occurs outside the regularly scheduled school days and only with the written consent/permission of a parent or guardian. They are also limited to participating in activities during regularly scheduled school days. For the purpose of this policy, a regular school day is Monday to Friday from 0700-1500 (7:00AM -

3:00PM), excluding official school holidays detailed on the school district official calendar. Also, Junior Programs members are not permitted at the fire station if they are (1) absent from or (2) excused early from school due to injury and/or illness.

2. Permitted to attend and speak at monthly GHFD meetings. However, Junior Programs members do not have the privilege of voting on matters presented.

Junior Programs members may be issued radio receivers/pagers if such units are available. Any radio receiver/pager unit shall be issued only to Junior Programs members in order of the date of membership acceptance (seniority). Each Junior Programs member shall be personally responsible for the loss and the proper care and safekeeping of any equipment assigned. Junior Programs members are permitted only to monitor calls for educational purposes. Such devices may not be brought to school or turned on at any school function. The pagers must not be used to cause disruption outside of the firehouse.

All GHFD Junior Programs members must log their participation on provided sign-in sheets and/or participation forms.

Junior Programs members are **not** permitted to:

1. Grant entry to the fire station of a non-member (other than an immediate family member).
2. Operate apparatus or power tools and equipment without the direct supervision of a qualified GHFD member.
3. To bring alcohol or consume alcohol, controlled substances, smoking or vaping or smokeless material of any kind, at any time on district property.
4. To operate or otherwise drive any GHFD8 fire apparatus regardless if they have a valid NYS driver's license.

Discipline up to and including dismissal from the Junior Member Programs may result from any infraction of these rules above and/or other requirements as listed below in Section **Rules and Requirements**.

Permitted Activities for Youth Program Participants

Youth Programs Participants are able to:

1. Participate in all scheduled training activities, company meetings and social events held at the GHFD firehouse and complete those assignments as requested of them.
2. Under the direction of the Chief and/or Training Officer perform duties as assigned.

3. Be permitted to manage/handle charged fire lines only when assisted by an experienced GHFD member and under the direct supervision of a qualified firefighter during training-drill events.
4. May use hand tools with proper protection and instruction from an experienced GHFD member.
5. Only utilize fire equipment during drills but may never attend or assist on actual emergency calls.

Youth Program Participants, in addition to the rules and regulations listed below in the **Rules and Requirement** Section, effecting their duties under this policy statement, are considered “probationary” and subject to all the rules/regulations effecting probationary members until such time as the GHFD Chief recommends in writing to the GHFD8 Board of Fire Commissioners that such member shall come off probationary status, and request the Commissioners approve such action at a monthly meeting of the GHFD8 Board of Fire Commissioners. While holding a probationary status, these members may be terminated with or without cause. Youth Programs Participants have no rights, obligations, or benefits under the GHFD Bylaws as they are not members of the Company. See Membership Authorization to GHFD Company.

Restrictions for Youth Program Participants

1. At no time will a Youth Program Participant be permitted to enter an active burning structure or any Immediately Dangerous to Life or Health (IDLH) situation or participate in any actual emergency event.
2. Shall not be allowed to attend any active fire or emergency medical calls.
3. Youth Program Participants shall not be permitted to bring any guest into the fire station other than an immediate family member.
4. Shall not utilize power tools or hydraulic tools.
5. Youth Program Participants can be transported to the fire department for calls or events only by a parent or guardian or a person approved by an immediate family member to provide transportation. They will be required to stand-by at the firehouse and stage until further instructions are provided.

Permitted Activities for Active Junior Members

Active Junior Members may:

1. Active Junior Members shall be permitted, when available, to attend a reasonable number of fire and emergency medical service calls; attending meetings, drills, and activities; assisting the GHFD at fund raising activities and helping to maintain GHFD8 property, during the hours of 0800-2200 (8:00AM - 10:00PM) only.

2. Respond directly to the fire station to stand-by in the event of a call and stage until further instruction is received. Active Junior Members will be transported to the fire department for calls or events only by a parent or guardian or a person approved by an immediate family member to provide transportation.
3. If responding to a call must report directly to the Chief, the Officer-in-Charge, a Firematic Officer, or a ranking GHFD member at the fire station for any response.
4. Be permitted to ride on fire apparatus as their training status permits with permission of the GHFD Chief or Captain. This is only for transport to and from training events and where the apparatus passenger space permits.
5. Be permitted to manage/handle charged fire lines only when assisted by an experienced GHFD member and under the direct supervision of a qualified firefighter during training-drill events.
6. Be allowed to participate in exterior operations during live-fire exercises in a controlled training environment (1) under the direct supervision of qualified firefighters or instructors, Line officers, or GHFD Training Officer; (2) with written consent/permission of Active Junior members parent or guardian, and (3) successful completion of Basic Exterior Firefighter Operations (BEFO) or equivalent.
7. At active fire scenes, Active Junior Members shall be limited to "Exterior" firefighter classification. However, any Active Junior Member who is at least seventeen (17) years of age may, on a case-by-case basis, be cleared as an interior firefighter and participate in interior and exterior live fire training operations after completing BEFO and Interior Firefighter Operations (IFO) training or equivalent with parental consent and Training Officer authorization.
8. Be permitted to participate in mutual aid calls at the discretion of the GHFD Chief, Assistant Fire Chief, Officer-in-Charge, and approval of the mutual aid department's ranking officer-in-charge of the incident or event. Participation in mutual aid incidents or events is permitted but still regulated by the hours set forth in this policy under "Permitted Activities."

Restrictions for Active Junior Members

With appropriate supervision, Active Junior Members may bring one guest into the GHFD8 facilities with the knowledge and direct supervision of a minimum of two adults in attendance at the GHFD8 facilities, one of which must be a current, active GHFD member in good standing.

Rules and Regulations for the Overall GHFD Junior Programs

The following rules and regulations apply to all members of the GHFD Junior Programs:

1. The minimum age for admittance to the YPP shall be 14 years of age. Upon reaching their 16th birthday, any Youth Program Participant shall become eligible to apply to the GHFD for a position as an Active Junior Member.
2. All prospective Junior Programs members must complete an "Application for Membership in the GHFD Junior Programs" (See Appendix B) and requires both the applicant and a parent(s) or guardian(s) signatures. The applicant will submit the completed form to the GHFD Advisory Committee for review and approval. An Applicant to the GHFD Junior Programs will be notified in writing of their application acceptance or denial.
3. Participation in the GHFD Junior Programs will be terminated when/if:
 - a. Parental consent is revoked.
 - b. The instructor deems the participant becomes uncooperative, disruptive, or dangerous.
 - c. Adequate program attendance and/or participation is not maintained.
4. No individuals shall be excluded, expelled, or discriminated against in the GHFD Junior Programs because of race, creed, color, sex, or national origin, status as a victim of domestic violence, gender, gender identity or other protected status.
5. All GHFD Junior Programs activities will be supervised in person by at least TWO responsible adults (being an individual of at least 21 years of age), one of which must be a member of the GHFD. A parent or guardian is acceptable as the second adult. All instructors, trainers and guest speakers must be approved by the GHFD Chief and Training Officer.
6. All GHFD Junior Programs members will be provided accident and liability insurance coverage by the GHFD8 Board of Fire Commissioners to protect against liability arising from approved activities. Insurance will be provided at no cost to each participant. The participants between the ages of 14 and 15 years of age are **not** eligible for any benefit provided under the volunteer fireman's benefit law as they are not Active Members. Active Junior Members between the ages of 16 and 18 years of age shall be eligible for benefits provided under the volunteer fireman's benefit law.

7. All activities of GHFD Junior Programs must be approved in advance by the GHFD Chief or their designee.
8. Junior Programs members once they have reached the age of 16, with parental consent, may be considered for Active Junior Member status that affords all rights as outlined in GHFD8 By-laws.
9. All Junior Programs activities will end by 2100 (9:00PM) on school nights and 2200 (10:00PM) on non-school nights.
10. Junior Programs participants shall immediately report any accident or injury to their immediate advisor, GHFD Chief, or GHFD Training Officer.
11. Junior Programs participants shall not use any social media of any kind, provide comments, posts, or pictures, without the expressed approval of the GHFD Chief, Assistant Chief, or GHFD President.
12. The following items or conduct will **not** be permitted while participating in GHFD Junior Programs activity or while present on District/Department property:
 - a. Smoking or Vaping.
 - b. Possession and consumption of any alcoholic beverage, drug, or controlled substance.
 - c. Disruptive or uncooperative behavior.
 - d. Physical violence or destruction of property.
 - e. Bullying.
 - f. Hazing.
 - g. Make rude or hateful comments.
 - h. Violating any policy of the District or Department.
13. Participants in the GHFD Junior Programs shall elect a Junior Program Chief Officer at an annual meeting to be held each December. The elected term for the Junior Program Chief Officer shall be one-year.
14. GHFD Junior Programs Membership applications must be co-signed by both the applicant and a parent(s) or guardian(s). The Chiefs shall also utilize a separate authorization/consent form to assure that each Junior Programs participant has the approval/consent of their parent or guardian. Situations which may arise and are not clear shall be brought by the GHFD Chief to the GHFD8 Board of Fire Commissioners who in turn will seek legal counsel and opinion for guidance.
15. Working papers shall not be required for Active Junior Member or Youth Program Participant applicants.

Membership Authorization to GHFD Company:

This policy addresses all Junior Programs Participants who are active Junior Programs Participant in good standing who reach their 16th birthday or any Active Junior Member participant upon acceptance into the GHFD Junior Program.

1. Active Junior Members must follow the rules and regulations set forth in this policy statement. Active Junior Members are members and have only those rights as granted in the bylaws.

State Training Courses:

Active Junior Members, who are of the required age, may attend State Training courses at the discretion of the GHFD Chief. Those interested **MUST** obtain a written consent/permission from a parent(s) or guardian(s) prior to enrolling, attending, and participating in any training courses delivered by the OFPC. In addition, a Training Authorization Letter (TAL) will be utilized to ensure that the Active Junior Firefighter, GHFD Chief, the GHFD8 Commissioners and the State Fire Instructor know that an Active Junior Member has received the proper authorization to attend a training course(s) delivered by the New York State Department of State, Office of Fire Prevention and Control (OFPC) and has also obtained the required medical clearance to participate in strenuous firefighter training activities.

Any additional application materials or approval letters required for training will be reviewed by the GHFD Chief. The GHFD Chief along with the parent(s) or guardian(s) of the Active Junior Member will be submitted prior to participation in any training programs delivered by OFPC.

Authorized by:

The foregoing policy was approved and adopted by the Glenville Hill Fire District No. 8 Board of Fire Commissioners and Glenville Hill Fire Department on this 13th of December, 2023.

Signatures:

Chairperson of the GFHD8 Board of Fire Commissioners: _____

Chief of the Glenville Hill Fire Department: _____

Captain/Training Officer Glenville Hill Fire Department: _____



Glenville Fire District No. 8
Junior Programs Meeting Agenda:

Date: _____

- Call to Order
- Pledge of Allegiance
- Attendance
- Review of the last meeting minutes
- Schedule of upcoming events
- Briefing on the meetings activities
- Training
- Cleanup and restore equipment
- Training critique
- Open discussion
- Adjournment



Application for Membership
Glenville Hill Fire Department District No.8

Circle One: Active Junior Member (ages 16 & 17) or Youth Program (ages 14 & 15)

Name		
Address (Street/City/State/Zip)		
Age if under 18	Height	Phone
Email		
Reason for Joining:		

Student Signature: _____ Date: _____

Parental Consent:

We, the undersigned parent(s), or legal guardian(s) affix our signature as our consent of _____ membership in the Glenville Hill Fire Department District No. 8 Active Junior Member or Youth Program Participant (YPP). We are in receipt of and have read and completely understand the rules, regulations, risks associated with participation in the program(s); and have discussed them with the applicant.

Signed: _____

Signed: _____

Relationship: _____

Relationship: _____

Document Revisions

The following is a list of all modifications made to this document:

Revision Number	Date	Entered By (Name)	Description	Notes
0	10/10/2023	C. Myers	Author	
1	11/08/2023	B. Pinsky, Esq.	Attorney	Review and Edits
2	11/28/2023	D. Canestraro	Consultant Reviewer	Review and Edits
3	12/05/2023	D. Canestraro C. Myers	Consultant Reviewer Chief	Final edits
4				