

Town of Watertown Fire Department

Town of Watertown Fire Department
22825 Co. Route 67
Watertown, NY 13601
(315) 788-9101

Junior Firefighter Program

Standard Operating Guidelines

Junior Firefighters

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. Special trainings are optional but highly encouraged. Juniors must maintain a 75% average or higher in their schoolwork to remain active.

(Please note - the following document does not supersede TWFD SOG's. It is an addition to be followed by Jr. Members.)

Rules and Regulations

The regular fire department officers will directly supervise the Junior Fire Department. A committee made up of members of the regular fire department, assigned by the Chief, to act as the Junior's Advisors.

The Junior Fire Department shall abide by all federal, state and departmental rules and regulations.

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.

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.

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.

The Town of Watertown 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.

Dependents of active fire department personnel are automatically accepted regardless of the total number of junior members currently on hand.

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

The Junior Orientation Program will consist of a review of the fire departments SOG's along with the rules and regulations of the junior program.

There will also be two hours of station and apparatus safety training with a member of the Junior advisory board and the training officer.

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.

Junior members should not be at the station unsupervised, except during an emergency call.

All junior members must sign in and out of the junior time log sheet at the station every time they enter the building. **NO EXCEPTIONS!**

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.

Junior members and their immediate family may use the station by request and approval of your junior advisor. **DO NOT** bring your friends to hang around the fire station. An occasional, small group is permitted with the approval of your junior advisor.

Any injuries occurring during training or a scene call are covered by Worker's Compensation Insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.

Alcohol beverages are **NOT** allowed on fire department property or functions at any time.

Do not respond to calls or come to the station if you are sick or under the influence of medication.

Upon completion of the Junior Orientation Program and a 30 day waiting period from acceptance to the fire department Junior Firefighters may be permitted to respond to calls on apparatus.

The following are guidelines to hours of scene calls. The hours specified by the work permit. Training and hanging out at the station do not count towards these hours.

HOURS OF OPERATIONS (per NYS Labor laws) AGE 16

Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00 AM.

No activity while school is in session. **NO EXCEPTIONS!**

No activity between 7:00 PM (10:00 PM with note from parent) and 7:00 AM.

Maximum of 18 hours per school week (Monday through Friday).

Maximum of 3 hours on school days.

Maximum of 8 hours total for Saturday and/or Sunday.

Maximum of 8 hours on school holidays.

No activity from 10 PM and 7 AM during school breaks.

Maximum of 40 hours per week/8 hours per day.

HOURS OF OPERATIONS AGES (per NYS Labor laws) 17-18

Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00 AM.

No activity while school is in session. NO EXCEPTIONS!

May attend training and meetings after 7 PM but must be out of the station by 10 PM.

No scene responses between midnight and 6 AM.

No scene responses between 1 AM and 6 AM on weekends and holidays.

Calls answered before the deadline MAY continue to serve the call, but they may not answer any new calls dispatched after the deadline.

Maximum of 28 hours Monday through Friday while school is in session.

Maximum of 8 hours on Saturday.

Maximum of 8 hours on Sunday.

Maximum daily hours cannot exceed 8 hours per day.

No restrictions during school breaks.

Maximum of 44 hours per week/8 hours per day.

DRIVING OF PERSONAL VEHICLES

Only members that are at least 16 years old and have a valid New York driver's license may drive personal vehicles to the fire station.

All juniors 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 Town of Watertown Fire Department drives them to the scene or wait until the department returns from the call to assist in clean-up. Juniors are NOT permitted to respond with any backup departments.

UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE! The public might pressure you as a firefighter into entering a burning building or perform other tasks you are not authorized to undertake.

At no time is a junior member permitted to use colored light, hazard lights, honk horn or use any other warning devices while enroute to the station.

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

The Town of Watertown Fire Department is in no way responsible or liable for any moving violations while enroute to or from the station for a call or training.

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

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.

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.

Junior members must place their accountability tag on the ring of the apparatus you are boarding.

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.

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.

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 command. Check in with the Incident Commander and wait for instructions.

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.

After one year of membership, and deemed competent by a chief officer and the Junior Firefighter advisory board, a Junior Firefighter may perform driver training as long as they possess a valid NYS license and is with a qualified driver.

Under NO circumstances is a Junior Firefighter permitted to drive to calls.

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

At motor vehicle accidents a Junior member may assist in vehicle rescue if felt competent by a senior officer, but may not use or handle hydraulic tools, aka "Jaws".

EMERGENCY MEDICAL SERVICES

Junior Firefighters may respond to EMS calls as upon receiving CPR/AED Qualifications.

PROHIBITED ACTIVITIES BY LAW and/or TWFD

The TWFD and/or the law specifically prohibit members under the age of 19 of an emergency service organization from participating in the following activities:

- Operating organizational vehicle under non training circumstances
- Operating various types of power driven saws and shears.
- Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
- Operations of pumps of any fire department vehicle at the scene.
- Entering a burning structure.
- Operating high-pressure hose lines (air or hydraulic) except during training.
- Ascending ladders, except during training.
- 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 support of public safety for a public display.
- An emergency operation in or around mines, strip-mines or quarries.
- Participate in operations with incidents involving paint, acid or poisons (any HAZMAT).
- Participate in operations involving radioactive substances.
- Roof top ventilation or any work on top of a roof.
- Wrecking or demolition including use of acetylene torches, cutting or crushing equipment. Entry into a hazardous atmosphere (including training).

PERMITTED ACTIVITIES

- Participate in organized training activities in which an adult member of the organization is present and supervising the junior member.
- All aspects of fire suppression training.
- Rescue training
- Hazardous material training except entry using Level A and B personal protection equipment.
- Safety training.
- Wild land firefighting and Wilderness Search and Rescue training.
- Provide canteen services.
- Participate in support capacity for searches, rescues, wild fires, Hazmat incidents and water supply operations while under direct supervision of a senior member.
- 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.
- Attacking the fire with hose lines as part of EXTERIOR operations.
- Setting ladders.

- Setting up Positive Pressure Ventilation as part of EXTERIOR operations.
- Clean up with the following conditions:
 - Must be outside the fire building collapse zone.
 - Only after the incident is declared under control by Command.
 - Must be "on air" if working in a fire area and trained on SCBA's.
 - Salvage operations while "on air".
 - Establishing water supply.

OFFICERS

The Town of Watertown Fire Chief will designate one officer/department head to the position of Junior Chairman to supervise the Junior Fire Department Program. The Chairman will designate Junior Advisors as needed to carry out the responsibilities of the program.

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 Chairman as needed.

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

Elections are held during regularly scheduled meetings with no less than 50% of the voting junior members present. Votes are cast by secret ballot. Members are elected by a simple majority vote. Tie votes will result in a run-off vote of the tied candidates. Elections should be held at least once a year or at the discretion of the Junior Chairman. At least one month written notice should be posted before elections. If possible, phone calls will be made to give notice.

DUTIES OF OFFICERS

Junior officers are designated with a white stripe running the length of the helmet along the top.

Junior Captain will be the ranking junior member. 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.

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

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