

# ***MONROVIA VOL. FIRE-RESCUE***

**345 Mt. Zion Road  
Monrovia, Alabama 35757  
(256) 837-6730 Phone  
(256) 325-0512 Fax  
Shawn Terry, Chief**

## **Junior Firefighter Program**

### ***2007 Guidelines***

# Junior Firefighter Program

## **Purpose and History**

The Monrovia Volunteer Fire Department was established in 1965 to provide fire protection services to the community. We are proud to be 100% volunteer. In 2005 a junior firefighter program was established to develop youth with 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 do, 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. All training, uniforms and personal protective equipment are provided at no cost.

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 building or operate on top of a roof. The Monrovia 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 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 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. Special trainings are optional but highly encouraged. Juniors must maintain a 75% average or higher in their schoolwork 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 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 Monrovia Volunteer Fire Department. We look forward to some great training and your assistance during actual emergencies. Welcome.

## Rules and Regulations

1. 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 Advisors".
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 Monrovia 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.
8. All juniors must complete the department Junior Orientation Program (JOP). This program includes departmental procedures, building policies, apparatus orientation and command structure.
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 a emergency call.
11. 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!**
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 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.

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

#### **HOURS OF OPERATIONS AGES 15-16**

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 7:00PM (10:00PM with note from parent) and 7:00AM.
4. Maximum of 18 hours per school week (Monday through 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.
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 6:00AM.
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 through 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 Alabama driver's license may drive personal vehicles to the fire station.
2. 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 Monrovia Volunteer 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.
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 building or 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 to the station.
5. All speed limits and traffic laws are to be strictly followed while responding to the station.
6. The Monrovia 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 of age, 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. All speed limits and traffic laws are to be strictly followed while responding to the scene. MVFR, 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 (IC).

## RESPONDING TO CALLS ON APPARATUS

1. Junior member must be in good standing with the department. Must be Level II or higher, be at least **18 years old**, and attend at least 50% of scheduled meetings and/or training's. No exceptions are allowed.
2. 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.
3. Junior firefighter 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 command. Check in with the Incident Commander and wait for instructions.
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, assists 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 (15-17 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public roadway. Juniors (any age) are not permitted to perform any traffic control duties. Juniors' 18 years old and older, Level III, 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. Juniors WILL NOT assist in any hazardous materials situations.

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

MVFR 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. Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
4. Operations of pumps of any fire department vehicle at the 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. Operate any aerial device (cranes or hoists), non-automatic elevators, air bags for lifting or winches.
9. Perform operations in tunnels, shafts or trenches.
10. Participate in emergencies at explosives or fireworks plants, retailers or in support of public safety for a public display.
11. An emergency operation in or around mines, strip-mines or quarries.
12. Participate in operations with incidents involving paint, acid or poisons (any HAZMAT).
13. Participate in operations involving radioactive substances.
14. Roof top ventilation or any work on top of a roof.
15. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.
16. Participate in on-scene operations of natural destruction (tornado, floods, etc.).
17. Entry into a hazardous atmosphere (including training).

## **PERMITTED ACTIVITIES**

### Minors 15-17 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 of education, Essentials of Firefighting Module I.
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:
  - 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.
7. Salvage operations while "on air".
8. Establishing water supply.

## **LEVELS**

Training is a very important part of being a firefighter. All Fire and EMS related training is paid for by the Monrovia Volunteer Fire Department. Filling out a training request form requires prior approval and having it approved by the proper Junior Advisor. You are encouraged to take as much training as possible.

### **Probation**

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 and picnics. Probationary members may not attend regular fire department business meetings.

## Requirements:

1. Complete 3 months of service.
2. Attend 50% of all scheduled meetings.
3. Have an understanding of the Monrovia Volunteer Fire Department Operations and apparatus. Accountability command structure, Personal Protective Equipment, Safety and hydrant operations.
4. Be recommended by Junior Advisors and approved by the Junior Chairman.

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.

### **Level I**

1. Complete probation requirements.
2. Successfully complete Fire Operations Module A or equivalent.
3. Be recommended by Junior Advisors and approved by the Junior Chairman.

Upon earning Level I, junior member will be presented a Monrovia Fire/Rescue tee shirt and be allowed to attend regular department meetings. Junior member Level I may ride in a fire apparatus on non-emergency events.

### **Level II**

1. Completed Level I requirements.
2. Hold a valid CPR and Basic First Aid or higher card.
3. Complete any approved fire related course.
4. Be recommended by Junior Advisors and approved by the Junior Chairman.
5. Junior member Level II or higher may respond to calls and ride fire apparatus provided they meet the minimum training attendance.

Upon earning Level II, Junior member will be presented with a Monrovia Fire/Rescue sweatshirt.

### **Level III**

1. Completed Level II requirements.
2. Be at least 18 years of age.
3. Complete Fire Operations Module B or equivalent.
4. Be recommended by Junior Advisors and approved by the Chief.

Upon earning Level III, Junior member will be recognized with a red helmet and yellow stripe to designate their ability to fight fire. Level III may participate in actual exterior fire suppression and related fire activities as specified above with direct supervision. Level III may ride in fire apparatus to emergency events.

## **OFFICERS**

The Monrovia 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 in **January** at the regularly scheduled meeting 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 Captain must be Level III compliant and be 18 years of age.

**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 Monrovia Fire Department business meeting. Such report shall include any change in members, awards, training events completed, etc.

**Feel free to contact us at:**

345 Mt. Zion Road  
Monrovia, Alabama 35757  
Phone: (256) 837-6730  
Fax: (256) 325-0512

**Captain Matt Kingsolver – Junior Chairman**

Email: [matt.kingsolver@monroviafire.org](mailto:matt.kingsolver@monroviafire.org)