



New Paltz Fire Department

Junior Firefighter Program

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Mission Statement and Values

The New Paltz Fire Department and its Junior Firefighter Program work in cooperation to educate, protect, and serve the citizens and visitors of the Town and Village of New Paltz and surrounding communities.

Mission Statement

To maintain a safe environment for youth to gather, within our community, while learning about many aspects of the fire service, providing avenues for positive social interaction, and to foster interest in becoming an Active Member of New Paltz Fire Department when reaching the age of 18 years old among youth within the Junior Firefighting Program and within our community.

Vision

To build a Junior Firefighter Program to introduce the young community to the fire service and to provide a safe environment for social activities for our youth within our community. To grow our firefighting force to help protect the Town and Village of New Paltz, and increase the number of certified firefighters at a younger age, before the rigorous commitments of adulthood become a factor.

Core Values

Recognizing the dedication, skill, and value of all members, we will create and maintain an environment of individual safety, well-being, and trust. We are guided by service, team work, compassion, integrity, safety, honesty, accountability, professionalism, and respect.

Commitment to the Community

The members of the New Paltz Fire Department Junior Firefighter Program will demonstrate commitment to our community through:

- Providing an opportunity for youth to serve the community
- Respectful and courteous treatment at ALL times.
- Accountability for our actions.
- Open and honest communication.
- Educating peers about fire safety and prevention.
- Providing a safe environment for youth activity within the community.

Code of Conduct

As a Junior Member of the New Paltz Fire Department, you are expected and required to do the following:

- Abide by all of the Standard Operating Procedures and NPF Company By-laws, as well as, the Rules and Regulations of the Junior Firefighter Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness, and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Dress respectfully and modestly at department functions that you attend (Meetings, Fundraisers, etc.).
- Refrain from cussing, cursing, or using otherwise foul language while in uniform, at the station, or representing the New Paltz Fire Department in any way.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Do not wear your uniform or any other department issued gear for general use outside of the station or department functions unless given permission by the Program Coordinator.
- Immediately report any problems to your Mentor or the Program Coordinator.

New Paltz Fire Department

Junior Membership Program

Background

As it has become well known in recent years, the need for well-trained and highly-motivated volunteer firefighters across the United States has never been greater. Over 70 percent of firefighting personnel who protect our communities are fully volunteer. Within the Town and Village of New Paltz this number is 100 percent. Although this need has become better known in recent years, our department call volume continues to steadily increase, while membership numbers continue to decrease. The cause for this issue can be contributed to multiple factors including increasing demands on two- income families, more rigorous training standards, aging membership, and limited advocacy for volunteering among younger generations. Recruitment and Retention has never before created such a challenge for our department, and our leadership and membership must continue to attempt new ways to reach future members. In response to this challenge of recruiting volunteers, The New Paltz Fire Department has decided to take a page from its own history book and attempt to restore a Junior Firefighting Program.

We as volunteers believe in giving to this community without asking for much in return other than assistance in covering expenses for the basic operations that are necessary in running a Fire Department. We also believe in the youth of our great community. Encouraging young people to enter the emergency services will not just help to protect our community and raise our membership numbers, but can also open doors for our youth to help them through the life that they have ahead of them. This junior member program will provide young people with the training and certifications that could even lead them to future employment opportunities in the emergency services.

Purpose

The Creation of a Junior Program in conjunction with the New Paltz Fire Department is an attempt at improving or providing our community with the following:

- Allowing youth to gain insight and interest in becoming long-term members of NPFDF.
- Increasing awareness among youth about the importance of volunteering and the emergency services.
- Providing our department with additional help in accomplishing fire department related tasks.
- Creating well rounded individuals with experience in Leadership and Citizenship.

Rules and Regulations for Membership

Application for Membership

1. To apply for Junior Membership in the New Paltz Fire Department the applicant must be between the ages of 16 and 17 years old.
2. The applicant must also be enrolled or reside in the New Paltz School District to apply for Junior Membership.
3. The applicant must be in good academic standings with the school or educational program they are enrolled in.
 - a. "Good academic standing" will be defined as passing all courses at the time of report cards. A parent can request that a Junior Member be suspended at any grade point by signing a written statement to the program coordinator.
4. Applicants must fill out a Junior Membership Application, which must also be signed by a parent or guardian to be accepted.
5. Upon submission of the application, a membership interview will be conducted by the program coordinator and the NPFJ Membership Committee.
 - a. A parent or guardian must attend this interview with their Junior Applicant so they may also be informed of the rules, regulations, and what the program entails.
6. After completion of the interview, the Membership Committee and program coordinator will make a decision on the applicant, and the applicant will be informed following the decision.

Hours of Participation

1. Junior Members may operate and socialize at the firehouse during the following hours:
 - a. **School Days/Nights** – Junior members may be at the firehouse for purposes other than emergency response starting at 3pm and ending at 9 pm.
 - b. **Weekends** – Junior members may be at the firehouse for purposes other than emergency response starting at 8am and ending at 9 pm.
 - c. **Day off from school or Summer Vacation** – (with no school the following day) Junior members may be at the firehouse for purposes other than emergency response starting at 8am and ending at 9 pm.
2. Junior Members are prohibited from responding to emergency incidents during the following hours:
 - a. **School Days/Nights** – Junior Members are prohibited from responding between the hours of 10pm to 3pm of the following day. This will be in effect from Sunday Night to Friday Afternoon when school is in session the next day.
 - b. **Weekends** – Junior Members are prohibited from responding between the hours of 12am to 6am. This will be in effect from Friday Night to Sunday Evening and

during Summer Vacation and days off from school with no school the following day.

- c. Junior Members that have NYS Driving Restrictions (i.e. Junior Driver's License prohibits driving after 9pm.) are not permitted to respond after the prohibited hours outlined by NYS DMV and NYS V&T laws. If Junior Members were at an emergency incident that did not end until after the prohibited times, they would be presented with an excuse letter and instructed to return directly home.
 - d. Response restrictions may be lifted during summer vacation with parental approval and Junior having no NYS Driving Restrictions (i.e. Junior Driver's License).
3. At no time will a Junior Member be removed from school by New Paltz Fire Department for the purpose of responding to or assisting at a call.
 4. If a Junior Member is found skipping school to respond or to assist on any call, that Junior Member will be suspended immediately from the program for a time to be determined by the Chief of New Paltz Fire Department. Expulsion from the program can result from repeated offense.

Academic Status

1. A Junior Member must be in good academic standing at all times while a member of the Junior Program.
 - a. When report cards are distributed by the school district, the Junior Member must present a copy of their report card to the program coordinator.
2. A Parent may request that his/her child be temporarily removed from the junior program due to poor performance in school. A signed statement from a parent must be submitted to the program coordinator as soon as possible.

Participation Points System

1. The Junior Firefighter Program will use a points system to track Junior Member Participation. It is required that all Junior Members meet the minimum participation points to remain a member of the Junior Firefighter Program.
2. The Points System will be as follows:
 - Meetings ----- 5 Points per meeting
 - Maintenances ----- 5 Points per maintenance
 - Trainings ----- 5 Points per training
 - House Duties ----- 10 Points per completed week
 - Fire Prevention Event ----- 5 Points per event
 - Social Event (I.e. Fundraiser, Parade, etc.) 5 Points per event

3. Junior Members will be expected to collect a minimum of 400 points per year. These points will be collected accumulatively, meaning that a member is not required to attend any one requirement more than another.
4. The minimum requirement of 400 points is based on the precedent that a junior member must attend at least 50 percent of all the requirements listed above.
5. To receive these points, Junior Members must ensure that they sign-in on participation rosters, and complete proper paperwork with their assigned mentor.
6. Junior Members that go above and beyond to complete the requirements above will be considered for the following awards:
 - a. Junior Firefighter of the Year – This will be selected by the Officers of NFPD.
 - b. Most Points Awarded – This will be based on the Junior Firefighter that has accumulated the most participation points over the course of the year.
7. Points will be reviewed quarterly and a meeting will take place with the Junior Firefighter, assigned mentor, and the program coordinator to discuss the Junior Member's progress and participation.
8. If a Junior Member is having difficulty with participation due to school, family, or work issues, they must contact their mentor and/or program coordinator ASAP to ensure that they don't fall behind. Certain circumstances will be considered as excusable at the discretion of the Chief of the Department and the Program Coordinator.

House Duties

1. All Junior Members will be assigned House Duties weekly. This can include cleaning around the station, assisting members with maintenance of the station or equipment, cleaning apparatus, assisting with truck checks, and other related duties.
2. House Duties will be assigned on a weekly basis and will be a means to measure a Junior Member's participation in the program.

Junior Training Sessions

1. Junior Training Sessions will be offered 1 hour before New Paltz Fire Department's company training, and will begin at 1800 hours.
2. Juniors Members should attend the Junior Training Session and 1 hour of NFPD Company training.
3. Juniors Members would then have the option to go home at 2000 Hours (8pm) or stay until 2100 hours (9pm) and complete their House Duties.
4. Junior Members may attend, but not be involved in trainings that incorporate live fire, extrication, or any other I.D.L.H. (Immediate Danger to Life and Health) environments.

Responding to Station for Incidents

1. All Junior Members will be issued a pager for purposes of knowing when there is a call. Junior Members are instructed to turn off their pager during school hours.
2. When there is a call, Junior Members may respond in a **NON-EMERGENCY** mode to Station #1. Junior Members shall never respond to a fire scene or stop while passing a fire scene.
3. Junior Members are never authorized to use or possess a blue light for purposes pertaining to New Paltz Fire Department and Junior Membership. Junior Members also shall not use hazard lights for purposes of response.
4. New Paltz Fire Department requires all Junior Members responding to the firehouse for an emergency incident to follow all NYS V&T Laws and any other rules and regulations imposed on a standard vehicle operator in New York State.
5. New Paltz Fire Department will not be liable for any citation and/or violations given to a Junior Member while in route to an incident or NPFDF sponsored event. Improper operation of a POV when responding to an incident, reported by police or citizens complaint can result in disciplinary action.
6. New Paltz Fire Department does not recommend Junior Members responding during bad weather conditions. (I.e. Snow, Ice, Strong Winds, Hard Rain, etc.) Junior Members are always welcome to be dropped off by an experienced driver or arrive before the weather conditions arrive when there are organized standbys.

Responding on Apparatus

1. Junior Members may ride on New Paltz Fire Department apparatus to incidents that are outlined in NPFDF SOPs.
2. Junior Members shall always be seated with their seatbelts on while riding on NPFDF apparatus.
3. Junior Members shall always give their seat up to an Active NPFDF staff when all seats are filled.
4. Junior Members shall not ride in the officer's seat of an apparatus unless there are no Active NPFDF staff present, and with the driver's approval.
5. Junior Members shall not operate Radios or Sirens unless instructed to do so by the driver of the apparatus.

Operating at a Fire Scene

1. When arriving on an emergency scene, Junior Members shall remain with the piece of apparatus they arrived on.
2. Junior Members shall do only assignments given to them by the officers or driver of the apparatus.

3. Junior Members must identify themselves as “Junior Members” to anyone attempting to assign a task to a Junior Member.
4. Junior Members shall never be authorized to enter the “Hot Zone” or an IDLH (Immediately Dangerous to Life and Health) atmosphere.
5. Junior Members may be allowed to work in the scene support capacity, as long as the task is located outside of the “Hot Zone”.

Leave of Absence

1. A Junior Member may request a leave of absence from the Junior Program at any time. The request must be submitted in writing to the Program Coordinator. The Request must state the reason for the absence, the duration, and signed by the member’s Parent or Guardian.
2. While a Junior Member is on an excused leave of absence, the Junior Member is prohibited from participating in any Junior Training Sessions, responding to calls, or any NPFDF activities and events.

Disciplinary Actions

1. A Junior Member may be suspended or terminated from the Junior Program for any of the following reasons:
 - a. Academic Status (Poor Grades).
 - b. Skipping School for Fire Department reasons.
 - c. Failure to follow Junior Program rules and regulations.
 - d. Failure to follow New Paltz Fire Department SOPs.
 - e. Failure to follow New Paltz Fire Department Company By-laws.
 - f. Failure to follow an NPFDF Officer’s Orders. (Firemanic or Social)
 - g. An act of unbecoming a Junior Member.
 - h. Theft of any sort.
 - i. Use of any tobacco and/or alcohol products on NPFDF property or at an NPFDF sponsored event.
 - j. Any form of harassment.
 - k. Fighting while at an NPFDF sponsored event or on NPFDF property.
 - l. Use of profane language.
 - m. A School or Law Enforcement related issue resulting in disciplinary action.
 - n. Sexual misconduct at NPFDF functions or on NPFDF property.
2. If a Junior Member is terminated from the Junior Program, they are prohibited from re-applying to the Junior Program and New Paltz Fire Department.

3. **Sexual Harassment** – If a Junior Member is accused of sexually harassing another Junior Member, a Member of NPF, or any person present at an NPF sponsored event or on NPF property, that Junior Member will be immediately suspended from the Junior Program pending an investigation. The Junior Member will not be able to appeal a termination charge if so determined to be guilty.

Participation Guidelines and Standard Operating Procedures

Social Guidelines:

1. Junior Members **may** attend all Social Functions as long as they take place during the Junior Member's hours of participation.
2. Junior Members **may** be tasked with assignments related to Fire Prevention, Fire Safety, and Fundraiser events.
3. Junior Members **may** be tasked with assignments related to cleaning and minor maintenance of the fire stations.
4. Junior Members **shall not** hold a vote socially or firemanically.
5. Junior Members **may** be assigned as tellers to count votes.

Firemanic Standard Operating Procedures

1. Junior Members **may** attend NPF Company Training, but **may not** be involved in live fire, extrication, or any other IDLH environments.
2. Junior Members **may** ride on NPF apparatus to drills and events.
3. Junior Members **may** ride on NPF apparatus to fire incidents, but **may not** operate within the "Hot Zone" or any IDLH environments.
4. Junior Members **may** serve a scene support or auxiliary role on a fire scene. Junior Members **shall** only do tasks approved by command. **NO FREELANCING.**
5. Junior Members **may not** drive or operate any department vehicles.
6. Junior Members **may not** climb or ascend in an aerial device in an emergency capacity, but **may** do so during training situations where proper safety mechanisms are in place and Junior Members are supervised.
7. Junior Members **may not** climb or operate on a ground ladder taller than 24 ft. in an emergency capacity, but **may** do so during training situations where proper safety mechanisms are in place and Junior Members are supervised.
8. Junior Members **may not** operate or train on a roof in any circumstance, unless using a training facility with safety precautions in place. (I.e. safety lines, guard railing, etc.)
9. Junior Members **may not** operate hydraulic or gas powered equipment that utilizes sharp surfaces used for cutting purposes and/or tools that are used for spreading or pinching purposes. (I.e. Jaws, Spreaders, Chainsaws, etc.)
10. Junior Members **shall not** use an SCBA (Self Contained Breathing Apparatus) in any situation **except** training exercises. When training with an SCBA, Junior Members **must**

be directly supervised by an officer. (No More than 2 Junior Members per 1 Officer at all times).

11. Junior Members **shall not** respond to any calls on the NYS Thruway or Mutual Aid.
12. Junior Members **shall not** respond to an elevated HAZMAT emergency. (I.e. Gas Leak, Explosion, Chemical Leak, etc.)
13. Junior Members **shall not** direct traffic.
14. Junior Members **may not** enter the “Hot Zone” during an Ice or Water Rescue.

Rules and Regulations Not Addressed In This Document

1. Any Rule or Policy that is not covered in the Junior Membership Rules and Regulations will be covered by the NPDFD Company By-Laws, Firemanic SOPs, Company SOPs, and the decisions of either the Firemanic or Social officers.