



## **Milltown Fire Department**

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[www.milltownfire.org](http://www.milltownfire.org)

### **Junior Firefighters Auxiliary Rules and Regulations**

In an effort to engage the youth of our community, ensure future generations of firefighters and have a positive impact on young adults, the Milltown Fire Department (the "Department") has reinstated the Junior Firefighter's Auxiliary authorized under Section 12-12 of the Revised General Ordinances of the Borough of Milltown. The Junior Firefighter's Auxiliary was previously operated under the program name of "Fire Explorers" but will now be known as "Cadet Firefighters." Individuals participating in the Junior Firefighter's Auxiliary shall be known as "Cadets."

The Cadet Firefighters of the Milltown Fire Department, Junior Firefighter's Auxiliary program is subject to the following rules and regulations; as set forth by the Milltown Fire Department:

#### **Section I: Qualifications**

- A. Applicants must be at least 16 years old and are eligible until the applicant's 18th birthday. Applicants must have resided within the Borough of Milltown for at least 6 months prior to appointment as a Cadet.
- B. Applicants must complete and execute a Cadet Firefighters Application; and agree to abide by the rules and guidelines of the Cadet Firefighters program.
- C. Parent(s)/guardian(s) of the applicant must consent, in writing, to the participation of the applicant in the Cadet Firefighters program; and acknowledge that the applicant must abide by the rules and guidelines of the Cadet Firefighters program.
- D. All applicants must have a current physical examination on record and be approved, in writing, by applicant's physician to perform the tasks associated with firefighting; including the completion and execution of a Cadet Firefighter Program Medical Physical Form by the applicant's physician.
- E. The applicant and applicant's parents/guardians will meet with the Cadet Firefighters program advisor and members of the Fire Board for an interview.
- F. The applicant and the applicant's parent/guardian(s) will submit all documents for review prior to the applicant starting the Cadet Firefighters program.

## Section II: Guidelines

- A. Upon the Cadet's 18th birthday, the Cadet's membership in the Cadet Firefighters program will come to an end. At that time, the Cadet is eligible to transition and apply for regular membership with the Milltown Fire Department.
- B. All Cadets will agree in writing to abide by the rules and guidelines of the Cadet program.
- C. The Cadet's parent(s)/guardians will consent, in writing, to the Cadet's participation in the Cadet Firefighters program; and acknowledge that the applicant must abide by the rules and guidelines of the Cadet Firefighters program.
- D. An advisor (the "Program Advisor") and assistant advisors ("Assistant Advisors") will be assigned for the overall supervision of the Cadet Firefighters program by the Chief of the Department; and will serve as administrators of the Cadet Firefighters program. Each Cadet will also be assigned to an individual mentor. If a Cadet has family members in the department, the Cadet will **not** be paired with them as mentor/mentee.
- E. The Program Advisor and/or Assistant Advisors will meet with each Cadet quarterly to review their participation in the Cadet Firefighters program, as well as to review school grades provided by the Cadet's parent(s)/guardian(s). Each Cadet must maintain at least a passing average in all classes in school. Any Cadet whose grades fall below a passing average will remain inactive with the Cadet Firefighters program until proof is supplied demonstrating that the grade(s) in question have risen to the acceptable level. Being "inactive" is defined as not participating in any activities with the Cadet Firefighters program or coming to the firehouse until proof is provided to demonstrate that the Cadet is back to at least a passing average.
- F. A monthly Cadet meeting will be held with Cadets; c; and a representative from the board of fire officers. Cadet attendance will be documented for each meeting and event attended by a Cadet.
- G. Cadet mentors will complete the course provided by the National Volunteer Fire Council "Training the Next Generation".
- H. The Program Advisor and all Assistant Advisors must certify that they read the CDC's publication [Preventing Child Sexual Abuse in Youth Serving Organizations](#) and understand the information within this publication.
- I. Review and utilize elements of the NVFC [Junior Firefighter Handbook](#).

## Section III: Provisions

- A. The Milltown Fire Department Cadet Firefighters are covered by the Borough of Milltown's Workers Compensation Insurance.
- B. Cadets will receive a locker for the Cadet's gear which may be shared with another Cadet.
- C. Subject to availability, Cadets will receive a full set of personal protective equipment including pants, coat, boots, helmet and gloves and a safety vest which

shall be worn during drills, while riding on apparatus and during fire calls. If turnout gear is not available, Cadet's will receive a suitable alternative such as a coverall. Additionally, Cadets will receive hearing protection and safety glasses.

- D. The parent/guardian of a Cadet shall be responsible for any lost or stolen Department issued equipment.

#### Section IV: Restrictions

- A. Cadet members are not permitted inside the firehouse or inside any apparatus without member/advisor supervision- a minimum of 2 members must be present at all times otherwise Cadet members are not allowed inside the firehouse.
- B. Cadet members will not receive a keyfob or door codes for the firehouse; as Cadet members are not permitted inside the firehouse without at least 2 members being present.
- C. All Cadets are restricted from riding on apparatus that is going out of town on a mutual aid assignment, or going on the New Jersey Turnpike.
- D. Cadets may be restricted from riding to a fire call due to the discretion of the Chief/Officer based on the nature of the call.
- E. Cadets may be exposed to exhaust from a firetruck or gasoline powered equipment. While every effort will be made to minimize these and other unintended related exposures associated with firefighting; Cadets acknowledge that such exposure is a risk associated with participation in the Cadet Firefighters program.
- F. Cadets are not permitted to operate power equipment. However, Cadets may carry/hand-off power equipment that is not running.
- G. Cadets are not permitted to handle any equipment or perform any tasks without the supervision of a regular Department member.
- H. Cadets shall not be permitted to make financial purchases on behalf of the Department.
- I. The Chief of the Department may suspend the Cadet Firefighters program if there are any public health emergencies that necessitate a pause in the operations of the Cadet Firefighters program; or adopt temporary measures to ensure the health and safety of both Cadets and the regular membership.

#### Section V: Duties

- A. Cadets will receive training and awareness of safety procedures inside the firehouse and with Department apparatus.
- B. Monthly meetings will be held with Cadets to discuss safety, responsibilities and goals for the Cadet Firefighters program.
- C. All Cadets may safely respond/come to the firehouse between the hours of 3:00 p.m. and 9:00 p.m. when there is school the next day. Cadets and their families are responsible for their safe transit to and from the firehouse.

- D. Cadets who possess a valid driver's license may safely drive to the firehouse; but will not be issued a blue light permit and must obey the traffic laws of the State of NJ.
- E. All Cadets may respond/come to the firehouse on weekends, holidays and during summer vacation between the hours of 7:00 a.m. and 10:00 p.m.
- F. All Cadets can attend monthly Cadet meetings, receive instruction and observe firefighting activities while under direct supervision of the department.
- G. Cadets may assist with documenting equipment check and firehouse maintenance which occur each Monday beginning at 6:30 p.m. under adult supervision.
- H. Cadets may attend Department drills which occur on the 2nd and 4th Mondays of each month, beginning at 7:15 p.m.
- I. Cadets will assist the Department with activities including fundraising, training/drills, fire prevention and community events.
- J. Any Department activity that involves the availability/consumption of alcohol (fundraisers, etc.) shall require the Cadet to attend with a parent/guardian; and not individually as a Cadet.
- K. Cadets are not permitted to handle alcohol at any Department activity; regardless of whether the Cadet's parent/guardian is present at the Department activity.
- L. Cadets are not adult members of the Department and therefore will not attend Department meetings, Exempt or Relief meetings.
- M. Cadets may ride on fire calls. However, Cadets must first allow active firefighters to respond on Department apparatus. If there is room on the apparatus, a Cadet may ride on the fire call (subject to these Rules and Regulations). If there is no room on the apparatus, a Cadet may only ride on the fire call if the Cadet receives permission from the officer on the apparatus.
- N. Cadets may not operate any Department apparatus.
- O. During a fire call, Cadets will remain inside the apparatus until directed to do otherwise. Cadets, when directed, will assist the driver/engineer when on scene and may be directed by a chief/officer/advisor to assist with on scene tasks.
- P. Cadets will listen to and obey directions given by a chief/officer/advisor or member of the department.
- Q. While on the fire scene, Cadets will notify any chief/officer/member with any safety concerns.
- R. Cadets will inform the Advisor or Assistant Advisors if there are scheduling conflicts with other activities/sports. Cadets are encouraged to actively participate in school and other groups within the community in order to have a well-rounded experience.
- S. The use of non-power equipment/tools both in the firehouse and on the fireground will be done with direct supervision of a chief, officer or member of the department.
- T. Training for all Cadet members will not include immediate exposure to fire, smoke, toxic or noxious gas or hazardous materials/substances

- U. Cadets will not exit the apparatus until told to do so by either the apparatus driver/engineer or an officer.
- V. Cadets will wear seat belts when traveling in Department apparatus/vehicles.
- W. Cadets may observe, from a distance, a fire scene as a learning experience when it is safe to do so.
- X. Cadets shall immediately advise the chief/officer/member of any injuries suffered by the Cadet; or of which the Cadet is aware.
- Y. Cadets shall immediately advise the chief/officer/member of any problems, conflicts or damaged/broken equipment of which the Cadet is aware.

#### Section VI: Conduct/Suspension/Expulsion

- A. All Cadets will be responsible for their actions, at all times and will act in a manner which is conducive to maintain positive relationships within the Department and community
- B. All Cadets are required to demonstrate the behavior and respect that is expected of them. All Cadets will be monitored by the Advisor or Assistant Advisors, assistant advisors and Fire Board. Any actions of the Cadet that can be deemed inappropriate and/or discredit the Department will result in a conference with the Advisor or Assistant Advisors, members of the Fire Board, and the Cadet's parent/guardian; and can result in a suspension or expulsion from the Cadet Firefighters program.
- C. Any actions that risk the safety of the Cadet, other Cadets, members of the Department or the general public may result in suspension or expulsion from the Cadet Firefighters program.
- D. Any actions that cause injury and/or damage to the Cadet, other Cadets, members of the Department or the general public may result in suspension or expulsion from the Cadet Firefighters program.
- E. The use of controlled substances or alcohol is prohibited and will result in the suspension or expulsion from the Cadet Firefighters program; and notification to the Cadet's parent/guardian.

#### Section VII: Amendment

Parameters of the Cadet Firefighters program are subject to change by the Chief of the Department. All changes to the Cadet Firefighters program will be updated in writing through the amendment of these Rules and Regulations.