

Central Lyon County Fire Protection District

231 Corral Drive, Dayton, NV 89403, 775 246-6209

Standard Operating Procedure

Date: September 12, 2000

Number: Admin 17

Title:
Fire Cadet Program

Scope:
This Standard Operating Procedure applies to all District Departments

Purpose:
To define and describe the District Fire Cadet Program

Procedure:

The Fire Cadet Program is designed to work with the youth of the District and create a highly visible program within the community, also, to create a positive force within the community setting role models for all participating young persons. The program will educate the cadets as well as the community about firefighting, emergency medical services and rescue and extrication activities of the District.

This program is a long-range recruitment program designed to "Pre-train" as well as to retain young persons as volunteer firefighters. The advantage of this program is that each volunteer fire department participating in the District Cadet Program will have trained volunteer firefighters ready to go when they reach age 18.

The Cadet Program and Cadet members shall come under the general jurisdiction of the Central Lyon County Fire Protection District as a body. Cadet members fall under the direct operational jurisdiction of the local volunteer fire department to which they are members. Cadets may attend training meetings, meetings, fund raising events and other volunteer department events as required by the District or volunteer fire department. The District shall maintain a master roster of cadet members and the volunteer fire department of which they are a member.

Cadets shall be governed as a group under a set of rules and regulations and by the Cadet Program Advisory Group.

Cadet Advisory Group

The Cadet advisory Group shall consist of the Chief Advisor and the Cadet Advisors from each participating volunteer fire department.

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Chief Advisor

The Chief Advisor shall be an adult volunteer member of the community experienced and knowledgeable in dealing with young adults 16 to 18 year old. Fire service experience is not a prerequisite, however is highly desirable. The Chief Advisor shall be selected by the District Chief and ratified by the Volunteer Fire Chiefs Board and the Fire District Fire Board. The Chief Advisor shall provide coordination, guidance, training and support to the department advisors. The Chief Advisor shall oversee all disciplinary issues pertaining to any cadet(s) and make certain the cadets are treated fairly with respect and concern. The Chief Advisor shall chair any meetings of the Cadet Advisory Group. The Chief Advisor shall keep the District Chief apprised of the status of the Cadet Program and of any situations requiring cadet discipline beyond the volunteer fire department level.

Department Cadet advisors

Each individual volunteer fire department choosing to participate in the cadet program shall appoint a member to be a Cadet Advisor who shall oversee the cadet program for that department. The Cadet advisor shall conduct the cadet program within the volunteer fire department in a manner that the cadets are integrated into the department with a meaningful purpose and treated with respect. The Department Cadet advisors shall be responsible for maintaining discipline within the volunteer fire department's cadet membership.

Cadet members

- Cadet members shall be residents of the Fire District between the ages of 16 and 18 years.
- Cadet Members must be working within an academic program geared toward a high school diploma and carrying a minimum of 4 credits of study
- Cadet members shall have attained and shall maintain a 2.0 or better GPA within 6 weeks of becoming a cadet member. A Cadet shall not have a failing grade in any class in which he is enrolled.
- A grade check will be conducted every three weeks and submitted to the District Chief and Cadet Advisors. Cadets who do not qualify academically will be excluded from all cadet activities until the disqualifying condition is remedied. Any cadet who becomes disqualified twice in one semester shall be excluded from all cadet activities until the following semester providing minimum academic standards are met at that time.
- A *Release, Waiver and Indemnification Agreement* signed by the prospective cadet's parents or guardian must be on file in the District Office prior to any participation in fire department activities.
- Cadet members shall complete and submit an application for membership through the volunteer fire chief of the department he wishes to join.
- The Volunteer Fire Chief, the department Cadet Advisor, the Chief Advisor and the District Chief shall review all Applications for membership.
- Cadet members shall conduct themselves according to the Cadet Rules of Conduct, and the By-laws of their volunteer fire department.
- Cadet members shall conduct themselves in a manner that reflects honorably upon the Fire District and the Volunteer Fire Departments.

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- Cadet members (Cont.)

- Cadet Rules of Conduct

- 1.1. General Rules of Conduct:

- 1.1.1. Cadet members will maintain a calm, professional demeanor realizing they are in an adult environment subject to response at any time they are in the fire station or serving in their capacity as a member of the District.
 - 1.1.2. Cadet members will treat all District and Volunteer Fire Department apparatus and equipment with care and respect.
 - 1.1.3. Cadet members are not allowed to drive District or Volunteer Fire Department owned vehicles. They shall not be sitting in the driver's position at any time the engine is running.
 - 1.1.4. Cadet members are not allowed in fire stations unless they are under the direct supervision of an adult member.
 - 1.1.5. Cadet members shall not attend any Fire District or Department activity after 10:00 PM on a school night.
 - 1.1.6. At the discretion of the Volunteer Fire Chief, Cadet members may attend and participate in training meetings, business meetings, setting up or taking down for social events or fundraisers and response to incidents.
 - 1.1.7. Cadet members may be allowed to ride on fire apparatus. They must be seated in a manufacturer designed passenger seat or area, seat belt fastened and under the direct supervision of an adult member. Cadet members shall not manipulate any valves, levers, switches etc. on any apparatus or equipment unless under the direct supervision of an adult member.
 - 1.1.8. Any equipment issued to a Cadet member remains the property of the District and must be immediately returned to their volunteer fire station upon request of the volunteer fire chief, the cadet advisor, the chief cadet advisor or the District Fire Chief.
 - 1.1.9. Cadet members, at the request of the incident commander, a volunteer fire chief, fire investigator or the District Chief may assist in the capacity of an aide or attaché.
 - 1.1.10. Cadet response is limited to incidents within the Fire District
 - 1.1.11. Cadet members may participate in the cadet activities of another District station with permission of both volunteer fire chiefs

- 2. Incident Response

- 2.1.1. Cadet members responding on any emergency response must meet Cadet response performance standards and be equipped with appropriate personal protective equipment.
 - 2.1.2. In no instance shall a cadet member be allowed to be within the "Hot Zone" of any incident.
 - 2.1.3. Cadet members must be under the direct supervision of an adult member at all incidents.

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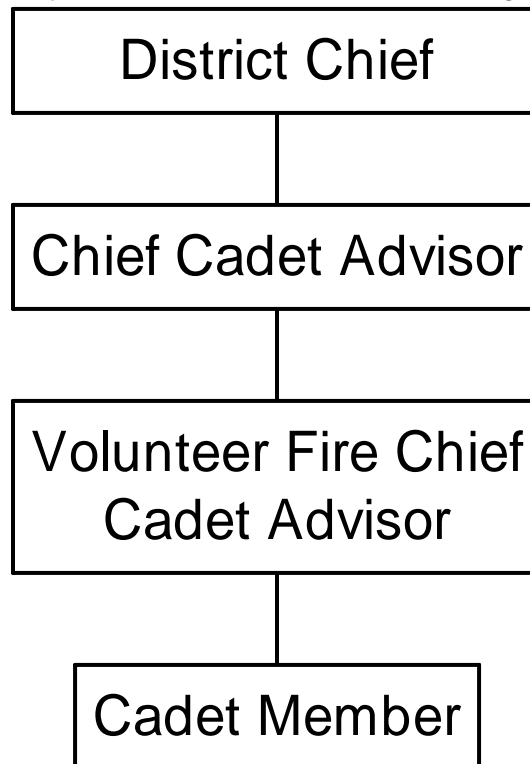
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- 2.2. Fire Incidents
 - 2.2.1. At the discretion of the Incident Commander, properly trained cadets may extend hose lines, supplies and equipment up to, however not into the “Hot Zone”.
 - 2.2.2. With permission of the Incident Commander, cadet members may assist with overhaul after an incident has been declared to be a warm or cold zone.
 - 2.2.3. Member cadets may assist in returning apparatus and equipment back into a response status.
- 2.3. Wildland Fires
 - 2.3.1. At the discretion of the Incident Commander properly trained cadet members may participate in support activities within the warm or cold zones only.
 - 2.3.2. At the discretion of the Incident Commander properly trained cadet members may assist with overhaul within the warm zone only.
 - 2.3.3. Member cadets may assist in returning apparatus and equipment back into response status.
 - 2.3.4. Cadet members are not to participate in wild land firefighting activities between sunset and sunrise.
- 2.4. EMS Incidents
 - 2.4.1. Member Cadets are not allowed to participate in EMS incidents or ride in an ambulance anytime a patient occupies it.
 - 2.4.2. Member Cadets who are certified EMT's may “ride-along” on EMS incidents, however, they may not participate in patient treatment.
 - 2.4.3. Member Cadets may assist at the scene of a “Stand-by” such as football game. They may ride in an ambulance anytime it is not occupied by a patient.
 - 2.4.4. Member Cadets may assist at the scene of a “Stand-by” such as football game.
- 2.5. Haz Mats Incidents
 - 2.5.1. At the discretion of the Incident Commander cadet members may be used to fill support functions as long as they remain in the cold zone.
- 2.6. Non-Emergency Incidents
 - 2.6.1. At the discretion of the Incident Commander, cadet members may be used to fill support functions that they are trained and competent to perform.

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3. Discipline & Grievances
 - 3.1. Cadet Members may be disciplined for cause. Disciplinary measures will be progressive and may include a verbal reprimand, a written reprimand, probation with conditions of performance, temporary suspension or termination as a cadet member.
 - 3.2. All grievances and situations requiring discipline shall be documented in writing within 5 days of the occurrence. Copies of the disciplinary action or grievance shall be immediately forwarded to the Cadet, and the Cadet Advisor. The Cadet Advisor shall review the grievance with the cadet(s) involved, the volunteer fire chief and if necessary the chief advisor.
 - 3.3. Member cadets shall use the volunteer fire department cadet advisor to settle disagreements and grievances within the volunteer fire department.
 - 3.4. If a volunteer fire department cadet advisor cannot settle a disagreement or grievance he shall consult with the Chief Advisor for advice and support.
 - 3.5. The Chief Advisor may call a meeting of the Cadet Advisory Group to assist in settling difficult grievances or disciplinary issues.
 - 3.6. Cadet members may appeal a grievance or discipline decision of the volunteer fire department cadet advisor to the chief cadet advisor and the decision of the chief cadet advisor to the Cadet Advisory Group. The decision of the Cadet Advisory Group shall be final.
4. Central Lyon County Fire Protection District Cadet Program Organizational Chart



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5. Definitions
 - 5.1. Hot Zone – Fires: The immediate hazard area of the fire emergency scene where fire is still actively burning and fire suppression activities are still in progress
 - 5.2. Warm Zone – Fires that area of the fire emergency scene where fire suppression activities have ceased. Access to the warm zone may be restricted to personnel wearing appropriate personal protective clothing. Typically fire suppression apparatus are located within the warm zone. Salvage and overhaul activities may still be in progress in a warm zone.
 - 5.3. Cold Zone – Haz Mats incidents – The area which presents no hazard to emergency response personnel and equipment, it is reserved for emergency services and support functions deemed necessary for the incident.

Other related references:

None

Approvals:

District Chief, _____ Date, _____

Fire Chief's Board, _____ Date, _____

Board of Directors, _____ Date, _____

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FIRE CADET PROGRAM

RELEASE, WAIVER AND INDEMNIFICATION

AGREEMENT

This Agreement is entered into by and between the Central Lyon County Fire Protection District and the parent(s) or guardian(s) of the minor participating in the Fire Cadet Program.

The Central Lyon County Fire Protection District, (District). is sponsoring a Fire Cadet Program. By this program residents of the District between the age of 16 and 18 years may become familiar with, receive training for and participate in the operations of an agency which provide fire protection and emergency medical services. By signing this AGREEMENT you are giving up certain rights on your own behalf and on behalf of the minor to hold the District, its agents, officers, employees and volunteers liable for injuries or damages suffered as a result of the minor's participation in the activities of the Fire Cadet Program. Also, by signing this AGREEMENT you obligate yourself to pay any costs and/or damages the District, its agents, officers, employees and volunteers may incur as a result of a suit brought by yourself or the minor based upon the minor's participation in the Fire Cadet Program.

1. **DISCLOSURES**

The participation in the activities of an agency that provides fire protection and emergency medical services entails certain risks. Risks to which a participant in the Fire Cadet Program may be exposed, include but not limited to:

- a. Exposure to fire, smoke and burning buildings
- b. Viewing sick, injured, burned and dead persons
- c. Exposure to communicable disease
- d. Being a passenger on a vehicle responding to an emergency scene

There are other risks not identified above to which a participant in the Cadet Program may be exposed.

2. **WAVIER**

I hereby waive, (Give up), my right on behalf of myself and my minor child or ward to sue or collect damages for any injury to person or property occasioned by the participation of my minor child or ward in the Fire Cadet Program.

3. **IDEMNITY**

I hereby agree to pay to the District, its agents, officers, employees or volunteers the amount of money the District, its agents, officers, employees and volunteers may expend as the result of a lawsuit brought on my behalf or on behalf of my minor child or ward for any loss resulting from participation of my child or ward in the Fire Cadet Program.

4. **REPRESENTATION**

I hereby represent that my child or ward is physically capable of participating in the Fire Cadet Program.

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AUTHORIZATION

In the event that the District is unable to reach me or to reach the person I have listed as an alternative contact in the case of an emergency, then, I hereby authorize the District to obtain medical treatment necessary for my child or ward in the event of their illness or injury.

5. **EMERGENCY**

If an emergency arises regarding the participation of my child or ward in an activity sponsored by the District please contact:

NAME: _____ PHONE: _____

My child's Doctor is:

NAME: _____ PHONE _____

6. **CONSENT**

I consent to the participation of my minor child or ward,

_____, (Name of child/ward) in the Fire Cadet Program.

7. I grant permission to, _____, (Name of school), to release academic information to the District Fire Chief, or the Volunteer Cadet Advisor.

I, the undersigned hereby agree to each of the requirements of this agreement on behalf of myself, my spouse and my minor child or ward.

Signature of Parent: _____ Date: _____

Signature of Guardian: _____ Date: _____

8. Date of Cadet / Parent interview: _____

9. Station Assignment: _____

10. Cadet Advisor Approval: _____ Date: _____

11. Chief Cadet Advisor Approval: _____ Date: _____

12. Station Chief Approval: _____ Date: _____

13. District Chief Approval: _____ Date: _____

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Fire Cadet Program

Application & Cadet Information

Date _____

Name _____
(Last) (First) (Middle)

Address _____ Community _____
(Residence Address)

Address _____ Community _____
(Mailing Address)

Home Phone _____ Date of Birth _____

School _____ Grade _____ GPA _____

School Counselor _____ Phone _____

Contact in case of emergency:

Name _____ Relationship _____

Phone (res.) _____ Phone (wk.) _____

I, _____, hereby agree to follow and obey all the rules and regulations, code of conduct, performance standards, etc. pertaining to being a Cadet Member of the Central Lyon County Fire Protection District. Further, I understand that failure to obey the rules and regulations; code of conduct, performance standards, etc. will be cause for my termination from the program.

Signed, _____ Date _____
(Signature of Cadet)