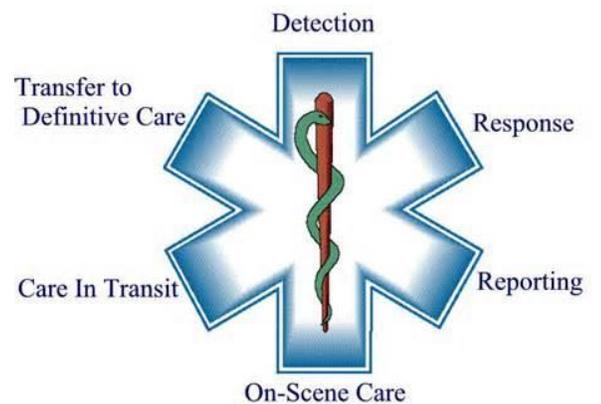


CORTEZ FIRE PROTECTION DISTRICT



Junior Member Program

Cadet Membership



The following document provides the basic information to the prospective Junior Member. This membership program is intended to provide the participant a foundation in emergency services and allow for progression into active participation within an emergency services organization.

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Cortez Fire Protection District's Junior Membership Program

Operating Procedures

Cortez Fire Protection District and Junior Program History

The Cortez Fire Protection District (CFPD) was established in 1986 after initially forming as a volunteer fire department in 1886. CFPD is the 911 emergency service providers for the City of Cortez and the unincorporated areas surrounding it. Our response district is 163 square miles of mostly rural terrain with a mixture of agricultural, commercial and residential properties. We staff paid emergency response personnel 24/7/365 with a three shift platoon on a 48/96 rotational schedule, and supplement our capabilities with part-time paid and volunteer personnel. CFPD is a special taxing district within Montezuma County.

We are very proud to establish and begin our Junior Membership Program. We have had very great success in offering young adults in our area the ability to learn about emergency services through an internship program offered through a partnership with the Montezuma-Cortez High School. Many of those that participated in the internship have gone on to volunteer to assist our agency, or other agencies, and some have gone on to careers in emergency services. This new program will allow those too young or that want to go beyond the internship the chance to be part of a progressive emergency service organization and learn life skills to include pride and ownership, professional respect and dedication along with the importance of community service.

Mission and Values

The *Cortez Fire Protection District* and its *Junior Membership Program* work in cooperation to **Educate, Protect and Serve** the citizens of the Cortez Fire Protection District and surrounding communities in Montezuma County.

The following statements are upheld by Cortez Fire Protection District:

MISSION STATEMENT

The Cortez Fire Protection District dedicates our service to the Health, Safety and Welfare of all who live and all who enter our community and the environment.

VISION

We strive to be a professional emergency service organization. Our personnel are the core of the organization, trained to the highest standards on the highest quality equipment. We work as a team to provide premier service and continue to expand our special operations to meet the future needs of our community. We are committed to being leaders and setting the standard in every aspect of our profession through service, community education and involvement. We work hard establishing and fostering partnerships with our community and surrounding agencies.

CORE VALUES

Recognizing the dedication and 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 to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism, Respect and Diversity.

COMMITMENT TO THE COMMUNITY

The Cortez Fire Protection District (CFPD) takes very seriously its mission of providing for the Health, Safety and Welfare of those we serve through expert services in fire, rescue and lifesaving emergency care to the communities that we serve. Our Junior Membership Program demonstrates commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating the community in health awareness and disease prevention.
- Providing a safe environment for youth activity within the community.

Code of Conduct

As a member of the Junior Membership Program, you are expected and required to:

- Abide by all of the Standard Operating Procedures and all other rules and regulations of CFPD, as well as those of the Junior Membership 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.
- Refrain from using foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Wear your uniform only when “on duty” at the station and any agency functions you help with.
- Not wear your uniform or any other issued apparel for general use outside of the station or agency functions.
- Notify an advisor or person in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Advisor or person in charge (if assigned).

Introduction

Upon learning and completing CPR, First Aid and CFPD orientation programs, Junior members are issued a uniform and begin assisting on emergency calls under the direction of Senior members. The jobs that Junior members do often free up other emergency providers to perform other crucial tasks. Junior members will learn on the job while “on duty”. All the training, uniforms and personal protective equipment are provided at no cost, but we do ask parents for assistance in activities as conferences, trips, or fundraisers if they are financially capable.

It is never the intention to place any Junior member in harm’s way but any emergency call or operation can be a dangerous job. CFPD staff and volunteers are trained to supervise Juniors and have them “step aside” in stressful situations or in difficult patient care activities.

Strict laws exist to protect minors from the most hazardous dangers. For example, Junior members will never enter a “hot zone” at a major vehicle accident or respond to a weapons type call, enter a burning structure, combat a fast moving wildfire, etc. CFPD 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 member might be asked to complete a task but only after they have been trained in doing such a task. A Junior member must also take personal responsibility to alert the staff and crews when they feel they are overwhelmed or may NOT want to do a certain task when requested.

Junior Membership Requirements

The requirements to be a Junior Member at CFPD are as follows:

Junior members must be at least 16 years old but not older than 18 years old. At CFPD a regular member of the organization can join at 18. A Junior member would essentially transition into regular membership at 18. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential emergency scene tasks to assist regular personnel on emergency or non-emergency calls. Junior members should be willing and able to attend at least 50% of scheduled meetings and required training. Special trainings are optional but highly encouraged. Junior members must maintain a 3.0gpa or higher in their schoolwork to remain active.

Junior members have to adhere to these guidelines, but will be also trained and become knowledgeable in CFPD Standard Operating Guidelines (SOG’s.) Junior members need to be self-starters and willing to learn. Junior members 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 agency will be removed from active status to allow other juniors the opportunity to participate.

Rules and Regulations

1. The regular on-duty personnel, drivers, and officers will directly supervise the Juniors. During certain emergencies or agency activities, an advisor will supervise Junior members. Within the ranks of the Junior membership, leadership roles can be assigned by the Chief of Assistant Fire Chief.
2. The Junior members shall abide by all federal, state and departmental rules and regulations.
3. All applicants to the Junior Membership Program shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. Junior membership applications are screened by the Fire Chief and Assistant Fire Chief. After the initial interview by the Fire Chief and Assistant Fire Chief, the Junior member applicant will enter the orientation phase. When orientation is complete, the applicant will be sworn in at a General Membership and Staff meeting as a Junior member in good standing.
5. Junior members should attend Junior Membership meetings as scheduled but also should attend regular agency staff and membership quarterly meetings.
6. CFPD has established a limit of 10 Junior membership positions at one time. If more applications are received; candidates will be evaluated in order in which the applications were received and positions filled as others leave or transition into general membership within the agency.
7. All Junior members must complete the CFPD Orientation Program. This orientation includes adherence to CFPD Standard Operating Guidelines, facility policies, vehicle orientation, command structure and OSHA regulations.
8. All CFPD members 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 member or an officer.
9. Junior members should not be at the station unsupervised, and in the event of a situation in which they may be, the Junior should confine themselves to the general membership area within the station.
10. All junior members must sign in and out of the Run Log each time they are "on duty", are involved with agency training or activities.
11. Junior members and their immediate family may use the station meeting room by request and approval of the Fire Chief or Assistant Fire Chief. DO NOT bring your friends to hang around the station. On occasion, a small group is permitted with the approval of your Junior Coordinator. Contingencies within agency SOG's allow for "guests" and "riders" when approved.
12. Any injuries occurring during training or at a scene call are covered by CFPD insurance carrier. Any injury, no matter how insignificant, must be reported to a crew member and then to the Fire Chief or Assistant Fire Chief as soon as practical for documentation.

13. Alcohol beverages are **NOT** allowed on CFPD property or functions at any time.
14. Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs or alcohol.

HOURS OF OPERATIONS FOR JUNIOR MEMBERS (ON DUTY HOURS)

All hours for "on duty" time as a Junior member may vary based on parental or guardian approval but must follow the following guidelines:

1. Any activity time or "on duty" time can only occur from 0800 until 2200 any day of the week.
2. There is no activity time or "on duty" time while school is in session. **NO EXCEPTIONS!**
3. A Junior member can be "signed in "on duty" for a maximum of 18 hours per school week (Monday through Friday).
4. A Junior member can be "signed in "on duty" for a maximum of 6 hours on school days.
5. A Junior member can be "signed in "on duty" for a maximum of 16 hours total for Saturday and/or Sunday.
6. A Junior member can be "signed in "on duty" for a maximum of 8 hours on school holidays.
7. No activity, "on duty time" or "bunking over" is allowed for a Junior member between 2200 to 0800.
8. A Junior member **can be** "signed in "on duty" for 40 hours per week or during school breaks.

DRIVING OF PERSONAL VEHICLES

1. Only members that are at least 16 years old and have a valid Colorado driver's license may drive personal vehicles to the station.
2. **UNDER NO CIRCUMSTANCES ARE JUNIOERS TO GO DIRECTLY TO THE SCENE!** Junior members are not allowed to drive to a call in any circumstance. If multiple calls are coming in, Junior members should drive to the station to assist with an oncoming crew accordingly.
3. **UNDER NO CIRCUMSTANCES** is a Junior member permitted to use colored lights, hazard lights, honk horn or use any other warning device while enroute to the station.
4. If all apparatus have responded prior to your arrival, you must stand-by at the station and wait until the vehicles return from the call to assist in clean-up or restocking. Junior members are **NOT** permitted to respond with any other agency or back-up mutual aid agency.
5. All speed limits and traffic laws are to be strictly followed while responding to the station.
6. CFPD 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 in personal vehicles.
7. Failure to abide by these rules will result in a suspension of at least 30 days and

possible expulsion from the Junior Membership Program.

RESPONDING TO CALLS ON AN APPARATUS

1. Junior Members must complete the CFPD orientation process, and have completed a CPR course and First Aid training prior to being able to respond with members on any apparatus.
2. The Junior member must be scheduled, be in uniform, and be signed in “on duty” to respond.
3. Prior to getting out of the ambulance, the Junior member must have proper Personal Protective Equipment (PPE) on, appropriate for the emergency as instructed. Junior members must obey the directions of the on duty crew, fire department officials, or law enforcement official if they are told to stay in the vehicle due to danger or uncertainly about the level of danger at the scene.
4. When riding any apparatus of CFPD, the Junior Member shall position themselves in a seat with a seat belt in place and securely fastened while enroute to a call or enroute from the call to station.
5. At the scene of an emergency call the Junior Member will obey all instructions given by the regular member on the call. The instructions must be followed. If you are not sure what you are doing or have been assigned something you are not familiar with, say so right away so your task can be clarified or someone else can teach the task or be given the assignment. Generally, Junior members are doing tasks such as assisting with carrying equipment or replacing equipment on units.
6. Junior Members shall NOT at any time, start or attempt to start or move any apparatus or agency vehicle. NO EXCEPTIONS.
7. Upon returning to the station, Junior Members will assist in clean up, restocking fire/medical equipment/supplies for the next call or any other assignment given by crew.

MOTOR VEHICLE ACCIDENTS

Junior members are prohibited from entering any involved vehicle to assist victims. Junior members must however put on an ANSI safety vest just as all crew members at a scene. Restrict participation at these scenes to helping with carrying, or getting equipment from the ambulances or fire apparatus when requested. Junior members are not permitted to perform any traffic control duties. Junior members may assist in vehicle rescue operations under direct supervision if they are appropriately trained and supervised.

FIRE AND HAZARDOUS MATERIALS SCENES

Junior members are prohibited from entering any structure that is on fire or is suspected of being on fire, perform frontal assaults on wildfires or enter the "hot zone" of hazardous materials incidents. Junior member may assist with exterior operations outside of the "hot zone" for fires and hazardous materials incidents under the direct supervision of a CFPD officer.

PROHIBITED ACTIVITIES BY LAW and/or by CFPD

CFPD and/or state law specifically prohibits Junior Members from participating in the following activities:

1. Operating organizational vehicles.
2. Entering a burning structure or entering a crashed motor vehicle.
3. Participate in emergencies involving WMD, explosives, or hazardous materials.
4. An emergency operation in or around mines, strip-mines or quarries or gravel-pits
5. Participate in operations involving radioactive substances.
6. Participate in operations involving weapons or suicides.
7. Participate in Rope Rescue Operations that require going over the edge of a cliff.

PERMITTED ACTIVITIES

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 EMS patient care within operational scope of practice
3. All aspects of FIRE/EMS Training
4. Rescue training.
5. Hazardous material training at agency level as required by OSHA
6. Safety training.
7. Wildland Firefighter training.
8. Provide Rehabilitation and first aid services for fire scene or other rescue personnel.
9. Participate in searches or rescues, with supervision.
10. Hypothermia and Ice Rescue training
11. Fundraising activities
12. Agency activities related to Junior Membership Program.
13. All/any other activities, training, or EMS operation sanctioned by the Fire Chief or Assistant Fire Chief

MEETING AND TRAINING

Junior Membership Meetings are generally conducted by the Junior Coordinator and the Junior Advisor(s). The meeting times and dates are set by the Junior Mentor. They are generally informational with Junior Program business discussed and often a short training session is done in conjunction with the meeting. Junior members are also encouraged to come to CFPD General

Membership and Staff meetings. These meetings are held quarterly and are posted on our Training Calendar.

Training is a very important part of the entire CFPD operation. All Junior members are required to have CPR and First Aid training. As a regular part of Operational Procedures, every member must go through Orientation. Each member, including Junior members, is issued an probationary book that has various steps and procedures that need to be completed.

The term "Orientation" and "Probation" are often used to mean the same thing. Junior members can enter a Firefighter I and/or EMT class at 17 but have to be 18 years of age when they take the final state exam.

Junior training dates and times will also be scheduled by the Junior Coordinator and the Junior Advisor on the 2nd and 4th Sunday of every month from 2:00 p.m. until 4:00 p.m., unless otherwise stated. There will be a meeting of the Junior Membership before every training.

The training for the Junior Membership Program is structured to introduce Junior members to Emergency Services and to Emergency Services careers. Junior members that transition into general membership are at an advantage since the Junior Program introduces them to the tools and skills that are used in Emergency Services. During orientation and training, you will learn how to work as a team and HAVE FUN!

Quite often the training will include some physical or hands on activity and/or lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

JUNIOR COORDINATORS

The CFPD Chief will designate one or more personnel in either a paid or volunteer capacity to be Junior Coordinators. These Junior Coordinators oversee the entire Junior Membership Program and carry out as needed the responsibilities of the program in close conjunction with the Fire Chief and Assistant Fire Chief. Working with Junior Advisors, the Coordinator will champion recruiting and recognition of Juniors, be responsible for records of attendance, and training and provide a summary report of Junior Member activities at general membership and staff meetings.

JUNIOR ADVISOR

The Junior Coordinator(s) will appoint (in conjunction with the Fire Chief or Assistant Fire Chief) a Junior Advisor(s) from within the Junior Membership Program who possesses leadership and training capabilities to lead other Junior members. Junior Advisors will coordinate new member orientations and see they are following through with duties and report to the Junior Coordinator(s) accordingly. Junior Advisors will be issued an Advisor recognition pin to be given out at a general membership meeting. In cooperation with the Junior Coordinator, they will also coordinate other training activities, fundraising, and new candidate's applications.

JUNIOR UNIFORMS

All uniforms and/or Protective Equipment that are issued to Junior members remain the property of the CFPD, and must be surrendered upon termination of membership.

During orientation and academy training the following uniform items are issued and must be worn at all times while on duty or during agency activities:

- Navy blue duty pants
- Junior Membership Tee Shirt with CFPD logo on the front left and CADET on the back
- Black Duty Boots

At a regularly scheduled General Membership and staff meeting, an Academy Completion Certificate will be presented to the Junior Member.

You are responsible for the care and maintenance of your uniforms. They are to be worn when participating in any agency function or activity where you will have contact with members of the public. Uniforms are also required to be worn during training, unless told otherwise by a Junior Mentor. The uniform is *not* provided for your daily wear. **It is *not* to be worn while off duty except to travel to and from the station.**

Once the Junior Member completes the minimum training (mini-academy) they may be eligible to be issued their own PPE (Personal Protective Equipment) that will specifically identify them on emergency scenes. This may include:

- Orange helmet
- Leather work gloves
- Eye protection
- Duty boots
- TecGen Gear

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Acknowledge Receipt of Operating Guidelines

I acknowledge that I and my son/daughter have received a copy of the CFPD Junior Membership Program Guidelines and have reviewed them prior to signing these documents.

Junior Member Signature and Date

Parent/Guardian Signature and Date

I acknowledge that the above received a copy of the Cortez Fire Protection District Junior Membership Program Guidelines.

Fire Chief Signature

Date

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Cortez Fire Protection District

Junior / Parent Release Form

GENERAL RELEASE OF ALL CLAIMS TO CORTEZ FIRE PROTECTION DISTRICT

This agreement is made this ____ day of _____ 20_____, by and between

Junior Name (Print name in full) Date of Birth

(hereafter "Releaser") and Cortez Fire Protection District (hereafter CFPD)

WHEREAS, CFPD is a legally recognized fire protection district in Montezuma County, Colorado; and, provided emergency scene services to include but not limited to; fire response, medical care, hazardous materials response, and technical rescue to the residents and visitors with its legal boundaries; and provides the same services to neighboring agencies through mutual and automatic aid agreements, and,

WHEREAS, CFPD, has gratuitously consented to allow Releaser to occupy certain premises and/or vehicles owned or leased by CFPD for the purpose of learning the various aspects of emergency scene response; and,

WHEREAS, Releaser acknowledges and understands the particular risks and dangers to which the occupiers of apparatus, premises, public and private dwellings and/or emergency vehicles etc. are commonly exposed. Such risks include but are not limited to, an increased potential for automobile accidents, exposure to potentially contagious diseases, and such other injuries and hazards inherent in the operation of an emergency apparatus and should Releaser become injured it is acknowledged they are insured by the CFPD insurance policy for injuries.

WHEREAS, Releaser acknowledges and understands that CFPD is NOT responsible for sickness or medical problems or difficulties, and the releaser acknowledges that Releaser or Releaser's health insurance is responsible for said problems or difficulties if such an event occurs.

NOW THEREFORE, in consideration of these hazards, the undersigned agrees as follows:

- 1. Releaser hereby fully waives and releases all rights, claims, actions and causes of action Releaser has or may hereafter have against CFPD arising out of Releaser's occupancy of certain premises and/or vehicles owned or leased by CFPD for the purpose of responding to emergency scenes.
2. This release is executed by Releaser with the full knowledge and understanding of the risk involved in Releaser's occupancy of certain premises and/or vehicles owned by leased and/or owned by CFPD for the purpose of responding to emergency scenes.
3. This release is freely and voluntarily executed by Releaser, and was not made upon reliance of any inducements, promises, representations, made by CFPD or any of its representatives.
4) Any action Releaser observes, including any and all names, addresses and other personal and/or identifying Information, history of past or present illnesses, conditions, injuries and/or treatments and of patients and/or family members, noted or observed during an emergency call or while "on duty" shall be kept in the strictest of confidence during and/or after their membership activities with CFPD.

This release shall be binding upon the Releaser, Parents of Releaser, Releaser's heirs, representatives, successors and assigns.

I have read and understand all of the forgoing.

Releaser's Signature Parent/Guardian Print Date

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Parental Consent

My son/daughter, _____, has my permission to be a volunteer Junior Member with the Cortez Fire Protection District. I give my consent to allow _____ to be a Junior Member and do not hold the Thousand Islands Emergency Rescue Service responsible for any actions caused by my son/daughter that is not under the direction of a member of TI-RESCUE.

Junior Member Signature and Date

Parent/Guardian Signature and Date

Contract of Understanding

I and my son/daughter have read ALL of CFPD Junior Membership Guidelines and understand the guidelines set forth for the purpose of a Junior Member. I and my son/daughter understand that Junior Members serve in a support role of CFPD to learn the basics of Emergency Medical Services and lifesaving training to prepare to become a full member at the age of 18. I and my son/daughter understand that Junior Members are to follow all instructions from EMT's and Paramedics or those in the command structure of CFPD and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other staff or volunteer members (Junior and Regular) and to all citizens as they are representing CFPD. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal. I and my son/daughter understand that any acts that violate the guidelines are to be immediately reported to the Fire Chief and/or his/her designee.

Junior Member Signature and Date

Parent/Guardian Signature and Date