

Three Forks Volunteer Fire Department



Junior Firefighter Program

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Welcome Letter

Dear New Junior Member,

As the Chief of the Junior Firefighter Program, I would like to welcome you as a Junior Member of the Three Forks Volunteer Fire Department. For many, this program will be the first step in a career with the fire service. You are the future of this Department and I hope you enjoy the experience.

The job expands far beyond just fighting fire. We respond to car accidents, medical emergencies, hazardous conditions and many other emergencies in the community. We are people's first call when they are having their worst day. They expect us to respond quickly and courteously, to help them deal with often times the unthinkable. As a Junior Member, you exemplify the best our community has to offer. As such, you will be expected to adhere to a higher code of conduct and be courteous and respectful at all times, especially when in uniform.

As a new member of the Program, you will be expected to participate in training, meetings, drills, fundraising events, and station projects. Your primary responsibility at this point is to learn through observation and interaction with the community and your fellow firefighters. You will be working with other volunteers of the Three Forks Volunteers Fire Department, other agencies, and closely shadowing the Fire Chief, Assistant Fire Chief and Training Officers.

Thank you for taking this first step to become part of our Department. Strive for excellence and be proud of yourself and your Department. Understand that you are not expected to be perfect, but always strive for perfection. Above all, stay safe and have fun!

On behalf of myself and the entire Department, welcome to the team!

Sincerely,

Keith Aune, Fire Chief

Three Forks Volunteer Fire Department

Frequently Asked Questions by Interested Junior Members

Q: What activities do you have in this program?

A: We hold trainings, social activities such as the Fireman's breakfast, parades, recruitment at Farmer's Market, fundraising events, and other things a volunteer firefighter does EXCEPT for fighting fires.

Q: Can I fight fires as a Junior firefighter?

A: Since firefighting is dangerous and requires specialized training, you must first become an active Volunteer firefighter to participate in this activity.

Q: What is the cost of this program?

A: There are no dues to become a Junior member. However, you are responsible for closed-toed footwear and a durable pair of slacks/pants/jeans.

Q: Can I ride the apparatus?

A: Yes, in parades and other social events, including responding to/from an active calls for service.

Q: How do I know how many hours I have participated?

A: We will keep track of your hours on a logsheet which will be retained in your personnel file.

Q: If I have problems or questions, who do I talk to?

A: Any of the officers affiliated with this program can answer any questions or direct you to whomever can such as the Fire Chief, Assistant Chief or Training Officer.

Q: When can I start fighting fires?

A: You can apply to become a full-time volunteer firefighter once eighteen (18) years of age by completing the application and submitting to the City.

Q: Do I have to participate in trainings and other events?

A: Yes! The goal of the Junior firefighter program cannot be met for an individual who does not participate.

Q: What does training involve?

A: The Junior training program is structured to introduce you to fire service. Junior members that join the Fire Department are at an advantage since the Program introduces you to some of the tools and skills used in firefighting. Quite often training requires some hands-on activity. At times there may be classroom time and/or videos.

Q: What kind of uniform will I wear?

A: Closed-toed shoes, durable pants/slacks/jeans, and a Department T-shirt.

Q: When and where does the Fire Department meet?

A:

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1 st Week of Month		Business Meeting 7PM @ Fire Hall				
2 nd Week of Month		Truck Checks 7PM @ Fire Hall				
3 rd Week of Month		Department Training 7PM @ Fire Hall				
4 th Week of Month		Probationary Firefighter Training 7PM @ Fire Hall				
5 th Week of Month (as the month allows)		Optional Training 7PM @ Fire Hall				

Code of Conduct

As a member of the Three Forks Volunteer Fire Department's Junior Program, you are expected to:

- Abide by all Standard Operating Procedures of the Department and all rules and policies of the City of Three Forks, including this Handbook.
- Conduct yourself in a professional and courteous manner in all aspects of your duties, especially while in uniform.
- Demonstrate integrity.
- Treat others with kindness and respect.
- Work as a team player.
- Attend and participate in trainings, meetings, fundraisers and other events.
- Wear your uniform when coming to the station and any Department functions, including training.
- Obey the chain of command.
- Immediately report any issues or safety concerns/incidents to the Training Officer or Fire Chief.

Mission and Values

The Three Forks Volunteer Fire Department and its Junior Program, work in cooperation to educate, protect, and serve the youth of Three Forks, Montana and the surrounding communities.

Mission Statement

“To maintain a safe environment for youth to gather within the community to learn about fire service and to provide avenues for positive social interaction for youth in the community.”

Vision

We will be the model for fire department youth programs to introduce the younger community to fire service and to provide a safe environment.

Core Values

Recognizing the dedication, skills and values of all members we will create and maintain an environment of safety, well being and trust. We are guided by:

- Safety
- Service to others
- Teamwork
- Compassion
- Integrity
- Honesty
- Accountability
- Professionalism, and
- Respect

Commitment to the Community

The members of the Three Forks Volunteer Fire Department, and its Junior Program, will demonstrate commitment to the community through:

- Providing a safe environment for youth activity
- Providing an opportunity for youth to serve others
- Being respectful and courteous to all people
- Being accountable for our actions
- Honest communication
- Educating peers about fire safety and prevention

Operating Guidelines for Junior Firefighters

Firefighting Guidelines

Junior members and their parent/guardian must sign a waiver that includes full disclosure of risks and releases the Department and any affiliates from liability should someone become injured.

Junior members must attend a City of Three Forks' orientation and complete the required paperwork in order to be covered by the City's workman's compensation policy.

Junior members must be at least sixteen (16) years of age to join and can continue through age eighteen (18) when they are eligible to be Active Volunteers.

Junior members must maintain at least a C-grade average in their schoolwork and produce documentation of the same at the time they apply. Continued reporting will be required and will follow the school's schedule for report cards.

Junior members report directly to their assigned training officer for all assignments and activities.

Junior members will receive classroom training in core areas of interest with classes focused on CPR, communications, general fire and rescue, and fire safety and prevention.

Junior members may participate in the following activities:

- Parades or special events
- Fundraising events
- Training
- Fire safety, prevention education and activities
- Business meetings

Junior members should attend regular monthly meetings or events for youth program participants. These may include basic training coursework, a fixed activity such as one of those listed above, or other activity with the Department.

Junior members may only perform support or auxiliary work at fireground operations, such as providing refreshments to the first responders outside of the "Hot Zone" or operational area.

Job Description

Job Title: Volunteer Firefighter

Physical Demand: Heavy

General Purpose:

The Junior Volunteer Firefighter (“JVFF”) will be training to serve the community by responding to a wide variety of situations, ranging from emergencies that immediately threaten life or property to requests for assistance. JVFFs perform duties in the following general categories: the suppression of fires, emergency medical rescue, and training.

JVFFs are encouraged to attend regularly scheduled training in order to acquire the knowledge, skill, and ability necessary to function safely and effectively as a firefighter in accordance with state law, city/county protocols, and standard operating procedures.

The work performance of JVFFs is continuously evaluated for general knowledge, skill proficiency, and ability to work as part of a team. Any deficiencies will be addressed/corrected through remedial training.

Essential Duties:

The JVFF shall attend training exercises to learn the “hands on” techniques to operate fire and rescue equipment. The JVFF may ride in an emergency vehicle in response to the suppression of fires and emergency rescue calls. On scene, JVFFs will shadow Command Personnel, pack/load hose, and observe fire ground activities. Other duties are auxiliary work at fireground operations, such as providing refreshments to the first responders outside of the “Hot Zone” or operational area.

Desired Minimum Qualifications:

Interest in Learning About:

- Modern fire service principles, procedures, techniques, and equipment
- Fire protection systems, evacuation considerations, and building construction regulations for fire safety

Ability to:

- Follow instruction
- Communicate effectively, both orally and in writing; the ability to understand and carry out verbal and written instructions in English.
- Remain calm in emergency situations.
- Learn and know the geography of the City and the District, including but not limited to, the local street system and location of important buildings.
- Participate in training activities, including but not limited to, drills, classes on firefighting, equipment, and other training sessions associated with recognized fire fighter standards.
- Complete general maintenance of station facilities, such as janitorial activities and shoveling (in winter).
- Participate in community activities.
- Be a minimum of sixteen (16) years of age

Physical and Mental Demands

The physical and mental demands described here are representative of those necessary to be a JVFF who successfully performs his or her duties. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Physical Demands: Work is performed in the fire station, on emergency medical scenes, and could include mass casualty, fire scenes, and extraordinary events as they occur. Performing tasks, or solely witnessing events, under emergency conditions may require strenuous physical exertion. Exposure to death, emotional stress, patients with contagious diseases, and terminal illness can be expected.

Mental Demands: While witnessing and performing duties, JVFFs will learn how emergency respondents use written and oral communication skills; read and interpret data, information, and documents; problem solve and reason analytically, logically, and mathematically; observe and interpret stressful situations; acquire and apply new information and skills; and interact with other volunteers, agencies, City staff and the public.

Work Environment

The work environment described here is representative of what a JVFF can expect to encounter while performing his or her duties. Reasonable accommodations may be made to enable individuals with disabilities to perform these duties.

Physical hazard from fire, equipment, traffic, smoke inhalation, and falling objects at emergency scenes. Exposure to health risks may occur.

Performance of hazardous tasks under emergency conditions may require strenuous exertion under limited visibility, exposure to hazardous or toxic chemicals and gasses, extremes in temperatures, cramped surroundings, and contact with death, emotional stress, contagious diseases, and terminal illness.

Information for Parents/Guardians

Supervision

Junior firefighters interact with Firefighters and EMTs and gain experience in a firehouse environment. The Training Team offer students advice and suggestions to improve the skills, responsibilities, and educational requirements for fire and emergency service careers. The Training Team (mainly the Fire Chief, Assistant and Training Officers) are all qualified in their fields of expertise. Trainers might be from outside agencies; juniors will always be under Three Forks Volunteer Fire Department supervision, especially on scene.

Dropping off and Picking up your Child

Drop off:

1. Please ensure that a Training Officer is present before dropping off your child. Junior members are not to be in firehouse property without a Training Officer present.

Pick up:

1. Please let the Training Officer know if someone other than the parent will be picking up your child.
2. Please ensure your child is picked up on time (for all functions).

Emergency Contact Information

Please keep emergency contact information of the parent/guardian(s), and medical information for your child up to date with City Hall (where Human Resource records are retained).

Parental Help

Any time that you can help at a function is greatly appreciated! Even an hour or two is helpful. We would like to have as many parents involved as possible. While parent/guardian(s) are present and helping, siblings are also welcome. No other unaccompanied minors, other than the Junior firefighter, will be allowed. Parents must sign in on the City's Workman's Compensation "Casual Volunteers for Specific Event" form at each event they help.

Fundraisers

Fundraisers are an important part of the Junior Program. Without them, we would not be able to do all that we do. The money raised goes to fund Junior function, training supplies, and uniforms.

Parades

Any parents who wish to participate in walking with the Junior members are welcome. Junior members can ride on fire apparatus during parades with parental permission.

Clothing/Uniforms

The following will be supplied by the Department:

- Department T-shirt

The following will be supplied by the Junior member:

- Closed-toed footwear
- Durable pants/slacks in good condition

Junior Firefighter Application

DATE _____

NAME _____

ADDRESS _____

CITY, STATE, ZIP _____

HOME PHONE _____ CELL PHONE _____

ARE YOU AT LEAST 16 YEARS OF AGE? YES / NO

EMERGENCY CONTACT NAME _____

EMERGENCY CONTACT PHONE # _____

WHY DO YOU WANT TO BECOME A JUNIOR FIREFIGHTER?

I have read the job description and agree to the duties and responsibilities listed.

Applicant Signature

(Parent/Guardian Waiver/Release of Liability to follow)

Junior Firefighter Parent/Guardian Acknowledgement of Risk, Waiver, and Release

The undersigned may participate in training activities, such as wearing gear, participating at training events at the training facility, including using fire hoses, riding on the fire truck(s) excluding active response and call outs, with the Three Forks Volunteer Fire Department ("Fire Department") acknowledges and agrees as follows:

Acknowledgment and Assumption of Risks

Firefighter training activities can be inherently dangerous and carry a risk of injury. Possible injuries range from minor to life-threatening. As a participant, you understand that you have a responsibility to reduce the risk or possibility of injury by following all safety rules, instructions, inspecting all personal protective gear closely for defects, reporting any and all unsafe conditions to the instructor(s) immediately, recognizing signs of fatigue which may place you or others at risk of injury, and voluntarily removing yourself from training when necessary. By signing below, you assume full responsibility for the risks of bodily injury, including property damage, injury, and death.

Consent to Emergency Transportation and Responsibility for Emergency Care

By signing below, you consent to emergency transportation and any treatment that may be necessary in the event of injury or illness. You also accept responsibility for the payment of any costs or fees incurred as a result of any emergency transportation, treatment, or subsequent medical care that may be necessary.

Release

By signing below, I release and discharge the City of Three Forks and the Three Forks Volunteer Fire Department, their officers, directors, employees, and agents ("Releasees") from all liability for any and all actions, claims, demands, losses, or damages as a result of injury to my person or property, including my death, resulting either directly or indirectly from my participation in firefighter training and the risks inherent in that participation. I further release Releasees from liability for any injuries or damages I may suffer as a result of Releasees' ordinary negligence or Releasees' failure to exercise reasonable care. By signing, I waive

my legal right to a jury trial to hold the Releasees legally responsible for any damages or injuries resulting from my participation in firefighter training.

I HAVE CAREFULLY READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENTS. I AM AWARE OF THE RISKS INHERENT IN FIREFIGHTER TRAINING AND THAT THIS DOCUMENT IS A RELEASE OF LIABILITY AND I ASSUME THE RISKS OF BODILY INJURY, PROPERTY DAMAGE, OR DEATH THAT COMES WITH PARTICIPATION IN FIREFIGHTER TRAINING. I HAVE SIGNED THIS CONTRACT KNOWINGLY AND VOLUNTARILY.

Applicant's Signature

Applicant's Printed Name

Date

IF SIGNING FOR A PERSON UNDER THE AGE OF 18 YEARS, the participant's name must be clearly printed and the legal guardian must execute on behalf of the participant.

Participant's Printed Name

Date

Signature of legal guardian

Printed Name

Date