

HALESITE FIRE DEPARTMENT

Junior Firefighter Program

BY - LAWS

November 25, 2014

**Halesite Fire Department
Junior Firefighter Program
By-Laws**

ARTICLE I: TITLE AND MISSION STATEMENT

SECTION I: The name of this company shall be known as the Halesite Fire Department Junior Firefighter Program (“Juniors”).

SECTION II: The mission of the Halesite Fire Department Junior Firefighter Program is to promote leadership and personal growth for teenagers through firematic training and life learning activities.

ARTICLE II: OFFICERS/ADVISORS

SECTION I: Officers of the Junior Firefighter Program shall consist of: Captain, Lieutenant, and Secretary. An Advisor, who is appointed by the Chief of the Halesite Fire Department, shall act as Treasurer. The Chief of the Halesite Fire Department shall appoint a minimum of 4 members of the Halesite Fire Department to serve as Advisors. These Advisors shall oversee all activities and operations of the Junior Firefighter Program.

ARTICLE III: DUTIES OF THE OFFICERS

SECTION I: Captain: To preside over all meetings, fundraisers, trainings and other activities of the Juniors. The Captain shall act as a liaison between the Juniors and the Advisors.

SECTION II: Lieutenant: To assist the Captain in the discharge of all duties. In the absence of the Captain, the Lieutenant shall take over responsibilities of the Captain.

SECTION III: Secretary: Shall keep the minutes of all meetings and to keep the rolls at all meetings of the Junior Firefighter Program. It shall also be the responsibility of the Secretary to keep all records and handle all correspondence and to notify (in writing) the Advisors and Juniors of all events, including meetings, trainings and fundraisers. The Secretary will also read off the Treasurer’s report at meetings.

ARTICLE IV: DUTES OF JUNIORS

SECTION I: It shall be the duty of each Junior to obey the Rules and Regulations of the Halesite Fire District and By-Laws of the Halesite Fire Department Junior Firefighter Program.

SECTION II: It shall be the responsibility of each Junior to adhere to all duties assigned to them by the Officers, Advisors or any other person designated to supervise the Junior Firefighter Program.

SECTION III: It shall be the duty of the Junior to attend all meetings, trainings and sanctioned fundraisers, whenever possible. It shall be the duty of all Juniors to contact an Officer of the Junior Firefighter Program if he or she is unable to attend any meeting or official function.

SECTION IV: School grades are to be kept at and remain at a level set forth by the Advisors and the Chief of the Department. Grades should be 75% or above.

SECTION V: A parent or guardian must accompany a new Junior to his or her first meeting when sworn in as a new member.

SECTION VI: New Juniors will be taken into the Junior Firefighter Program as there is availability, and remain on probationary status for a period of no less than 6 months and may be subjected to reviews. The Minimum number of Junior Firefighters is 5 and maximum number of Junior Firefighters is 20. New Junior Firefighters will be taken in on a first come, first serve basis based on the date the application is received. New Junior Firefighters should reside in the Halesite Fire District; however, at the discretion of the Chief of the Halesite Fire Department, a New Junior Firefighter may reside in a Neighboring Fire District (i.e. Huntington, Centerport, Greenlawn...).

SECTION VII: Applications to the Halesite Fire Department Junior Firefighter Program will be considered only after the prospective applicant has reached their 13th birthday or are enrolled in 7th grade.

SECTION VIII: At no time are any Juniors permitted to respond to the scene of any incident. At no time are any Juniors allowed to be on the premises of the Halesite Fire Department in their capacity as Juniors except for official Junior Firefighter Program functions.

SECTION IX: Junior Firefighters in possession of a NYS Senior Driver's License are permitted to drive to and from meetings and functions at Headquarters and are expected to follow NYS traffic laws. If there are extenuating circumstances, Advisors must be notified at least 24 hours in advance, and must approve such circumstances. According to NYS Law, drivers with a Junior NYS License cannot operate a vehicle without a supervising driver. Members holding Junior NYS Licenses may only drive to Junior Firefighter Program meetings and functions with a supervising driver. A supervising driver must be at least 21 years old and have a valid Driver's License. Juniors with a NYS Senior Driver's License may drive other Junior Firefighters to and from meetings only with the permission of the non-driver's parent.

SECTION X: Juniors may ride on fire apparatus only under non-emergency conditions. This would include transportation to and from parades and other non-emergencies. Seat belts must be worn at all times.

SECTION XI: At no time will any Juniors be allowed to consume any type of alcoholic beverage, illegal substance, or smoke cigarettes before, during or after Junior Firefighter functions.

SECTION XII: If any Junior acts inappropriately or unprofessionally, including use of profanity, he or she may be subject to one or more of the following: 1) verbal warning; 2) written warning and parent or guardian notification; and 3) suspension and/or termination of membership in the Halesite Fire Department Junior Firefighter Program. A violation of these By-Laws will subject the Junior to disciplinary action including suspension and/or expulsion from the program.

SECTION XIII: Juniors may only post photos on social media that are approved by the Program Advisors. Only the Committee Chairperson or his or her designated Advisor may establish and update separate social media accounts created to support the Junior Firefighter Program. Any inappropriate e-mails, photos or postings on a Junior's social media account(s), as determined by the Chief of the Halesite Fire Department or the Program's Advisor, will be subject to disciplinary action including suspension and/or termination from the program.

SECTION XIV: Juniors in good standing may remain in the Junior Firefighter Program until their 18th birthday, upon which he or she may apply for membership in the Halesite Fire Department.

ARTICLE V: MEETINGS

SECTION I: Regular monthly meetings followed by a drill shall be held on the second Monday of the month at 7:00 P.M. An additional activity or training may be held sometime during each month with dates and times to be announced at the monthly meeting.

SECTION II: The order of business at the monthly meeting shall be as follows:

- a. Salute to the flag followed by a moment of silence
- b. Roll call
- c. Reading of the minutes of the previous meeting for approval
- d. Committee reports
- e. Treasurer's report
- f. Communications
- g. Unfinished business off the floor
- h. New business off the floor

- i. Captain's report
- j. Lieutenant's report
- k. Advisor Report
- L. Adjournment

SECTION II: No Junior shall speak at any meeting until formally recognized by the chair.

SECTION III: Any Junior who is unable to attend any meeting, training or fundraiser, must notify an Officer to be excused. Anyone missing more than 3 consecutive meeting or events may be called in for a review of their membership status. Juniors with unacceptable attendance records may be asked to leave the Junior Firefighter Program.

SECTION IV: A quorum for the Junior Firefighter Program shall exist when one-third of members are present.

SECTION V: Proper decorum will be maintained at all gatherings of Juniors. Flip flops, baseball hats or sweatpants should not be worn to meetings. No cellphone shall be used during meetings unless permitted by the Advisors.

ARTICLE VI: ADDITIONAL JUNIOR FIREFIGHTER FUNCTIONS

SECTION I: Juniors will hold monthly training sessions. These sessions will usually occur after each monthly meeting. Additional training may be scheduled during the month. Training can be firematic in nature, but are not limited to fire service topics. All training will be conducted by qualified members of the fire service and/or emergency medical service.

SECTION II: Juniors may organize fundraisers to raise funds for Junior Firefighter Program purposes. All fundraisers will be approved and supervised by the Program Advisors.

SECTION III: Juniors may participate in field trips organized and supervised by the Program's Advisors. Juniors will need to obtain permission to participate in each field trip by either a parent or guardian.

SECTION IV: Juniors may participate in work details of the Halesite Fire Department when approved by the Chief of Department.

SECTION V: Juniors may participate in parades when approved by the Chief of Department.

ARTICLE VII: ELECTION OF OFFICERS

SECTION I: Election of Officers shall be held at the August meeting, with nominations of officers being held during the July and August meetings.

SECTION II: Elections shall be by written ballot and determined by a majority vote of Juniors present.

SECTION III: No Junior shall hold office or be eligible to hold office until they have served one full year as a Junior Firefighter.

SECTION IV: The initial Officers shall be appointed by the Chief of the Halesite Fire Department and serve until the first regular election.

SECTION V: In the event of an Officer vacancy, a special election will be held at the next regular meeting. If there are no qualified Juniors eligible to serve, then the Chief of the Halesite Fire Department shall appoint a Junior to fill the vacancy.

ARTICLE VIII: UNIFORMS AND EQUIPMENT

SECTION I: Uniforms shall consist of the following:

- a. **Class A Uniform** – Light blue shirt, pants, tie, belt, badge, collar pins and shoes (no sneakers or casual footwear)
- b. **Class B Uniform** – Polo shirt with shorts or jeans
- c. **Class C Uniform** - Junior Firefighter t-shirt with shorts or jeans

SECTION II: Uniforms are to be kept neat and clean. Any Junior Firefighter showing up with an incomplete uniform may be sent home.

SECTION III: Loss or return of equipment or uniforms

- a. Juniors who leave the program must return all parts of the Class A uniform.
- b. Juniors who quit or are asked to leave for disciplinary reasons must return all Class A, Class B and Class C uniform parts.
- c. Any lost or damaged items may require replacement by the Junior. Seniors exiting the program after graduation must return all pieces of the Class A uniform by the last day of August following graduation from high school.
- d. New Juniors will receive a shirt upon entering program; Class A uniform will be issued once the Junior completes his or her basic training and complies with the membership conditions contained in these By-Laws.

SECTION IV: Turnout gear shall consist of the following:

- a. Jackets, pants, boots, gloves and helmets.
- b. Turnout gear will remain at the Halesite Fire Department. No Junior will keep turnout gear at home or in their vehicle.
- c. Juniors will keep the Junior Firefighter storage area neat and clean and will hang up all items on the appropriate rack after use.

SECTION V: Annual inspection shall be held at the regular monthly meeting in September.

SECTION VI: No Junior may remove any equipment or supplies from the Halesite Fire Department unless permission is given by the Chief of Department.

ARTICLE IX: BY-LAW CHANGES

SECTION I: All By-Laws and changes of the By-Laws are subject to the approval of the Chief of the Department and the Board of Fire Commissioners.

ARTICLE X: ADVISORY BOARD

SECTION I: The Halesite Fire Department Junior Firefighter Program's Advisory Board shall consist of the following:

- a. **Executive Sponsor** - Chief of Halesite Fire Department. Elected by Members of Halesite Fire Department.
- b. **Committee Chairperson** - Chief liaison to the Halesite Fire Department Junior Firefighter Program. Appointed By Chief of Halesite Fire Department.
- c. **Treasurer** - Appointed By Chief of Halesite Fire Department.
- d. **Advisors** - Appointed By Chief of Halesite Fire Department and Committee Chairperson.
- e. **Junior Advisor** – Halesite member under age 21 involved in the Juniors Program. Appointed by Chief of the Halesite Fire Department and the Committee Chairperson.

SECTION II: Advisor Requirements

- a. All Advisors must complete the mandatory Youth Protection Training course via Learning for Life, or equivalent training, which shall be dictated by the Chief of the Halesite Fire Department. Said training must be renewed every two years.
- b. All Advisors shall agree to a background check from the appropriate authority as determined by the Chief of the Halesite Fire Department and the Committee Chairperson of the Halesite Fire Department Junior Firefighter Program.
- c. All Advisors must be age 21 or older to supervise Juniors in this program. Any Halesite Fire Department Member under the age of 21 who wants to serve as an Advisor may do so as a "Junior Advisor". Junior Advisors may not serve as vehicle drivers or serve as the sole Advisor for any Junior Firefighter activities.
- d. At least two Advisors should be present for all Junior Firefighter activities. Advisors are prohibited from driving any Junior Firefighter in personal vehicles home from meeting or events without prior permission given from the Junior Firefighter's parent or guardian.

**HALESITE FIRE DEPARTMENT
JUNIOR FIREFIGHTER PROGRAM**

***Receipt and Understanding of By-laws
To be kept on file***

I hereby acknowledge receipt and understanding of the By-laws of the Halesite Fire Department Junior Firefighter Program. I agree to fully abide by these rules. I will keep a copy of the By-Laws as distributed and share them with my parent(s) or guardian(s).

Print Name

Signature of Junior Firefighter

Date
