



Southern Stone County Fire Protection District
10965 E. State Highway 76, Branson West, MO 65737
417-272-1510 office/417-272-1509 fax

Southern Stone County Fire Protection District Future Firefighter Program Guidelines

Section I. Purpose

The purpose of the Southern Stone County Fire Protection District Future Firefighter Program is to provide young people, ages 14-18, experiential learning, training and skills that promote personal growth and development for their future goals as an Emergency Responder and thereby become responsible, confident, and caring adults.

Section II. Motto

The motto of the Future Firefighter Program is “**ALWAYS READY.**” As a member, one must always be ready to participate, ready to learn, ready to help each other, ready to serve and ready to make a difference in one’s community.

Section III. Membership

- **New Applicant**

- Any person at least 14, but not more than 18 years of age wishing to become a member of the SSCFPD Future Firefighter Program must complete and submit to fire district headquarters the following program documents:
 - *Application for Membership in the Future Firefighter Program*
 - *Parent/Legal Guardian Consent and Approval Form.*
- Applicants are to reside within the boundaries of Southern Stone County Fire Protection District or within the immediate, surrounding area.
- Applicants must be of good moral character.
- Application are accepted at any time, however, there are three time periods when applications are reviewed. This is typically in **April, August, and December.**
- After the submitted applications are reviewed and found satisfactory, a mandatory meeting will be scheduled between the applicant, his/her parent/legal guardian and a Program Advisor. The purpose of this meeting is to discuss the program guidelines and the new participant’s responsibilities.
- The Advisor approved application will be reviewed by Chief Staff and the Lead Advisor for approval.
- Upon the approval of the Chief Staff and Lead Advisor, the application will be reviewed to the Southern Stone County Fire Protection District Board of Directors for approval.
- Upon approval by the Board of Directors the applicant becomes a member of the program.
- No applicant will be denied based on race, religion, sex, national origin, or any protected class as defined by Federal and State laws.



Section IV. Expectations

As a fire district, our expectations of participants in the Future Firefighter Program are in line with our fire district's **S.P.I.R.I.T Core Values** and participants are expected to demonstrate the following:

- **Safety**
 - Have fun and be safe.
 - Understand that horseplay can lead to a serious injury.
- **Professional Development**
 - Be courteous and demonstrate behaviors that reflect well on the fire district.
 - Hustle! Come to every event rested and ready to learn. Ask questions.
 - Communicate with Advisors should problems or concerns arise. (Example: Call/text/email if you are going to be late or need an excused absence.)
- **Integrity**
 - Do the right thing.
 - Be honest and truthful.
- **Respect**
 - Show respect to fellow members and Advisors.
 - Address staff by rank and last name. (Example: *Chief Snider, Captain Johnson, Firefighter Brown*)
- **Innovative Thinking**
 - Bring ideas to the group that will make the program better.
 - Strive to make things better.
- **Team Building**
 - Create a sense of togetherness.
 - Help one another.
 - Make every effort to work well with others.

Section V. General Guidelines

All District policies will be enforced along with all Future Firefighter Program Guidelines.

- Advisors and participants shall not discuss any reports, records, incidents, and privileged information with persons outside of the Southern Stone County Fire Protection District.
- Participants shall obey all directions given to them under the supervision of District personnel, Advisors and Cadet Officers.
- Participants are responsible for all District equipment being used or assigned to them. They must make sure all equipment used during any function is returned and put away properly.
- Cadets must comply with all rules and regulations at all times while participating in Fire District functions.
- Participants are prohibited from the use or consumption of alcohol, illegal drugs or involvement in any illegal activity. Confirmation of any of this kind of behavior will result in disciplinary action and immediate dismissal from the Future Firefighter Program.
- If a participant is charged with a misdemeanor or felony, the participant will be suspended, pending outcome of any hearing or trial.
- Any participant convicted of a felony crime will be immediately dismissed from the Future Firefighter Program.



Section VI. Safety

- Safety will be the primary focus of all activities conducted as part of the Future Firefighter Program.
- Safety concerns must always be addressed to ensure the safest environment possible.
- Participants will be provided with and will wear personal protective equipment that is appropriate for the activity being performed.
- All Advisors participating in the program will be an active Responder of the District and follow all guidelines for training during any training evolutions.
- It is the responsibility of each participant and Advisor to be vigilant of any safety concerns. If a safety concern is found, the activity will be stopped, the Advisor will address the concern, correct the safety issue and if it can be corrected the activity may continue.
- **At no time will any participant in the Future Firefighter Program be allowed to perform the following:**
 - Operate fire district vehicles.
 - Tamper with any energized electrical equipment.
 - Operate cutting torches.
 - Operate any type of power saw.
 - Perform any action in an Immediately Dangerous to Life and Health (IDLH) environment.
 - Be used as a substitute for trained fire district personnel.
 - Climb any aerial apparatus ladder.
 - Climb a ground ladder to a height greater than 14 feet.
 - Assist in traffic control of trafficway incidents.
 - Operate hydraulic rescue tools and equipment.
 - Any actions which is deemed inappropriate by an Advisor.

Section VII. Meetings

- Program meetings will be scheduled as appropriate and in line with participants and Advisors.
- At least one designated Program Advisor must be present at any meeting for the full duration of the meeting and until all participants have departed.
- All week night meetings must conclude at 20:30. All participants must be picked up before 21:00.
- All persons attending the meetings will be courteous and respectful. Should inappropriate behavior occur all corrective actions will be followed per fire district policy.
- **Meeting Attendance**
 - Participants are expected to attend all appropriate program functions.
 - Participants are required to attend 75% of the annual, monthly program meetings to be considered as “active.”
 - Participants must contact an Advisor to notify them of his/her absence from program meetings.
 - Participants with more than two consecutive unexcused absences in an annual schedule shall be reviewed by the Advisors for attention and possible action.



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- An excused absence shall include, but may not be limited to the following:
 - Illness
 - Family commitments
 - School commitments
 - Extenuating circumstances deemed appropriate by an Advisor.
- Participants are encouraged to maintain excellent academic (school) performance. Should a parent or guardian determine that the program is detrimental to the participant's academic performance, the parent is encouraged to contact an Advisor of a need to have the participant take a leave of absence.
- **Participant Drop Off and Pick Up**
 - Participants who are transported to the meetings by a parent/guardian or designated adult **must be signed IN** by a parent/guardian/adult at a predetermined location inside the station where the meeting is to be held. It is the responsibility of the parent/guardian/adult to ensure that an Advisor for the program is present and the participant is signed IN before the participant is left at the meeting location.

NOTE: Advisors serve as Responders for the fire district and situations/incidents may occur that would delay the Advisors from being at the meeting place on time. An attempt will be made by the Advisors to inform the parents/guardians and participants of when this type of situation occurs.
 - To ensure accountability, participants who are being picked up at the meeting location by a parent/guardian or designated adult (listed on the application or previously arranged with the Advisor) **must be signed OUT** by a parent/guardian/adult at a predetermined location inside the station where the meeting is to be held. It is the responsibility of the parent/guardian/adult to ensure that participant is picked up directly after the meeting has concluded.
- **Visitor's Passes**
 - Participants are encouraged to recruit others to join the program.
 - Since the program has a defined schedule, it becomes challenging for persons to join in the middle of the schedule.
 - Participants will be provided with one (1) visitor pass for the winter/spring trimester (January - April) AND the fall/winter trimester (September – December) to provide an opportunity for a potential participant to attend one meeting to explore the program.

Section VIII. Corrective Action Report

- Participants must follow all Policies and Guidelines of SSCFPD at all times.
- When the violation is considered to be of a severe nature, a Corrective Action Report will be developed by an Advisor.
- If a participant receives a Corrective Action Report, a meeting will be scheduled between an Advisor, the participant, his/her parent(s) and/or guardian(s).
- All Corrective Action Reports will be signed by both the Advisor, participant, and the participant's parent/guardian and placed in the participant's personnel file in accordance with District Policy.



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Section IX. Training Evolutions

- All training evolutions conducted through the Future Firefighter Program will be in accordance with the SSCFPD *Training Division Guidelines* and SSCFPD *Standard Operating Guidelines* and *Policies*.
- Participants will be permitted, with direct supervision, during organized training evolutions to perform the following:
 - Wear Self-Contained Breathing Apparatus (SCBA)
 - ✓ SCBA masks must be appropriately decontaminated following each training.
 - ✓ SCBAs must be filled and returned to operational status following each training.
 - Operate fire hoses
 - Climb ground ladders (to a height not to exceed 14 feet)
 - Extinguish live fires in a controlled environment that will be supervised by qualified Advisor and Fire District Instructors.

Section X. Future Firefighter Groups

The Future Firefighter Program is divided into three groups:

- **Junior Firefighter**
- **Cadet Firefighter**
- **Firefighter Candidate**

Junior Firefighter (Age 14-15)

The Junior Firefighter Program has been developed to give young people 14 to 15 years of age insight into the firefighting profession, as well as help prepare them for success in a variety of other situations.

- **Topics Covered**

Introduction to the Fire Service
Fire Safety, Protection and Prevention
Firefighting Equipment
What to do in Case of a Fire
Fire Behavior
Ropes and Knots
Basic First Aid
CPR & AED

- **Junior Firefighter Guidelines**

- Junior Firefighters are non-operational members and are not assigned to a station.
- Junior Firefighters may not respond to any incidents.
- Junior Firefighters may attend fire district activities in the community as approved by an Advisor.
- Junior Firefighters are provided with a *Project Guide* which outlines various topics and projects to be completed by the Junior Firefighter. Projects are encouraged to be performed with a family member and/or an Advisor/adult.
- Projects completed are rewarded with ribbons to be worn on the class A uniform shirt.
- **Gear:** Orange Helmet (w/Yellow Stripe), Jacket (as necessary), and leather work gloves.
- A YELLOW epaulette loop will be worn on the class A uniform.



Cadet Firefighter (Age 16-17)

The Cadet Firefighter Program has been developed to give young people 16 to 17 years of age opportunities to learn and perform skills associated with the firefighting profession, as well as help prepare them for success toward future endeavors in emergency services.

- **Topics Covered**

- Firefighter Safety and Personal Protective Equipment*

- Fire Behavior and Characteristics of Smoke*

- Fire Extinguishers*

- Fire Service Communications*

- Fire Hose and Fire Streams*

- Water Supply*

- Ground Ladders*

- Advanced First Aid*

- CPR & AED*

- **Cadet Firefighter Guidelines**

- Cadet Firefighters are provided opportunities to perform some operational actions, well outside of NIOSH's Immediately Dangerous to Life and Health (IDLH) conditions, during incidents for which they must have received prior training.
 - Cadet Firefighters are assigned to a station within the fire district and are encouraged to participate in station activities.
 - Cadet Firefighters are encouraged to attend fire district activities in the community as approved by an Advisor.
 - Cadet Firefighters are provided with a *Skills Guide* which outlines various topics and skills to be completed by the Cadet Firefighter. Skills are encouraged to be performed as a team member or with an Advisor.
 - Skills completed and other accomplishments are rewarded with ribbons to be worn on the class A uniform shirt.
 - **Gear:** Orange Helmet, full ensemble of firefighter protective gear. ("Turnouts" - coat, pants, boots, hood, and gloves.)
 - An ORANGE epaulette loop will be worn on the class A uniform.

- **Station Meetings and Trainings**

- Attendance of all station meetings and trainings are encouraged, but not mandatory.
 - Station meetings and trainings must be attended by Cadets to run incident calls with the Cadet's assigned station.
 - Cadet Firefighters should communicate regularly with his/her Station Officer or designee to stay informed of any station activities or trainings.
 - Cadet Firefighters must contact the Station Officer or designee of his/her absence from station meetings and trainings.
 - Regularly scheduled station meetings and trainings will be held at the stations typically on Tuesday nights from 7:00 to 9:00pm unless otherwise scheduled by that Station's Officer or designee.
 - Cadet Firefighters may perform ride alongs with career staff having provided a completed Cadet Firefighter Request for Ride Along Duty form and approved to perform the ride along duty. (SEE SUBSECTION –Ride Along Duty Guidelines)



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- **Guidelines for CADETS During Emergency Incident Operations**

- Cadets should always report directly to the Command Post for assignment and use the Personnel Accountability System of the SSCFPD.
- Cadets will not perform ANY ACTIONS in an IDLH environment.
- Cadets will not be issued an SCBA mask.
- Cadets may ride on apparatus or other department vehicles. They must be seat belted in at all times while the vehicle is in motion.
- Cadets will not participate in hazardous materials incidents.

- **Cadet Firefighter Ride Along Duty**

Cadet Firefighters are permitted to participate in ride along duty with career firefighter personnel. All Career Staff will ensure that Cadets comply with all safety precautions and requirements of the District. While the Cadet is assigned to ride-along duty, he/she will take part in all station activities, including station maintenance, apparatus checks, training drills, fire prevention activities, inspections, public education, and limited emergency service activities.

- **Cadets are expected to:**

- Wear the appropriate attire during station duty. Cadet tee-shirt, black pants, black shoes, or boots. (See Uniform Code) Cadet Class A button down shirt should also be brought for any public events that may occur while on duty.
- Arrive 15 minutes prior to duty shift.
- Contact the Shift Captain and let them know that you have arrived at your station assignment.
- Stow your gear on or near the truck. Be sure your accountability tag is on shift passport.
- Help complete station duties/checking the truck.
- Conduct yourself according to the rules and regulations at all times.
- Stay active and busy.
 - Examples: study, drill, clean, ask Career Staff for assignments.

- **Ride Along Duty Guidelines**

- The Cadet shall stay within the station's public designated areas. No Cadet will be allowed in any shift personnel living quarters nor one-on-one with another shift member in an enclosed, private area.
- At no time shall the Cadet be exposed to any hazardous situations or engage in any restricted fire suppression activity in any Immediate Danger to Life and Health IDLH environment.
- The Cadet shall conduct his/herself respectfully that will lend credibility and confidence to the Fire District, the Future Firefighter Program or any of its members as a group or as individuals.
- Cadets shall promptly and thoroughly obey all orders received from shift personnel which are not in conflict with the law or fire district policies.
- Cadets are required to follow the chain of command. A failure to follow the chain of command will be subject to corrective actions.
- No information relative to the internal affairs of the fire district or any situation of a sensitive nature will be discussed with any member of the general public.
- Cadets are expected to control the use of cell phones during station duty. Cadets are not permitted to carry cell phones while on the apparatus.
- Cadets are not allowed to stay or remain on property after 22:00. No Cadet is permitted to stay on district property overnight.



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The Cadet Firefighter Oath

All new participants in the Cadet Firefighter Program and participants in the Junior Firefighter Program who advance to the Cadet Firefighter Program will be provided an opportunity to take the Cadet Firefighter Oath.

The new Cadet Firefighter will be given the following oath during a Board of Directors Meeting as soon as can be conveniently scheduled.

“I, _____, do solemnly swear to do my duty as a Cadet Firefighter for the Southern Stone County Fire Protection District. To the best of my ability, I will serve my Advisors, Commanding Officers and Members of the District with respect and dignity; serve the citizens and visitors of the District with compassion, courage, and integrity; and uphold the guidelines and policies of the District and the Cadet Firefighter Program; so help me God.”

Junior Firefighter Promotion to Cadet Firefighter

A special ceremony will also be held in conjunction with the Cadet Firefighter Oath. The Junior Firefighter will be given the opportunity to remove the yellow stripe from his/her helmet and “gift” sections of the yellow stripe to persons who have encouraged, supported, and helped the Junior Firefighter during his/her time in the Junior Firefighter Program.

Firefighter Candidate (Age 18)

The Firefighter Candidate Program has been developed to give already established Cadets, 18 years of age, the opportunity to perform the fire district’s Firefighter Trainee Introductory Training and prepare them to become a functioning responder for the fire district.

• Training Covered

- Firefighter Basic Training
- Emergency Medical Responder
- Hazardous Materials Incident Response -Awareness Level
- Incident Command System Training -ICS-700 & ICS-100

• Firefighter Trainee Guidelines

- A Cadet Firefighter having reached to age of 18 but does not have the educational requirement (high school diploma, home schooling certificate or GED) for membership with the fire district may be given an opportunity to perform the fire district’s introductory training.
- A Cadet Firefighter seeking admission into the Firefighter Candidate Program must successfully complete the applicant testing process which includes a written exam and physical ability exam.
- The Training Division’s Guidelines for the Firefighter Trainee Program will be utilized as the support document for the Firefighter Candidate Program. A copy of these guidelines will be provided when the participant is accepted into the Firefighter Candidate Program.
- **Gear:** Yellow Helmet with Green Stripe, full ensemble of firefighter protective gear. (“Turnouts” - coat, pants, boots, hood, and gloves.) SCBA mask.
- A GREEN epaulette loop will be worn on the class A uniform.
- Once the Firefighter Candidate has completed the education requirement for membership with the fire district the Candidate will complete an application for membership (which will include a background check and other required documentation) to be approved for promotion to Firefighter Trainee to complete the introductory training.



Section XI. Cadet Officers and Duties

- **Cadet Captain-** The Cadet Captain will work directly with the Advisors to accomplish the goals of the Cadet Program and abide by its guidelines.
- **Cadet Lieutenant-** The Cadet Lieutenant will assist the Cadet Captain with his/her duties when needed. The Cadet Lieutenant will fill duties assigned to the Cadet Captain in his or her absence.
- **Chain of Command** -Chain of Command is an important component in the success of the Cadet Program. The following is the Chain of Command according to ranks within the Cadet Program:
 - Lead Advisor**
 - Advisors**
 - Cadet Captain**
 - Cadet Lieutenant**
 - Cadets**
- **Selection of Cadet Officers** -At the discretion of the Advisors, participants in the Cadet Firefighter Program may be appointed to serve as an Officer (Captain or Lieutenant) to develop leadership skills and provide guidance to the program. Officers will be selected by a vote of the Advisors using a simple majority rule. Officers have no set term and appointments may be adjusted or changed as the Advisors deem necessary.

Section XII. Uniform Code

All participants in the Future Firefighter Program must be knowledgeable of, and abide by, the Uniform Code. Participants must present themselves in such a way as to generate trust, confidence, and respect. Uniforms and clothing worn by the participants will be clean and show pride in the program and the fire service. The uniform proclaims that the wearer is a representative of Southern Stone Fire Protection District and the Future Firefighter Program. It will be expected of the participants to refrain from unprofessional behavior while in uniform.

- The uniform will be worn to special events and official functions.
- Participants may not wear uniforms outside of Fire District or Future Firefighter Program activities unless approved by Advisors.
- **The Class A Uniform** will be a dark blue uniform shirt, black pants, black belt and polished black shoe or boot with black socks.
 - A dark blue, button-down, uniform shirt will serve as the Class “A” uniform for year-round use. Only approved insignias, ribbons and patches will be affixed to the uniform which will be provided by the district.
 - A name tag will be worn above right pocket flap centered and bottom even with the pocket seam. This will be provided by the district.
 - Award ribbons will be worn **one inch centered above the name tag**. These will be provided by the district.
 - Uniform pants must be black and may be uniform style or Responder/Cargo Pant style. Pants will be purchased by the participant.
 - The Class B Uniform will be a dark blue, short sleeve, tee-shirts
 - The tee-shirt will have the Fire District logo on the left chest and lettering on the back of the shirt signifying the program the participant is in.
 - One program tee-shirt will be provided for each participant.



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Section XIII. Advisors

The purpose of an Advisor is to help program participants learn what the fire service has to offer and provide them with direction in a positive and safe manner.

- The goals of an Advisor are:
 - To provide a safe and structured environment.
 - To help the participant achieve their goals.
 - Sharpen the participants skills.
 - Offer support and guidance.
- Communication must remain open between an Advisor and a participant.
- If a participant has an issue, they should count on the Advisor to help them find the best solution.
- For the protection of our participants and our Advisors, at no time will an Advisor be alone with a participant in a private setting.
- **Lead Advisors-** Will be appointed by the Deputy Chief of Training with approval by the Chief of the District. These positions are responsible for the overall coordination and general operation of either the Junior Firefighter or Cadet Firefighter Programs. Other duties include, but are not limited to:
 - Acts as a positive influence for all participants.
 - Guides and instructs Staff and Advisors.
 - Approves all functions and activities of the program assigned to (Junior or Cadet.)
 - Oversees planning of all activities of the program assigned.
- **Advisor(s)-** Will provide support and assistance to the Lead Advisor. The number of Advisors necessary for the program will be at the discretion of the Lead Advisor. Some duties include, but are not limited to:
 - Assumes duties of the Lead Advisor in his/her absence.
 - Assists in implementation of short- and long-term planning.
 - Serves as primary resource for the training and activity functions.
 - Closely monitors advancement, awards, and recognitions for participants.