



Volunteer Fire Company #1 of Chesapeake City, Inc.

CADET PROGRAM

"Discipline and Respect"

MISSION STATEMENT

The Volunteer Fire Company #1 of Chesapeake City, Inc. (CCVFC) Cadet Program has been developed to instill in each Cadet, a sense of character, confidence, and self-esteem. The program will also teach fire/rescue skills, self-discipline and respect. This program is free and targeted to the age group of 10 to 16 year old candidates. Cadets will participate in training related to fire prevention, control, and emergency medical services. The program will include formal training supplemented by field trips and developmental assignments.

REQUIREMENTS

Cadet applicants must:

- Be 10 to 16 years of age at the time of application.
- Submit an application and appropriate forms (with parental/guardian approval) to the AVFD Fire/Rescue Cadet Committee for approval.
- Submit medical information that includes written consent to treat, medical history, current conditions, medications and allergies.
- Be sponsored by an "active" member of CCVFC, who will be accountable for the training and discipline of that Cadet.
- Reside in the CCVFC first due area.
- Maintain a grade of "C" or better in all school classes.

REGULATIONS

The Cadet Program consists of Junior Cadets, 10 to 13 years of age, and Senior Cadets, 14 to 16 years of age (at 16 years of age, the Cadet has the option of applying for regular membership in CCVFD with parental permission).

Upon being voted into the program, all Cadets will serve a probationary period of 6 months. If a probationary Cadet violates any of the program policies, their probationary period will be extended an additional month for a first offense and may result in more severe departmental disciplinary action begin taken if other offenses occur.

All Cadets shall maintain a "C" average or better and will give a copy of each current report card to the Fire/Rescue Cadet Chairperson for review. Any Cadet not maintaining a "C" average or better

will not be allowed to participate in any Cadet functions and failure to present a current report card after being given a reminder, will result in disciplinary action being taken.

CCVFC reserves the right to limit the number of Cadets in the program.

Cadets must understand and abide by the CCVFC By-Laws, rules and regulations of the corporation and those specific policies that govern the Cadet Program.

The CCVFC Cadet Committee oversees and regulates this program, under the direction of their Chairman who reports to the CCVFC Board of Directors.

The CCVFC By-Laws precede any and all regulations of the Cadet Program.

If the Cadet no longer meets the requirements or violates the regulations, they may be suspended or dismissed from the program by the CCVFC Cadet Committee.

Shall pay no initiation fee to join the program; however dues are \$5.00 per year and will be collected from each member by the Cadet Program Treasurer upon admission to the program and at the CCVFC's annual meeting thereafter.

Training/program materials will be provided to all Cadet applicants. For the duration of the Cadet being in the program these materials will remain in the custody of the Cadet. Upon leaving the program, all materials and company property will be returned to the department or a replacement fee will be levied against the Cadet.

STANDARD OPERATING GUIDELINES

- At no time will Cadets be allowed to participate or be exposed to hazardous conditions. Hazardous conditions may include, but are not limited to physical, chemical, environmental, or emotional (high stress) hazards.
- Cadets will not be allowed to assist on the scene of emergency incidents.
- Cadets will participate in an assortment of training activities such as proper techniques of handling ladders, working with fire hose and nozzles and many of the various rescue techniques, along with basic First Aid training and CPR. The Cadets will learn about the organizational structure of the CCVFC and the Cecil County Fire/Rescue/EMS service, and what it takes to become a firefighter and/or EMS provider.
- Occasionally, at the discretion of the Cadet Committee Chairman or the Chief of Department, the Cadets may be allowed to ride on fire/rescue apparatus that is placed "out of service" for this purpose. At no time will a Cadet be allowed to ride on fire/rescue apparatus that is "responding" to a call.
- Cadets will only be allowed in the fire station under the supervision of a CCVFC cadet program member. If a Cadet is in the fire station when the station is alerted for a call, they must go immediately to the recreation area until all apparatus has left the property.
- Upon the Cadet's arrival at the station, the Cadet shall have duties assigned to them. A signboard will be provided for the Cadets, as well as a list of duties. The Fire/Rescue Cadet Chairperson or Co-Chair will assign all duties to the Cadets. These duties may include, but are not limited to the following:
 - School Work
 - Fire/Rescue Training Programs
 - Company Drills
 - Station Housekeeping Duties
 - Apparatus Cleaning
- The Cadets will have a "chain of command" that is similar to CCVFC's. They will elect Administrative Officers and a Cadet Chief who will appoint "Line Officers" subject to the approval of the Cadet Committee.
 - Cadet Officers:
 - President - to conduct meetings and affairs of the organization
 - Vice President - to assist the president

- Secretary - keep all records and make all necessary correspondence.
- Treasurer - will collect dues and pay bills.
- Chief - will be in charge of all Cadets at any activities or functions in or around the firehouse, under the supervision of the Cadet Committee or a company officer.
- Asst. Chief - will assist the chief and assume the duties of the chief in the event of his or her absence.
- Captain - will set up and supervise all training.
- Lieutenant - will be responsible for presentation of a training program.
- 2nd. Lieutenant - will assist the Lieutenant.
- Appropriate attire is required when in or on CCVFC property for the Cadets. Appropriate attire is defined as the following:
 - PANTS: Navy Blue Dickies (October 1 through April 30)
 - SHIRTS: Company duty uniform long sleeve or short sleeve tshirt, or job shirts.
 - SHORTS: Navy blue and must be at least to the mid thigh area (May 1 through September 30)

PROGRAM RULES

1. No Cadet is permitted in the fire house at any time without a senior member being present, or during school hours except on school holidays and with permission of the Cadet Committee Chairman or the Chief of the Department.
2. Any fire department business discussed at meetings will not be taken outside of the department.
3. When a Cadet member is addressing a senior member, they will address the officer by his or her title, and when addressing other members, will address them by Mr., Mrs. or Miss.
4. Cadet members must conduct themselves in a proper manner at all times.
5. Cadet members are to be neat and clean in appearance at all times.
6. All Cadet officers will be called by their titles and firefighters are to be called by their proper names.
7. Hair must be kept in a neat style.
8. There will be no disrespect shown to senior members or CCVFC members.
9. Cadet members are not permitted in the firehouse after 9:00 pm unless permission is given by a chief officer or the Cadet Committee Chairman. School nights - 8:00 pm.
10. Cadet members are not allowed to ride on emergency vehicles or to remove any equipment from company vehicles without permission.
11. When a member asks a cadet to do something within reason, they must do it.
12. Cadet members are not allowed to follow any emergency equipment for any reason. They may not travel to the scene of an emergency incident.
13. No profanity will be used by any Cadet member in or around the firehouse at any time.
14. No smoking will be allowed in or around the firehouse by any Cadet member.
15. No horseplay is allowed in the firehouse or on company grounds at any time or at Cadet drills or functions.
16. No running is permitted on firehouse grounds at any time or at Cadet drills or functions.
17. Cadets are not allowed to use anyone's turnout gear without permission.
18. To be a member in good standing, Cadets must attend at least two meetings per month.
19. Violation of the rules and regulations are subject to disciplinary action by the Cadet Committee Chairman or the Chief of the Department. All grievances are to be reviewed by the Board of Directors.
20. Parents of Cadets are invited and encouraged to take an active interest in the organization.

21. Any Cadets brought up on charges will appear before a Chief's Court consisting of the chief officers of the Cadet Program, the Chief of the Department and the Program Committee Chairman.
22. Meetings will be every Wednesday evening at 7:00 pm at CCVFC Station 2 which is located at 215 Lock Street, Chesapeake City, MD.

CONSEQUENCES

- Any Cadet that violates the CCVFC By-Laws or any directive of this program may be subject to disciplinary action that could range from suspension to termination from the program. All discipline will be based upon the seriousness of the offense.
- Cadets do have the right to post a grievance for any and all disciplinary action taken. Such grievances will be reviewed and acted upon by the Cadet Program Committee Chair. All grievances will be reviewed by the Board of Directors.
- Should any Cadet choose to disregard the disciplinary action taken as described above, that Cadet will immediately be removed from the Cadet Program and will not be considered for membership for a period of no less than six (6) months.

Adopted:

Suggested Cadet Training Information & Activities

The following training manuals are recommended to be used as a guide or a source of information when training cadet firefighters:

Fire Essentials Manual

First Responder Manual

It is recommended that NONE of following activities that are in the aforementioned manuals be part of any organized cadet training activities:

Live structural firefighting exercises

Use of gasoline or hydraulic powered tools

Use of High-pressure hose lines

Hand lines greater than 1 ¾ inches in diameter

The use of self contained breathing apparatus

Ladders greater than 14 feet

All of the training activities listed are guidelines. Member departments should consult with their insurance agents on coverage for cadet programs.

Anytown Volunteer Fire Department
FIRE/RESCUE CADET PROGRAM
Inventory Sheet

1. Tote Bag
2. Essentials Book
3. Binder
4. Constitution/By Laws
5. Membership Card
6. Rope
7. Gloves
8. Helmet
9. Coat
10. Pants
11. Boots
12. Hood
13. Suspenders
14. T-Shirt
15. Ball Cap

Recipient _____

Date _____ Witness _____

**Volunteer Fire Company #1 of Chesapeake City, Inc.
215 Lock Street, Chesapeake City, Maryland 21915
CADET PROGRAM
Application for Membership**

Name _____ Date _____

Address _____

Home Phone (_____) - Email _____

Date of Birth _____ Present Age _____

School _____ Grade _____

Name of Parents or Guardian _____

Work () - Alternate (_____) - _____

Name of CCVFC Member Sponsor _____

Name of CCVFC Cadet Sponsor _____

Acceptance Date _____

I have read and understand the rules and regulations of the Volunteer Fire Company #1 of Chesapeake City, Inc. Cadet Program and promise to abide to these. I will conduct myself with self-discipline and respect to my community.

Signature of Applicant _____ Date _____

I the below signed legal parent or guardian of the above named applicant, do hereby give my permission for the applicant to become a member of the Volunteer Fire Company #1 of Chesapeake City, Inc. Cadet Program

Signature of Parent _____ Date _____

**Volunteer Fire Company #1 of Chesapeake City, Inc.
215 Lock Street, Chesapeake City, Maryland 21915
CADET PROGRAM
MEDICAL INFORMATION**

Name _____ Date _____

Address _____

Home Phone (_____) - Date of Birth _____

General Health Condition _____

Current Medications _____

Allergies:

Food Bee Stings

Drugs Insect Bites

Other

Chronic or Recurrent Problems

Prior Major Illnesses

Restricted Activities

Last Tetanus

Any Physical Disability or Limitation of Activity

Physicians Name Phone Number

Physicians Address

This health history is correct so far as I know, and the person described has permission to engage in all prescribed activities, except as noted by me. In the event of illness or accident in the course of such activity, I request that measures be instituted without delay as the judgment of medical personnel dictates.

Signature of Parent _____ Date _____