

**RESOLUTION ESTABLISHING A JUNIOR FIREMEN'S AUXILIARY FOR THE
CLAYTON VOLUNTEER FIRE COMPANY NO. 1 IN THE BOROUGH OF CLAYTON
PURSUANT TO N.J.S.A. 40A:14-95**

WHEREAS, it is the desire of the Mayor and Council of the Borough of Clayton to establish a Junior Firemen's Auxiliary in the Borough of Clayton; and

WHEREAS, pursuant to N.J.S.A. 40A:14-95, a governing body, by Resolution may establish an auxiliary to a volunteer fire company to be known as the Junior Firemen's Auxiliary; and

WHEREAS, the Clayton Volunteer Fire Company No. 1 has requested the governing body to establish a Junior Firemen's Auxiliary; and

WHEREAS, N.J.S.A. 40A:14-98(a) requires rules and regulations must be formulated to govern the activities of the Auxiliary; and

WHEREAS, the Clayton Volunteer Fire Company No. 1 has created a set of Standard Operating Guidelines to establish the rules and regulations for the Junior Firemen's Auxiliary which are attached hereto and made a part of this Resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Clayton, County of Gloucester and State of New Jersey that a Junior Firemen's Auxiliary for the Clayton Volunteer Fire Company No. 1 be and is established in the Borough of Clayton in accordance with N.J.S.A. 40A:14-95 et seq.

ADOPTED at a meeting of the Mayor and Council, of the Borough of Clayton, which was held on August 8, 2019.

BOROUGH OF CLAYTON



THOMAS BIANCO, Mayor

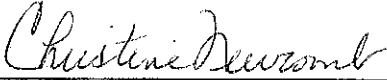
ATTEST:



Christine Newcomb, Borough Clerk

CERTIFICATION

I, Christine Newcomb, Borough Clerk, of the Borough of Clayton, in the County of Gloucester, do hereby certify that the foregoing Resolution was presented and duly adopted by the Borough Council at a meeting of the Borough of Clayton held on August 8, 2019.



Christine Newcomb, Borough Clerk

**STANDARD OPERATING GUIDELINE:
CLAYTON VOL. FIRE CO. NO. 1 JUNIOR FIREFIGHTERS**

JUNIOR FIREFIGHTER PROGRAM

1) Purpose and History

The Clayton Volunteer Fire Department was established to provide fire protection services to the community. We are proud to be 100% volunteer. A Junior Firefighter Program is established to develop youth with fire training and service. Being a Junior Firefighter is a rewarding way to learn skills used in firefighting and emergency medicine. Upon learning a minimum number of skills, advanced Junior Firefighters can and are expected to respond to emergency calls under the supervision of senior firefighters. The jobs that Junior Firefighters do, free up qualified senior firefighters to perform other crucial tasks. Juniors will learn on the job and with regular training, be able to fight real fires once becoming an active member. All training, uniforms and personal protective equipment are provided at no cost. Being a firefighter can be a dangerous job. Strict laws exist to protect minors from the most hazardous dangers. For example, Junior Firefighters will never enter a burning building or operate on top of a roof. The Clayton Volunteer Fire Department 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 might be asked to complete a task prohibited by law. In this case, the junior member must take responsibility to alert the member asking to the fact it is prohibited. You should then report the request to command at the scene. Once back at the station, you should report the incident to a junior advisor so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

2) Introduction

The requirements to be a Junior Firefighter are as follows. Junior Firefighters must be at least 14 years old but not older than 18 years old. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential fire ground tasks. Juniors should be willing and able to attend at least 50% of scheduled meetings and required training. Special trainings are optional but highly encouraged. Juniors must maintain a 75% (C) average or higher in their schoolwork to remain active.

Junior Firefighters need to be self-starters and be willing to learn. Juniors 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 department will be removed from active status to allow other juniors the opportunity to participate.

The fire department is proud of its members; Junior Firefighters are expected to conduct themselves in a professional manner when representing the fire department. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately.

We are happy to have you as a member of the Clayton Volunteer Fire Department. We look forward to some great training and your assistance during actual emergencies.

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3) Rules and Regulations

1. The regular fire department officers will directly supervise the Junior Firefighter Program. A committee made up of members and officers of the regular fire department, assigned by the Chief, will act as the "Junior Advisors". The Fire Department Captain shall be the Chairman of the Junior Advisor Committee.
2. The Junior Firefighter Program shall abide by all federal, state and departmental rules and regulations.
3. All members of the Junior Firefighter Program shall meet the minimum standards and must provide at least 2 references which will be checked prior to initial interview.
4. After the initial interview by the investigating committee, the junior applicant will be brought to a vote by the regular fire department membership. If majority members at the business meeting accept the applicant, then the applicant shall become an official junior member.
5. Junior members do not have voting privileges within the regular fire department. They may attend meetings, but might be asked to leave the room while some issues are discussed.
6. Dependents of active fire department personnel are automatically accepted regardless of the total number of junior members currently on hand.
7. All juniors must complete the department Junior Orientation Program (JOP). This program includes departmental procedures, building policies, apparatus orientation and command structure.
8. All fire department members must 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 firefighter and commanding officer.
9. Junior members should not be at the station unsupervised, except during a emergency call.
10. All junior members must sign in and out of the junior time log sheet at the station every time they enter the building. **NO EXCEPTIONS!**
11. Only officers may talk to the media. All junior members will refer all questions regarding the fire department to the most senior officer on the scene. Juniors are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.
12. Junior members and their immediate family may attend department social functions. DO NOT bring your friends to hang around the fire station. An occasional, small group is

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permitted with the approval of your junior advisor to help recruit and orient potential members.

13. Any injuries occurring during training or a scene call are covered by Worker's Compensation Insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.
14. Alcohol beverages are NOT allowed on fire department property or functions at any time.
15. Do not respond to calls or come to the station if you are sick or under the influence of medication, drugs or alcohol.

4) Hours of Operation

The following are guidelines to hours of scene calls. The hours specified by parents always supersede the hours listed below. Training and hanging out at the station do not count towards these hours.

HOURS OF OPERATIONS AGE 14-15

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. **NO EXCEPTIONS!**
3. No activity between 7:00PM (Borough enforced curfew will be observed) and 7:00AM.
4. Maximum of 18 hours per school week (Monday through Friday).
5. Maximum of 3 hours on school days.
6. Maximum of 8 hours total for Saturday and/or Sunday.
7. Maximum of 8 hours on school holidays.
8. No activity from 10:00PM and 7:00AM during school breaks.
9. Maximum of 40 hours per week/8 hours per day.

HOURS OF OPERATIONS AGES 16-18

1. Maximum 6 days per week with 30-minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. **NO EXCEPTIONS!**
3. May attend training and meetings after 7:00PM; must be out of the station by 10:00PM.
4. No scene responses between midnight and 6:00AM.
5. No scene responses between 1:00AM and 6:00AM on weekends and holidays.
6. Calls answered before the deadline MAY continue to serve the call, but they may not answer any new calls dispatched after the deadline.
7. Maximum of 28 hours Monday through Friday while school is in session.
8. Maximum of 8 hours on Saturday.
9. Maximum of 8 hours on Sunday.
10. Maximum daily hours cannot exceed 8 hours per day.
11. No restrictions during school breaks.
12. Maximum of 44 hours per week/8 hours per day.

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5) DRIVING OF PERSONAL VEHICLES

1. Only members that are at least 17 years old and have a valid New Jersey driver's license may drive personal vehicles to the fire station.
2. All juniors must report to the station for all calls. If all apparatus have responded prior to your arrival, you must stand-by at the station until either a senior member of Clayton Volunteer Fire Department drives them to the scene or wait until the department returns from the call to assist in clean-up. Juniors are NOT permitted to respond with any backup departments.
3. **UNDER NO CIRCUMSTANCES ARE JUNIORS TO GO DIRECTLY TO THE SCENE!**
The public might pressure you as a firefighter into entering a burning building or perform other tasks you are not authorized to undertake.
4. At no time is a junior member permitted to use colored light, hazard lights, honk horn or use any other warning devices while enroute to the station.
5. All speed limits and traffic laws are to be strictly followed while responding to the station.
6. The Clayton Volunteer Fire Department 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.
7. Failure to abide by these rules will result in a suspension and possible expulsion from the Junior Firefighter Program.

6) RESPONDING TO CALLS ON APPARATUS

1. Junior member must be in good standing with the department. Must be Junior Level II, be at least 16 years old, and attend at least 50% of scheduled meetings and/or training's. No exceptions are allowed.
2. Junior Firefighters shall don full Personal Protective Equipment (PPE) before boarding any piece of fire apparatus that is responding to a call. Juniors shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.
3. Junior Firefighter will obtain verbal permission from the officer or senior member in charge of an apparatus prior to boarding an apparatus. The officer or senior member must be willing and able to supervise the Junior Firefighter at all times.
4. Junior member must place their accountability tag in the apparatus you are boarding.
5. Junior Firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. No questions or arguing. Reclaim your accountability tag and get off the apparatus and wait for the next unit going to the scene.
6. When riding any piece of apparatus, Junior Firefighters shall position themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a junior stand up on an apparatus while the apparatus is moving.
7. Junior Firefighters shall remain in the apparatus until given instructions by the officer. If no instructions are given, tell the apparatus operator you are reporting to command. Check in with the Incident Commander and wait for instructions.
8. All instructions of the officer must be followed exactly. If you are not sure what you are doing or have been assigned something you are not permitted to do, say so right away so your task can be clarified or someone else can be given the assignment.
9. Junior Firefighters shall NOT at any time, start or attempt to start or move any fire department vehicle. No Exceptions.
10. Upon returning to the station, assist in clean up, store your gear for the next call and sign the logbook.

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7) MOTOR VEHICLE ACCIDENTS

Junior Firefighters (14-15 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public roadway. Juniors (age 16-18) are permitted to perform traffic control duties. (Only after completing an approved traffic safety program)

8) EMERGENCY MEDICAL SERVICES

Juniors must be at least 16 to assist in any patient care or respond to emergency medical alarms. Juniors WILL NOT assist in any hazardous materials situations.

9) PROHIBITED ACTIVITIES BY LAW

CVFC No. 1 or CVFD and/or state law specifically prohibits members under the age of 18 of an emergency service organization from participating in the following, activities:

1. Operating Department vehicles.
2. Operating various types of power driven saws and shears.
3. Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
4. Operations of pumps of any fire department vehicle at the scene.
5. Entering a burning structure.
6. Operating high-pressure hose lines (water, air or hydraulic) except during training.
7. Ascending ladders, except during training.
8. Operate any aerial device (cranes or hoists), non-automatic elevators, lifting or winching devices.
9. Perform operations in tunnels, shafts or trenches.
10. Participate in emergencies at explosives or fireworks plants, retailers or in support of public safety for a public display.
11. An emergency operation in or around mines, strip-mines or quarries.
12. Participate in operations with incidents involving paint, acid or poisons (any **HAZMAT**).
13. Participate in operations involving radioactive substances.
14. Roof top ventilation or any work on top of a roof.
15. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.
16. Entry into a hazardous atmosphere (including training).

10) PERMITTED ACTIVITIES

Minors 16-18 years Old

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 fire suppression training except interior live fire extinguishment.
3. Rescue training.
4. Hazardous material training except entry using Level A and B personal protection equipment.
5. Safety training.
6. Wild land firefighting and Wilderness Search and Rescue training.
7. Provide canteen services.
8. Participate in support capacity for searches, rescues, wild fires, Hazmat incidents and water supply operations while under direct supervision of a senior member.

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11) LEVELS

Training is a very important part of being a firefighter. All fire related training is paid for by the Clayton Volunteer Fire Department. Filling out a training request form requires prior approval and having it approved by the proper Junior Advisor and a parent or Guardian. You are encouraged to take as much training as possible.

Probation

During the probation period, the new member may not respond to calls except during training. Probationary members may attend special events such as Company Functions. Probationary members may not attend regular fire department business meetings.

Requirements:

1. Complete 3 months of service.
2. Attend 50% of all scheduled Junior Firefighter Program meetings.
3. Have an understanding of the Clayton Volunteer Fire Department Operations and apparatus. Accountability command structure, Personal Protective Equipment, Safety and hydrant operations.
4. Be recommended by Junior Advisors and approved by the Junior Chairman.

Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in loss of membership. If this happens, a new application must be submitted.

Level I

Requirements:

1. Complete probation requirements.
2. Complete Department required mandatory training.
3. Be recommended by Junior Advisors and approved by the Junior Advisor committee Chairman.

Upon earning Level I, junior member will be presented a Clayton Volunteer Fire Department tee shirt and be allowed to attend regular department meetings. Junior member Level I may ride in a fire apparatus on non-emergency events.

Level II

Requirements:

1. Completed Level I requirements.
2. Be at least 16 years old
3. Hold a valid CPR card.
4. Complete any required training.
5. Be recommend by Junior Advisors and approved by the Junior Advisor Committee Chairman.
6. Junior member Level II or higher may respond to calls and ride fire apparatus provided they meet the minimum training attendance.

Upon earning Level II, Junior member will be presented with a Clayton Volunteer Fire Department sweatshirt.

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12) N.J.S.A. 40A:14-98(a)

In accordance with State Law the NJ DOL has published the following guidelines for the activities and duties of Junior Firefighters.

Activities of Junior Firefighters under 16 years of age shall be limited to:

1. Attending meetings of the Junior Firefighter Program
2. Receiving instruction
3. Participating in training that does not involve fire, smoke, toxic or noxious gas, or hazardous materials or substances; and observing firefighting activities under supervision.

This is 40A:14-98(c). Child Labor Laws (N.J.S.A.12:58-3.2) also states:

Minors under 16 years of age shall not be permitted to work in, about, or in connection with power-driven machinery. At 16, juniors can participate in most training evolutions. Training may occur at fire academies or similar learning facilities, or fire stations / first aid squads, or other training sites such as parking lots, junk yards, etc. When training utilizes hazardous equipment such as compressed liquids or gases, ladders, power tools, etc., Child Labor laws require direct and close supervision of the juniors. Ensure all other state laws are adhered, such as certified instructors, live burns, acquired structures, and others. Also, be sure Junior Firefighters are adequately educated and prepared to begin using hazardous equipment.

NJDOL has also listed the following guidelines for firefighting and EMS related activities:

1. Axe, Crow Bar, and Manual Seat Belt Cutter - Minors must be 14 yrs. may train with, under the supervision of instructor
2. Flares - Minors may train at age 14 yrs. and use on a scene at 16 yrs.
3. Oxygen - Minors must be 16 yrs. to ride in an ambulance containing oxygen cylinders. Minors must be 16 yrs. to administer oxygen.
4. Fire and EMS apparatus - Minors must be 16 yrs. to ride in an ambulance or fire apparatus to an emergency. Consideration should be made as to the type of emergency being responded to. For example, the Division of Fire Safety cautions against Hazardous Material Responses.
5. Suction Unit- Minors must be 16 yrs. to train with or operate
6. Air Chisel, Powered Seat Belt Cutter, and Porta-Power (manually-operated hydraulic spreader) - Minor must be 16 yrs. to train with or operate
7. Jaws of Life & Come Along - Minors must be 18 yrs. to operate
8. Direct Traffic - Minors must be 16 yrs. and, in accordance with the Manual on Uniform Traffic Control Devices, be trained and certified.
9. All Junior Firefighters and EMS cadets MUST be seated within the vehicle, with seat belts fastened, while riding on any department vehicle.

Junior Firefighters over 16 years may train with SCBA in non-live situations. SCBA use is a strenuous activity and can pose many non-fire-related hazards. Instructors must properly prepare Junior Firefighters before actually donning and wearing SCBA even in theatrical smoke or confidences courses.

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Junior Firefighters over 16 years may train with ladders and charged hose lines. Again, instructors must properly prepare them and institute effective controls to safeguard the Juniors.

Child Labor Laws (N.J.S.A. 12:58) states:

Minors under 18 years of age shall not be permitted to work in, about, or in connection with Highly Flammable Substances, Radioactive Substances and Ionizing Radiation, Carcinogenic Substances, Toxic and Hazardous Substances (defined as any material exceeding a threshold limit value listed in the tables of 29 CFR 1910 Subpart Z, Infectious or Contagious Diseases, Corrosive Materials, and Pesticides.

Minors under 18 years of age may not:

1. Work in conjunction with injurious quantities of toxic or noxious dusts, gases, vapors, or fumes. (Minors cannot fight fires)
2. Oil, wipe, or clean machinery in motion or assist therein
3. Use grinding, abrasive, polishing, or buffing machines