



Northern York County Fire Rescue

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Dillsburg, PA 17019
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107 South Baltimore Street
Franklintown, PA 17019

Junior Membership Policy

Adopted: November 20, 2020

revised 05/09/2023

The following rules and regulations have been established to govern the conduct and actions of **all** Northern York County Fire Rescue (NYCFR) Junior Members. Failure to comply with any portion of this policy shall result in appropriate disciplinary action up to an including suspension or removal from membership roll.

Definitions:

- Junior Member: A NYCFR member under the age of 18 regardless if he/she obtained a high school diploma/GED or not. As outlined in the Pennsylvania Child Labor Law, junior members are sub-divided into two groups
 - 14 and 15 year old members
 - 16 and 17 year old members
- Worktime Hours: Any time that a junior member is on station and/or participating in any fire company related activities to include: responding to calls, training, meetings, fire prevention/public displays, fundraising, or general station duties such as washing apparatus, rolling/packing hose, or general cleaning/maintenance activities.
- I am Responding (IAR): Time tracking and management system used to manage/track time of all members participating in any company-related activity.

Rules of Conduct for All Junior Members:

- 1) Junior members shall obey the bylaws and all other company rules, regulations and SOG's.
- 2) Junior members shall maintain an overall "C" average in school. Parents or legal guardians shall be required to notify the Fire Chief or Junior Member Advisor if the overall average drops below an overall "C" average. Junior members who have their overall grade average drop below a "C" or receive an "F", regardless of the overall average, shall be suspended from **ALL** fire department activities. (Refer to report card policy for details on suspension.)
- 3) No horseplay, wrestling, or fighting will be tolerated on or about the station.
- 4) Smoking and use of chewing tobacco by a junior member is prohibited.
- 5) Use of alcoholic beverages or controlled substances is strictly forbidden.
- 6) Use of profane language will not be tolerated.
- 7) Junior members shall attend all fundraising events unless excused by the President and/or Fire Chief.
- 8) Junior members shall be respectful to all NYCFR officers, members, and the public. Junior members are encouraged to address officers by their title and last name. i.e., Chief Smith, President Jones, Captain Johnson, etc.
- 9) Junior members must obtain a work permit from the school district and a copy must be in his/her personnel file at the station. Any changes to or revocation of the work permit must be made known to the Fire Chief, Junior Member Advisor, or President.
- 10) A junior member is not permitted to be with an adult (age 18 & over) NYCFR member in a one-on-one situation. Parents/step-parents who are NYCFR members may meet one-on-one with their child who is a NYCFR junior member.

Worktime Hours

Note: The chart below was taken directly from the PA Dept. of Labor Child Labor Law. Substitute the words “junior member” for “minor” and “worktime hours” for “employment/employed.” For purposes of this policy, a “week” is defined as Monday through Sunday.

	Ages 14-15	Ages 16-18
Maximum Work Hours (Daily)	The minor may not be employed for more than three (3) hours on a school day and no more than eight (8) hours on a day when there is no school.	The minor may not be employed before 6 a.m. or after 12 midnight, except that during a school vacation period a minor shall be permitted to be employed until 1 a.m. The minor may not be employed for more than eight hours on a school day and no more than 10 hours on a day when there is no school.
Maximum Work Hours (Weekly) During School Session	The minor may not be employed for more than 18 hours per week during a regular school week.	The minor may not be employed for more than 28 hours per week during a regular school week
Maximum Work Hours (Weekly) During School Vacation	The minor may not be employed for more than 40 hours during a week when school is not in session.	The minor may not be employed for more than 48 hours during a week when school is not in session.
Start and Stop Times	The minor may not be employed before 7am or after 7pm. During School vacation period, a minor may be employed until 9pm.	The minor may not be employed before 6am or after 12midnight. During School vacation period, a minor may be employed until 1am.
Break Period	No minor may be employed for more than five hours continuously without an interval of at least 30 minutes for a rest break. No period of less than 30 minutes shall be deemed to interrupt a continuous period of work.	No minor may be employed for more than five hours continuously without an interval of at least 30 minutes for a rest break. No period of less than 30 minutes shall be deemed to interrupt a continuous period of work.
Exceptions	A minor who is 14 or 15 years of age may engage in training or firefighting activities permitted under this section until 10 p.m. before a school day if the minor and has written consent of the minor’s parent or legal guardian.	A minor who is 16 years of age or older may continue serving in answer to a fire call until excused by the individual acting as chief of the fire company answers a fire call while lawfully employed.

IMPORTANT: If a Junior Member works a part-time job, that time will be deducted from his/her available worktime hours at the station for a given week. Example: A Junior Member works at Giant for 15 hours in a given week. A 14-15 y/o Junior Member only has three (3) worktime hours available at the station. A 16-17 y/o Junior Member has 13worktime hours available at the station that week.

Worktime Hours--continued

- 1) No Worktime Hours at the station shall interfere with any school activity.
- 2) The 10 p.m. extension for 14/15 year old Junior Members shall only be used for meetings, training, or fund raising activities. The Junior Member must provide written consent from his/her parent/guardian for each occasion. A "blanket" or "standing" permission form is not acceptable.
- 3) NYCFR will enforce the start and stop times listed in the preceding table for all Junior Members. No Junior Members are permitted at the station outside of the time frames listed above. This means Junior Members ARE NOT permitted to "sleep in overnight" at the station.

Emergency Response/Incident Activities

- 1) All Junior Members must wear full protective turnout gear to include the safety vest while at all emergency scenes and training drills regardless of permitted duties.
- 2) All Junior Members must respond to incidents on company apparatus. Responding in personal vehicles, motorcycles, bicycles, scooters, skateboards, or on foot is prohibited.
- 3) If any Junior Member arrives at the station and the responding apparatus has left, he/she may remain at the station for 15 minutes until a Senior Member arrives and is willing to transport him/her to the scene (non-emergency.) **If no Senior Member arrives within 15 minutes, the Junior Member is not permitted to be at the station alone.**
 - a. This rule also includes times when no Senior Members are at the station for reasons other than responding to an incident i.e. errands, eating, public displays, fire prevention events.
- 4) If there are more members on station available to respond to an incident than the apparatus can seat, all Junior Members will stay behind to allow Senior Members to participate in the initial incident response. The 15 minute rule outlined in #3 applies to this situation.
- 5) 14 and 15 year-old Junior Members ARE NOT permitted to respond in the apparatus when the call is on a roadway of medical call. They are however allowed to respond to fire calls. Exception is brush/mountain fires.
 - a. The only exception to this rule is if a Junior Member was on the apparatus when it departed the station for a reason other than responding to an incident (i.e. going out for a meal, running an errand, participating in public display/fire prevention event). In this situation only, the 14/15 year-old Junior Member is permitted to board the apparatus and ride to the incident. The 14/15 year-old Junior Member must REMAIN INSIDE THE APPARATUS at all times.

Prohibited Activities for ALL Junior Members regardless of age

- Fighting grass, brush, or forest fires. May participate in support activities at the command post.
- Operating a water rescue boat or vessel.
- Operating an aerial device mounted on apparatus.
- Operating elevators or participate in elevator rescues.
- Perform rescue operations in tunnels, shafts, or trenches.
- Perform emergency operations in or around mines, strip mines, or quarries.
- Perform rooftop ventilation or any other work on any roof.
- Operate acetylene torches, cutting or crushing equipment, circular saws, band saws, chain saws, reciprocating saws, guillotine shears, wood chippers, and abrasive cutting discs.
- Respond to any emergency incident:
 - At a fireworks plant or fireworks retailer. Additionally, they may not participate in any public safety support activities for a public fireworks display.
 - Involving paint products
 - Involving radioactive substances
 - Involving a structural collapse or possible structural collapse resulting from a crash.
 - Any motor vehicle crash on any type of street or highway, not just the interstate.

Prohibited Activities for 14 and 15 year-old Junior Members Only

- Operate on sections of highway open to the public for vehicular travel such as automobile accidents on or next to public roads.
- Any activity requiring the use of a ladder, scaffold, or similar device involving climbing.
- Assisting with the loading or unloading of goods on trucks, railcars, and conveyors.
- All firefighting or rescue emergency activities.

Permitted activities for 14 & 15 year old Junior Members

- Training under direct supervision of Senior Members and/or Officers.
- Administering First Aid following proper certification and certification is current.
- Apparatus/ Station Clean Up.
- Serving Food, Non-Alcoholic Beverages and other related tasks at fund raisers.

Acknowledgment of Policy (Completed copy retained in membership file)

The undersigned parent or legal guardian of _____, age _____, hereby acknowledges and understands that this minor's (volunteer) employment with **Northern York County Fire Rescue**, will consist of the following times as outlined the allowable times standard per the Pennsylvania Child Labor Act (CLA).

Duties as per the definitions outlined in the Junior Member policy received and signed for when joining **Northern York County Fire Rescue**. The times the Junior Member will be permitted to volunteer are:

Monday _____ am - _____ pm.

Tuesday _____ am - _____ pm.

Wednesday _____ am - _____ pm.

Thursday _____ am - _____ pm.

Friday _____ am - _____ pm.

Saturday _____ am - _____ pm.

Sunday _____ am - _____ pm.

I hereby acknowledge that I understand the above duties and hours to be worked by the above-named minor for this employer and grant permission for this employment. This statement is made subject to the provisions of 18 Pa. C.S. § 4904 (relating to unsworn falsifications to authorities).

Parent or Legal Guardian

Date

Junior Member

Date

Fire Chief

Date

President

Date

***Northern York County Fire Rescue
Junior Training Sign Off***

I _____ give permission for _____
(parent or legal guardian) (junior member)

to remain on station for the duration of training past the hour of 7pm. At the conclusion of training the junior member will immediately be excused to go home.

Parent or Legal Guardian

Date

Line Officer

Date

Admin. Officer

Date

Junior Advisor if different from above

Date

***Northern York County Fire Rescue
Report Card Policy***

The intent of the report card policy is to insure that the fire department is not responsible for junior and senior high school students failing in their academic studies. An academic suspension is defined as a student who is suspended from all fire company activities due to failing grade(s).

1. The student will submit their report card to the chief or the junior member advisor within 48 hours after being issued.
2. If the chief or the advisor does not see the report card within 48 hours, an immediate academic suspension will take place (unless special situations warrant delay).
3. After submitting the report card to the chief or the junior member advisor, the following procedures will take place:
 - a. For any failing grade or an overall average below a "C", an automatic 14-day academic suspension will take place.
 - b. If the school counselor reports that the grades have improved, the student's academic suspension will be revoked. But if the student is still failing/below C average, the academic suspension will remain in effect for an additional 14 days.
 - c. The student is responsible for keeping the chief or the junior member advisor apprised of academic progress. If the chief or the junior member advisor does not have sustainable information, it will be assumed no progress has been made, and an automatic continuation of the academic suspension will occur as indicated in Section 3, Subsection b.

I have read and understand the Union Fire Company No.1 report card policy and the potential consequences if a passing grade is not sustained.

Parent or Legal Guardian

Date

Junior Member

Date

Fire Chief

Date

Junior Advisor if different from above

Date