

Waterloo Vol Fire Department Standard Operating Guidelines

Restricted Active Member Guidelines (16-18 years of age)

The Restricted Active Member program was launched with aspirations of getting young people in the surrounding area involved with the Waterloo Vol. Fire Department by observation and some hands on training/work.

Our goal is to prepare these young people to be the safest and well-trained firefighters that they can be, for their sake and for the sake of all the people living in the surrounding communities that these young people will be serving to protect.

The following departmental guidelines have been adopted for use by the Restricted Active Members, (Hereafter referred to as a RAM), of the Waterloo Vol. Fire Department. These guidelines are to be strictly adhered to by all Restricted Active Members. These RAM's guidelines are approved by the Waterloo Vol. Fire Department.

ARTICLE I

TITLE

The members who are 16 years of age or older that are attending/enrolled in high school will be referred to as Restricted Active Members (RAM's) of the Waterloo Vol. Fire Department. They will submit an application for membership to the department.

ARTICLE II

RULES AND REGULATIONS

1. RAM'S will be directly supervised by the regular fire department line officers and a restricted active members committee made up of two senior firefighters, assigned by the Chief to act as the "Restricted Active Member Liaison."
2. RAM'S shall abide by all federal, state and department rules and regulations.
3. RAM'S must complete the departments own Junior Orientation Program taught by Chiefs/designee. This program will cover basic knowledge that the RAM is require to understand; all department procedures and apparatus familiarization.
4. RAM'S will be permitted to respond to fire calls after successful completion of the department's orientation program.

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5. RAM'S will be issued accountability tags that must be kept with their gear at all times. They are to follow Waterloo Vol. Fire Department rules regarding tag placement at operational scenes.

ARTICLE III

RESTRICTIONS

RAM'Ss are PROHIBITED from the following;

1. Operating any type of motorized vehicle in any fashion. (Ex: driving, operating pumps, ladders, etc.)
2. Entering a burning structure.
3. Directing traffic in any fashion.
4. Ascending ladders - EXCEPT DURING TRAINING
5. Operating any power equipment consisting of all saws, hydraulic tools and pneumatic tools - EXCEPT DURING TRAINING
6. Answering calls on the NYS Thruway/Interstates.

ARTICLE IV

DRIVING PERSONAL VEHICLES

1. RAM'S who have a valid NYS driver's license are permitted to drive personal vehicles to the fire station.
2. At NO time is a RAM allowed to use a blue light or hazard lights (4-ways) while en route to the station for a call.
3. All speed limits and laws must be followed when responding to the station for a call.
4. The Waterloo Vol. Fire Department is in NO WAY RESPONSIBLE OR LIABLE for any moving violations by the RAM'S while en route to the station.
5. RAM'S should report directly to the fire station for ALL incidents.
6. UNDER NO CIRCUMSTANCES ARE RAM'S PERMITTED TO RESPOND DIRECTLY TO ANY INCIDENT BY THEMSELVES OR WITH A PARENT. They are allowed to respond directly to the scene in a personal vehicle operated by a line officer or a senior member of the department.

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7. Failure by any RAM'S to abide by these rules listed above will result in 30 days suspension from calls and possible expulsion from the department following the procedure defined in the RAM'S agreement.

ARTICLE V

RESPONDING TO AN INCIDENT ON THE APPARATUS

1. RAM'S shall don appropriate personal protective equipment (PPE) before boarding any pieces of fire apparatus.
2. When riding a piece of apparatus, RAM'S shall position themselves in a seat with a seat belt in place and securely fastened.
3. A maximum of two (2) RAM'S are permitted on any responding apparatus at any time unless directed by an officer in charge. A RAM'S will relinquish a seat to a senior firefighter when requested by the senior member or the officer in charge of the apparatus. The RAM'S will have to go in another apparatus or standby at the station.
4. RAM'S responding to any incident will remain with the apparatus until orders are given by the office in charge of the apparatus or the incident commander.
5. RAM'S shall at NO time start, attempt to start, or move any piece of fire apparatus at any time.

ARTICLE VI

MOTOR VEHICLE INCIDENTS

1. At motor vehicle incidents NO RAM'S will be permitted to assist with traffic control. All traffic control operations will be assigned to senior members or fire police.
2. All RAM's shall report to Rescue 1641 for assignment.
3. No RAM shall have any exposure to injured or deceased victims.

ARTICLE VII

BRUSH FIRES

1. RAM'S may assist in the extinguishing of brush fires using portable extinguishes, rakes, low-pressure hoses, etc.

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2. RAM'S responding on the apparatus to a brush fire shall wear full PPE at all times unless otherwise directed by the incident commander.
3. While working at a brush fire, all RAM'S must work in pairs with a senior member or line officer at all times.

ARTICLE VIII

STRUCTURE FIRES

1. RAM'S shall assist the department by being support personnel at all structure fires. Duties will include the changing of SCBA cylinders, setting up drop tanks, getting tools needed by senior firefighters from the apparatus, and any other task assigned by the senior firefighters.
2. RAM'S are to perform their duties as ordered by the line officer of the apparatus or the incident commander. After an assignment has been completed, the Restricted Active Member shall report back to their appropriate officer until another assignment is given.
3. RAM'S are not permitted at any time while on the scene of a fire to operate any hose lines (other than a garden hose) neither during the initial attack. They are permitted to operate hose lines after the fire has been knocked down, including salvage and overhaul operations, ONLY when directed by incident commander.
4. AT NO TIME during any phase of a structure fire are RAM'Ss permitted to enter the involved structure. After the incident commander has deemed the incident under control; it is at the discretion of the incident commander to deem it safe for the RAM'S to enter the structure with a senior firefighter.
5. RAM'S shall assist with the clean-up following all incidents, unless he/she has been excused by the officer in charge or the incident commander. Clean-up shall consist of re-packing hose lines, washing apparatus, cleaning hand tools, cleaning the SCBAs, and any other duties assigned by the officer.

ARTICLE IX

TRAINING

1. RAM'S shall make an attempt to attend all training sessions, meetings, social events, and fundraisers, taking in consideration and keeping in mind that school takes precedence over all fire department activities.

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2. RAM'S shall make every attempt to attend all weekly training sessions of the fire department. If unable to attend they will notify a Chief or RAM'S liaison. Failure to do so will require a meeting with the Chiefs to discuss a consequence.
3. All outside training by a RAM'S will be approved by the Chief before he/she attends and with parental consent.
4. All outside training classes that result in a certificate will require a copy be given to the Chief and placed in the members personnel file.

ARTICLE X

PROBATION

1. Every RAM shall begin and complete a probationary period of at least six (6) months and up to twenty-four (24) months, but no longer than twelve (12) months after the Restricted Active Member turns eighteen (18).
2. While on probation, the RAM'S will attend the department's monthly meetings. The RAM'S will have no voting rights while on probation.
3. RAM'S on probation may be asked by an executive officer to remove themselves from any meeting.
4. RAM'S will not be able to hold any firematic or social office.
5. RAM'S can be asked to be on a committee, but have no voting privileges.

WATERLOO VOL. FIRE DEPARTMENT RESTRICTED ACTIVE MEMBERSHIP RULES AND REGULATIONS:

The following rules and regulations have been established to govern the conduct and actions of all Waterloo Vol. Fire Department RAM'S. Failure to comply with any or all regulations shall result in appropriate disciplinary actions.

1. RAM'S shall obey Waterloo Vol. Fire Department constitution, by-laws, house rules and all other rules and regulations.
2. RAM'S shall maintain all passing school grades (Refer to Report Card Policy)
3. No horseplay, wrestling, physical conduct, sexual harassment or fighting shall be tolerated on or about the organization and its property. This includes sexual harassment issues with any member of the fire department or public at large.

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4. Smoking and use of tobacco or chewing tobacco is prohibited on fire department property.
5. Gambling is prohibited on fire department property.
6. Use of profane language will not be tolerated.
7. No RAM'S shall be permitted inside the Chiefs Office unsupervised without a senior member or line officer. They are also not permitted to use any department computer unless direct by a line officer.
8. RAM'S are forbidden to operate departmental owned apparatus.
9. RAM'S shall be respectful of all officers, firefighters, auxiliary and the general public. RAM'S are encouraged to address line officers by their rank.
10. RAM'S shall be under the direct supervision of a line officer or senior member at the Fire Chiefs discretion.
11. RAM'S must wear full PPE while at all emergency incidents and training sessions regardless of permitted duties.
12. RAM'S 16 and 17 years of age will be required to have parental documentation in order to participate in Waterloo Vol. Fire Department activities.
13. No RAM'S will be allowed to carry a department pager on school grounds during normal classroom hours.
14. No RAM'S will be allowed to respond to calls during normal classroom hours, unless requested by the incident commander or officer in charge AND written permission given by the School Principal.
15. No RAM'S will be allowed to respond to any calls on NYS Thruway or Interstates. During these types of calls the RAM'S is to report to the station and stand by until released by the officer in charge or incident commander.
16. Any RAM'S requesting to leave an emergency scene with a parent shall report to the incident commander, safety officer and shall be required to obtain all of their accountability tags, before departing the scene.

WATERLOO VOL. FIRE DEPARTMENT REPORT CARD POLICY

The intent of the report card policy is to insure that the fire department is not responsible for high school students failing their academic studies. This policy applies to all students in school no matter of their age.

1. The Fire Chief will submit a list of all school students that belong to Waterloo Vol. Fire Department to the school at the beginning of the school year.
2. The Fire Chief will obtain a list from the school district of tentative dates that report cards will be issued.

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3. The student must submit a copy of their report card to the Fire Chief or the restricted active member liaison within seventy-two (72) hours after being issued.
4. If the Fire Chief or restricted active member liaison member doesn't receive a copy of the report card with seventy-two (72) hours, an immediate suspension for 14 days will take place. (Unless special situations warrant delay, determination to be made by the Fire Chief)
5. After submitting the report card to the Fire Chief and or restricted active member liaison, the following will take place:
 - A. For any failing grades below a 65, an automatic 14 day suspension will take place.
 - B. Before the 14 day suspension is over, the Fire Chief will contact the parent or guardian to see if the failing grade has improved.
 - C. If the parent or guardian reports in writing that the grade has improved, the student's suspension will be revoked. But if the student is still failing, the suspension will remain in effect an additional 14 days. This will continue until the student is passing.
6. Any member that is in school must not be on fire department property on school nights after 2200 (10 PM) unless involved in a training session, company meeting, or function.

Any failure to abide by the procedures set forth in this document will result in a thirty (30) day suspension for the first offense.

If a second offense occurs, the party involved will face an expulsion hearing made up of the departments three Chiefs and Restricted Active Member Liaison. The Fire Chief will meet with the department membership to inform them of the results of the hearing.

If a Restricted Active Member is expelled, he/she can reapply for membership after ninety (90) days.

I also agree that there are no current restrictions on parent guardianship/custody/legal issues that the department needs to be made aware of.
_____ (*If not initialed, see next page)

I have read the Waterloo Vol. Fire Department Restricted Active Membership Operating Guidelines.

Policy Number: 2019-020
Effective Date: 05/01/2019
Last Review Date: _____

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I understand everything that is written, and if any question should arise, I will contact the Restricted Active Member Liaison or the Fire Chief with any concerns.

I will follow these guidelines, and understand the consequences if I do not abide by them.

Parent or Guardian

Restricted Active Member

Fire Chief

Date Effective

Restricted Active Member Liaison

***Please be advised that there are special circumstances regarding parental custody/guardianship and restrictions related to; these are documented below.**

This may or may not include who is legally allowed to bring and pick up the RAM from an event and any orders of protection that may be in effect.

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Parent or Guardian

Date

Date