

# RESOLUTION 20-12

## STATE OF MICHIGAN Augusta Charter Township

### RESOLUTION FOR AUGUSTA TOWNSHIP FIRE DEPARTMENT TO ESTABLISH A CADET PROGRAM

**WHEREAS**, the Augusta Charter Township, recognizes the importance of a properly staffed fire department, for the well-being of residents and visitors to our community, and

**WHEREAS**, it is further recognized, that a Cadet Program will help to assure the availability of competent, well-trained individuals to consider for future fire department vacancies, and

**WHEREAS**, it is further recognized, that Schoolcraft College can train and educate these Cadets at minimal costs and effort to the Augusta Township Fire Department through its Dual Enrollment Program thus providing State Firefighter Certification, college credit hours and vocational training, now

**WHEREAS**, the Township Board desires to accept the attached Cadet Program as provided.

**THEREFORE**, be it resolved, that Augusta Charter Township Board, hereby authorizes the fire chief to establish and maintain a Cadet Program within the fire department, comprised of individuals from 16 through 18 years of age if still in high school.

The foregoing resolution was offered by Board Member Shelby.  
Second offered by Board Member Ortiz.

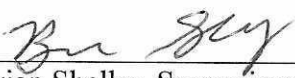
Upon roll call vote, the following voted:

"Aye": Adams, Burek, Chie, Domas, Howard, Ortiz, Shelby.

"Nay": None

Absent: None


The Supervisor declared the resolution adopted.

  
\_\_\_\_\_  
Brian Shelby, Supervisor

6/27/20  
\_\_\_\_\_  
Date

#### CERTIFICATE

I, Belynda Domas, the elected and acting Clerk of Augusta Charter Township, hereby certify that the foregoing resolution was adopted by the Township Board, as presented at the meeting on June 23, 2019, at which meeting a quorum was present by a roll call vote of said members as herein set forth; that said Resolution was ordered to take immediate effect.

  
\_\_\_\_\_  
Belynda Domas, Clerk

Date: 6/26/2020

**Return adopted resolution to:**  
BFS/Fire Fighter Training Division  
PO Box 30700  
Lansing MI 48909

# *Cadet Firefighter Program*

## *New Member Booklet*

New Member,

As the Chief of the Augusta Charter Township Fire Department, I would like to take this opportunity to welcome you as a Cadet member of the Augusta Fire Department! For many, this program will be the first step in the career to the fire service, whether volunteer or paid. I honestly believe that you as an active participant in this program are the future of this fire department, and a hero of tomorrow.

When people do not know where to turn for help, quite often their response is to call the local fire department. They expect us to fix their emergency, or to at least make things better for them. Therefore, the firefighter has traditionally performed many tasks other than just fighting actual fires, and is held in high esteem by many people. As a member of the Cadet Program, people will look to you as a representative of this department. Therefore it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing your uniform.

As a new member of the Cadet Program, you will be required to participate in trainings, meetings, drills, fundraising events and station projects. There are also many other activities and opportunities available to you, that I hope you will take advantage of.

As a member of this department I take a great deal of pride in it and the community that surrounds it. You will be expected to do the same. As a member; strive for excellence; be the best that you can; be proud of what you are doing it for; promote department pride by example; and most of all have fun and be safe. Again from myself and the entire department we welcome you.

Sincerely,

**Fire Chief David Music**

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# ***Mission and Values***

The Augusta Charter Township *Fire Department* and its *Cadet Firefighter Program* work in cooperation to **Educate, Protect and Serve** the youth of Augusta Charter Township and surrounding communities.

The following statements are upheld by the Augusta Charter Township Fire Department:

## **MISSION STATEMENT**

To maintain a safe environment for youth to gather within the community to learn about many aspects of the fire service and to provide avenues for positive social interaction for youth within the program, and for youth within the community.

## **VISION**

We will be a model for fire departments with Cadet Firefighter youth programs to introduce the young community to the fire service and to provide a safe environment for social activities for youth within our community.

## **CORE VALUES**

Recognizing the dedication and skill and value of all members, we will create and maintain an environment of individual safety, well-being and trust. We are guided by: ***Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism and Respect.***

## **COMMITMENT TO THE COMMUNITY**

The members of the Augusta Charter Township Fire Department Cadet Firefighter Program demonstrate commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating peers about fire safety and prevention.
- Providing a safe environment for youth activity within the community.

# ***Code of Conduct***

As a member of the Augusta Charter Township Fire Department Cadet Firefighter program, you are expected and required to:

- Abide by all of the Standard Operating Guidelines and all other rules and regulations of the Active Department, as well as those of the Cadet Firefighter Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Dress respectfully and modestly at department functions that you attend
- Refrain from cussing, cursing or using otherwise foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training, meetings, and fundraisers.
- Obey the chain of command.
- Wear your uniform when coming to the station and any department functions that you help with.
- Not wear your uniform or any other department issued gear for general use outside of the station or department functions.
- Always bring required gear to trainings.
- Notify an advisor or parent in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Officer or parent in charge (if assigned).

# **Augusta Township Fire Department Cadet Program Bylaws**

## **Article I**

The name of this organization shall be called the Augusta Charter Township Fire Department Cadet Program

## **Article II Purpose**

The purpose of this organization is to promote an interest in the Fire Department among the youth; to provide training in the use and care of equipment; the development of safety habits and the prevention of fires; to provide recreation for the youth; and to encourage the youth to take an interest in their community

## **Article III Membership**

For reason to be eligible for membership to the Cadet Program they must be of the ages 16-18 and carry an interest in this field of work. A new cadet firefighter member must be approved by the township/city board. The Cadet will not be allowed to engage in active fire fighter duties. To remain a member, a cadet firefighter must maintain "C" grade average and be of good character. If a cadet misses two consecutive meetings without good reason, they will be notified by an advisor. If he/she misses three consecutive meetings, he/she will be asked to resign by the advisors.

## **Article IV Attendance Policy**

Cadets are required to attend all meetings and training sessions.

If cadets are unable to attend they must notify an advisor so he/she can be excused from the meeting or training session

Three or more unexcused absences are grounds for dismissal from the cadet program.

## **Article V Governing Body**

The governing body of the Cadet Program will be the Fire Chief, Assistant Fire Chief, Fire Captain and Fire Inspector/Safety Officer of the Fire Department.

## **Article VI Meetings and Trainings**

The training program for the Cadet Firefighters is structured to introduce Cadet members to the fire service. Cadet members that join the regular department are at an advantage since the Cadet Program introduces them to the tools and skills that are

used in firefighting. During training, you will learn about firefighting, the use of tools, and related skills. You will also learn how to work as a team and HAVE FUN!

Quite often the training will include some physical or hands on activity and/or lesson. At times, an educational field trip may be substituted for the regularly scheduled training.

### **Article VII Training**

All training sessions are necessary and all Cadet firefighters will be expected to attend, unless a legitimate excuse is given to one of the Advisors. Training will be given by a Senior firefighter, a Advisor, or in special cases, by a person from outside the department. New fire Cadets will take extensive introductory training in the operation of the apparatus (trucks), radios, and other aspects of general fire service.

### **Article VIII Turn Out Gear & Equipment**

All Cadet firefighters will be required to wear proper clothing at training sessions and on fire grounds. All turnout gear that has been issued will be kept at the station. All equipment issued must be returned when the Cadet's membership ceases for any reason. Cadets are responsible for the replacement of any equipment lost or stolen while in his/her possession.

### **Article IX Amendments**

#### **Section 1 Staying overnight**

No Cadet firefighters will be allowed to stay overnight at the fire station.

Section 2 Cadet firefighters are not allowed at the station before 3:30 pm on school days. Cadet firefighters are not allowed at the fire station without direct supervision of an Advisor or Fire Fighter.

Section 3 Per State Law, no Cadets under the age of 18 will be allowed to use tobacco products while on the Fire Department property.

Section 4 Use of a Fire Department radio frequency is not permitted. Use of the telephone is limited.

Section 5 Any Cadet firefighter suspected of misuse or destruction of Fire Department property may be dismissed as a Cadet firefighter.

**Article X Articles, Amendments, and SOPs may be added or changed as the governing body sees fit.**



## **Article XII General Rules and Regulations**

### **Section 1 Off Fire Scene**

Cadet firefighters must maintain, at all times, a respectable appearance, as defined by Advisors, since the Cadets represent the Fire Department in the community. They must obey Senior firefighter's orders when they do not conflict with the Cadet Program Guidelines. They must participate actively in all phases of the Cadet Program activities. They must respect the property and their peers at all times.

### **Section 2 Enroute to the Fire Station**

All Cadets will be required to respond to a fire station when the department notifies them. Cadet firefighters that are licensed drivers will be permitted to drive their personal cars, provided that ALL State and County laws are obeyed. The Cadet firefighter, Parent, or Guardian will not be permitted to use four way flashers, horn blowing, headlight blinking, siren or red lights. They must yield the right of way to all emergency vehicles.

Responding to a fire scene in any manner not prescribed previously will be considered a violation of these by-laws. Any violation will be taken before the advisors of the Cadet Program and dismissal from the Cadet Program is likely.

### **Section 3 Fire Scene**

Cadet firefighters will retain a responsible attitude and good behavior on fire scenes at all times. They must obey the orders of fire officers and follow all cadet guidelines at all times. Cadet firefighters MUST NEVER enter a burning building.

## **Article XII Violations**

The officers and/or Advisors of the Cadet program will act upon violations of Cadet rules and regulations. All driving violations will be taken before the Advisors.

# **Standard Operating Guidelines**

## **Responding to a Call**

Cadets are not allowed to respond to car fires, traffic accidents, or hazardous materials incidents.

Cadets are not allowed at the station without a supervising firefighter present.

Cadets are not allowed at the station before 3:30 pm or after 10:00 pm on school nights.

Cadets are not allowed to respond to a fire call unless requested by command.

Cadets responding to a fire call **MUST** obey all state and county laws.

## **On the Scene**

### **All Calls**

All Cadets are required to wear protective equipment on the fire ground.

Cadets will not respond direct to a scene unless he/she is a witness (car accident).

Cadets will not respond to the station unless they are requested by Command.

Cadets will not leave the station to respond to the scene unless requested by command.

Once requested the first Cadet on the fire scene will report to command to receive orders for the group.

Cadets will comply with any given order by a senior firefighter or cadet unless the order conflicts with the Cadet bylaws or guidelines.

### **Structure Fires**

Cadet in command will report to the IC (Incident Command) for orders for their group

A cadet will **NEVER** enter a burning building.

Cadets will stay clear of the structure involved at all times. Cadets are not permitted to enter the Hot Zone **UNDER ANY CIRCUMSTANCES**.

### **Wildland Fires**

Cadets may use any equipment that have been trained on for these fires (excluding fire department apparatus) under the command of a senior firefighter.

## **Public Service Calls, Downed Trees and Electrical Lines**

A Cadets main purpose on the scene of a public service call, downed tree or downed electrical line is to secure the area and to help the senior firefighters when asked. If electrical lines are involved, cadets are not allowed to approach the area under any circumstances.

## **When Assignment is Completed**

Cadets may be asked to leave the scene of an incident at any time by a Senior officer or a cadet advisor and they will comply immediately.

Cadets will return to the station when assignment is completed to help with clean up and putting vehicles back into service.

Cadets will check in with the officer in charge before leaving the scene or before leaving the fire station after a call or event.

## **Cadet Pagers**

Cadets will NOT carry pagers to or during school.

When receiving a page, cadets will respond as directed by the Incident Commander.

Cadet advisors may at any time confiscate pagers if the cadet is abusing or not following rules and regulation from this policy.

## **Cadet Activation**

The Incident Commander will request Cadet activation.

# ***Uniforms & Protective Equipment***

*Uniforms and Protective Equipment are issued to Cadet members. All issued items remain the property of the Augusta Charter Township Fire Department, and must be surrendered upon termination of the membership.*

You are responsible for the care and maintenance of your uniforms. They are to be worn when participating in any departmental function or activity where you will have contact with members of the public. The uniform is not provided for your daily wear. **It is not to be worn while off duty except to travel to and from the station.**

Personal Protective Equipment will also be provided for you. The Personal Protective Equipment consists of the following:

- Protective Gloves

and depending on availability:

- Fire Helmet
- Turn-Out Pants
- Turn-Out Coat
- Boots

You are responsible for the care and upkeep of your safety equipment. All equipment **MUST** be brought to training events.