



TOWN OF NEWINGTON

Newington Volunteer Fire Department Cadet Division

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CADET DIVISION RULES AND REGULATIONS

The mission of the Newington Volunteer Fire Department Cadet Division is to educate the youth of the Town of Newington about all aspects of the fire service. This is accomplished through classroom training and hands-on experience, as well as supporting and observing firefighters at emergency incidents. Upon completion of the program, cadets will have learned valuable life skills such as leadership, trust, goal setting, teamwork, responsibility, communication, respect and honesty, which will bring them one step closer to becoming a productive, contributing member of their community.

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ARTICLE I

TITLE

SECTION 1 This company shall be called Newington Volunteer Fire Department Cadet Division.

SECTION 2 The active membership of the company shall be limited to twenty (20) at any one time.

SECTION 3 The person in charge of the Cadet Program will be called the Cadet Coordinator and hold the position of Staff Captain of the NVFD.

SECTION 4 There shall be at least one Staff Lieutenant (Assistant Coordinator) whose function(s) will be to assist the Staff Captain in Cadet Operations.

ARTICLE II

PURPOSE

SECTION 1 This document will serve as the Rules and Regulations for activities associated with the Cadet members of the Newington Volunteer Fire Department. The Policies, Rules and Regulations contained herein, are intended to insure that safety practices are employed so as to minimize the possibility of accidents/injuries to any Cadet member.

SECTION 2 This document, Rules and Regulations, is not intended to cover the day-to-day operations of the Cadet Program. Cadet By-Laws will cover such matters as appointment of Officers, attendance requirements, social activities. Etc.

SECTION 3 The primary purpose of the Cadet Program is to instruct its members in the basic skills of firefighting and to prepare them for active membership within the Newington Volunteer Fire Department.

SECTION 4 To be a member of the Cadet Program, an applicant must be at least 16 years of age, but may not join if over 17 ½ years of age. Membership is terminated after the Cadet has reached the age of 18 and is sworn in as an active member with the Fire Department.

SECTION 5 Cadet members are subject to all the Regulations of the Newington Fire Department plus those that are specifically set down herein.

SECTION 6

- a) The department will equip each member of the Cadet Program with appropriate turn-out gear that is specifically marked to properly identify the member as a Cadet.
- b) This equipment remains the property of the Fire Department and shall be returned immediately upon the member leaving the program.
- c) The member is responsible for proper care of this equipment while in his/her possession. Defects shall be reported for repair or replacement.
- d) This Department is concerned about its members' safety. Accordingly the rules governing of the use of protective turn-out gear, SCBA, eye shields, gloves, seat belts, etc. will be strictly enforced.

ARTICLE III

MEMBERSHIP

SECTION 1 All applicants for membership must pass a physical examination by the Department physician, and a Cadet Staff review board before he/she may become an active member. The fee for the physical examination will be paid by the department.

SECTION 2 The investigation committee of the Cadet Staff shall outline the department, company and individual responsibilities to each perspective applicant. The company shall provide a copy of the Company Rules and Regulations to the applicant. A strict investigation of the applicant will be made prior to acceptance.

SECTION 3 Applications for membership may be brought up at any regular meeting. The outcome of the discussion shall be turned over to the Cadet Staff who are involved in the Department Investigating Committee. The applicant shall not be present during this discussion.

SECTION 4 A completed application packet, including all requested signatures, must be submitted by the applicant.

SECTION 5 The following conditions must be satisfied by the applicant to be considered for membership in an active company upon reaching the age of 18:

- a) There is an opening in the respective Company
- b) Applicant must be in good standing.
- c) Be recommended by the Cadet Coordinator

The Cadet will be interviewed by the Cadet Coordinator or Staff and a representative of the Investing Committee to insure the continuing education and/or military endeavors will not conflict with Fire Department duties.

SECTION 6 (Good Standing)

- a) To remain in good standing, cadet members must meet attendance requirements, as set forth in "Attachment B".
- b) Cadets shall participate in and/or assist with cadet company fundraisers, as scheduled by the company.

ARTICLE IV

LEAVE OF ABSENCE

SECTION 1

- a) Any member requiring a LOA for medical or personal reasons shall submit such request to the Cadet Coordinator stating the reason and estimated time of duration.
- b) The Cadet Coordinator will determine the acceptability of the LOA and the allowed period based upon the circumstances in each case.
- c) Any member returning to duty from a LOA must submit a Physician's certificate to the Cadet Coordinator stating his/her readiness for duty.
- d) A member will remain on the roster whether he/she is active or inactive, until he/she resigns or turns eighteen or is otherwise terminated from the division.
- e) Leaves of absences or suspensions will not be considered a break in continued service.
- f) Unless there are extenuating circumstances, a member on LOA shall not be denied normal privileges such as:
 - a. Access to Station 5
 - b. Participation in the Officer appointment process
 - c. Eligibility for an Officer position
 - d. Social activities
- g) A member under suspension loses all privileges of membership during the period of suspension. He/she may not participate in any Fire Department activity unless otherwise directed by a Department Chief or Cadet Coordinator. He/she may be requested to turn in all Fire Department issued material during the suspension at the discretion of the Cadet Coordinator.
- h) A member shall be considered excused from the following while on LOA:
 - 1. Meetings
 - 2. Drills
 - 3. Fire Calls
 - 4. Cleaning Details
 - 5. Hose & Pump Tests
 - 6. House Inspections
 - 7. Apparatus Inspections

ARTICLE V

OFFICERS

SECTION 1 Officers of this Company shall be:

- a) Captain
- b) Lieutenant
- c) Second Lieutenant (based on membership level with span-of-control, as outlined by current edition of NIMS)
- d) Secretary
- e) Treasurer

SECTION 2 The Company Officers shall be appointed at the meetings on a semi-annual basis (January/ July) by the Cadet Coordinator with a maximum term limit of 1 calendar year.

SECTION 3 For a Cadet to be appointed an Officer of the Company, he/she must be:

- a) Be in good standing
- b) Have at least six months before he/she turns eighteen years of age
- c) Be interviewed by an oral board made up of the simple majority of the Cadet Staff

SECTION 4 The Cadet Staff will evaluate all candidates on a scale of one (1) to five (5).

SECTION 5 Procedure of appointment for Company Officers

- a) The appointment of company officers will be made by the Cadet Coordinator. The process of their selection will be based upon the three scoring factors:
 - a. Oral review board (made up of a simple majority of the cadet staff)
 - b. Evaluation by Host Captain or designee
 - c. Evaluation by Cadet staff
- b) Each scoring factor will have consideration in the appointment.
- c) The Cadet Coordinator will appoint the candidate with the highest overall rating.
- d) In the case of an exact tie, the candidate having the longest service will be appointed.
- e) If for any reason an appointed officer must leave his/her position the next highest scoring candidate shall be appointed for the remainder of the term.
- f) If there are no "qualified" candidates, the Cadet Coordinator shall make an appropriate interim appointment.

ARTICLE VI

OFFICER'S RESPONSIBILITIES

SECTION 1 The duties of the cadet line officers from the Cadet Company shall be to command, observe and instruct members of the company.

SECTION 2 CAPTAIN: The Captain shall have full control of the company and shall be responsible for the proper care of the building and premises, the apparatus and all equipment under his/her charge. It shall be the duty of the Captain to preside at all meetings. When he/she is present, he/she shall have the deciding vote in the case of a tie. The Captain shall have the right to call special meetings as necessary. He/she shall be an ex-officio member of all committees.

SECTION 3 LIEUTENANTS: The Lieutenants shall take over the duties of the Captain in his/her absence. In the case of multiple Lieutenants, the senior Lieutenant will take charge. The Lieutenants shall be responsible for notifying the Captain of any discrepancies in the condition of the apparatus, equipment or company. Lieutenants shall perform such as the Captain may require and shall, at all times, assist the Captain.

SECTION 4 The Cadet Captain or Lieutenant(s) have a right to recommend a suspension of any Cadet member to the Cadet Coordinator for insubordination, disorderly conduct or any action unbecoming a member. He/she must have a written statement on the charges and hand it in to the Cadet Coordinator for such action. The Cadet Coordinator/Staff shall meet with the accused no later than 7 days from receipt of written accusation. A decision shall be made at this meeting to what disciplinary action should be taken. The accused also has a right to appeal his/her case to the Chief if he/she disagrees with the outcome.

SECTION 5 SECRETARY: It shall be duty of the Secretary to keep a record of all proceedings of the Cadet Company, to call the roll, to record attendance and to preserve the records of the Company. All minutes shall be typed and kept in good order to be used for future reference.

SECTION 6 TREASURER: It shall be the duty of the Treasurer to receive and disburse all monies. He/she shall deposit all monies up to \$200.00 in a bank in the name of the company (Newington Fire Department Cadet Division Co#5), and keep an accurate account on all receipts and disbursements. Amounts in excess of \$200.00 for deposit must be made by the Cadet Coordinator or his designee. The Treasurer shall submit a report on accounts and state of finances at each monthly meeting. The Treasurer shall pay out no monies without a majority vote of the members present at the meeting. The Cadet Coordinator has the final say on all monies. The Cadet Coordinator will have his signature on all accounts under this company's name.

SECTION 7 ENGINEER AND ASSISTANT ENGINEER: Engineers are appointed by the Cadet Coordinator and shall be assigned to the apparatus which is assigned to the Company. Engineers shall perform monthly inspections of their assigned engine. He/she shall report any unsatisfactory condition or matter requiring attention of the appropriate officer immediately. Engineers shall not make, or be directed to make any alterations, adjustments or repairs unless authorized to do so by the Cadet Coordinator or Cadet Staff.

ARTICLE VII

DISCIPLINARY ACTION

SECTION 1 The Chief has the authority to enforce discipline throughout the Department and to enforce compliance with these rules. The Chief shall, at his/her discretion, impose such disciplinary action as he/she deems appropriate or he/she may delegate his/her authority to subordinate officers.

SECTION 2 Any member of the Cadet Company who violates any of its rules and regulations, or who is found guilty of one or more offences enumerated below, shall be subject to disciplinary action which may include suspension, reduction in rank or discharge. Violations include but are not limited to the following:

- Neglect of duty
- Disregard of standing orders
- Unauthorized use of Department equipment or facilities
- Careless driving
- Refusal or failure to obey orders of a superior officer
- Disorderly conduct
- Conduct unbecoming a Firefighter, which is deemed detrimental to the morale of the Department or to the public goodwill toward the Department.

SECTION 3 Who may make charges: Any company member, staff member or department officer may bring charges in accordance with the following:

- Verbal or written charges against a Cadet member, Officer or Cadet Staff Member shall be made to the Cadet Coordinator.
- Verbal or written charges against the Cadet Coordinator shall be made to the Chief Officer in charge of the cadet division (Currently Car 3).

SECTION 4 Disposition of Charges:

- a) Verbal charges should be resolved informally between the involved parties and the Cadet Coordinator whenever possible. No record is necessary for this action.
- b) Written charges represent a formal complaint which should be resolved at the Cadet Coordinator level whenever possible. These resolutions shall remain in the offenders file.
- c) The Cadet Coordinator shall escalate disciplinary action only where the matter is too serious, complex or where dismissal is probable. Escalated charges shall be submitted to the Deputy Chief in charge of the cadet division.
- d) Matters that cannot be resolved by the Deputy Chief shall be brought directly before the Chief of the Department or the disciplinary Review Board prior to the action of the Chief. (See section 5)

SECTION 5 Disciplinary Review Board :

- a) Membership: All Deputy Chiefs and Company Captains or their designees. The Deputy Chief in charge of the cadet division shall serve as Chairman.
- b) Duties:
 - a. Examine all evidence associated with the complaint
 - b. Interview individuals that can provide insight into the complaint
 - c. Make recommendation based upon its findings for the Chief of the Department
- c) May be Convened by:
 - a. The member who is charged with the disciplinary infraction may request to go before the review board before going to the Chief
 - b. The Chief who may request the Review Board to formulate a recommendation before taking action.

SECTION 6 Penalties:

- a) Reasonable and prudent judgment shall be used in determining disciplinary action. Penalties may include but are not limited to:
 - 1. A written reprimand
 - 2. Probation
 - 3. Loss of Officer Eligibility
 - 4. Reduction in rank
 - 5. Suspension or dismissal

SECTION 7 Right of Appeal:

- a) Decisions made by the Cadet Coordinator or Staff can be appealed to the Deputy Chief in charge of the cadet division.
- b) Decisions made by the Deputy Chief may be appealed to the Chief of the Department
- c) Decisions of the Chief may be appealed to the Board of Fire Commissioners.
- d) Decisions of the Board of Fire Commissioners are final and cannot be appealed.

SECTION 8 Time frames and Documentation: Disciplinary matters are to be handled as quickly as reasonably possible. A request for an appeal shall be made in writing no more than seven (7) days after a decision has been rendered. All disciplinary action shall be documented. Copies of pertinent information and decisions shall be provided to the member and placed in the member's file located in the Cadet Coordinator's office.

ARTICLE VIII

HOUSE RULES

SECTION 1 The following rules and regulations are to be adhered to by all cadets:

1. No Cadets are allowed to open any other firehouse doors without proper permission from a Cadet Staff Member (SEE FIREHOUSE KEY PERMISSION).
2. No guests or visitors are allowed at station five without the advance permission of and supervision by a Cadet Staff Member.
3. Clean-ups are performed each month as scheduled.
4. Each Cadet shall leave the firehouse in the same or better condition than he/she found it.
5. Horseplay shall not be tolerated on any fire department grounds, drill site or at any other fire department function.
6. Any Cadet causing damage shall be held responsible for repairing/replacing damaged property.
7. As this is a public building, smoking is prohibited on the grounds of all firehouses and the training tower.
8. Any Cadet in good standing may use Station 5's grounds at their convenience and permission of a Cadet Staff Member as long as the rules are adhered to.
9. Curfews for all Cadets at all firehouses shall be as followed:
 - a. School nights (Newington Schools).....22:00 Hours
 - b. Non-School nights.....23:00 Hours
 - c. Exceptions:
 - i. For a **confirmed** "Working Structure Fire".
 - ii. With the Cadet Coordinator's expressed permission.
 - iii. If the Cadet is at a fire, drill or meeting that began prior to the curfew and runs past the curfew.
10. Reservations for use of the dayroom and/or kitchen may be approved by the Cadet Coordinator.
11. All personal vehicles must be parked on the north side of Station 5.
12. In the interest of safety, all vehicles are to be driven out forward when leaving Station 5.
13. All apparatus are to be moved by qualified personnel only.
14. No vehicle repairs to personal vehicles are allowed in the bays of Station 5.
15. Neither the fire department, nor cadet division shall be held liable for personal items left at any firehouse.
16. Any Cadet officer may order a Cadet to leave the premises immediately for improper conduct unbecoming a firefighter. Written notice of said charges must be provided to the Cadet Coordinator or Cadet Staff within 24 hours by the charging officer.
17. No toll calls are to be made from Station 5 phones. Personal phone numbers and that of Station 5 are not to be given out at any time.
18. Cadets are not allowed on any Fire Department property during school hours. (07:00-14:00 hrs)
19. Proper consideration is to be given to all neighbors of Station 5 at all times.
20. Use of cellular telephones or other electronic devices is forbidden during all cadet meetings, cleanups, drills and other events without express permission from a cadet staff member.

ARTICLE IX

APPARATUS & EQUIPMENT

SECTION 1 Apparatus and equipment will be fit and ready for use at all times. Routine repairs shall be tended to by following standard department practices. Any deficiencies that could impair effective operation shall be brought to the immediate attention of a cadet staff member.

SECTION 2 All fire apparatus and equipment shall be used safely and with care at all times.

SECTION 3 All fire apparatus and equipment shall not be used for private or personal use.

SECTION 4 TESTING OF APPARATUS and EQUIPMENT:

- a) Pumping equipment shall be tested annually for ability to deliver rated capacity and pressure at safe engine speed according to NFPA standards. Said testing shall happen as ordered by the apparatus division of the department.
- b) Ground ladders and SCBA equipment shall be tested in accordance with department standards as directed by the apparatus division of the department.
- c) All hose, including spare hose on the rack, shall be tested annually in accordance with NFPA standards, as directed by the apparatus division of the department.

SECTION 5 CARE OF HOSE:

- a) Dirty hose shall be thoroughly washed after use at fire drills.
- b) Vehicles shall not drive over hose except when authorized by a fire officer.
- c) Defective hose and hose with more than 15 years of service shall be taken out of service, as directed by the apparatus and/or supply division.

SECTION 6 Malfunctions or unsatisfactory conditions related to fire hydrants and other sources of water supply, including accessibility, shall be reported immediately to the Cadet Coordinator.

ARTICLE X

TRAINING REQUIREMENTS

SECTION 1 All cadet drill instruction shall be given by the Cadet Coordinator or Cadet Staff, or other qualified department personnel, as authorized by the NFD Training Division and/or chief of the department.

SECTION 2 Cadet members shall be provided with training in all Firefighter I Certification evolutions as defined in NFPA standard 1001 – Current Edition, except those excluded in accordance with guidelines set forth by the state of Connecticut.

SECTION 3 Cadets shall not participate in interior structural live fire training, except with the express permission of the Chief.

SECTION 4 Cadet members shall not be permitted to participate in any advanced training such as Rescue Squad, Hazardous Material and Aerial Operations except with the express permission from the Chief.

SECTION 5 When on board apparatus, cadet members shall be seated in designated locations with seatbelts fastened and in full protective gear. Riding on the outside of the apparatus or rear platform is strictly forbidden.

SECTION 6 Cadet members must forfeit his/her seat on an apparatus to a **Firefighter I trained** firefighter needing to respond to an emergency incident.

SECTION 7 All Cadet members are required to wear full and proper protective clothing while at the scene of an incident and on the training ground. The officer in charge may alter these requirements as conditions may warrant.

SECTION 8 Cell phones are banned from all training grounds except that of the training staff.

ARTICLE XI

FIRE GROUND ACTIVITY

SECTION 1 Because being present on the fire ground is considered part of the learning experience, the Cadet members are permitted to respond to fire calls under strict adherence to the following:

- 1) Cadets shall respond to their designated fire house unless the scene is between them and the station.
- 2) When traveling to the scene, all motor vehicle laws shall be obeyed. No flashing lights including 4-way flashers shall be used. An identifying plate on the front of the vehicle is allowed to permit passage through access roads blocked by police.
- 3) When arriving on scene the Cadet **MUST** adhere to the following:
 - a. Do not don protective gear until a fire apparatus arrives on scene.
 - b. Park his/her vehicle far enough away (at least 4 houses away) from the fire scene.
 - c. Do NOT double-park at any time.
 - d. Do not block any driveway or road access for other vehicles.
 - d. Position himself/herself in full protective gear at any apparatus operating on the scene.

SECTION 2 Cadet members are allowed to respond to fire calls ONLY when his/her call response company is called.

SECTION 3 Cadet members must forfeit his/her seat on an apparatus to a **Firefighter I trained** firefighter needing to respond to an emergency incident.

SECTION 4 AT FIRE SCENES THE CADET MAY:

- 1) Complete hydrant hook-ups
- 2) Stretch uncharged hand lines (provided not in hazardous (smoke) environment)
- 3) Operate hand lines no larger than 1 ¾" (provided not in hazardous (smoke) environment)
- 4) Change SCBA bottles
- 5) Assist in placement of ladders
- 6) After a fire has been declared under control, a Cadet, under the direction of the Incident Commander, may assist in overhaul.
- 7) Participate in functions within the Rehab Station
- 8) Pick up equipment and other clean up duties at a scene

SECTION 5 AT FIRE SCENES THE CADET MAY NOT:

- 1) Perform interior fire attack
- 2) Operate hand lines larger than 2 ½"
- 3) Operate where Hazardous Materials are on fire or have spilled
- 4) Enter into a confined space
- 5) Perform offshore ice rescue operations
- 6) Operate Aerial devices

SECTION 6 Cadets may perform search and rescue/lost person recovery operations, not included in structural firefighting.

SECTION 7 Cadet members may NOT respond to the following calls:

- 1) Hazardous Materials that have spilled, are on fire or are toxic
- 2) Mutual Aid Responses
- 3) To any incident that involves operating on Route 9

SECTION 8 Cadets may use power/hydraulic tools or appliances under direct supervision of a certified firefighter holding at least **Firefighter I certification** DURING TRAINING ONLY.

SECTION 9 Cadets may not operate any Cascade System unless under the direct supervision of a trained firefighter.

SECTION 10 Public Information: Any information concerning the affairs of the Department shall not be released to the public by any Cadet. If a Cadet is approached by a member of the media or a citizen for information, he/she shall politely refer the inquiring party to the Incident Commander.

ATTACHMENT A

Cadet Program Uniform / Dress Code

SECTION 1 The purpose of this policy is to ensure that cadets are dressed for safety and to promote a positive image of the program to the public and to the department at-large.

SECTION 2 Unless otherwise announced, the dress for all cadet functions shall be "Class C" (as noted below).

SECTION 3 Unless otherwise announced, cadets shall bring their full set of turnout gear to all functions.

SECTION 4 Cadets will be notified in advance of occasions to which they should wear "Class A" or "Class B" uniforms.

SECTION 5 Uniform Classes are as follows:

- Class A - The class A uniform shall consist of the department-issued blue uniform shirt with department-issued cadet badge, department-issued navy blue pants, department-issued baseball cap, dark socks and black shoes.
- Class B - The class B uniform shall consist of the cadet division-issued polo shirt, khaki-colored work pants (Dickies style), dark socks and black shoes.
- Class C - The class C uniform or "station uniform" shall consist of a fire department t-shirt or job shirt with some sort of insignia on it, work pants or jeans and closed-toed shoes, preferably work boots. During summer months, shorts may be worn in place of work pants or jeans provided that they extend to fingertip length. Shirts should cover the entire midriff and shoulders. Shoes will/must cover their entire foot.

SECTION 6 Clothing That is Not Permitted at Anytime:

- Any shirts with profanity or any type of discriminatory wording or phrases printed on them.
- Tank tops
- Shirts/blouses that have spaghetti straps.
- Muscle shirts.
- Shorts, which exposes the buttocks in any manner.
- Pants, which have large holes in them and have the potential of exposing students' buttocks or genital areas.
- Sandals or flip flops of any kind.

SECTION 7 If any of the above attire is on a cadet when he or she reports for a cadet function he/she will be asked to correct their dress before the class begins. If he/she does not correct the violation he/she will not be allowed to participate in the function and the cadet staff will instruct the cadet to leave the firehouse or training ground.

ATTACHMENT B

Cadet PMP (Performance Measurement Plan)

SECTION 1 The purpose of the cadet PMP is to ensure active participation by all cadets.

SECTION 2 Cadet PMP shall be calculated on a quarterly basis as follows:

- July 1 to September 30
- October 1 to December 31
- January 1 to March 31
- April 1 to June 30

SECTION 3 To earn good standing for each quarter, a cadet must:

- Attend at least 1 cadet company meeting (held the first Sunday of each month)
- Attend at least 2 cadet company work details/cleanups (held the second Sunday of each month and at other times, as announced)
- Attend at least 2 cadet company drills (held the third Sunday of each month)

SECTION 4 In the event that cadet events are cancelled, thereby decreasing the chances for a cadet to earn good standing, the requirements shall be prorated to ensure fairness.

SECTION 5 If a cadet does not earn good standing status in a given quarter, he or she shall be on probation during the next quarter. While on probation, a cadet shall be suspended from attending all meetings, cleanups/work details, drills, fire calls and other events with his or her call-response company. He or she shall only be allowed to attend cadet company functions. While on probation, a cadet is not eligible to run for office.

SECTION 6 In the event that a cadet does not improve his attendance during the quarter that he or she is on probation and does not again earn good standing, he or she shall be counseled out of the program.