

TOWNSHIP FIRE DEPARTMENT

CHAPTER 1: ADMINISTRATIVE OPERATIONS

Part 3: Job Descriptions

Subject: Student Program

Page 1 of 5

Effective Date: 02-26-01

Section: 1-3-21 Revised

Date: 01-22-24

- 21.01 Purpose. To allow students an opportunity to learn about firefighting while not being involved in actual control of fire, hazardous material incidents, patient care, or other emergencies.
- 21.02 Goal. To supplement the current roster of firefighters with additional manpower to perform functions for the Department within the limits established by Township Fire Department, Inc. while providing a learning opportunity for the student.
- 21.03 Definitions.
- A) Student. Person between the ages of 16 to 18.
 - B) Personal Protective Equipment. Personal safety equipment that is standard department issue such as turnout gear, helmets, gloves, boots, eye and hearing protection. Also referred to as PPE.
 - C) Trained Student. A student that has been issued PPE and is trained and qualified to wear such equipment.
- 21.04 General Rules.
- A) Students between the ages of 16 to 18 years of age may apply to become a member of Township Fire Department, Inc. under the Student Program. The application procedure shall be the same as currently exists for other firefighters in that the Personnel Committee reviews the application and then makes a recommendation to the Township Fire Departments' Board of Directors. The applicant's parents or legal guardian shall also sign the application before it is considered.
 - B) Once an applicant has been accepted into the Student Program they will be given a copy of this Standard Operating Guideline. The guideline shall be read by both the student and their parents or legal guardian, signed and returned to TFD.
 - C) The maximum number of students per station will be determined on a case by case basis.

Subject: Student Program

Date: 08-23-04

Page: 2 of 5

- D) Students shall be under direct supervision of a firefighter or an officer of TFD at all times.
- E) Students shall be equipped with Personal Protective Equipment that meets Department standards, so jobs can be performed safely.
- F) Students shall be furnished pagers if available.
- G) Students shall not drive Fire Apparatus.
- H) Students must conform to the rules and regulations of Township Fire Department, Inc. The Department does not allow anyone under the age of 16 to become a firefighter. Thus no student shall be allowed to be involved in the actual control of fire, hazardous material incidents, rescue, patient care, or other emergencies.
- I) Students, upon turning 18 years old, automatically become a member of Township Fire Department, Inc. as a firefighter, with completion of 60 hour entry level FF, and firefighter I.
- J) The student must realize that what they do outside of Township Fire Department, affects the image of the Fire Department.
- K) A fair and equitable method for dealing with less than acceptable behavior by the student outside the Department will be established.
- L) Students will be compensated in the same manner and amount as probationary firefighters for the following; station training, and station work, and fire calls
- M) Student firefighters gear shall be stored in the station except:
 - 1) When used in firefighting classes.

Subject: Student Program

Date: 8-23-04

Page: 3 of 5

21.05 Training.

- A) It shall be the responsibility of the Division Chief of Training, Assistant Chief Training Officer, Station Training Officers, and all other station officers to provide training and education to all students to ensure that they are able to perform their assigned duties in a safe manner that does not present a hazard to themselves or other members.
- B) A list of all training successfully completed by the student shall be kept in the students' personnel file.
- C) The primary source of training available for the student is the monthly station training session. Each of the five Township Fire Stations has one assigned night per month for training. The student shall make every effort to attend the training sessions at the station they have been assigned to.
- D) Another source of training available for the student is through the Chippewa Valley Technical College. C.V.T.C. permits participation of students' ages 16 or older in its various classes. The student is encouraged to enroll in the following courses: Entry Level Firefighter Part I and upon successful completion enroll in Entry Level Firefighter Part II. Upon successful completion of Part II the student may desire to enroll in the Firefighter I Certification class. The cost for tuition and books for all three of these classes will be paid for by the State of Wisconsin and/or Township Fire Department, Inc. if the class is successfully completed. If the class is not successfully completed then the student will be responsible for any costs not covered by the State and or Township Fire Department, Inc. Township Fire Department, Inc. strongly discourages the student from taking any additional fire and emergency related classes until such time as both Entry Level Firefighter Part I and Part II are completed. The costs associated with the Entry Level Part I, Part II, and Firefighter I Certification Classes will be covered by T.F.D. The costs of any other classes taken by the student firefighter will be his/her responsibility.

21.06 Student Involvement.

- A) Students may be involved in:
 - 1) Station and vehicle upkeep,
 - 2) Assisting at the fire station after an incident,
 - 3) Fund raising events,

Subject: Student Program

Date: 08-23-04

Page: 4 of 5

- 4) Fire prevention,
- 5) Participating in routine or special training/drills, not involving live fires,
- 6) Hose testing.
- 7) Respond to calls but no interior firefighting
- 8) Students may not respond to calls on numbered highways.

21.07 Regulations.

- A) Students have the right to refuse to do anything they feel is unsafe or hazardous, or that they feel uncomfortable performing.
- B) Students are not to be involved in patient care or cleaning of equipment used in patient care.
- C) Students may attend Fire Department training sessions and participate in appropriate classroom activities, and appropriate practical skills training. The student may observe, from a safe distance, any practical skills involving exposure to hazardous materials, traffic hazards, patient care, or other emergencies.
- D) Transportation to and from the fire station and training sessions is the responsibility of the student.
- E) While Township Fire Department, Inc. supports and encourages the participation of the student in the Fire Department and in fire and emergency training, the participation by the student shall not be at the expense of their normal school related studies, families or friends. Must maintain passing grade at school.
- F) A student will be issued Personal Protective Equipment under the following guidelines:
 - 1) When PPE that meets TFD standards is available.
 - 2) When the student has demonstrated the appropriate skill levels needed to wear and care for the PPE.
 - 3) Students will be issued an orange fire helmet with separate numbers on the side of the helmet. This number indicates Station and Student Number to be used to identify them individually.

Subject: Student Program
Date: 08-23-04
Page: 5 of 5

21.08 Program Trial Period.

- A) Township Fire Department Personnel Committee will evaluate the Student Program annually at their December meeting. It will determine if the program is working well and should be continued as is or revised. If it is determined that the program is unworkable and not producing the desired results, it may be terminated.