

Fair Haven Fire Department

Org. June 1, 1904

Fair Haven, New Jersey



The Maltese Cross is the symbol of the fire service because it represents the ideals of saving lives and extinguishing fires, and was borrowed from the Knights of Saint John of Jerusalem, an organization in the 11th-12th centuries that helped the poor and sick. They later assisted in a relief effort to the Island of Malta, for which the Cross was named. It came to represent the principles of charity, loyalty, chivalry, generosity, protection of the weak and dexterity in service.

Future Firefighter Program

Constitution & By-Laws

Standard Operating Guidelines

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Constitution and By-Laws

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FUTURE FIREFIGHTERS OF FAIR HAVEN

Constitution

Article I

Name, Objectives, and Mission Statement

- Section 1.** The name of the organization will be the Future Firefighters of Fair Haven.
- Section 2.** The objectives of the Future Firefighters shall be to teach teenagers between the ages of 14 and 18 the reasons for a fire department, all the duties of a firefighter and the operation of firefighting equipment.
- Section 3.** The Fair Haven Fire Department Future Firefighter Program's mission is to provide a history and knowledge of the working operations of the Fair Haven Fire Department in a safe and structured manner, in preparation for entry as a regular member at the age of eighteen in order to propagate the membership and its continued existence.

Article II

Officers and Elections

- Section 1.** The officers of the organization shall be President, Vice-president, Secretary/Treasurer, Captain, 1st Lieutenant, and, if membership is more than 12, a 2nd Lieutenant.
- Section 2.** The officers shall be nominated at the October meeting of each year.
- Section 3.** Election of officers shall be held at the regular November meeting.
- Section 4.** The executive board of the organization shall consist of the adult advisors and officers.
- Section 5.** The officers shall be elected by a ballot and a majority of the votes cast shall be necessary for election. If there is no choice on the first ballot, balloting shall continue dropping the candidate having the lowest number of votes and continue until there is a choice. In the event of a tie on the final balloting, the *chair* shall have the deciding vote based upon the performance of the final two candidates. Said performance record will be based upon the percentage of drills and meetings attended.
- Section 6.** In the event of a resignation, departure, or dismissal of any officer during their term, a special election shall be ordered to fill the vacancy at the next regular meeting. Such election will hold good and be official until the next regularly scheduled election period.
- Section 7.** No member shall hold more than one elected office at a time, provided there are enough members to fill the positions.
- Section 8.** It is agreed that the officers will serve for one year and shall carry on the next higher office.

Article III

Duties of Officers

- Section 1.** President: The President shall preside at all meetings, maintain order and enforce the Constitution and By-Laws of the Future Firefighters of Fair Haven.
- Section 2.** Vice-President: The Vice-President shall assist the President and conduct the meetings in the absence of the President.

- Section 3.** Secretary/Treasurer: The Secretary/Treasurer shall keep meeting minutes, collect dues, bank monies and conduct roll call for drills and meetings.
- Section 4.** Captain: The Captain shall plan and conduct drills with advisors and swear in new members.
- Section 5.** 1st Lieutenant: The 1st Lieutenant shall assist the Captain and conduct drills in the absence of the Captain.
- Section 6.** 2nd Lieutenant: The 2nd Lieutenant shall assist the Captain and the 1st Lieutenant and conducting drills in their absence.

Article IV

Meetings and Drills

- Section 1.** The meetings will be held at the Fair Haven Firehouse on the second Wednesday of each month. They will be held **promptly** at 7:00 p.m. and not, if possible, past 8:30 p.m.
- Section 2.** The drills will be held on the fourth Wednesday of each month at **promptly** 6:30 p.m. and not, if possible, past 8:30 p.m.

Article V

Communications and Amendments

- Section 1.** All communications, reports, and applications must be made in writing.
- Section 2.** This Constitution and By-Laws, as approved by the Fair Haven Fire Department, and any amendments hereafter approved by the body of members shall govern all activities of the Fair Haven Future Firefighter Program.
- Section 3.** The Constitution and By-Laws may be altered or changed at any regular meeting. The change must be presented to the floor at any regular meeting, sent to all members and voted on at the next regular meeting.

By-Laws

Article I

Membership

- Section 1:** A: Any resident who lives in the boroughs of Fair Haven, Rumson, Red Bank, Little Silver, and/or a child of a current FHFD member and has reached their 14th but not their 18th birthday, may apply for membership.
- B: All applications must be presented to the floor at the next regular meeting. The applications shall be on a regular form provided for this purposes. All applications will be accompanied with the prescribed fee.
- Section 2.** All applications will be referred to the Investigation Committee for action at the next regular meeting. If the application is rejected, there shall be a three (3) month waiting period to re-apply.
- Section 3.** An election committee shall be appointed by the President to serve for the election of the candidates. The committee shall have one judge and two tellers.
- Section 4.** The Secretary shall notify each candidate of the election results and instruct the candidate to appear at the next regular meeting to be sworn in.
- Section 5.** The maximum number of members shall be twenty (20).
- Section 6.** Any member shall be allowed to withdraw from the organization at any time, provided the member is not in debt to the organization and further that the member returns all property to one of the adult advisors.
- Section 7.** All members must reside within the boundaries of Fair Haven, Rumson, Red Bank or Little Silver.
- Section 8.** No member shall be allowed to leave a meeting of drill unless excused by the officer in charge.
- Section 9.** All members are required to give Secretary any change of address or telephone number.
- Section 10.** Any member having completed one (1) year of service in good standing will continue as an exempt member, if the member so wishes.
- Section 11.** Any member being indebted for five (5) months of dues, or any amount equal to the same, shall be denied the privilege of voting until all debts are paid in full.

Article II

Duties of Members

- Section 1.** Any member reaching the age of 18 may apply for membership in the Fair Haven Fire Company or resign as a member of this organization. If the Fire Company membership is full, they may remain in the Future Firefighters until their application is acted upon.
- Section 2.** Each member shall attend 60% of all meetings and drills. Any member not making 60% shall be brought before the executive board for further action.
- Section 3.** The member shall not attend adult Fire Company meetings, or First Aid calls as a Future Firefighter. The member will only be allowed to a Fire Company drill when invited by a Chief of the Fire Company.
- Section 4.** All Future Firefighters will be regarded as Cadet Firefighters (no regard to gender).

Article III

Requirements

- Section 1.** Each new member will be required to serve, at minimum, a six (6) month probationary period. During this time they are not allowed to ride on any fire apparatus.
- Section 2.** Any member unable to attend a meeting or drill must contact the Captain or an Advisory Board member and request to be excused.
- Section 3.** All members shall abide by the times and hours set forth by the Department and those listed within the Rules and Regulations portion of these Standard Operating Guidelines (SOG's).
- Section 4.** No member shall be eligible to hold any office unless they are in good standing.

Article IV

Adult Advisory Board

- Section 1.** The Advisory Board shall consist of a minimum of five non-probationary members of the Fair Haven Fire Company including the Fire Chief and four members appointed by the President.
- Section 2.** The Advisory Board shall in conjunction, with the Fire Officers, establish training criteria and Procedures for all cadets and assist in that training. The Board shall also assist in planning and supervising field trips and other activities involving all cadets.
- Section 3.** The Advisory Board shall periodically review the Rules and Regulations of the Program and shall, along with the Fire Officers, be responsible for the enforcement of all rules, regulations and procedures agreed upon.
- Section 4.** The Advisory Board shall have the power to immediately suspend a cadet for any infraction of the rules and regulations pending a formal hearing before the Board. Written notice of suspension shall be provided to both the cadet and the parent who signed the application and shall include the alleged infraction and the date of the formal hearing. Expulsion from the Program can only take place upon a vote of the regular Fire Company membership.

Article V

Committees

- Section 1.** The standing committees of the organization shall be: Ways and Means, Investigating, and Uniform.

Article VI

Duties of Committees

- Section 1.** Ways and Means: In charge of fund-raising.
- Section 2.** Investigation: Investigate all applications as to the applicant's moral standing, character and eligibility. Report findings to the floor for a vote at the next regular meeting. This committee will also be in charge of membership status.
- Section 3.** Uniform/Equipment: In charge of researching and purchasing necessary clothing and equipment.

Keeping an inventory of all clothing and equipment.

Article VII

Quorum

- Section 1.** The presence of not less than one-half (1/2) of the members is necessary to carry on any official business.
- Section 2.** All members present must be in good standing.

Article VIII

Dues, Monies & Attendance

- Section 1.** The dues are fifty cents (\$.50) per month or six dollars (\$6.00) per year and must be fully paid. If meeting is missed the dues carry on.
- Section 2.** Any member owing for five (5) months shall be brought before the executive board.
- Section 3.** An accurate account must be kept by the Secretary/Treasurer of all monies earned and attendance at functions.

Article IX

Fines and Penalties

- Section 1.** A point system shall be set up for all adverse actions and will be assessed to the members by the adult leaders.

Minor Penalties: 1 point

- Being in the firehouse any time other than a meeting or drill uninvited.
- Not calling for an excuse for a meeting or drill.
- Charges by any officer for neglect of duties.
- Improper use of fire equipment when not authorized to touch.

Major Penalties: 5 points

- In trouble with the Police
- Any 5 points in one year, member must state legitimate reason for actions
- Any 6 points in one year, membership will be terminated and noted on our records
- A Future Firefighter can be cleared of points in six (6) months, provided there are no further problems.

- Section 2.** No person shall take anything belonging to any company member or the department and, if found guilty, will be subject to immediate dismissal or suspension.
- Section 3.** Any member guilty of conduct unbecoming a Cadet member shall be publicly reprimanded at a regular meeting of the membership. On a two-thirds vote of the Cadet, a member may be expelled from the organization for any breach of good order.

Article X

Grades

- Section 1.** Members will not be permitted to receive any failing marks and must maintain a GPA of 2.0.

- Section 2.** Any member who falls below the requirement will be suspended from the program until a written note is submitted by the school showing improved grades.
- Section 3.** A report card must be shown to the Advisory Board following each marking period.
- Section 4.** All members will remain suspended until said grades meet department requirements and/or their parent's satisfaction.

Article XI

Leave of Absence, Resignations & Appeals

- Section 1.** Any member may, upon written application to the Captain, be granted a leave of absence for a period of three (3) months. Said privileges may be granted upon a majority vote of the members present at a regular Cadet meeting. A request for a leave of absence may be made by any parent or advisor if they feel the child's school work is being neglected or has fallen below the department's minimum requirement as stated in Article X, Section 1.
- Section 2.** Resignations by officers and members shall be submitted to the Captain in writing.
- Section 3.** All appeals will be made in writing to the President and, after an open hearing at a regular membership meeting, it shall be voted on by the members in attendance. Such decisions must be by a majority rule vote and no further appeals may be made. All appeals made at a meeting will be under the supervision of the advisors that are in attendance.

Rules and Regulations/ Standing Operating Guidelines

1. Curfew/Time Restrictions: *Members shall NOT be permitted to...*
 - a. Attend any fire department function or emergency response under any circumstances during school hours or during a school sponsored activity.
 - b. Respond to a call after 9:30 P.M.
 - c. Be at the firehouse between the hours of 10 P.M. and 6 A.M. – other than during Fair operating hours.

2. Response Restrictions: *Members shall NOT be permitted to...*
 - a. Respond to any calls, on any fire apparatus, during probationary period. Calls in which members can respond to will be assessed following probationary period and posted in a conspicuous spot with the firehouse.
 - b. Possess a warning light or any other emergency warning devices (strobes, audible warnings) or firefighter plates on their vehicle.
 - c. Violate any traffic or criminal laws designed by the State of New Jersey or the Borough of Fair Haven. All violators will be subjected to the appropriate consequences through the Borough of Fair Haven Police Department.
 - d. Ride on exterior of apparatus. This means as follows:
 - i. Mack (1372) - ONLY inside the cab
 - ii. Pierce (1373) - ONLY inside the cab
 - iii. American LaFrance Quad (1374) - ONLY inside the cab
 - iv. Pierce Quad (1375) – inside the closed cab and properly belted
 - v. Rescue Truck (1385) – inside either closed cab and properly belted
 - vi. Scuba Truck (1388) – inside either closed cab and properly belted
 - vii. Fire Police Truck (1398) – inside either closed cab and properly belted
 - e. Hold a spot on an apparatus that prevents a senior department member from responding.
 - f. Drive to the scene directly. All Cadets must respond to the firehouse in order to attend.
 - g. Ride without being properly belted. All Cadets responding must wear a seat belt at all times.
 - h. Without supervision under pressure.
 - i. Use breathing mask and apparatus except during drills and under the strict supervision of an Advisor or Chief.
 - j. Enter burning buildings
 - k. Enter condemned or burned out buildings that still pose a structural or toxic risk. Building and area must be deemed safe by the Incident Commander.
 - l. Utilize a ladder unless it is during a drill, utilizing a harness, and under the strict supervision of an Advisor or Chief.
 - m. Be permitted to drive ANY fire department vehicle.
 - n. Be within fire lines. All Cadets must be outside of the designated fire-line unless instructed otherwise by an Advisor, Chief or officer in charge (OIC).
 - o. Be permitted to work in, about or in connections with the following:
 - i. Injurious quantities of toxic or noxious dust, gases, vapors or fumes
 - ii. Oiling, wiping, or cleaning machinery in motion or assisting therein
 - iii. Operation or repair of elevators or other hoisting apparatus
 - iv. Any place where heating, melting, or heat treatment of metals is carried on
 - p. Call their own drills. All drills outside the scheduled 4th Wednesday will be called by Advisors.
 - q. Use drugs, tobacco, or alcoholic beverages. These are STRICTLY prohibited.

 - r. Cadets responding in their personal vehicle must properly park the car in the fire company parking lot.
 - s. Cadets being dropped off at the firehouse must enter through the parking lot. Cadet members cannot be dropped off on the fire company apron.

3. Abilities: *Members SHALL be permitted to:*
 - a. Attend any emergency responses that have been approved by the Advisors, as long as Cadet is not probationary and has been cleared by the Advisors. However, the officer in charge (OIC) has the ability to deny Cadets based upon his/her discretion.
 - b. Attend all Cadet meetings and fire classes.
 - c. Attend all fire drills called and/or approved by the Advisors.

- d. Attend parades, dedications, and if invited, other fire department or company functions.
- e. Roll or otherwise handle unpressurized hose, if told to by an Advisor or OIC.
- f. Deliver equipment to on-duty firefighters, if told to do so by an Advisor or OIC.
- g. Hook up suction hose.
- h. Serve as a messenger at a fire scene or other emergency, if told to do so by an Advisor or OIC.
- i. Help clean up and replace equipment for return to the firehouse, if told to do so by an Advisor or OIC.
- j. Assist in cleanup and reloading of hose and equipment, if told to do so by and Advisor or OIC.

All Cadets will remain behind the designated fire-lines at a fire or emergency scene until such time an Advisor or OIC escorts them into the scene. At that time they will be assigned to a safe area. If responding to an emergency, once on location, Cadets are not to move from the apparatus until advised to do so. All duties and assignments will be at the discretion of an Advisor or OIC.

4. Use of Equipment:

- a. Oxygen – Cadets shall not ride in an ambulance where an oxygen cylinder is present. Cadets shall not administer oxygen unless they are also EMS cadets and are under the supervision of EMS personnel.
- b. Porta Power – Cadets must operate; unless during training with supervision of Advisory Board and permission of Chief
- c. Seat Belt Cutter – Cadets must not operate; unless during training with supervision of Advisory Board and permission of Chief
- d. Axe, Sledge, Pike Poles – Cadets must not operate; unless during training with supervision of Advisory Board and permission of Chief
- e. Air Chisel – Cadets must not operate; unless during training with supervision of Advisory Board and permission of Chief
- f. Crowbar, Halligan Tool – Cadets must not operate; unless during training with supervision of Advisory Board and permission of Chief
- g. Extrication Tools – Cadets must not operate on other than to have general knowledge of the names of the units and assist chauffer/pump operator in setting out the tools for trained personnel and/or unless during training with supervision of Advisory Board and permission of Chief
- h. Fire Extinguishers – Cadets must not operate on other than to have a general knowledge of the types of extinguishers and assist chauffer/pump operator in setting them out for trained personnel; unless during training with supervision of Advisory Board and permission of Chief
- i. Flares – Cadets must not train on or operate
- j. Directing Traffic- Cadets are prohibited
- k. SCBA – Cadets must complete annual training with the Department. Cadets shall never don SCBA unless directed to do so by an Advisor.

5. Required Learning:

Cadets are required to learn...

- a. Operation of all fire extinguishers – under direct supervision of Advisors
- b. Location of all equipment
- c. Use of rope and how to tie knots
- d. Basic first aid and rescue

6. Gear:

- a. All Cadets will be required to wear full gear while responding to emergency calls on the apparatus and at all times while on the fire scene unless otherwise directed by the OIC.
- b. All gear will remain at the firehouse in the designated areas until needed.
- c. Gear shall never be taken home.

Any infractions of the rules and/or regulations will be cause for immediate disciplinary action.

All duties assigned at a drill shall be for the purposes of training as a future active firefighter once the member turns the age of eighteen (18) years of age and must be under the strict supervision of the Advisors.

Cadets are welcome at the firehouse for all calls, drills, cadet meetings, special functions and engineer's night. It is important however that the cadet leave the firehouse at the end of the function.

Cadets are required to sign out with an Advisor prior to leaving.

We prefer that cadets not walk or ride their bicycle to or from the firehouse after dark and therefore request that all cadets be picked up by a parent or guardian during the hours of darkness. Cadets will be reminded that they must contact a parent or guardian for a ride immediately upon completion of the function they are attending.

Cadets are NOT allowed in the firehouse without a regular member of the age of 21 being present.

Cadets are NOT permitted to bring guests inside the firehouse without prior permission of an Advisor and the guest's parental permission.

Cadets shall NOT engage in skylarking, unruly or unsafe behavior in or around the firehouse or at any Fire Department/Fire Company function. Cadets are expected to conduct themselves at all times in a manner that will not bring embarrassment to the Department or Company or potential harm to themselves or other person around them.