



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Kay Cullen; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

CADET PROGRAM POLICY: KLFR&EMS DISTRICT CADET PROGRAM POLICY

1.0 PURPOSE

The Key Largo Fire Rescue & Emergency Medical Services District committed to promoting volunteerism within the community in accordance with HB 1291.

2.0 SCOPE

The District may provide the funding for two programs: The Cadet Program and the Firefighter I Training Program.

2.1 The purpose of the Cadet Program is to provide Indoctrination Training for the Cadets to help them make a decision of whether or not to pursue a career in the Fire Industry or in the Emergency Medical Services Industry, and this Indoctrination Training *does not* result in certification.

2.2 The purpose of the Firefighter I Training Program is provide an opportunity for students to participate and become career Certified Firefighter I firefighters. This *policy does not cover* the Firefighter I Training Program. (The Chief requested this item be removed).

3.0 DISTRICT PRE-REQUISITES & ORGANIZATIONAL STRUCTURE

3.1 DISTRICT CADET PROGRAM PRE-REQUISITES:

3.1.1 All District Cadet Program Personnel are required to:

- Successfully pass a Background Investigation
- Successfully pass a Drug Screening Test
- Successfully complete "Protect Our Youth Training" * or comparable training program. *Note: If Sexual Harassment Training is not included in above, the Policy will be revised to include as a Pre-Requisite.

3.1.2 All Off-site Instructors are required to:

- Successfully pass a Background Investigation

3.2 ORGANIZATIONAL STRUCTURE

3.2.1 District Cadet Program Board

The District's Cadet Program Board will be composed, at a minimum of: One District Commissioner or past Commissioner; one Lead District Advisor, and two Assistant District Advisors.



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The Advisors may be Off-Duty/Volunteer Firefighters, Community Volunteers or Off-Site Instructors.

3.2.2 Based upon the size of the organization, committees may be established to benefit the goals of the program.

4.0 RESPONSIBILITIES

4.1 District Commissioner or past Commissioner responsibilities include but are not limited to:

- Provide oversight of the Cadet Program
- Be the District Cadet Program's Public Relations liaison with the Community, High Schools, etc.
- Oversee the Fundraising Program

4.2 District Lead Advisor responsibilities (Firefighter, Community volunteer or parent) are to oversee Administration activities, including but not limited to:

- Schedule Training Classes
- Instruct Training Classes as needed
- Liaison with Fire Department
- Coordinate off-site events for Cadets
- Conduct Logistic Responsibilities to ensure:
 - Cadets are registered with the Florida Fire Chief's Association Fire Cadet Section
 - Program Records are maintained in a proper manner

4.3 The District Assistant Advisor (Firefighter, Community Volunteer or parent) responsibilities are to oversee the Operations activities, including but not limited to:

- Conduct training as required
- Communications link between the Cadets and the District Lead Advisor
- Oversee Cadet Committees
- Provide promotion recommendations to the Lead Advisor
- Provide Stepwise Positive Discipline of Cadets as needed.

4.4 Key Largo Volunteer Fire Department is responsible for but not limited to:

- Provide the training area for the Cadet Program
- Support loaning equipment when needed



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4.5 Instructor requirements:

4.5.1 Instructors must be certified instructor, if the course will result in certification; such as, 1st Aid Training, CPR Training or HCP/AED Training.

4.5.2 Other instructors are not required to be certified.

5.0 BUDGET

5.1 When funding is available, the District will budget financial support for the following Organizational Staff and Cadet expenses (if required): 1) Background Investigation, 2) Drug Testing, 3) T Shirts, 4) Name Tags, 5) Insurance, and CPR cards.

6.0 CADET MEMBERSHIP & CADET ORGANIZATION

6.1 Membership Requirements. Cadet must:

- Be between the ages of 14 and 18 years of age.
- Submit a copy of the School physical Being confirmed with school
- Submit the Key Largo Fire Cadet application packet) to the District Lead Advisor with an Initial Application Fee of \$35*, which includes:
See Appendices 1 to 3:
 - Application
 - Drug Testing Release Form
 - Photo/Media Release Form
- Pass a Drug Screening Test Approved by school
- Cadets must participate in a Physical Training Program.
- Must remain in high school and maintain a "C" average in ALL required courses. Each Cadet must present their report cards to the advisors upon request. If a cadet is failing any required course, he or she will be suspended from all activities until the next progress report shows a passing grade.

*A waiver program will exist in the event a Cadet needs financial assistance to participate in the Cadet Program.

6.2 There are five different Cadet Classifications: Probationary Fire Cadet, Fire Cadet 1, Fire Cadet 2, Lieutenant and Captain. See the Cadet Procedure for the requirements of each classification.



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7.0 CADET UNIFORM:

Preferably Black pants (BDU's), Black boots/shoes (clean and polished) Fire Cadet t shirt; Black belt; 1" binder with pen and notebook paper; Black baseball cap and Name Badge. If a financial need arises for a cadet, the District and the Fundraising Committee will work to cover these expenses for the cadet. Cadet T Shirts should only be worn for Cadet sanctioned functions.

8.0 CLASSROOM GUIDELINES:

NOTE 1: For Cadet Program Curriculum See Appendix 5 lists the courses from the National Volunteer Fire Council Core Competencies for the Junior Fire Service Program.

NOTE 2: Only the District Lead Advisor may approve a student leaving the classroom premises or activity early.

- 8.1 There will be a minimum of one advisor for every 7 students to conduct training; however, at least two District representatives (commissioner, advisors) and one KLVFD fire fighter shall be in the building when training is conducted.
- 8.2 Classroom location will be the Station 25 lunchroom quarters.
- 8.3 Classes will be held preferably on Thursday's from 7:00 – 9:00 p.m.
- 8.4 Promptness and attendance to class and other activities is mandatory. Disciplinary action may result for tardiness (*See Appendix 6, Behavior Subject to Disciplinary Action*).
- 8.5 Class size will be limited to 14 students.
- 8.6 At no time shall Cadets ride in a fire vehicle or apparatus.
- 8.7 The Cadet's shall wear PPE for all training, and the PPE shall remain at the Fire Station at all times.

9.0 COMMUNICATIONS

- 9.1 The District would like the Organization & Cadets to utilize the chain of command and maintain open lines of communication between Cadets, Cadet Officers and Advisors.
- 9.2 Chain of Command: Cadets will use the Chain of Command as the way to move concerns and problems through a system. Cadets are expected to use the Chain of Command for all Cadet activities. When a member on the chain is not available, it is appropriate to go up to the next member on the chain. The Advisors will always keep an open-door policy for the Cadets and Parents/Guardians.



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10.0 FUNDRAISING

10.1 The KLFR&EMS District supports the Cadet Program conducting fundraising.

10.2 Cadets and parents are encouraged to volunteer time at fundraisers. Funds raised will be used towards competitions, cadet challenges, trips, uniforms, and other necessary equipment. Examples of fundraisers are car washes, working concession stands and other advisor-approved events.

10.3 Two Fundraising events are expected to take place between October and May, and one Fundraising Event is expected to take place between May and September.

10.4 The District Commissioner/past Commissioner and District Lead Advisor will be responsible for overseeing the fundraising account.

10.5 For detailed Fundraising information, see the Cadet Program Procedure.

11.0 COMPETITIONS AND CHALLENGES

11.1 Cadets must participate in fundraising activities to raise funding for them to participate in competitions and challenges.

11.2 The cadets and parents are encouraged to attend competitions and challenges.

11.3 Must have been a Cadet for 12 months to participate in competitions; however, they may attend competitions.

11.4 Participants must have a HCP/CPR card and First Aid Certification.

12.0 STEP-WISE POSITIVE DISCIPLINE

See Appendix 6 for types of "Behavior Subject to Disciplinary Action".

12.1 It is the intention of the District's Board of Commissioners that effective supervision/ leadership and Cadet relations will avoid most matters which necessitate disciplinary action. Whenever possible, the administration of discipline will be characterized as constructive, corrective and progressive.

12.2 Disciplinary actions shall be oral warning, written warning, and written reprimand, suspension without pay, demotion, and discharge.

(See Next Page)



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APPENDICES:

- Appendix 1 KLFR&EMS District Fire Cadet Post #2425 Application
- Appendix 2 Drug Testing Release Form
- Appendix 3 Photo/Media Release Form
- Appendix 4 Cadet Required Reading List Sign-off Form
- Appendix 5 Cadet Program Curriculum for Training Classes
- Appendix 6 Behavior Subject to Disciplinary Action

APPENDIX 1:
APPLICATION (Continued)

Name of Applicant: _____

Applicant Medical History:

Any significant medical problems: _____

Any allergies: _____

Any medications: _____

Other medical concerns: _____

II. REFERENCES (work or school related):

Name: _____ **Relationship:** _____

Address: _____

Phone: (____) _____ **Work/Cell:** (____) _____

How did you hear about the Cadet program: _____

SPECIAL INTERESTS:

(Please list any organizations, sports, social, or community activities in which you have been involved)

1. _____

2. _____

3. _____

PARENTS/GUARDIANS/APPLICANT: Being involved in a Fire Rescue Cadet Program can be physically demanding at times and by signing below, you agree that this applicant can meet the health and physical fitness requirements of such activities.

APPLICANT SIGNATURE Date: _____

PARENT/GUARDIAN SIGNATURE (if under 18 years of age) Date: _____

Key Largo Fire Rescue & Emergency Medical Services District (KLFR&EMS)

Fire Cadet Post #2425
Appendix 2:
Drug Testing Release Form

Be advised that KLFR&EMS District Fire Rescue Cadet Post # 2 4 2 5 has chosen to implement a random drug testing program similar to that of the Florida High School Athletic Association. The KLFR&EMS District has a legal responsibility and management obligation to ensure a safe work environment and to protect the public trust and the integrity of the agency.

- Cadet, _____, (this applicant) affirms that he/she currently does not use illegal drugs or narcotics and does not abuse non-prescription or prescription drugs and is prepared to provide a statement by a licensed medical provider confirming this fact if requested.
- The undersigned Cadet and parent or guardian acknowledges that the KLFR&EMS District will schedule random drug testing to include this Cadet.
- The testing will be conducted at the Drug Testing Facility the KLFR&EMS District utilizes, using a rapid drug screen (urinalysis), and may be administered without advanced notice.
- After the entrance testing, upon initial application, KLFR&EMS District shall pay the cost of drug testing requested of the Cadet.
- Within five days of the department receiving positive testing results, the Cadet and parent/guardian will be notified in writing. The Cadet and parent/guardian will be offered references to counseling and/or rehabilitation services and the Cadet will be suspended from post activities until two consecutive tests return negative results.
- KLFR&EMS District will not assume financial responsibility for any cost of treatment or testing during the suspension period.
- Refusal to comply with drug testing request will result in immediate termination of membership in the post.

We, the undersigned Cadet and parent/guardian, hereby acknowledge that the KLFR&EMS District has advised us of their random drug testing policy and agree to abide by the policy and procedures.

Dated this _____ day of _____, 20_____

Cadet Signature: _____ Parent/Guardian Signature: _____

State of Florida
County of Monroe

Witness the signature of the parent

Sworn to and subscribed before me this _____ day of _____, 20_____

Notary Public: _____ My Commission Expires: _____

Key Largo Fire Rescue & Emergency Medical Services District (KLFR&EMS)

Fire Cadet Post #2425

Appendix 3:
Photo/Media Release Form

I hereby grant permission to the KLFR&EMS District Cadet Post #2425 to use my photograph(s) on the KLFR&EMS website or other official media publications without further considerations. I acknowledge KLFR&EMS District Fire Cadet Post #2425's right to crop or use the photograph/ media at its discretion. I also acknowledge that the KLFR&EMS District may choose not to use my photo at this time, but may do so at its own discretion at a later date.

I understand that once my image is posted on the internet, the image can be downloaded by any computer user. Therefore, I agree to indemnify and hold harmless from any claims the following:

- KLFR&EMS District
- Florida Fire Chiefs' Association
- KLFR&EMS District Fire Cadet Post #2425 and its Advisors

I further understand that by signing this release, I waive any and all present or future compensation rights to the use of the above stated material(s) including, print, electronic and online media.

KLFR&EMS District Cadet Post #2425 reserves the right to discontinue the use of photos and other media without notice.

AGREED TO AND ACCEPTED this _____ day of _____, 20 _____

Fire Cadet's Signature

Printed Name

Signature of Parent or Guardian

Printed Name of Parent or Guardian

Contact Phone Number: (_____) _____

Key Largo Fire Rescue & Emergency Medical Services District (KLFR&EMS)

Fire Cadet Post #2425

*Appendix 4:
Cadet Required Reading List Sign-off Form*

I, _____, certify that I have read and understand all rules and regulations set forth by this department and KLFR&EMS Fire Cadet Post #2425 as stated in the SOGs.

I agree to follow each and every one and to uphold the integrity and honor of this department and the KLFR&EMS District Fire Cadet Post #2425.

Signature of Cadet

Date

Signature of Cadet's Parent/Guardian

Date

Signature of District Advisor

Date

APPENDIX 5
CADET PROGRAM CURRICULUM

SECTION 1
YOUTH PERSONAL DEVELOPMENT AND BEHAVIOR

- ✓ Leadership
- ✓ Teamwork
- ✓ Responsibility
- ✓ Community Service
- ✓ Work Ethic and Department Values
- ✓ Department Organization and Duties
- ✓ Fire Prevention and Safety Outreach
- ✓ Leading a Healthy and Safe Lifestyle

SECTION II
TECHNICAL SKILLS OVERVIEW

- ✓ Fire Behavior
- ✓ First Aid
- ✓ Portable Extinguishers
- ✓ Rehabilitation
- ✓ Fire Department Communications
- ✓ Donning Personal Protective Equipment
- ✓ Donning SCBAS and Proper Usage
- ✓ Apparatus
- ✓ Equipment
- ✓ Hoses and Nozzles
- ✓ Water Supply Operations
- ✓ Ropes and Knots
- ✓ Ladders
- ✓ Search and Rescue
- ✓ Forcible Entry
- ✓ Ventilation
- ✓ Accountability and
Emergency Evacuation
- ✓ Automobile Extrication
- ✓ Traffic Control

(Continued Next Page)

APPENDIX 5:
CADET PROGRAM TRAINING CLASSES (Cont.)

SECTION III
TRAINING

- ✓ Donning PPE
- ✓ Equipment Tarp Setup
- ✓ Thermal Imaging Camera
- ✓ Forcible Entry
- ✓ Upstairs/Downstairs Search
- ✓ Attic Rescue
- ✓ Cone Test
- ✓ Tire Test
- ✓ Fire Extinguishers
- ✓ Hose Pull
- ✓ Foam Training
- ✓ Ventilation
- ✓ EMS and First Aid
- ✓ Multi-story Fire Simulation
- ✓ Bailout System

**APPENDIX 6:
BEHAVIORS SUBJECT TO DISCIPLINARY ACTION**

For the protection of the District and each employee, the following rules for personal conduct have been established. This list includes, but is not limited to, all conditions which may require disciplinary action up to discharge.

1. ***Failure to comply with pertinent regulations*** issued by the State of Florida and/or the U.S. Government as it pertains to the District.
2. ***Insubordination*** (failure, or unreasonable delay, in carrying out instructions given by the supervisor).
3. ***Dissemination of sensitive or Protected information:*** The willful and reckless dissemination of sensitive personal information about District employees to other individuals, unless specifically authorized by the Director.
4. ***Misconduct:*** Fighting or inflicting bodily harm on another person, gambling, dangerous horseplay, being under the influence or possession of illegal drugs or alcoholic beverages, immoral behavior, smoking in restricted areas, any violent act, or language which adversely affects morale, production, or maintenance of discipline, rudeness or acts of disrespect for members of the public.
5. ***Criminal, dishonest, infamous, or notoriously disgraceful conduct*** adversely affecting the employer/employee relationship (on or off duty).
6. ***Conviction of a felony or gross misdemeanor or conviction of a misdemeanor or ordinance violation*** involving moral turpitude.
7. ***Theft or pilfering:*** Possessing, taking, removing, destroying, or tampering with District property without proper authorization.
8. ***Fraud or Dishonesty:*** Falsification of attendance records or failure to give complete information for personnel records, making false statements, either oral or written about the District, other employees, supervision, oneself, or work situation.
9. ***Absenteeism:*** Habitual or excessive absence from work or failure to return to work promptly upon expiration of leave or vacation. Unauthorized absence on one or more scheduled work days.
10. ***Habitual Tardiness:*** Failure to be present for the start of work shifts or when work assignments are issued.
11. ***Leaving Assigned Work Area:*** Except for emergency reasons or with the supervisor's approval, employees are not to leave their assigned work areas.

APPENDIX 6:
BEHAVIOR SUBJECT TO DISCIPLINARY ACTION (Continued)

12. ***Abuse of District Policies and Procedures:*** Misuse or abuse of established District policies such as vacation, leave of absence, excused absence, or sick leave.
13. ***Safety Violations:*** Unauthorized possession and/ or use of weapons, ammunition, or explosives. Failure to observe general safety practices and regulations. Neglect in the safety of others or the committing of unsafe acts in the use and care of District property.
14. ***Illegal Driving:*** Driving private or District vehicles while on District business when not possessing a valid driver's license or liability insurance.
15. ***Misuse of District Vehicle:*** Personal use of District vehicle without prior authorization. This includes the hauling of family members and others who are not District employees.
16. ***Destruction of Property:*** Willful or malicious destruction of District property. Damage of property by failing to use proper equipment, care, and good judgment.
17. ***Hiring or recommending the hire of a relative*** in a department over which one has some degree of authority.
18. ***Incompetence:*** The inability or failure to perform work of an acceptable standard after a reasonable trial and training period.
19. ***Discrimination in Employment:*** Discriminating against an employee or an applicant for employment because of race, color, national origin, gender, religion, creed, sexual orientation, handicap, or age, as defined in State and Federal Laws.
20. ***Acceptance of Unauthorized Compensation*** from which it could be inferred that the giver expected or hoped for preferred or favorable treatment in an official or departmental matter.
21. ***Misuse of Time:*** Sleeping or other acts of inattention or neglect of duty. Unauthorized sale of articles or services, distribution or posting of literature, canvassing, polling or petition.
22. ***Generation and dissemination of erroneous information*** to other District employees which may contribute to situations that adversely affect morale.
23. ***Any other infraction not listed above which creates an environment contrary to the spirit of providing a safe, harmonious and productive work place.***