



# Bedford Fire Department

## Recruit Program Guidelines

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The Bedford Fire Department offers a Recruit Program for Bedford youth, ages 15-17. The purpose of the program is to introduce our youth to emergency services and the roles first responders play in our community. Participants will learn basic first responder skills and will be given ample training and support to help interested Recruits take the New York State Firefighter 1 or Emergency Medical Technician training classes. [Note: all course fees, gear/equipment and course books are provided by the Department for actively participating Recruits.]

Given the nature of the program and the topics covered, we require a significant commitment from our Recruits and the support of their families. Please review this document and refer to it during the Probationary period.

### Program Objectives:

- Introduce young adults to emergency services to inspire interest in becoming long term members of our department.
- Provide the Department with additional help in accomplishing non-emergency tasks.
- Provide leadership and personal development opportunity for Bedford Village youth.
- Empower young adults to inspire family and friends to support the Department.

### Program Overview:

The Recruit program begins in September of each year. [As resources permit, a second Recruit Class may begin in January.] After completing a physical and Department-required online training (see below for more detail), Recruits will be introduced to a variety of topics, ranging from scene safety, communications, introduction to equipment, and basic EMS and Fire Service skills. All Recruits are expected to participate in 40 “events” over the course of the year, or roughly 4 “events” per month. Events can range from drills, training, community activities, to work clean ups and social events.

During the initial training, Recruits are in their Probationary Period. Recruits are required to participate in drills and work details at the Firehouse every Sunday morning from 9am – 11am (holiday weekends excepted).

As Recruits demonstrate mastery of introductory skills, Recruits (16 years+) will be cleared to begin responding to 911 calls. Recruits are not permitted to respond to certain higher-risk emergency events; details will be provided when Recruits are advanced to Responding Recruit status. As Junior Members of the Bedford Fire Department, Recruits may participate in emergency responses, drills, parades, funerals, training and all events sponsored by or attended by the Company, but by invitation of the Chief and as limited by the policies or rules of the Company or the District.



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Recruits are encouraged to determine a primary track (Firefighting or EMS), but as many of our members carry both designations, Recruits may choose to follow both courses of interest.

Responding Recruits' safety is paramount; as such, Responding Recruits are not permitted to respond to calls on I-684, at any of the schools, to "wires down" calls, or to other higher-risk events.

Recruits will be issued a set of apparel (boots, pants, shirt) as well as fire or EMS gear to use throughout tenure in Recruit program. Recruit is responsible for proper care and maintenance of the assigned items, and will be expected to return items to BFD upon exit or graduation from the Recruit program.

### Detailed Expectations:

1. **Communication**: Clear communication is of the utmost importance on a fireground or emergency scene. As such, clear and consistent communication is a priority of the Recruit program. All communication will be between Recruits and Recruit Program Leaders; parents and guardians will only be contacted if a Recruit expresses interest in enrolling in a Firefighter or EMT class.
  - a. Communication will be via the GroupMe App (first priority) or via email (second priority).
  - b. Calendar events are published on the Bedford Fire Department members website and/or RedNMX Responder App, both of which will be made available to Recruits.
  - c. Recruits are expected to take responsibility for communicating absences, issues, or concerns with Program Leaders proactively.
2. **Commitment**: As noted above, Recruits are required to attend in a minimum of 40 events a year, roughly 4 per month. In addition to the expectations laid out below, Recruits are encouraged to participate in Department drills, community events and social activities.
  - a. Probationary Recruits are required to participate in Sunday morning drills and work details.
  - b. Responding Recruits may opt out of participating in Sunday drills in lieu of attending Department drills or responding to calls.
  - c. Enrollment in Firefighter 1 or EMT classes exempts Recruits from participating in Sunday drills and work details while enrolled in class, although enrolled Recruits are encouraged to continue attending Sunday work details to practice skills and/or study.
  - d. Attendance at all events is recorded via RedNMX fingerprint attendance. Recruits shall take responsibility for recording attendance, and for reporting attendance via GroupMe within 12 hours of event if fingerprint sign-in is missed. Attendance



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records can be used to validate “community service hours” needed for Fox Lane HS.

### 3. Respect

- a. For Our Community: Bedford Fire Department operates in a small community, and responding members are often privy to events that are highly personal and stressful for the recipients of emergency services. As such:
  - i. Recruits shall not discuss the details of emergency calls with anyone outside of the fire department. We ask that families respect our neighbors’ privacy and keep discussions with Recruits superficial to the activity and not to the individuals involved.
  - ii. Recruits shall not post to social media any reference to emergency calls without express permission of Program Leaders.
  - iii. Recruits shall recognize they represent the Bedford Fire Department – while participating in BFD events and on calls, while wearing BFD apparel, and while attending FLHS First Responder Club events.
- b. For Our Members: The Recruit program is run by volunteer members of the Bedford Fire Department. Recruits shall show their commitment and respect to BFD members by:
  - i. Showing up for all events appropriately dressed (at a minimum, closed-toe shoes, long pants, BFD shirt – bring shorts for donning drills).
  - ii. Arriving to events in time to be seated and ready to participate at least 5 minutes PRIOR to the start of training. In the fire service, “on time is late”.
  - iii. Giving instructors your full attention for the full length of training. Socializing with other Recruits should happen on your own time before or after training.

### Program Timeline:

1. Recruit application will be reviewed by Membership Committee; additional details will be requested to conduct background check, and an initial meeting with Program Leaders will be scheduled to review program.
  - a. Following initial meeting, Recruit shall contact Clarity Testing Services (*150 White Plains Road, Suite 204, Tarrytown 1-888-522-6624*) to request an Interior Firefighter Physical. Given limited appointment slots, Recruits are encouraged to contact Clarity as soon as possible.
2. Recruit shall meet with Chief(s) prior to scheduled Interior Firefighter Physical.
3. Following Firefighter Physical, Recruit must complete required on-line training prior to participating fully in the Recruit Program.



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- a. Online training must be completed by 2<sup>nd</sup> week September / January.

Online Training includes but is not limited to:

- i. Bloodborne Pathogens
- ii. Hazardous Materials/Emergency Response
- iii. Fire Extinguisher
- iv. HIPAA Awareness
- v. Respiratory Protection
- vi. Customer Service in the Fire Department
- vii. Hazmat Spill Prevention & Control
- viii. Workplace Violence
- ix. Sexual Harassment

4. Initial Training with BFD firefighters and EMTs.

### General Program Curriculum:

#### Initial Training topics

- a. Online training (prior to participation at Firehouse)
- b. ICS 100 & 700 [online training on Recruit's own time, required to be promoted to Responding Recruit]
- c. First Aid 1 & 2 [online training on Recruit's own time, required to be promoted to Responding Recruit]
- d. CPR for First Responders [will be scheduled by department, required to be promoted to Responding Recruit]
- e. Personal protective equipment: use, donning and doffing, etc.
- f. Vehicle safety: entering and exiting apparatus safely.
- g. Scene safety: traffic awareness, patient confidentiality, etc.
- h. Radio operations: Fire Ground, 60 Control, etc.
- i. Apparatus overview: E110, E109, R44, E108, 52B2 and 52B1
- j. Equipment overview: general familiarity with common equipment on apparatus (rig check on at least one engine and one ambulance)
- k. Officer overview
- l. First Call Expectations: Fireground, Rescue, Motor Vehicle Accident, EMS
- m. Traffic control
- n. EMS specific topics: Patient Lifting/Moving, Stretcher/Stairchair operations, Attendant expectations
- o. Firefighter specific topics: Basic Equipment operations (TIC, gas meter, fans, flares, fans, SCBA bottle change), Ladder deployment

After completing Initial training, Recruit will be assessed for mastery of skills. Upon recommendation of Recruit Program leadership, Recruit shall meet with Chief(s) to demonstrate



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overall competency in order to receive approval to respond to (appropriate) emergency calls, per Recruit Call Guidelines.

1. Competency must be demonstrated within 4 months of beginning program to remain active.
2. Recognizing that Recruits may learn at different speeds, Recruits will have three opportunities to demonstrate mastery of skills to receive approval to begin responding to 911 calls. We endeavor for you to succeed and will provide the necessary support and guidance for any committed Recruit to pass this evaluation.
  - a. September Start Date: Mid October/Mid November/End of December
  - b. January Start Date: End of Feb/End of March / Mid May

### **To remain active, Recruits must:**

- Maintain a “C” average or higher. School IS the Priority!
- Complete basic training within 4 months of beginning program
- Participate in an average of 4 events per month

Recruits who fail to follow the above criteria shall meet with Recruit Program leadership:

1. Recruits who have not completed basic training after 4 months shall meet with Recruit Program leadership to discuss training gaps and to develop a plan to address gaps. Recruits who have not completed basic training after 6 months shall be asked to resign.
2. Probationary Recruits who miss 2 Sunday Drills shall meet with Program Leadership to discuss conflicts and propose a plan to make up missed trainings.
3. Recruits who fail to record 4 events 2 months in a row shall meet with Recruit Program leadership to discuss reasons for decline in participation. Recruits will be asked to propose plan to increase participation; if plan is not met or does not suit department’s needs, Recruit will be asked to resign.
4. Recruits whose grades fall below “C” average (per marking period) shall meet with Recruit Program leadership to discuss opportunities for membership to provide academic support. Recruit Program leadership may place Recruit on leave of absence until grades improve.



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### Firefighter 1 / EMS specific training:

Following Initial Training, Recruits may focus on fire or EMS, or may pursue both.

#### 1. FF1

- i. Donning and doffing of protective gear
- ii. Knots
- iii. Ladders
- iv. SCBA
- v. Hoses, hose streams, packing
- vi. Hydrants

#### 2. EMT

- i. Vital Signs
- ii. Oxygen administration
- iii. Patient Assessment
- iv. Patient packaging/transport (boards, stair chair, stretcher, etc)
- v. Bleeding control
- vi. Joint injury (splinting)
- vii. EMS Skills Review



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### Firefighter 1 and EMT Class Overviews:

Recruits who demonstrate both competency and desire and are approved by the Chief(s) may decide to enroll in FF1 or EMT class for State or National certification, sponsored by the Bedford Fire Department and paid for by the Bedford Village Fire District.

FF1 is more physically demanding and EMT is more mentally demanding, but both courses assume 100% attendance and commitment. Most students in these courses are adults who have made the decision to commit to these programs, and instructors are not sympathetic to outside commitments. Recruits interested in enrolling in either class will need to schedule a meeting with Program Leaders and parents/guardians to discuss the class commitment in detail.

### Firefighter 1

- Participants must be at least 16 years of age.
- Courses are offered throughout the year; registration is via NYS Department of Homeland Security, with written approval from home fire department. Training is held at Westchester County Department of Emergency Services training center in Valhalla.
- Coursework is broken into two components; students can complete the first or both courses:
  - Basic Exterior Fire Operations + HazMat First Responder Operations (79 hours)
  - Interior Firefighter Operations (50 hours)
- Detailed information on courses and registration is available here: <https://emergencyservices.westchestergov.com/images/stories/pdfs/fire/bulletins/welcome.pdf>

### EMT

- Participants in CT classes must be 16 years old at the time of final exam; in NY, students must be 17 years to take the final exam.
- Many organizations host EMT courses, including Phelps Hospital, Westchester Community College, EMS Institute of Fairfield County (CT); course length and days vary by program.
- EMT courses are between 150-180 hours of classroom work, 16 hours of rotations plus reading and studying outside of class.



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### Close of Program:

1. Recruit Program is open to Bedford youth ages 15-17. Upon turning 18, Recruits may move from Junior member to Full member status with the approval of the Chiefs, and shall begin a new probationary period as any other Full member.
2. Recruit Program leadership will have the opportunity to recommend Recruits to the Chiefs for consideration, based on the following:
  - a. Recruits must maintain 40+ events per year to be recommended for membership.
  - a. Recruits who have passed certification (FF1, EMS) or who have identified future class in which to enroll shall be recommended for Membership.
3. BFD Full members are expected to enroll in a firefighter or EMS class within 6 months of joining the department. As such, Recruits who have not yet enrolled in a firefighter or EMS class will be strongly encouraged to select a class start date prior to turning 18.

*Note: Over the course of the program, some individuals may discover the Recruit program is not for them – the topics are not of interest, the commitment is too much, etc. Being a First Responder is not for everyone. If you discover the program does not suit you, we ask that you schedule a brief meeting with one or more Program leaders to withdraw from the program and to return any materials or gear that has been provided.*

### Contact Information:

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I have reviewed and understand the above Bedford Fire Department Program expectations. Should I have any questions, concerns, or issues, I will reach out to Program Leaders.

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**Recruit**

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**Date**

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**Recruit Parent / Guardian**

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**Date**