

**Cadet By-Laws**  
**Pinedale Volunteer Fire Department**

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**Section I**  
**Purpose**

It is the intent of the Pinedale Volunteer Fire Department to establish a program for youth between their sixteenth and eighteenth birthdays that will provide exposure to and training in the firefighting profession. The following sections shall govern the operation of the Pinedale Volunteer Fire Department Cadet program. They are written so that the good reputation this department enjoys with the public will be maintained.

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**Section II**  
**Establishment of program**

The Pinedale Volunteer Fire Department does hereby establish the “Pinedale Volunteer Fire Department Cadet” program.

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**Section III**  
**Chain of command**

The Chief of the Pinedale Volunteer Fire Department shall appoint a Cadet Advisor who shall have the responsibility of ensuring that the Cadet program is operated in accordance with these By-Laws and all other applicable rules and regulations of this department. The Cadet Advisor will report directly to the Chief. The Cadet Advisor will be the person that the Cadets may come to as the Administrator and Spokesman for the Pinedale Volunteer Fire Department.

- A. All correspondence, verbal and written, shall follow the chain of command.
  - B. A violation of the chain of command may be grounds for disciplinary action by the Chief.
  - C. Cadets shall be subordinate to ALL members of the Pinedale Volunteer Fire Department.
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**Section IV**  
**Compliance with By-Laws**

All Cadets shall comply with the By-Laws of the Pinedale Volunteer Fire Department:

- A. Failure to comply with all rules and regulations as set forth by these By-Laws, or as matters of policy and standard operating procedures, is subject to disciplinary action by the Chief.
- B. Provisions set forth in this Article shall supersede any other By-Laws, regulations, or standard operating procedures in conflict.

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**Section V**  
Age limits

- A. The age of any Cadet shall be from his/her sixteenth birthday until his/her eighteenth birthday.
  - B. Any Cadet may apply for full operational membership into the Pinedale Volunteer Fire Department on his/her eighteenth birthday, at any time 30 days prior to his/her eighteenth birthday, or at any time after his/her eighteenth birthday.
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**Section VI**  
Membership  
Procedures

Upon stating a desire to join the Pinedale Volunteer Fire Department as a Cadet, the prospective applicant should be referred to the Cadet Advisor, who shall explain to him/her the procedures for obtaining membership as a Cadet and what duties and responsibilities are involved in being a Cadet. After this time the Cadet Advisor may give the prospective applicant the following forms, all to be completed and notarized as specified, and returned to the Cadet Advisor:

- 1. A copy of these By-Laws to study and return to the Cadet Advisor
- 2. An application for membership as a Cadet, and
- 3. A Parental Consent form

When said forms are returned to the Cadet Advisor and are determined by the Cadet Advisor to be in proper order, the applicant shall attend the next business meeting of the Fire Department (or the soonest business meeting that he/she is able to attend) to be introduced to the members of the Department. After this meeting, the membership shall discuss the suitability of the applicant, and the membership shall decide if the applicant is accepted or rejected. The applicant shall then be promptly notified of the membership's decision.

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**Section VII**  
Voting power

Cadets shall not have voting power in any fire department meeting, but are welcomed and strongly encouraged to express their opinions on any subject that comes before the department.

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**Section VIII**  
Gear and  
Supplies

Gear and supplies for participating as a Cadet shall be provided on an "as available" basis.

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**Section IX**  
School  
Requirements

Certain school requirements shall apply to every Cadet:

- A. Shall attend school in Sublette County (including home school programs recognized by school district) and shall maintain at least a “C” overall grade average.
    1. At the close of each quarter, each Cadet shall present an original copy of his/her report card to the Cadet Advisor for review of grades.
    2. At any point when grades are not maintained, the Cadet shall be suspended until a “C” average is again achieved. At this time he/she shall be returned to good standing.
    3. At the end of one year of suspension, a Cadet shall be expelled from the Cadet program.
  
  - B. Shall not leave school to respond to an emergency call unless the following criteria have been met.
    1. Have a written parental consent form stating that the cadet may leave school filed with the High School office.
    2. Have a written teacher consent form allowing the cadet to leave that teacher’s class filed with the High School office. The cadet shall only leave classes that have been allowed by the teacher. Cadets shall turn off pagers prior to entering classes he/she is not authorized to leave to prevent disturbance to the class.
    3. No testing is being conducted in the class at the time of the page. Cadets shall turn off pagers prior to tests to prevent disturbance to the class during testing.
    4. Cadets shall check out of school at the High School office prior to leaving school. Cadets shall return to school as soon as the Cadet Advisor/Incident Commander releases them from the call.
  
  - C. Shall be out of the fire station by 21:00 hours on school nights unless engaged in training or unless given permission to remain at the station for a valid reason as determined by an Officer.
  - D. Shall not respond to calls after 21:00 hours on school nights.
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**Section X**  
Responding to  
emergencies

- A. Cadets shall respond to all calls in a NON-EMERGENCY mode only, obeying all traffic laws.
  - B. At no time are emergency warning devices (lights, sirens) to be mounted or otherwise used on a Cadet's vehicle.
  - C. No Cadet shall drive any apparatus to any fire or other emergency situation.
  - D. CADETS SHALL NOT RESPOND TO ANY VEHICLE ACCIDENTS.
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**Section XI**  
Emergency  
Scenes

- A. Upon arrival at an emergency scene, all Cadets shall report to the Cadet Advisor or Incident Commander, in that sequence.
  - B. For safety reasons, Cadets are not allowed into actual fire scenes until the fire is tapped out. If the scene is of such complexity and/or magnitude that either the Cadet Advisor, Incident Commander, or their designee cannot oversee the actions of the Cadets, then the Cadets shall stage as a group in a safe location near an apparatus and work as a team to assist fire personnel in setting up emergency equipment and other necessary duties.
  - C. After the fire is tapped out, Cadets may assist with clean up and other operations under the direction of the Cadet Advisor, Incident Commander, or their designee.
  - D. Cadets may be assigned to traffic control and any other appropriate duties after receiving proper training as determined by the Training Officer, Cadet Advisor, and Fire Chief.
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**Section XII**

General  
Conduct

All Cadets:

- A. Shall remember that they represent the Pinedale Volunteer Fire Department in the eyes of the public, and shall act accordingly.
- B. Shall be well-mannered at all times.
- C. Shall be neatly dressed and well-groomed any time they attend a fire department activity.
- D. Shall not receive more than two (2) moving traffic violations per year. If any Cadet receives more than two (2) moving traffic violations within one (1) year, he/she shall be brought before the Fire Chief for possible disciplinary action, up to and including expulsion from the Cadet program.
- E. Shall be interviewed twice a year by the Cadet Advisor regarding the Cadet's character, level of activity, and willingness to carry out the requirements of being a Cadet. If the Cadet Advisor feels that a Cadet is not a valuable addition to the department based on the above indicators, then the Cadet shall meet with the Fire Chief and the Cadet Advisor to work out a plan for improvement. If the Cadet is unwilling to meet the standards outlined in the plan of improvement, then he/she may face disciplinary action from the Fire Chief, up to and including expulsion from the Cadet program.

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**Section XIII**

Training  
requirements

All Cadets shall meet the minimum training requirements for Cadets and shall participate in regular Department training activities as set forth by the Training Officer.

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