

Purpose: This policy establishes criteria for maintaining Active and Junior Active status in the Cumru Township Fire Department

Administration: The Fire Chief will have responsibility for administration of this policy within the scope of their job descriptions.

Policy:

Requirements

- In order to maintain Active or Junior Active status in the CTFD, all personnel shall participate in the following:
 - Required training, as detailed in CTFD Policy 7.1 – Department Training/Required Training
 - Required station maintenance, as detailed in Policy 2.6 – Station Maintenance
 - Required routine vehicle and equipment maintenance, as detailed in Policy 8.7 – Vehicle and Equipment Maintenance
- In addition to the requirements above, maintaining Junior Active status in the CTFD requires the member to maintain a minimum of a “C” (2.0 on a four-point grade scale) average in the school(s) he/she is currently attending.
 - During the school year, any Junior Active member who is 17 years of age or younger shall provide a copy (two weeks after grades are received) of his/her grade report to the Deputy Chief of Outreach at the end of each school quarter, trimester, semester or grading period as documentation he/she has maintained the required minimum grade point average.
 - The Deputy Chief of Outreach may, at his/her discretion, choose to request additional grade reports to ascertain or track progress of Junior Active CTFD members, prospective Junior Active CTFD members, or suspended Junior Active CTFD members.
 - If at any time when a grade report is submitted to the CTFD, the Junior Active Member’s grade point average has fallen below the required minimum level, the member’s Junior Active status shall be automatically placed on a Full Suspension From Duty (see CTFD Policy 14.1 – Disciplinary Policies and Procedures) until such time as documentation is provided to the CTFD showing the member has attained the required minimum grade point average level. During the period of the suspension, all CTFD and Cumru Township Volunteer Firefighters’ Relief Association property in his/her possession shall be turned over to the Deputy Chief of Outreach for safekeeping.
- Removal from duty under CTFD Policy 14.1 – Disciplinary Policies and Procedures shall constitute automatic revocation of Active or Junior Active status in the CTFD.

Compliance and Notification

- The Fire Chief will review the training and activity records of all CTFD personnel annually to determine compliance with the requirements listed above.
- Any Active or Junior Active CTFD member found to have failed to comply with these requirements will be notified in writing.
 - Personnel so notified may schedule a conference with the Fire Chief within 30 days of notification and, based on the results of this conference, the Fire Chief may grant one (1) grace period of not more than six (6) months during which the member must demonstrate

full compliance with the requirements stated above. No more than one (1) such grace period may be granted within any three (3) year period.

- Failure to schedule such a conference in the time period allotted or failure to successfully complete a grace period granted by the Fire Chief subsequent to such a conference shall result in immediate revocation of Active or Junior Active status in the CTFD.
- Any CTFD member whose Active or Junior Active status has been revoked shall return all CTFD and Cumru Township Volunteer Firefighters' Relief Association property in his/her possession within 14 days of revocation of status.

Special Consideration

- Any CTFD member needing special consideration in order to maintain Active or Junior Active status must request a wavier.
- The following are examples of special considerations:
 - Work conflict
 - School conflict
 - Medical reasons
 - Personal reasons
- At the beginning of each activity year (December – November) the CTFD member requesting special consideration must meet with the Assistant Chief and Deputy Chief of Training. The purpose of this meeting is to develop an alternate training program specific to the members needs. This plan will be documented and filed with the members training folder.
- In the event that a special consideration is needed during the activity year, the CTFD member should request a wavier as soon as possible.

References

2.6 Station Maintenance

7.1 Department Training/Required Training

8.7 Vehicle and Equipment Maintenance

14.1 Disciplinary Policies and Procedures