

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

DEFINITIONS

COMMUNITY EVENTS – May include but are not limited to: the annual community rummage sale, July 4th celebration, and other scheduled community outreach events. Some of these events take place on Memorial weekend, July 4th weekend and Labor Day Weekend.

EXCUSED – Any member may be excused from an activity by reporting to an Officer and listing themselves as out of the area on the department website prior to the absence. In the case of personal emergency or unforeseen circumstances, a member may be excused by reporting to an officer after the event. All members are required to know the contents of any missed meetings.

INCIDENT COMMAND SYSTEM (ICS) – Organizational structure used by almost all fire departments and the Forest Service. Part of this system is the practice that the first responding member arriving on an emergency scene is in command of the incident but may turn over the command to another responder at any time.

IC – INCIDENT COMMANDER – The IC manages all aspects of scene response, including scene assessment, establishing scene command, and requesting required resources.

MEMBER IN GOOD STANDING – Any member who is not on probation, meets all the requirements in Article III, and maintains a valid U.S. Driver's License.

PROBATIONARY MEMBER – Any member who has not fulfilled all the requirements in Article III.

QUORUM – 50% of full time members in good standing. All meetings must have a quorum present to conduct business.

ARTICLE I: ORGANIZATION

SECTION I: NAME

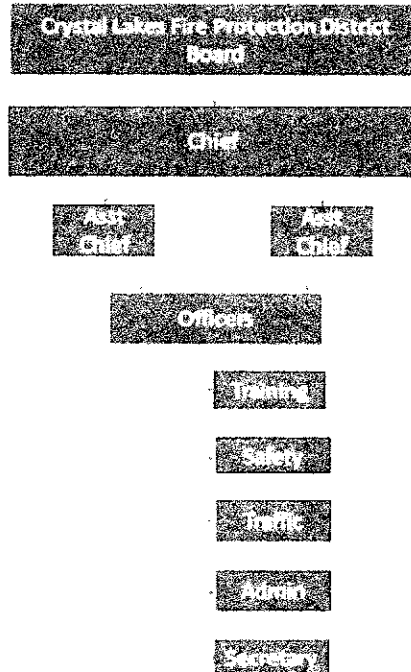
This organization shall be known as the CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT (CLVFD).

SECTION II: MISSION STATEMENT

The mission of the CLVFD shall be the preservation of human life and protection of property from natural disasters, fires, accidents or sudden illness that may occur in the Crystal Lakes Fire Protection District or other Fire Protection Districts when such aid is requested.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

SECTION III: DEPARTMENTAL ORGANIZATION



ARTICLE II: OFFICERS

SECTION I: CHAIN OF COMMAND

a) The chain of command under non-incident circumstances is:

- Chief
- Assistant Chief(s)
- Officers

b) During emergencies, the Incident Command System will be in effect. The Safety Officer may override and/or replace the IC if there are safety issues.

SECTION II: OFFICERS:

a) There are two types of officers: Elected and Appointed.

b) Elected officers are the Chief and Assistant Chief(s). The Chief's election must be approved by the

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

Crystal Lakes Fire Protection District Board.

- c) Appointed Officers are the:
- 1) Training Officer,
 - 2) Administration Officer,
 - 3) Safety Officer,
 - 4) Secretary,
 - 5) Traffic Control Officer.

All Appointed Officers serve at the discretion of the Chief; however, their appointment must be approved by a majority of members present at the business meeting at which the appointment takes place.

d) Any member of the department eligible for office may occupy one or more offices.

e) Any position (except for Chief) may be shared by more than one member in good standing (full time, part time or seasonal).

SECTION III: DUTIES

CHIEF:

- a) The duties of the Chief shall be those set down and described by the regulations of the State of Colorado, Larimer County, and the Crystal Lakes Fire Protection District Board. The Chief or designated representative(s) will also be responsible for department inventory, equipment, supplies, purchasing of replacement equipment, equipment disbursal, oversight of probationary members, initiation of and record keeping for member background checks, and insuring that all members are properly equipped.
- b) The Chief or designated representative(s) shall attend all District Board Meetings and make a full report of all department activities at each business meeting and District Board Meeting. It shall be the duty of the Chief or designated representative(s) to preside at all regular business meetings and all special meetings as the Chair. The Chief shall appoint committees as needed.
- c) It shall be the duty of the Chief or designated representative(s) to establish and maintain mutual aid and similar appropriate agreements with the:
- 1) Red Feather Lakes Volunteer Fire Department,
 - 2) Glacier View Volunteer Fire Department,
 - 3) Livermore Volunteer Fire Department,
 - 4) Poudre Canyon Volunteer Fire Department,
 - 5) U.S. National Forest Service,
 - 6) Larimer County Emergency Services,
 - 7) Colorado State Forest Service

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

8) Other organizations as approved by the District Board.

d) It shall be the duty of the Chief to appoint non-elected officers as needed.

ASSISTANT CHIEFS:

It shall be the duty of the Assistant Chiefs to assist the Chief in the discharge of his/her duties and perform all duties in the absence of the Chief. An Assistant Chief shall also preside as Vice Chair in meetings.

SAFETY OFFICER:

The Safety Officer shall advise the IC of any safety concerns during incidents and may override and/or replace the IC if necessary. The Safety Officer will conduct safety training as directed by the Chief or Training Officer. The Safety Officer shall be responsible for a review of all safety issues noted during training sessions and incidents at the following business meeting.

TRAINING OFFICER:

The Training Officer shall be responsible for training all CLVFD members and forwarding attendance records to the Administrative Officer. The Training Officer may incorporate internal or external expertise to provide training. The Training Officer shall be responsible for reporting on upcoming and completed training sessions at the next business meeting.

ADMINISTRATIVE OFFICER:

The Administrative Officer shall keep all training records up to date and forward same to the Pension Board President at the end of each calendar year. The Administrative Officer shall be responsible for recording and submitting all applicable government reports and documentation. The Administrative Officer will record members' attendance at all CLVFD fire trainings, Business meetings, incidents, community special events and work days. The Administrative Officer shall inform the Chief when any member lapses into probationary status.

SECRETARY:

The Secretary shall be responsible for keeping the minutes of all meetings and keeping an accurate roster of members. The Secretary shall be responsible for emailing draft meeting minutes to each department member at least one week prior to the next Business meeting, and the posting of the final version of the minutes of each meeting on the web site.

TRAFFIC CONTROL OFFICER (TCO):

The Traffic Control Officer shall be responsible for overseeing traffic control at incidents, supervising the lead-in of outside resources at the direction of the Incident Commander (IC), and assist in the control of bystander interference on-scene. The TCO will also oversee Traffic Control training of Special Duty Responders (SDRs) and firefighters as directed by the Chief or Training Officer.

ARTICLE III: MEMBERSHIP

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

SECTION I: ELIGIBILITY

- a) Anyone at least 18 years of age, living or employed within a thirty-minute response time to an emergency within Crystal Lakes Fire Protection District is eligible to become a member of the Crystal Lakes Volunteer Fire Department. Persons applying for membership to CLVFD will be required to undergo a background check. See Section IV for guidance on regulations for seasonal and part-time members.
- b) All applicants must complete an application and agree to abide by the Rules and Regulations and Standard Operating Guidelines of the department.
- c) All applicants must request to join the department at a regular business meeting.
- d) Any member who can no longer meet the requirements of membership shall be required to resign from the department and return all district property.
- e) Persons under the age of eighteen may join the Cadet Program, as established in Appendix A. Cadets have no voting rights, do not go through a probationary period, and are not required to meet the attendance requirements established for other department members. Duties, responsibilities and attendance requirements for Cadets appear in Appendix A.

SECTION II: DUTIES OF MEMBERS

- a) Every member (Fulltime, Seasonal, and Part-time) must attend the monthly business meetings unless excused. A member may attend the business meeting by phone if out of District, ill, or unable to attend due to weather. Members who have three (3) consecutive unexcused absences from meetings of any type (business and training) will be returned to probationary status. Members must attend at least 50% of all business meetings, unless they have previously requested and been granted Leave (see Article IV). Failure to do so will result in a return to probationary status.
- b) All members must take part in at least 50% of all community events and work days unless excused. Failure to do so will result in a return to probationary status, subject to review of the officers on a case-by-case basis.
- c) The duty of all members shall be to perform duties and assignments at all fires and emergencies as directed by the Incident Commander within the limits of their capabilities and training and to know and follow the department Standard Operating Guidelines and Regulations. Department members will be required to respond to at least 30% of all incidents. Failure to do so will result in a return to probationary status, subject to review of the officers on a case-by-case basis.
- d) All firefighters (Fulltime, Seasonal, and Part-time) must satisfactorily complete a minimum of

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

thirty-six (36) hours of training per year. At least 20 hours of training must be under the direction of the Crystal Lakes Fire Department Training Officer.

- e) Special Duty Responders (SDR) will meet with the chief and the appropriate officer(s) during their probationary period to establish their response and training duties. These duties might include, but are not limited to: lead-in, traffic control, filling and replacing SCBA tanks, wildland fire safety and weather look-out, community evacuation, and other tasks supporting administration and emergency operations. SDR training will be provided by the Traffic Control Officer. Failure of the SDR to meet the established training requirements will result in a return to probationary status. Special Duty Responders are encouraged, but not required, to participate in Fire Fighter Training and may take on additional firefighter responsibilities upon completion of training for the desired activity.
- f) Firefighters will maintain certification in CPR and First Aid. SDRs are strongly encouraged to become certified in one or both activities. CLVFD will provide the opportunity for training and certification in both activities.
- g) For the protection and safety of all members, **all** department members shall inform an officer when they will be out of District for 24 hours or less. If a member will be out of District for more than 24 hours, the member will inform an Officer and post the absence on the department website.
- h) All members will fulfill roles within the department which are commensurate with their demonstrated abilities, training and interests, as agreed upon by the individual and appropriate Officer(s). No department member will be required to take on any duty that they are not trained for or are not capable of performing.

SECTION III: PROBATIONARY MEMBERS

- a) New members and members returned to probationary status will serve a six-month probationary period.
- b) Probationary members have no voting rights in department matters.
- c) By the end of their probationary period, responding members will have attended instruction on and demonstrated proficiency and skills in:
 - 1. Basic structure and operation of the department
 - 2. Communications
 - 3. Apparatus and equipment (within individual capabilities, see Article III, Section IIIh)
 - 4. Standard Operating Guidelines (SOGs)
 - 5. Personal Protective Equipment (PPE)
 - 6. Incident Command System
 - 7. Forest service classes S130 and S190 – completed with certificates of completionturned in to the Training Officer.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

- d) Special duty responders will establish their response duties and training requirements with the chief and training officer (see Article III, Section IIe).
- e) Probationary members come up for review at the end of six months. Their acceptance into the department will be brought to a vote in accordance with the department voting procedures. A 2/3 vote of approval will be sufficient to accept the probationary member as a full-time member. If a probationary member does not meet the 2/3 vote requirement, a discussion will be held immediately with the voting members present regarding the probationary member's status, i.e., immediate departure from the department or extension of the probationary period. A formal review of the probationary member may be conducted by the Officers in a period less than 6 months if circumstances arise.
- f) Attendance Requirements during probation:
- 1) Business meetings – Probationary members are expected to attend all business meetings. If an absence is unavoidable, they must inform an Officer of the department in advance to be excused. They may miss no more than 1/3 of the business meetings via excused absences.
 - 2) Training – Probationary members are expected to attend all regularly scheduled trainings. If an absence is unavoidable, they must inform an Officer of the department in advance to be excused. They may miss no more than 1/3 of the trainings via excused absences. Regularly scheduled trainings include all trainings and additional trainings scheduled by the Training Officer (but do not include supplemental/optional trainings). A make-up training may be scheduled with the approval of the Training Officer.
 - 3) Probationary members may have no more than 2 unexcused absences from trainings or meetings during the probationary period.
- g) Response requirements during probation: Probationary members are expected to respond to at least 30% of all incidents/calls during the probationary period.
- h) Probationary members may not drive a department vehicle unless accompanied by a department member in good standing.

SECTION IV: SEASONAL/PART TIME MEMBERS

- a) Seasonal Members are those who are available in district full-time for part of the year but are out of district for the rest of the year. Part-Time Members live or work out of district.
- b) Seasonal/Part-Time Members must identify themselves as such at the start of their service with the department, or the onset of residency change, to receive this status.
- c) Training Requirements – Seasonal and part-time members are required to attend at least 50% of applicable training sessions that take place when they are in district. All other attendance requirements are the same as for full-time members for the incidents, work days, community events, meetings, etc, that take place while the Seasonal/Part-Time Member is in-district.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

- d) Seasonal/Part-Time members must provide a written schedule of planned absences from the district. Use of the website calendar is sufficient for this purpose.
- e) Seasonal/Part-Time Firefighters must attend 36 hours of training per year to qualify for a pension (see Article III, Section IId).
- f) Seasonal Members will leave all department-issued equipment at the station for the duration of their absence.

SECTION V: BACKGROUND CHECKS

- a) Persons applying for membership to CLVFD (either as a firefighter or Special Duty Responder) are required to complete a Membership Application, a Membership Record Check Release Form, and undergo background checks.
- b) Because of the personal information contained in the Membership Application, Membership Record Check Release Form, and the background checks, these documents will be collected and stored in a separate safe secured in the station. Access to these documents will be limited to no more than three CLVFD Officers – the Fire Chief and two Officers designated by the Chief. Any department member, upon leaving the department, may request that their background check paperwork be turned over to them. Paperwork of departing members that is not requested will be destroyed after one year.
- c) The background checks consist of a Colorado Bureau of Investigation (CBI) online background check and a Colorado driving record check. These checks will be initiated by one of the three CLVFD officers listed above using the information provided in the Membership Application. If the applying member has lived in the state of Colorado for less than one year, the applicant must complete fingerprinting at the Larimer County Sheriff's Department and submit to a CBI National Criminal Background Check. This step may also be taken for applicants whose CBI online background check shows issues of potential concern.
- d) The CBI online background check, or the CBI National Criminal check for applicants living in Colorado for less than one year, must be completed before any equipment is issued. The applicant may be voted in as a probationary member pending the results of the background check.
- e) Results of the background checks will be reviewed on a case-by-case basis by the Officers of the CLVFD, who will additionally discuss any items of concern with the applicant before determining the applicant's acceptance to the department. The CLVFD will maintain records about the decisions made regarding acceptance into the department and the reasons for those decisions and will review those records to ensure that all applicants are treated equally and fairly. Applicants may request a copy of their background check results.
- f) Members must maintain the ability to pass department-required background checks at any time.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

SECTION VI: CODE OF CONDUCT

- a) All department members must follow and respect the Chain of Command.
- b) Department equipment and facilities are not for personal use.
- c) No department member may speak on behalf of the department, whether in a public or private setting, without receiving permission from an Officer in advance.
- d) No department member may use their membership in the department to advance their personal goals (i.e., to demonstrate their good character or experience, explain or excuse actions not taken under direction of the department, etc). When deciding whether to mention your membership in the department, ask yourself if you do so for the good of the department or your own good. If the latter, do not bring up the department.
- e) Department members represent the department when in public and shall act in such a way that their behavior is a credit to the department and does not reflect badly on it. This applies whether or not department clothing or insignias are worn.
- f) Professionalism will always be exercised while on scene.
- g) Confidentiality will be honored and maintained for all incidents.
- h) All patients and citizens will be treated with respect, courtesy, and dignity.
- i) Department members will not show up impaired to an incident, department meeting, or community event in which the Department member is participating with the CLVFD.

ARTICLE IV: LEAVE TIME & RESIGNATIONS

SECTION I: LEAVES OF ABSENCE

- a) Any member may request a leave of absence from the department. The request must be submitted to the Chief in writing and include the estimated dates of absence. A leave of absence should be requested by any full or part time member who will be unavailable to the department for more than two consecutive months.
- b) The Chief will approve or deny the leave request in writing, and a copy of that letter will be kept in the department's files.
- c) Members requesting a leave must leave their equipment at the Fire Station for the duration of their absence. Members on leave of absence more than a year will be required to rejoin the department in

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

probationary status.

d) Officers requesting leave for more than two months may be asked to resign their position.

SECTION II: RESIGNATIONS

a) Any member may resign from the department by giving their notice of resignation to the Chief or Assistant Chief(s). The Chief will resign by giving his/her notice of resignation to the President of the District Board.

b) Resignations are effective immediately or on the date indicated in the resignation notification. Once a resignation becomes effective, any member returning to the department must be voted in as a new/probationary member.

c) Upon the resignation effective date, resigning members relinquish all elected or appointed positions with the department.

d) Resigning members must turn in all equipment within twenty-four hours of the effective date of their resignation.

ARTICLE V: ELECTION OF OFFICERS

SECTION I: OFFICERS

a) The Chief and the Assistant Chief(s) are elected by members in good standing. All other officers are appointed by and serve at the discretion of the Chief; however, their appointment must be approved by a majority of members present at the business meeting at which the appointment takes place.

b) The term of office of all officers will be one year, beginning at the first business meeting in the new year and ending at the first business meeting of the following year.

c) The Chief must be a member in good standing for at least one year, must have completed at least 40 hours of training with the department, including S130/S190 wildland training, and have demonstrated leadership and administrative ability.

SECTION II: NOMINATIONS

a) Nominations will be made at the October business meeting or the next scheduled business meeting if the October meeting is cancelled.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

- b) Any member in good standing may nominate any other member in good standing.
- c) Nominees may decline at any time prior to the election.
- d) All nominees must have been a member in good standing for at least one year. Nominations for chief must meet the requirements set out in Section Ic of this Article.

SECTION III: ELECTIONS

- a) Elections will be held at the regular business meeting in November or the next scheduled business meeting if the November meeting is canceled.
- b) A written ballot listing all nominees will be prepared by the Secretary prior to the November meeting.
- c) Ballots will be counted by the designated election official and the results announced during the meeting. See Section IV.
- d) The nominee receiving the most votes will be elected into office.
- e) All ties will be resolved by taking a re-vote between the tied nominees.
- f) All members in good standing may vote.
- g) Results of the elections will be forwarded to the District Board before the November Board Meeting for approval.

SECTION IV: VOTING PROCEDURES

- a) For each Vote, a member in good standing will be appointed Election Officer by the Chief.
- b) The appointment of the Election Officer will take place at the business meeting one month prior to the election.
- c) Members in good standing unable to attend a meeting at which there will be a vote to approve Officers or the acceptance of probationary members may submit an absentee vote by emailing their vote to the Election Officer at least one week prior to the meeting at which the vote will take place. In order to ensure the security of voting, this email cannot be anonymous.
- d) It is the responsibility of the Election Officer to keep all votes confidential.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

- e) The Election Officer will add the absentee ballots to the ballots taken at the business meeting.

ARTICLE VI: REMOVAL AND REPLACEMENT OF OFFICERS

SECTION I: REMOVAL OF OFFICERS

- a) An elected or appointed officer may be removed from office if said officer ceases to be a member in good standing.
- b) Any officer of the department may be removed from office due to abuse of his/her authority or misconduct in his/her office.
- c) A member or members in good standing may submit a petition to the Chief for removal of an Officer. The Chief must forward the petition to the petitioned Officer, who will be given an opportunity to present a defense. The Petitioner will have an opportunity to review the defense. The Chief and the Officers will determine the outcome of the petition.
- d) If the charges involve the Chief, the District Board will act in lieu of the Chief in the above process.

SECTION II: REMOVAL OF DEPARTMENT MEMBERS AND REPLACEMENT OF OFFICERS

- a) Any member of the department may be removed from the department by following Section I, above.
- b) Upon the resignation or removal of the Chief, the Assistant Chief(s) will take on the duties of the Chief until a new Chief is instated. At the next regular business meeting, a Special Election will be held. Vacancies of any other Officers will be filled by Chief's appointment and membership confirmation vote at the next regular monthly business meeting or a special meeting called for this purpose.
- c) Special Elections will follow the procedures established in Article V.
- d) Officers appointed will take office immediately.

ARTICLE VII: MEETINGS

SECTION I: PROCEDURES

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

- a) All meetings will be conducted according to the most current version of Roberts' Rules of Order.
- b) Members must attend business meetings in their entirety to be considered present at the meeting. Exceptions to this requirement will be considered on a case-by-case basis.
- c) A quorum must be present to conduct business.

SECTION II: TYPES OF MEETINGS

- a) Business meetings will take place on the first Thursday of each month. All department members are required to attend. The meeting is open to the public per Colorado Open Meeting Regulations.
- b) The Officers' meeting will precede the business meeting as arranged by the Chief. All Officers, elected and appointed, must attend the Officers' meeting unless excused. Attendance at Officers meetings is limited to the Officers unless a department member is invited.
- c) Regular trainings are scheduled on the 2nd and 4th Thursdays of each month at a time designated by the Training Officer. Additional trainings may be convened by the Training Officer with prior notification to the department. All department members are invited to attend all trainings.
- d) Crystal Lakes Fire District Board Meetings are held on the third Thursday of each month at 7:00 PM. Attendance by the Chief, or designated representative, is required. Attendance by all other department members is optional.
- e) See Article III, Section II for detailed attendance and excused absence requirements.

ARTICLE VIII: AMENDMENT OF RULES AND REGULATIONS

- a) The Chief will appoint a committee to review and suggest amendments to these Regulations at a minimum of every two years.
- b) This committee will present a copy of the proposed revisions to the membership at a regular business meeting. The membership will review and submit comments. The members will vote on the proposed revisions at the next business meeting.
- c) All amendments must be approved by 2/3 of the members that submit a vote. All members will be given the opportunity to vote on the proposed amendments.
- d) Any member may request that a Rules and Regulations committee be convened and may present a proposed change to these Regulations at any business meeting.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

e) The revised Rules and Regulations will be forwarded to the District Board for approval following approval by the membership.

ARTICLE IX: SEXUAL HARRASSMENT POLICY

The CLVFD Sexual Harassment Policy shall be in compliance with county, state and federal law. Sexual harassment may be reported to any Officer by any means. The Officer who receives the report must notify the Chief in writing within 48 hours.

ARTICLE X: FIREARMS POLICY

For the safety of department members and bystanders at emergency scenes, firearms will not be carried on the person of any responding personnel or in any fire vehicle or brought on any emergency scene. Firearms are not allowed inside the fire department building and shall not be carried on the person of department members at any Fire Department training, event, incident or meeting. Items stored in the private vehicles of department personnel are that person's responsibility.

Approved by:

Crystal Lakes Fire District Board President _____ Date: _____

CLVFD Chief: _____ Date: _____

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT

RULES & REGULATIONS

CLVFD RULES & REGULATIONS - APPENDIX A

Crystal Lakes Volunteer Fire Department Cadet Program

Requirements:

- All cadets will be between the ages of 15 and 18 and will join the cadet program only with the express written permission of their parents/guardians.
- An Officer of the fire department will meet with the prospective cadet and the cadet's parents/guardians to establish department expectations and the scope of the cadet's service (as below).
- The cadet and their parents/guardians will be asked to sign a liability waiver.

Duties & Responsibilities:

- Cadets will not drive any apparatus.
- Cadets may respond to calls under the supervision of a department member assigned by the Incident Commander.
- Cadets are asked to attend department business meetings to keep informed regarding the activities of the department. Cadets do not have voting rights, but are welcome to participate in the discussion.
- Cadets are asked to assist with department activities, such as special events and fund raising.
- Cadets may attend any department training. At trainings, cadets will be assigned a mentor to supervise their activities during the period of that training. Cadets will train only on activities which are appropriate to their abilities and within the scope of activity agreed upon by the cadet's parents, and will only take part in activities for which they have appropriate Personal Protective Equipment (PPE).
- Cadets may assist at the station as directed by a member of the department. Tasks at the station may include cleaning, simple maintenance, and assisting department members in repairs and special projects.

Equipment:

- Where possible, cadets will be outfitted with pagers and radios to keep them informed of department activities. If equipment shortages make it impossible to outfit cadets with these communications devices, a member of the department will be assigned to keep the cadet informed of scheduled department activities via phone or email.
- Cadets will need the appropriate PPE for any training they undertake. When not in use, PPE will remain at the fire station in a locker set aside for the cadet's use. If appropriate PPE is not available for a given exercise, the cadet will act solely as an observer for that training.

Expectations:

- Cadets are expected to be polite and respectful to all department members and to members of the public at any time they are representing the department.
- Cadets must follow the directions of department members unless they feel those directions would place them at risk.
- Cadets are expected to assist the members of the department in guarding their own safety. Cadets must decline to perform any task they do not feel comfortable attempting or any directions they feel are unsafe. If a cadet does not feel they can safely undertake the directions they have been given, they must inform an officer that they are unable to undertake the assigned task.

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

CLVFD RULES & REGULATIONS - APPENDIX A

We, the undersigned cadet and parents/guardians of the cadet, do hereby acknowledge receipt of the above information. We accept the rights and responsibilities included in this document and have signed the attached liability waiver. The cadet undersigned has permission of his/her parents/guardians to undertake all the above activities except those noted here:

Cadet:

(print name) (signature) (date)

Guardian:

(print name) (signature) (date)

CRYSTAL LAKES VOLUNTEER FIRE DEPARTMENT RULES & REGULATIONS

GENERIC WAIVER OF LIABILITY

CRYSTAL LAKES FIRE PROTECTION DISTRICT
WAIVER OF LIABILITY AND HOLD HARMLESS AGREEMENT

1. In consideration for receiving permission to participate in the Crystal Lakes Volunteer Fire Department (CLVFD) Cadet Program I hereby RELEASE, WAIVE, DISCHARGE, AND COVENANT NOT TO SUE Crystal Lakes Fire Protection District, the Board of the Crystal Lakes Fire Protection District, their officers, agents, or the officers or members of the Crystal Lakes Volunteer Fire Department (hereinafter referred to as RELEASEES) from any and all liability, claims, demands, actions, and causes of action whatsoever arising out of or related to any loss, damage, or injury, including death, that may be sustained by me, or to any property belonging to me, while participating in such activity, while in, on or upon the premises where the activities are being conducted, REGARDLESS OF WHETHER SUCH LOSS IS CAUSED BY THE NEGLIGENCE OF THE RELEASEES, or otherwise and regardless of whether such liability arises in tort, contract, strict liability, or otherwise, to the fullest extent allowed by law

2. I am fully aware of the risks and hazards connected with the activities of the CLVFD Cadet Program, and I am aware that such activities include the risk of injury and even death, and I hereby elect to voluntarily participate in said activities, knowing that the activities may be hazardous to my property and me. I understand that neither the Crystal Lakes Fire Protection District (CLFPD) nor the CLVFD requires me to participate in this activity. I voluntarily assume full responsibility for any risks of loss, property damage, or personal injury, including death, that may be sustained by me, or any loss or damage to property owned by me, as a result of being engaged in such an activities, WHETHER CAUSED BY THE NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law

3. I further hereby AGREE TO INDEMNIFY AND HOLD HARMLESS the RELEASEES from any loss, liability, damage, or costs, including court costs and attorneys' fees that Releases may incur due to my participation in said activities, WHETHER CAUSED BY NEGLIGENCE OF RELEASEES or otherwise, to the fullest extent allowed by law.

4. It is my express intent that this Waiver and Hold Harmless Agreement shall bind the members of my family, if I am alive, and my heirs, assigns and personal representative, if I am deceased, and shall be deemed as a RELEASE, WAIVER, DISCHARGE, AND COVENANT NOT TO SUE the above-named RELEASEES. I hereby further agree that this Waiver of Liability and Hold Harmless Agreement shall be construed in accordance with the laws of the State of Colorado and that any mediation, suit, or other proceeding must be filed or entered into only in Colorado and the federal or state courts of Colorado. Any portion of this document deemed unlawful or unenforceable is severable and shall be stricken without any effect on the enforceability of the remaining provisions.

IN SIGNING THIS AGREEMENT, I ACKNOWLEDGE AND REPRESENT THAT I have read the foregoing Wavier of Liability and Hold Harmless Agreement, understand it and sign it voluntarily as my own free act and deed; no oral representations, statements, or inducements, apart from the foregoing written agreement, have been made; and I execute this Agreement for full, adequate and complete consideration fully intending to be bound by same.

IN WITNESS WHEREOF, I have signed this Waiver and Agreement under seal on this _____ day of _____, 20_____.

PARTICIPANT:

PARTICIPANT'S PARENT/GUARDIAN:

WITNESS: