



Holland Charter Township

353 North 120th Avenue • Holland, MI 49424 • phone: 616.396.2345 • Fax: 616.396.2537

RESOLUTION

CHARTER TOWNSHIP OF HOLLAND RESOLUTION (A resolution supporting the Fire Cadet/Explorer Program)

WHEREAS, The Charter Township of Holland, recognizes the importance of a properly staffed professional fire department, for the well being of residents and visitors to our community, and

WHEREAS, it is further recognized, that a Cadet/Explorer Program will help to assure the availability of competent well-trained individuals to consider for future fire department vacancies, now

THEREFORE, be it resolved, that the Charter Township of Holland, hereby authorizes the fire chief to establish and maintain a Cadet/Explorer Program within the fire department, comprised of individuals from 16 through 17 years of age, or 18 years of age if a full-time high school student, which may be through the Ottawa County Fire Academy or the Ottawa County Careerline Tech Center.

I Michael Dalman, Clerk, certify that this is a true copy of the Resolution passed by the Charter Township of Holland on March 19, 2026.

Return adopted resolution to:

Bureau Of Fire Services
Fire Fighter Training Division
PO Box 30700
Lansing MI 48910
Email: LARA-BFS-Smoke@michigan.gov

FIRE/RESCUE CADET HANDBOOK AND GUIDELINES

A partnership between:
Holland Charter Township Fire Department
And
CTC Fire/Rescue Program



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New Member,

As the Chief of Holland Township Fire Department (HTFD), I would like to take this opportunity to welcome you as a Cadet member of HTFD! For many, this program will be the first step in a career in the fire service, whether volunteer or paid. I honestly believe that you being an active participant in this program is the future of the fire service, and a hero of tomorrow.

When people do not know where to turn for help, quite often their response is to call the local fire department. They expect us to fix their emergency, or to at least make things better for them. Therefore, the firefighter has traditionally performed many tasks other than just fighting actual fires, and is held in high esteem by many people. As a member of the Cadet Program, people will look to you as a representative of this department. Therefore it is important to follow the code of conduct and to be courteous and respectful to all, especially when wearing your uniform.

As a new member of the Cadet Program, you will be expected to meet the cadet program requirements as well as the requirements set forth by the State of Michigan for FF I/II certification. There may also be other activities and opportunities available to you, that I hope you will take advantage of.

As a member of this department I take a great deal of pride in it and the community that surrounds it. You will be expected to do the same. As a member; strive for excellence; be the best that you can; be proud of what you are doing it for; promote department pride by example; and most of all, have fun and be safe. Again, from myself and the entire department we welcome you.

Sincerely,

Ross Tibbets
Fire Chief
Holland Township Fire Department

Mission and Values

Holland Township Fire Department, in partnership with CTC Fire/Rescue Program use this *Cadet Firefighter Program* to **Educate, Protect and Serve** the youth of Holland Township and surrounding communities.

The following statements are upheld by the Holland Township Fire Department and CTC Fire/Rescue:

MISSION STATEMENT

To maintain a safe environment for youth to gather within the community to learn about many aspects of the fire service and to provide avenues for positive social interaction for youth within the program, and for youth within the community.

VISION

We will be a model for fire departments with Cadet Firefighter youth programs to introduce the young community to the fire service and to provide a safe environment for social activities for youth within our community.

CORE VALUES

Recognizing the dedication, skill, and value of all members, we will create and maintain an environment of individual safety, well-being, and trust. We are guided by: ***Service to Others, Team Work, Compassion, Integrity, Safety, Honesty, Accountability, Professionalism and Respect.***

COMMITMENT TO THE COMMUNITY

The members of the Holland Township Fire Department Cadet Firefighter Program demonstrate commitment to our community through:

- Providing an opportunity for youth to serve the community.
- Respectful and courteous treatment of all people.
- Accountability for our actions.
- Open honest communications.
- Educating peers about fire safety and prevention.
- Providing a safe environment for youth activity within the community.

Code of Conduct

As a member of the Holland Township Fire Department Cadet Firefighter program, you are expected and required to:

- Abide by all of the Standard Operating Guidelines and all other rules and regulations of the Active Department, as well as those of the Cadet Firefighter Program.
- Conduct yourself in a professional and courteous manner that will reflect well upon you and the entire department, especially when in uniform.
- Demonstrate honesty, fairness and integrity.
- Treat all people with courtesy and respect.
- Recognize the value and worth of each individual.
- Dress respectfully and modestly at department functions that you attend.
- Refrain from cursing or using otherwise foul language while in uniform, at the station, and while participating in department functions.
- Work as a team with others.
- Participate in training requirements set forth in the cadet program handbook.
- Obey the chain of command.
- Wear your uniform when coming to the station and any department functions that you help with.
- Not wear your uniform or any other department issued gear for general use outside of the station or department functions.
- Always bring required gear to training.
- Notify an advisor or parent in charge (if assigned) upon arrival and departure from the station and department functions.
- Immediately report any problems to an Officer or parent in charge (if assigned).

Cadet Program Standard Operating Procedures

Administrative

SOP #100: Administration of Program

This cadet program is run and administered by Holland Township Fire Department in partnership with the CTC Fire/Rescue Program. The program will be referred to as the Holland Township Fire Department Fire Cadet Program.

The governing body of the Cadet Program will be the Fire Chief, Assistant Fire Chief, and/or designee of the Fire Chief within the Fire Department.

Participating Fire Departments must have the attached cadet resolution adopted by their city/twp board and returned to the BFS, if not done so already.

The CTC Fire/Rescue director will be responsible for entering the cadet into SMOKE.

SOP #101: Purpose of Program

The purpose of this program is two-fold: 1. Sponsor students who are enrolled in CTC Fire/Rescue who wish to gain full FF certification, and 2. Allow fire departments to make connections with and mentor prospective firefighters. This will be accomplished through providing training in the use and care of equipment, the development of safety habits and fire prevention activities, and encouraging the youth to take an interest in their community.

SOP #102: Program Membership

To be eligible for membership to the Holland Township Fire Department Fire Cadet Program, students must be enrolled as a student in the CTC Fire/Rescue Program and be between the ages of 16-17, or 18 if a full-time high school student. A new cadet firefighter member will have the approval of the township/city board and fire chief. The Cadet will not be allowed to engage in active firefighter duties.

SOP #103: Membership Termination

Membership will be terminated at the end of the current school year or upon a date that is agreed upon by both parties involved.

Membership termination may also take place if the cadet is not meeting Holland Township Fire Department expectations or State of Michigan FF I/II certification requirements as overseen by the CTC Fire/Rescue Program.

Membership may be extended on a case by case basis to allow for retesting if needed.

Violations

Any violations of these SOPs will be brought before the Fire Chief of Holland Township Fire Department and the CTC Fire/Rescue program instructor. Violations will be addressed on a case by case basis. Violations will likely result in termination of the cadet sponsorship and subsequently remove the cadet from contention for State of Michigan certification.

SOP #104: Attendance Policy

Cadets are required to meet State of Michigan FF I/II certification requirements for lectures (90%) and practicals (100%).

Cadets must meet with Holland Township Fire Department representatives on a monthly basis starting in January (2nd semester) to complete assigned Job Performance Requirements (JPR's)/skill sheets.

Given the large number of fire departments and cadet students involved in this program, the wide range of fire department training and activities, and cadet students' wide range of extracurricular activities, mandatory attendance at Holland Township Fire Department training/activities will not be required.

Students wishing to go above and beyond, who are performing well in all aspects of school, may participate further in Holland Township Fire Department training and activities.

SOP #105: Grades

Cadets must maintain a "C" in the CTC Fire/Rescue Program. This grade will represent scores from class work, quizzes/tests, practical evolutions, and affective skills/participation.

SOP #106: Appearance

Cadets will represent Holland Township Fire Department and CTC Fire/Rescue Program in a positive manner. Cadets will be clean shaven and of good/sound hygiene practices. Cadets will wear CTC Fire/Rescue "Professional Day" attire or attire that is requested/provided by Holland Township Fire Department. The only hats that will be worn will be of solid navy/black color (no logos) or those that represent the CTC Fire/Rescue Program or Holland Township Fire Department.

Operations

SOP #200: Personal Protective Equipment

All Cadet firefighters will be required to wear proper clothing. The Fire Chief or designee will have ultimate say of what PPE is needed given the event taking place. A cadet may be issued gear from Holland Township Fire Department. If gear is not issued, the cadet may use the gear assigned to them from CTC Fire/Rescue. Gear must be signed out with CTC instructors, and may only leave the building for training/activities with the cadet's assigned department.

Any turnout gear that has been issued by Holland Township Fire Department will be kept at the station. All equipment issued must be returned when the Cadet's membership ceases for any reason. ***Cadets are responsible for the replacement of any equipment lost or stolen while in his/her possession whether issued by Holland Township Fire Department or CTC Fire/Rescue.***

SOP #201: Fire Station Etiquette

No cadet will be allowed to stay overnight at the fire station.

Cadets are not allowed at the station before 3pm on school days, or 12 (noon) if half day of school.

Cadets must have direct supervision from a fire department member when at the station or involved with fire department training/activity.

No tobacco use by cadets when on the fire department property.

Cadets suspected of misuse or destruction of fire department property may be dismissed from the cadet program.

SOP #202: Department Activity

The Holland Township Fire Department Fire Cadet Program will be a graduate step program based on the criteria outlined in the Cadet handbook . As knowledge is gained in class and the cadet upholds their responsibilities, the opportunity to increase activity with Holland Township Fire Department will be given.

Approximate timelines as follows:

September 8, 2025: Holland Township Fire Department Fire Cadet Program sponsorship is live. This is the 1st day of the fire academy at CTC Fire/Rescue. Consent form to be completed and on file by this date.

November 1, 2025: Cadet applications are due to Chief Ross Tibbets of Holland Township Fire Department. Cadet interviews will take place during the month of November. Based on cadet interview and class performance, Holland Township Fire Department has the option to maintain basic cadet sponsorship to allow the cadet the opportunity to finish fire academy if meeting State of Michigan requirements. Or Holland Township Fire Department has the option to expand the role of a cadet as outlined in this handbook.

Cadets, in agreement with parent/guardian and Holland Township Fire Department, may request to keep basic sponsorship through the department and not seek expanded cadet roles. This is an option for students struggling in class, or students heavily involved in extracurricular activities and unable to meet expanded cadet requirements who wish to continue for State Certification.

January 12, 2026: Expanded cadet roles take effect. Expanded cadet roles include the following:

- 1-2 hours per month of skill sheet review. Skill sheets will be assigned by CTC Fire/Rescue staff and completed at the assigned cadet station, ideally with a Fire Instructor.
- Option to be issued a fire pager.
- Option to respond on calls when at the station under direct supervision of Holland Township Fire Department designee.
- Option to respond to stations for fire related calls.
- Option to participate in Holland Township Fire Department training and/or department activities.
- Cadets will be paid at the State of Michigan minimum wage rate for their participation in Holland Township Fire Department activities.

June 5, 2026: Latest date of termination of cadet status. Holland Township Fire Department has the option to bring the student on as a cadet for another year, hire the student, or to part ways.

SOP #203: Response

General Response Guidelines:

- No response to EMS or “Duty Officer” calls, unless already at the station and accompanying Holland Township Fire Department designee.
- Must respond to assigned station, **NO** responding directly to the scene, or unassigned station.
- A cadet driving their own vehicle to the station must be unaccompanied. If others are in the vehicle, the cadet should not respond, or others in the vehicle must leave the fire station grounds.

Enroute to the fire station

Cadets in good standing with Holland Township Fire Department and CTC Fire/Rescue that have been granted expanded cadet roles will be allowed to respond to their assigned fire station. Cadet firefighters that are licensed drivers will be permitted to drive their personal cars, provided that **ALL State, County, and Department laws/SOP's** are obeyed. The Cadet firefighter, Parent, or Guardian will not be permitted to use four way flashers, horn blowing, headlight blinking, siren or red lights. They must yield the right of way to all emergency vehicles.

Responding to the fire station in any manner not prescribed previously will be considered a violation of these SOP's. Any violation will be taken before the advisors of the Cadet Program and dismissal from the Cadet Program is likely.

SOP #204: Fire Scene

Fire Scene

Cadet firefighters will retain a responsible attitude and good behavior on fire scenes at all times. They must obey the orders of fire officers and follow all cadet guidelines at all times. Cadet firefighters will remain in the cold zone and **MUST NEVER** enter a burning building. Appropriate PPE is required at all times.

When Assignment is Completed

Cadets may be asked to leave the scene of an incident at any time by a Senior officer or a cadet advisor and they will comply immediately.

Cadets will return to the station when assignment is completed to help with clean up and putting vehicles back into service.

Cadets will check in with the officer in charge before leaving the scene or before leaving the fire station after a call or event.

SOP #205: Radio and Pager Use

Cadets will not speak on main fire channels, including Fire North/South, Water Channels, or All Department Operations channels. Cadets may speak on non-repeated fireground channels under the direct supervision and approval of fire chief, officer, or designee. Radios may be carried by the cadet on a fire ground for listening purposes only.

Cadets will **NOT** carry pagers to or during school. Cadet advisors may at any time confiscate pagers and/or radios if the cadet is abusing or not following rules and regulation from this policy or Holland Township Fire Department policy.

SOPs may be added or changed as the governing body sees fit.

Appendix



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Return adopted resolution to:
Bureau Of Fire Services
Fire Fighter Training Division
PO Box 30700
Lansing MI 48910
Email: LARA-BFS-Smoke@michigan.gov

**Holland Township Fire Department Fire Department Cadet Firefighter Program
Application**

Please Print using Black or Blue Ink.

First Name: _____ Middle Initial: ____ Last Name: _____
Address: _____
Birth Date: _____ Phone Number: _____
Email Address: _____

Do you have your parents permission to apply to be a Cadet Firefighter? Yes No

Parent/Guardian Name: _____ Phone Number: _____
Parent/Guardian Address: _____

Emergency Contacts

Name: _____ Phone Number: _____
Name: _____ Phone Number: _____

Additional Information (use another sheet of paper if more space needed)

What interests you the most about becoming involved with the Holland Township Fire Department Fire Department?

Please list other activities, in detail, that you are involved in (Sports, Volunteer Work, Church, etc):

Applicant Signature and Date

Parent Signature and Date

FD Use:

Fire Chief Approval _____

Your completed application should be returned to:

**Holland Township Fire Department
Attn: Chief Tibbets
353 N 120th Ave
Holland, MI 49424**

Once the application has been received and approved we would like the parent/guardian and prospective cadet to meet with a representative of the department to review cadet policies, procedures, and complete parental consent and authorization forms.

If you have questions at any time, please contact Chief Tibbets at (616)796-9191

Cadet Firefighter Parental Consent

My son/daughter, _____, has my permission to be a Cadet Firefighter with the Holland Township Fire Department. I give my consent to allow _____ to be a Cadet Firefighter and do not hold the Holland Township Fire Department Fire Department responsible for any actions caused by my son/daughter that is not under the direction of an Officer.

Cadet Firefighter Signature and Date

Parent/Guardian Signature and Date

Contract of Understanding

I and my son/daughter have read ALL of the Cadet Firefighter Handbook and understand the guidelines set up to outline the purpose of the Cadet Firefighters. I and my son/daughter understand that Cadet Firefighters serve as supporters of the fire department with the purpose of learning the basics of firefighting. I and my son/daughter understand that Cadet Firefighters are to follow all instructions from members of the fire department and that the general standard of conduct is to act in the manner of a professional. I and my son/daughter understand that he/she is expected to be courteous and respectful of other members (Cadet and Regular) and to all citizens as they are representing the Fire Department. I and my son/daughter understand there is a "zero tolerance" policy regarding drug and alcohol use. I and my son/daughter understand that by signing this Contract of Understanding we are declaring that any violation of the guidelines is grounds for immediate dismissal from the cadet program.

Cadet Firefighter Signature and Date

Parent/Guardian Signature and Date

Acknowledge Receipt of Guidelines

I acknowledge that I and my son/daughter have received a copy of the Cadet Firefighter Program Handbook and have reviewed them with a Fire Department representative and/or CTC Fire/Rescue Program Instructor prior to signing these documents.

Cadet Firefighter Signature and Date

Parent/Guardian Signature and Date

I acknowledge that the above received a copy of the Cadet Firefighter Program Handbook and reviewed the program guidelines with me and/or CTC Fire/Rescue Program Instructor.

Fire Chief or Designee Signature and Date

Printed Name of Chief or Designee

CTC Fire/Rescue Instructor Signature and Date

CTC Fire/Rescue Instructor Printed Name