**Purpose:** TheJunior Firefighter Program is to give young adults with an interest in Fire and Rescue services a better understanding of these fields of service in the hope that they will further pursue this interest. The program will give young adults an insight to these services and their related skills. Guest speakers and the Fire Department personnel involvement will be included in the programs activities

**Procedure:**

**APPLICATION PROCESS**

* Complete an Okolona Fire Department Junior Firefighter application
* Parental consent form signed
* Reference check, including a school reference
* Copy of most recent report card
* Sent to Board of Trustees for approval

**General Requirements**

Junior Firefighters:

* Shall not be substituted for trained of age personnel
* Shall not use tobacco, alcohol products or illegal drugs of any type
* Shall not drive fire department vehicles in the “emergency” or “non-emergency” mode
* Shall not be permitted to drive directly to any incident scene. ~~unless determined by department SOP’s~~
* Shall be of age 14-17
* Shall be issued full protective equipment to include coat, pants, boots, helmet, gloves, and protective hood, commensurate with assigned tasks

**Educational Requirements**

Junior Firefighters:

* A high school graduate or GED certificate holder; or
* Enrolled in public school in good standing who meet the attendance regulations as set forth by federal, state, or local authorities; or
* Enrolled in an approved home or private school program; and
* A student who maintains a cumulative grade point average (GPA) or the equivalent of the letter “C” in the core curriculum, if currently enrolled in public school or other educational agency; and
* Prohibited from participating in any fire department activities during regular school hours unless as an authorized school function.

**Training Requirements**

Junior Firefighters:

* Members 14 years of age are only permitted to attend classroom training and observe the skills and/or hands-on portion of training evolutions
* May attend other classes not identified below when approved by Fire Chief and no IDLH activities are involved
* Members 15-17 years of age**,** when properly equipped with personal protective equipment, are permitted to participate in classroom and skills/hands-on training in the following areas:

A. Administration and Organization

B. Safety

C. Communications

D. Fire Behavior – *(Shall not include “live” fire evolutions)*

E. Portable Extinguishers – *(Using a burn pan no larger than 36” x 36” only)*

F. Personal Protective Equipment

G. Forcible Entry – *(May include power/hydraulic tools when under direct instructor supervision)*

H. Ventilation – *(May include power saws when under direct instructor supervision and when secured with fall protection)*

I. Ropes – *(May include High-Angle Awareness Level evolutions when using NFPA approved standards and equipment)*

J. Ladders – *(Shall include the usage of a ladder belt or safety harness for fall prevention)*

K. Hose/Nozzles/Appliances – *(Shall not exceed handlines greater than 2”)*

L. Foam – *(Shall not exceed handlines greater than 2”)*

M. Fire Control - *(Shall not include “live” fire evolutions)*

N. Salvage – (*Shall be under direct instructor supervision)*

O. Overhaul – (*Shall be under direct instructor supervision)*

P. Emergency Medical Care - *(Shall meet all governing agency requirements)*

Q. Rescue – *(Shall not include “Ice, Swift Water, or Dive Response Training” conditions. Such training classes as “BUT NOT LIMITED TO” trench rescue, confined space, high-angle awareness level, collapse, and extrication may be permitted when under direct instructor supervision)*

R. Water Supply

S. Sprinklers

T. Hazardous Materials – *(Shall not be subject to any immediate danger to life or health {IDLH} atmosphere; however, simulated “Hot Zone” training may be permitted)*

U. Fire Prevention/Public Education

V. Building Construction

W. Aircraft Crash/Fire-Rescue – *(Shall not include “live” fire evolutions)*

X. Emergency Disaster Planning

Y. Fire Investigation – *(Shall not involve any IDLH atmosphere)*

Z. Pump Operations

FC Kentucky Firefighter Survival *(shall not include “live” fire evolutions)*

FC Kentucky Firefighter Rescue *(shall not include “live” fire evolutions)*

FC Kentucky Wildland Awareness – *(Shall not include “live” fire evolutions)*

**Incident Response Requirements\*okolona Fire Incidents only**

Junior Firefighters:

* Age 14 shall NOT at any time participate on the incident scene
* May respond to assigned fire station on a non-emergency (“Code 1”) basis
* Age 15–17 shall complete the minimum hours of training in the following areas prior to participating at an incident:
* Administration 2 hours
* Safety 2 hours
* Fire Behavior 2 hours
* Portable Extinguishers 1 hour
* Personal Protective Equipment 3 hours
* Forcible Entry 1 hour
* Ventilation 1 hour
* Ropes 1 hour
* Ladders 2 hour
* Hose 2 hour
* Fire Control 1 hour
* Salvage 1 hour
* Overhaul 1 hour
* ~~Drivers Training 1 hour~~
* Incident Command 2 hour
* First-Aid/CPR Requirement 3 hours
* Incident Accountability System 2 hours

Junior Firefighters shall never:

* Never respond to an incident in an “emergency mode” (“Code 3”)
* Serve as the Incident Commander;
* Participate in the place of trained personnel;
* Engage in any activities and/or areas **Immediately Dangerous to Life or Health** (IDLH) as defined by the U.S. National Institute for Occupational Safety and Health (NIOSH) involving fire or smoke conditions – (to include structure, vehicle, dumpster, wildland, liquids, gases, or rubbish fires);
* Operate or engage in any Hazardous Materials control activities – (except for a minor fluid leak from a motor vehicle accident);
* Operate hydraulic or power tools while on an incident scene;
* Participate in ventilation on an incident scene; or
* Climb ladders during incident operations to include aerial and/or ground ladders

Junior Firefighters may operate on an incident scene to assist with the following activities:

* Accountability
* Rehab
* Hose relocation, rolling, and/or loading outside an IDLH atmosphere
* Exterior operations using hose lines of 2” or less and not within an IDLH atmosphere
* Equipment retrieval from apparatus

**Junior Firefighter Advisor**

A. The Junior Firefighters ~~Advisory board~~ shall consist of 1 Lead Advisor and 1 to 3 Associate Advisors. Lead Advisor and Associate Advisors shall be appointed by the fire chief.

1. Lead Advisor (Member of the Fire District)

 a. Oversees all meetings and functions involving the Junior Firefighter Program.

 b. ~~Conduct Advisor meetings on a regular basis~~

 c. Act as liaison on all matters concerning the Junior Firefighter Program.

 d. Handle all Advisor level paperwork ~~except training and activities.~~

 e. Schedule Advisors for all activities other than training.

 f. Handle all paperwork and records concerning activities. (Training Sheets etc).

 g. ~~Associate Advisors (Members of the Fire District or Member of the Auxiliary)~~

2. Obligations and Requirements

 a. Be present at Junior Firefighter functions

 b. Conduct activities

 c. Help Junior Firefighters in general matters

 d. Shall follow Okolona Fire Department Standard Operating Procedures

e. ~~Will appoint Junior Officers every December of every year or when a Junior Officer has left the program.~~

f. Shall have a background check completed once a year done by the Fire District.

**Responsibility of the Advisors:** The adult advisors shall conduct trainings, teach leadership, teamwork, and provide a safe environment for all activities. The advisors will also be responsible for all Junior Firefighters during trainings and activities. The advisors must assure all juniors have left after training more needs to added, could think of the right words.

**Lead Advisor:** It is his or her responsibility to keep the Chief of Okolona Fire Department informed of all aspects of the program to include trainings, and activities. The Lead Advisor may be required to secure approval from the Chief and/or the department Board of Trustees for activities.

Each Advisor must be a member of the Okolona Fire Department or auxiliary or Junior Firefighter Guardian. There shall be a male and female advisor present at all Junior Firefighter actives.

**~~Junior Firefighter Officers~~**

~~The Junior Firefighter Officers are Junior Firefighter Chief, Junior Firefighter Assistant Chief and Junior Firefighter Major, which are appointed by the Advisory Board, each December. At the discretion of the Advisor Board, additional Lieutenants may be appointed as Junior Firefighter membership increases.~~

~~Junior Firefighters in an officer position may be relieved of duties when deemed reasonable by the Advisory Board after a special meeting. The vacated office may be filled by another Junior Firefighter after evaluation.~~

~~A. Junior Firefighter Chief~~

~~1. Shall work with Advisory Board to assure the following is completed:~~

~~a. Will carry title “Junior Firefighter Chief”~~

~~b. Will act as liaison between the Junior Firefighters and advisory board and meet regularly with the Lead Advisor.~~

~~c. Must be present at all executive meetings and functions~~

~~d. Leads Junior Firefighter meetings~~

~~e. Responsible for starting and keeping meetings on time, per schedule~~

~~f. Will have a set agenda for each meeting~~

~~g. Will announce any old or new business concerning the post at each meeting~~

~~h. Introduces special guests or speakers to the membership~~

~~i. Must attend 8 trainings in three month period~~

~~B. Junior Firefighter Assistant Chief~~

~~1. Shall work with Advisory Board to assure the following is completed:~~

~~a. Will carry title “Junior Firefighter Assistant Chief”~~

~~b. Will introduce all new members at their first meeting~~

~~c. Must be present at executive meetings and functions~~

~~d. Assist the Junior Firefighter Chief in any matters concerning the juniors.~~

~~e. Be ready to assume the responsibilities of other Officers in their absence temporarily or permanently at the request of the board.~~

~~f. Must attend 8 trainings in a three month period~~

~~g. Schedule monthly trainings.~~

~~h. Gathers information needed for the instructors for each training~~

~~i. Schedules outside locations and instructors for training.~~

~~C. Junior Firefighter Major~~

~~1. Junior Firefighter Major~~

~~a. Junior Firefighter shall work with Fire Department Equipment Personnel:~~

~~b. Will carry the title “ Junior Firefighter Major”~~

~~c. Must be present at executive meetings and functions~~

~~d. Keep records of roll call (attendance) of entire membership for all post functions~~

~~e. Keep accurate meeting minutes~~

~~f. Have all necessary information available for use by members~~

~~g. Send out information from post to appropriate parties on all general personal information from the juniors regarding rulings or activities.~~

~~h. Must attend 7 trainings in a three month period~~

~~i. Must issue each Junior Firefighter full personal protective equipment including include coat, pants, boots, helmet, gloves, safety glasses and protective hood~~

~~j. Must be present at executive meetings and functions~~

**Trainings**

* Trainings shall be held once a week unless cancelled ~~or moved to other night approved~~ be an advisor
* Each training must be given by a state certified instructor
* Training sheet must be filled out by instructor after the training is completed, and turned into the training bureau
* All Junior Firefighters will be expected to arrive at trainings and activities on time. If you cannot attend a training or activity, you must contact a ~~Junior Firefighter Chief or an~~ Advisor.
* All Junior Firefighters will wear the proper uniform for any training or activity
* All Junior Firefighters will respect all advisors, other members, and any guest instructors.
* All Junior Firefighters will refrain from any distractive or disruptive activity during training
* All Junior Firefighters can attend Firefighter night trainings if approved by shift chief. Junior must call the Shift chief by 18:00 on training night

**General Rules**

1. All Junior Firefighters shall and will show respect to all other members and Advisors at all times.

2. Any misconduct by any Junior Firefighter in or out of uniform will and shall be subject to disciplinary action

3. Junior Firefighters are not allowed to accept gifts or gratuity as a representative of the program.

4. No Junior Firefighter will be allowed to use the department facilities, apparatus, or equipment outside of trainings and activities unless approved by the Lead Advisor. All members should leave the building immediately after trainings unless they are waiting for a ride.

5. A Junior Firefighter age 16 or older may stay at the department facilities till 2000, if approved by the shift chief or acting shift chief.

6. Horseplay or rough housing is forbidden at all times during training, and activities

7. Vulgar and profane language is forbidden at all times. Remember to always be professional.

8. Any member found guilty of theft on any fire department premises, shall and will be terminated from the program and charged by a court of law.

9. Any use of alcohol is forbidden at all times on fire department premises or during a sanctioned event

10. Any use of illegal drugs is forbidden at all times on fire department premises or during a fire department activity

11. Each Junior Firefighter shall and will use reasonable care in the use of all equipment or during a fire department activity

12. During training and activities, all Junior Firefighters shall and will take care of the building and report any damage to lead advisor.

13. The wearing of turnout gear on any carpeted or tile floor is forbidden.

14. Junior Firefighters shall not place or remove any items from any of the bulletin boards without permission of a fire department officer

15. Each Junior Firefighter must follow ALL Okolona Fire Department Standard Operating Procedures, rules, regulations and policies.

16. A Junior Firefighter is not required to live within the Okolona Fire District, however fire district residency requirements are applicable if the Junior Firefighter wishes to become a regular member of the fire department

17. If a Junior Firefighter fails to attend school when school is in session, the Junior Firefighter shall not attend any fire department function.

18. If a Junior Firefighter is injured in the while participating in training, the department will have insurance coverage, if they are injured while on an outing and not in the act of training they will need to be covered under their normal health insurance.

19. Juniors may not ride on an apparatus that able to make any type of emergency or non-emergency run. If juniors ride on an apparatus it shall be in a non-emergency mode, and not able to make runs.

**Uniforms:**

1. Refer to Okolona Fire Department SOP

**Report Cards**

2. All Junior Firefighters must provide a report card from school during the school year. The report card shall be given to the Lead Advisor at the next attended training after being received. Each Junior Firefighter shall maintain a grade of “C” (2.5 Grade Point Average) or better in every class. If the Junior Firefighter does not maintain “C” or better the Junior Firefighter shall be placed on academic probation. A Junior Firefighter on academic probation shall not participate in any training or activity evidence is provided of improvement in Grade Point Average to 2.0 or higher. Any Junior Firefighter may ask other Junior Firefighters or advisors for assistance with any school work.

**Transportation Policy**

1. All Junior Firefighters will be responsible for their own transportation to and from trainings and activities. Any Junior Firefighter driving a personal vehicle must have their vehicle and insurance information on file. Any Junior Firefighter under the age of 18 must have written permission from their parent or guardian before receiving a ride from a member of the Okolona Fire District outside of trainings. Permission forms shall be kept on file. Any violation of this policy is subject to disciplinary actions.

**Disciplinary Procedures**

1. This SOP has been written to protect all members of the Okolona Fire Junior Firefighter Program. All Junior Firefighters shall comply with this and other fire district procedures, rules, policies and regulations in a professional manner.

2. Violation of any Okolona Fire SOP, rule, policy or regulation shall be reported to a Junior Firefighter Advisor. The Advisory Board shall conduct an investigation into the circumstances of the violation and shall recommend to the fire chief an appropriate course of corrective action. A Junior Firefighter may be suspended from the Junior Firefighter Program during the course of the investigation.

ACKNOWLEDGEMENT OF RECEIPT OF SOP: This is to certify that I have received and read a copy of the Standard Operating Procedures and I am familiar with its contents.

I understand that the Okolona Fire Junior Firefighter Program may modify any of the provisions of this SOP at any time, with or without notice, and may deviate from the provisions of this SOP at its sole discretion.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Junior Firefighter Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Junior Firefighter Printed Name

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date

**Attachment # 1**

**Junior Firefighter Program**

**Notification Form**

Please print using Black or Blue Ink

Date JRFF Program Started: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Department Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Department Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print and Date

Fire Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Date

Number of JRFFs: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

The fire chief shall submit a JRFF Program notification form to the State Fire Commission Office in Versailles prior to implementing the Fire Commission approved program. Any department that has already started a Fire Commission approved program prior to this notification shall also submit a form. Any department that fails to submit this notification form shall not be permitted to start or continue a JRFF Program. Junior Firefighters who participate in a Program for which the fire chief does not notify the Commission will forfeit any training hours earned in the JRFF Program.

Junior Firefighters are not classified as employees, volunteer firefighters, or paid firefighters. Consequently, rules for coverage under any workman’s compensation insurance are extremely sensitive. Failure to notify the Commission of a JRFF Program may jeopardize workman’s compensation coverage. The Commission shall not be responsible for any coverage issues arising from failure to notify.

Upon notification, these forms will be maintained on file in the system office for accounting and tracking purposes involving JRFF programs statewide. A copy of this form should be maintained on file at the main fire station and is subject to audit by the Fire Commission.

Note: These forms are only required for Fire Commission JRFF Programs.

**Mail to: Kentucky Fire Commission**

**118 James Court**

**Lexington, KY 40505**

**Phone (800) 782-6823 | Fax (859) 256-3125**

**Attachment # 2**

**Governor’s Commission on Fire Protection**

**Personnel Standards and Education**

**Commonwealth of Kentucky**

**Okolona Fire Junior Firefighter Program**

**Application**

**Please print using Black or Blue Ink**

**Section I**

* **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Birthdate: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Email Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Do you have your parent’s permission to apply to be a Junior Firefighter?**

**Yes [ ] No [ ]**

**Section II**

* **Parent/Guardian Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* **Emergency Contacts:**
* ** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Relation:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Relation: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Section III**

**Medical Information**

* ** Doctor: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Hospital: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Phone Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Medical Conditions:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Allergies: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**
* ** Do you take any medication?**

**Yes [ ] No [ ]**

**If yes, list the medication and what condition it is for:**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Junior Firefighter Applicant Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Parent/Guardian Signature Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Fire Chief Signature Date**

**Attachment # 3**

**Governor’s Commission on Fire Protection**

**Personnel Standards and Education**

**Commonwealth of Kentucky**

**Okolona Fire Junior Firefighter Program**

**Parental Consent and Approval**

**Please print using Black or Blue Ink**

I, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, hereby grant permission for my child,

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, to participate in the Junior Firefighter Program conducted by

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_. As an official participant in the Junior Firefighter

Program with \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, for and on behalf of my child, I agree to the following:

a. Hold Harmless: I shall hold harmless \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Kentucky Fire Commission for any harm or damages caused by or any liability incurred from my child’s participation in the Junior Firefighter Program;

b. Indemnification: I shall indemnify \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Kentucky Fire Commission for any costs incurred due to harm or damages caused by or any liability incurred by the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and the Kentucky Fire Commission as a result of my child’s participation in the Junior Firefighter Program. Such indemnification shall not be limited to actual damages but may include other specific damages;

c. Choice of Law: I agree that my child \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and I shall settle any and all disputes between the sponsoring Fire Department the Kentucky Fire Commission, and any parties acting on their behalf in Kentucky and using Kentucky law;

d. Full Agreement: I agree that neither I nor my child nor anyone from the Kentucky Fire Commission or the sponsoring Fire Department has made any promises or agreements that do not appear within the body of this document.

e. Terms: I and my child agree to the following conditions for participation in the Junior Firefighter Program:

i. My child shall not serve in any primary firefighting role, but shall at all times serve as a support volunteer who is present only under the supervision of qualified firefighters, either volunteer or paid;

ii. My child shall follow all rules, orders, and other instructions given by the supervising members of the sponsoring Fire Department;

iii. Failure to follow all rules, orders, and other instructions given by the supervising members of the sponsoring Fire Department may result in dismissal from the Program. Such dismissal is at the discretion of the supervising members of the Program and shall not be an appealable decision;

iv. My child shall adhere to a code of conduct that is courteous, respectful, civil, and professional at all times while participating in the Junior Firefighter Program;

v. The Junior Firefighter Program maintains a zero-tolerance policy for all participants in regards to drugs, alcohol, violence, and violations of the law. Any participant who violates this zero-tolerance policy shall be dismissed from the Program; and

I further understand that my child is not a firefighter under state law and does not qualify in any manner for benefits or other programs open to those firefighters qualified as professional or volunteer firefighters. Neither I nor my child shall make any claim to those benefits or programs available to paid or volunteer firefighters. Workers’ Compensation benefits and eligibility therefor may be available to my child if all eligibility requirements are met. Legitimate claims for workers’ compensation will be addressed as appropriate under the law.

I agree and hereby declare that I have read all materials provided to me and my child through the Junior Firefighter Program. In addition, I have discussed these terms, conditions, and requirements with my child; both I and my child understand the requirements for participation in this Program. In declaring this acknowledgement and understanding, I and my child have affixed our signatures below.

Finally, I agree that the sponsoring fire department and its designated agents shall stand in my place for purposes of consent to transport and emergency treatment in the event of injury to my child. I hereby give consent for the sponsoring fire department and its designated agents to make those decisions necessary until such time as I arrive to retrieve my child from the fire department’s care and custody. I also agree to hold harmless the sponsoring fire department and its designated agents from any liability or any claims that arise from the decisions to transport or treat my child while in the care of the sponsoring fire department.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Parent or Guardian Date

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Child Date

As Fire Chief of the sponsoring department, I hereby declare that I have supplied the above named parent and child with all documents, including program guidelines, that are necessary for participation in and completion of the JRFF Program in my department.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief Date

**Attachment # 4**

**Junior Firefighter Program**

**Training Information and Emergency Contact Information**

**October 24, 2012**

Please print using Black or Blue Ink

JRFF Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Class/Subject: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire School: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Department: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Please Print \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chief Phone #: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Fire Chiefs **SHALL** provide all JRFF’s with a training information and emergency contact form prior to the JRFF first class. The information included above is required at a minimum. Fire Chiefs may collect more information if necessary.

Inform participating Junior Firefighters that they must keep a copy of this form with them at all times while participating in the Program’s official activities. Class instructors and/or school/conference leadership may randomly request to see a copy of the form during the conduct of classes and or event. If the participant is unable to provide a copy, the instructor, other department leadership, or conference organizers shall not allow the child to continue participation until the form is produced

**Attachment # 5**

**Kentucky Fire Commission**

**Junior Firefighter Program Guidelines**

**October 24, 2012**

**General Requirements and Information**

General Information:

* The documents provided in this mail-out are required. If a department has other documents that their county attorney or other legal counsel recommends, those documents shall be supplemental to the documents provided in this packet. All documentation should be maintained on file within your department records.
* It is the understanding of the Fire Commission that all JRFF’s that follow the approved guidelines as set forth by the Fire Commission will be protected under workman’s compensation insurance at no cost to the department. However, Fire Commission makes no representation that this coverage shall continue in the future and shall not be responsible for any claims, damages, or other liability arising from the participation of any individual in the JRFF Program should such coverage be denied.
* JRFF’s ages 15-17 may ride in fire apparatus in accordance with each fire departments’ SOP and local, state, and federal traffic laws. All fire departments must have and maintain a Department approved ride-along procedure at all times before JRFF’s may participate.
* JRFF may not participate in the state FF identification program for picture ID’s because by the state statutes you must be a certified FF. JRFF’s are NOT certified firefighters and do not qualify for any state benefits made possible as a result of such certification. Officially participating JRFF’s may qualify for worker’s compensation benefits upon meeting eligibility requirements.
* Child labor laws do not apply to JRFF volunteers. These laws are between an employer and employee.
* Fire Departments are responsible for complying with any local, state, or federal law that is relevant to the duty of adults to report known or suspected child abuse or neglect. The Fire Commission shall not accept liability based on any failure of an individual member or department to comply with such laws.
* Some insurance companies do not permit anyone under 21 to participate in drivers training as permitted in the guidelines. This should be handled in-house and remains the responsibility of the Fire Chief.

JRFF’s shall never:

* Serve as the Incident Commander;
* Participate in the place of trained personnel;
* Engage in any activities and/or areas Immediately Dangerous to Life or Health (IDLH) as defined by the U.S. National Institute for Occupational Safety and Health (NIOSH) involving fire or smoke conditions – (to include structure, vehicle, dumpster, wildland, liquids, gases, or rubbish fires);
* Operate or engage in any Hazardous Materials control activities – (except for a minor fluid leak from a motor vehicle accident);
* Operate hydraulic or power tools while on an incident scene;
* Participate in ventilation on an incident scene; or
* Climb ladders during incident operations to include aerial and/or ground ladders

JRFF’s on an incident scene may assist with the following activities:

* Accountability;
* Rehabilitation Area (Rehab);
* Hose relocation, rolling, and/or loading outside an IDLH atmosphere;
* Exterior operations using hose lines of 2” or less and not within an IDLH atmosphere; or
* Equipment retrieval from apparatus.

**Educational Requirements**

JRFF’s shall be:

* A high school graduate or GED certificate holder; or
* Enrolled in public school in good standing who meet the attendance regulations as set forth by federal, state, or local authorities; or
* Enrolled in an approved home or private school program; and
* A student who maintains a cumulative grade point average (GPA) or the equivalent of the letter “C” in the core curriculum, if currently enrolled in public school or other educational agency; and
* Prohibited from participating in any fire department activities during regular school hours unless as an authorized school function.

**Training Requirements**

JRFF’s:

* Members 14 years of age are only permitted to attend classroom training and observe the skills and/or hands-on portion of training evolutions
* May attend other classes not identified below when approved by Fire Chief and no IDLH activities are involved
* Members 15-17 years of age, when properly equipped with personal protective equipment, are permitted to participate in classroom and skills/hands-on training in the following areas:

o FF Olympics when approved by the Fire Chief

o Administration and Organization

o Safety

o Communications

o Fire Behavior (shall not include “live” fire evolutions)

o Portable Extinguishers (using a burn pan no larger than 36 x 36)

o Personal Protective Equipment

o Forcible Entry (may include power/hydraulic tools when under direct instructor supervision)

o Ventilation (may include power saws when under direct instructor supervision and when secured with fall protection)

o Ropes may include High-Angle (Awareness Level) evolutions when using NFPA approved standards and equipment

o Ladders (shall include the use of a ladder belt or safety harness for fall prevention)

o Hose/Nozzles/Appliances (shall not exceed hose lines greater than 2”)

o Foam (shall not exceed hose line size greater than 2”)

o Fire Control (shall not include “live” fire evolutions)

o Loss Control (Salvage/Overhaul and shall not include “live” fire evolutions)

o Emergency Medical Care (shall meet all governing agency requirements)

o Rescue (SHALL NOT include “Ice, Swift Water, or Dive Response Training” conditions). Such training classes are permitted (but not limited to) trench rescue, confined space, high-angle (NFPA awareness level), collapse, and extrication when under direct instructor supervision

o Water Supply

o Sprinklers (Fire Protection Systems and Alarms)

o Hazardous Materials (shall not be subject to an IDLH atmosphere); however, simulated “Hot Zone” training may be permitted)

o Fire Prevention/Public Education

o Building Construction

o Aircraft Crash-Fire-Rescue (shall not include “live” fire evolutions)

o Emergency Disaster Planning

o Pump Operations

o Drivers Training (shall only be by a licensed driver and only on a closed cone course under direct instructor supervision)

o Kentucky Firefighter Survival (shall not include “live” fire evolutions)

o Kentucky Firefighter Rescue (shall not include “live” fire evolutions)

o Kentucky Wildland Awareness (shall not include “live” fire evolutions)

**Incident Response Requirements**

JRFF’s:

* Members 14 years of age shall not at any time participate on an incident scene
* Members 15-17 years of age shall complete a minimum of 23+ hours of training in the following areas prior to participating on an incident scene:

o A0000 Administration 2 hrs.

o B0000 Safety 2 hrs.

o D0000 Fire Behavior 2 hrs.

o E0000 Portable Extinguishers 1 hr.

o F0000 PPE 3 hrs.

o G0000 Forcible Entry 1 hr.

o H0000 Ventilation 1 hr.

o I0000 Ropes Basic 1 hr.

o J0000 Ladders 2 hrs.

o K0000 Hose, Nozzles, Appliances 2 hrs.

o M0000 Fire Control 1 hr.

o P0000 Emergency Medical Care AHJ

Note: These requirements will be reviewed and re-evaluated by the Education and Eligibility Committee as needed or upon request.

**IMPORTANT LIABILITY INFORMATION**: It is important to remember that any deviation from these training specifications could result in departmental or personal liability. The Fire Commission does not, and shall not; approve participation of any JRFF’s in any activities that fall outside these guidelines. The Fire Commission does not, shall not, and cannot waive any sovereign immunity enjoyed as a result of its status as a state agency for the Commonwealth of Kentucky