

Attachment # 1

**Junior Firefighter Program
Notification Form**

October 24, 2012

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**

Junior Firefighter Program

_____ (Insert Fire Department Name Above)

Application

October 24, 2012

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

Junior Firefighter Program

(Insert Fire Department Name Above)

Parental Consent and Approval

October 24, 2012

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;

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.

- 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 # 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:
 - FF Olympics when approved by the Fire Chief
 - Administration and Organization
 - Safety
 - Communications
 - Fire Behavior (shall not include "live" fire evolutions)
 - Portable Extinguishers (using a burn pan no larger than 36 x 36)
 - Personal Protective Equipment
 - Forcible Entry (may include power/hydraulic tools when under direct instructor supervision)
 - Ventilation (may include power saws when under direct instructor supervision and when secured with fall protection)

- Ropes may include High-Angle (Awareness Level) evolutions when using NFPA approved standards and equipment
- Ladders (shall include the use of a ladder belt or safety harness for fall prevention)
- Hose/Nozzles/Appliances (shall not exceed hose lines greater than 2")
- Foam (shall not exceed hose line size greater than 2")
- Fire Control (shall not include "live" fire evolutions)
- Loss Control (Salvage/Overhaul and shall not include "live" fire evolutions)
- Emergency Medical Care (shall meet all governing agency requirements)
- 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
- Water Supply
- Sprinklers (Fire Protection Systems and Alarms)
- Hazardous Materials (shall not be subject to an IDLH atmosphere); however, simulated "Hot Zone" training may be permitted)
- Fire Prevention/Public Education
- Building Construction
- Aircraft Crash-Fire-Rescue (shall not include "live" fire evolutions)
- Emergency Disaster Planning
- Pump Operations
- Drivers Training (shall only be by a licensed driver and only on a closed cone course under direct instructor supervision)
- Kentucky Firefighter Survival (shall not include "live" fire evolutions)
- Kentucky Firefighter Rescue (shall not include "live" fire evolutions)
- 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:
 - A0000 Administration 2 hrs.
 - B0000 Safety 2 hrs.
 - D0000 Fire Behavior 2 hrs.
 - E0000 Portable Extinguishers 1 hr.
 - F0000 PPE 3 hrs.
 - G0000 Forcible Entry 1 hr.
 - H0000 Ventilation 1 hr.
 - 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.