

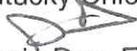


**KENTUCKY FIRE
COMMISSION**
STATE FIRE RESCUE TRAINING

Ronnie Day
Executive Director
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Versailles, KY 40383
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Date: January 24, 2011

To: Kentucky Chiefs and Firefighters

From:  Ronnie Day, Executive Director
Kentucky Fire Commission

Re: New Junior Firefighter (JRFF) Program

Over the past 2 years a subcommittee of the Governor's Commission on Fire Protection Personnel Standards and Education (Fire Commission) has been researching and preparing a Junior Firefighter (JRFF) program for implementation throughout the Commonwealth. As a result, the Fire Commission approved the following subcommittee proposal during the December 2010 meeting for implementation in January 2011.

Starting a youth program within your department is an opportunity to increase enthusiasm and morale. Bringing in new enthusiasm with youths, and rekindling it with veterans, will better-serve those you protect and may contribute to the overall future of your department. Recruiting the younger generation from our many communities and utilizing their time and effort, in return for training and structure, is one of the many great traditions that help make the fire service what it is today.

Much of the focus of this program will consist of learning about emergency operational methods and techniques as they pertain to firefighting, fire prevention and emergency medical services, and how the process of mastering these skills makes for a well-rounded young adult. Program members will be allowed to participate in basic training classes and will perform routine duties such as caring for departmental equipment and apparatus. As members progress and demonstrate competency, they may be given more responsibility and consider the fire/rescue field as a possible career path.

As you begin your JRFF program we require all departments keep safety at the forefront of all department operations and activities, meaning both the physical and psychological safety of both youth and adult members. In addition, department oversight also means the safety of your members--and the department as a whole--as it pertains to legal and liable issues.

Finally, you will find 4 attachments in this packet of information: Attachment 1 is the JRFF Program application; Attachment 2 is the parental consent form; Attachment 3 is the acknowledgement of guidelines form; and Attachment 4 is the approved guidelines for the JRFF Program.

If you have any questions, please contact JRFF Committee Chairman Butch McKinney at the number or address provided below or on his cell phone number, 859-608-4073.

Kentucky Fire Commission
300 North Main Street, Versailles, KY 40383
Phone (800) 782-6823 | Fax (859) 256-3125



ATTACHMENT 1

Junior Firefighter Program Application

Please Print using Black or Blue Ink

Section I

• Name: _____

• Phone Number: _____

• Address: _____

• Birthdate: _____

13 year olds are ONLY permitted if a member of an organized program prior to 8/16/10

• 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:

Section IV

- Background Information (use another sheet of paper if more space is needed)

- A background check will be conducted and a felony will prevent anyone from becoming a member of the JRFF Program.

- Have you ever been arrested, ticketed, fined, (felonies, traffic tickets, misdemeanors, etc.)

Yes [] No []

- If Yes, please list the date(s) and what the charge(s) was/were:

Junior Firefighter Applicant Signature Date

Parent/Guardian Signature and Date

Fire Chief Signature and Date



ATTACHMENT 2

Parental Consent

My son/daughter, _____, has my permission to be a Junior Firefighter with the _____, Fire Department; I give my consent to allow _____ to be a Junior Firefighter and do not hold the _____, Fire Department and/or State Fire Commission responsible for any actions caused by my son/daughter that is not under the direction of a Fire Instructor or Officer.

Junior Firefighter Signature Date

Parent/Guardian Signature and Date

Contract of Understanding

I and my son/daughter have read ALL of the Junior Firefighter Guidelines and understand the guidelines set up to outline the purpose of the Junior Firefighters. I and my son/daughter understand that Junior Firefighters serve in a support role as they learn the basics of firefighting and to prepare to become a full member at the age of 18. I and my son/daughter understand that Junior 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 (Junior and Regular) and to all citizens. 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. I and my son/daughter understand that any acts that violate the guidelines and that are illegal by state law will be referred to the County Sheriff's Department.

Junior Firefighter Signature Date

Parent/Guardian Signature and Date



ATTACHMENT 3

Acknowledge Receipt of Guidelines

I acknowledge that I and my son/daughter have received a copy of the _____
Fire Department Junior Firefighter Program Guidelines and have reviewed them prior to signing
these documents.

Junior Firefighter Signature Date

Parent/Guardian Signature and Date

Fire Department Use:

I acknowledge that the above received a copy of the Fire Department Junior Firefighter Program
Guidelines.

Fire Chief Signature and Date



ATTACHMENT 4

Kentucky Fire Commission Junior Firefighter Program Proposal

The following proposal is not to be considered a complete list of guidelines, policies, or procedures for a Jr. Firefighter program (JRFF). They represent only the minimum requirements set forth by the Kentucky Fire Commission. This proposal will serve as guidance for the following areas: General, Educational, Training, and Incident Response. It is the responsibility of the Fire Chief and/or Authority Having Jurisdiction (AHJ) to further establish a complete set of **Standard Operating Guidelines** for the JRFF program.

Motion Passed 8/16/10

“Butch McKinney said for the 13 YO already in the system and the 14 YO can do classroom training only. JRFF 15 and up can do hands-on in a controlled environment by an SFRT in-house instructor. Tiger Robinson to approve.

Kristin Chilton said the grandfather date for 13 YO is as of today. Bobby Bunnell seconded. Motion approved.

General Requirements

JRFF's:

- 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 **(Except when already a member of an established program)**
- Shall complete both an application and parental consent form
- Shall be issued full protective equipment to include coat, pants, boots, helmet, gloves, and protective hood, commensurate with assigned tasks

Educational Requirements

JRFF's:

- Shall have graduated from High School or be enrolled in school and meet the attendance requirements as set forth by federal, state, or local agencies in good standing
(Exception: JRFF's enrolled in an approved home or private school program are acceptable)
- Shall maintain a cumulative grade point average (GPA) of at least the equivalent of the letter “C” (2.0) in all core curriculum
- Shall not participate in any fire department activities during regular school hours unless an authorized school function

Training Requirements

JRFF's:

- Age 14 and under are only permitted to attend classroom training and observe the skills and/or hands-on portion of the training evolutions
- Age 15-17, when properly equipped with personal protective equipment, are permitted to participate in classroom and/or skills/hands-on training evolutions 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
- CC Drivers Training – *(Shall only be by a licensed driver and only on a closed cone course under direct instructor supervision)*
- FC Kentucky Firefighter Survival
- FC Kentucky Firefighter Rescue
- FC Kentucky Wildland Awareness – *(Shall not include “live” fire evolutions)*

Incident Response Requirements

JRFF's:

- Age 14 and under shall not at any time participate on the incident scene
- Age 15–17 shall complete a minimum of 23+ hours training in the following areas prior to participating at an incident:
 - Administration 2hrs
 - Safety 2hrs
 - Fire Behavior 2hrs
 - Portable Extinguishers 1hr
 - PPE 3hrs
 - Forcible Entry 1hr
 - Ventilation 1hr
 - Ropes 1hr
 - Ladders 2hrs
 - Hose 2hrs
 - Fire Control 1hr
 - Salvage 1hr
 - Overhaul 1hr
 - Drivers Training 1hr
 - Incident Command 2hr
 - First-Aid/CPR Requirement of Governing Body or Re-Cert.

JRFF's shall:

- Never operate as the Incident Commander of an Incident Scene
- Never operate in the place of trained personnel
- Never respond to an incident in an “emergency mode”
- Never engage in any IDLH activities involving fire/smoke conditions – *(To include structure, vehicle, dumpster, wildland, liquids, gases, or rubbish fires)*

- Never operate or engage in any Hazardous Materials control activities – (*Exception given for minor fluid leak from MVA*)
- Never operate hydraulic or power tools while on an incident scene
- Never participate in ventilation on an incident scene
- Never climb ladders during incident operations to include aerial and/or ground ladders

JRFF's 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

Note:

These requirements will be reviewed and re-evaluated by the E and E Committee after approximately 90 days following approval and implementation.



JR Firefighter Program Update June 28, 2011

Almost six months have passed since the initial implementation of the Junior Firefighter Program (JRFF) by the Governor's Commission on Fire Protection Personnel Standards and Education (Fire Commission). During this time the program appears to be an overwhelming success as we continue to conduct classes and interact with the many fire departments throughout the Commonwealth.

However, this interaction has prompted many of you to provide important follow-up questions concerning the program. As a result, these questions have been addressed by the Education and Eligibility Committee and we have prepared an updated summary below. We recommend you add this information to your JRFF program folder and/or files.

May JRJFF's...

- Attend officer's classes when requested by Fire Chief?
Yes, except no IDLH activities are to be involved.
- Attend classes other than those previously identified?
Yes, when approved by the Fire Chief and no IDLH activities are involved.
- Participate in the state FF identification program for picture ID's?
No, according to statute you must be a certified FF.
- Participate in FF Olympics?
Yes, when approved by the Fire Chief.
- Ride in an apparatus to an emergency in a non-emergency mode?
No, JRFF's are not permitted to ride in any Fire Apparatus. They may ride in service vehicles such as pickup trucks, passenger cars, passenger vans, gators, etc.

Additional points of discussion:

- Background checks referenced in the "sample" application are not mandatory. If your department elects to conduct background checks ... any and all cost must be absorbed by the individual department.
- All felony language in the application must be removed.
- Child labor laws do not apply to JRFF volunteers. These laws are between an employer and employee.

- 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.
- The documents provided during the initial January mail-out (JRFF Application / Acknowledge Receipt of Guidelines / Parental Consent Form) are “examples” that may be used within your department and are not forms mandated by the Fire Commission. If you already have department forms and want to use them ... that is acceptable. However, all documentation should be maintained on file within your department records.

Finally, all JRFF’s that follow the approved guidelines as set forth by the Fire Commission will be represented under workman’s compensation insurance at no cost to the department.

If you have any questions, please contact JRFF Committee Chairman Butch McKinney at the number or address provided below or on his Blackberry @ 859.608.4073.

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