

Junior Firefighter Program

2011 Junior Firefighter Handbook

Petersburg Fire Protection District

3018 Second Street

PO Box 68

Petersburg, Kentucky 41080

859-586-8030

Bill Birkle, Chief

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History

Petersburg Volunteer Fire Department History

In September 1959 thirteen charter members organized the Petersburg Volunteer Fire Department. The charter members were, Ken Griffith, Ray Vice, Ted Stevens, Jack Ryle, Ott Rector, Tom Walton, Theodore Birkle Jr., Eddie Walston, David (Buck) Holdcraft, Herb Houze, Samuel (Bink) Shinkle, Albert McWethy and Clifford Clemons. The reason the department was formed was that there had been a house fire and the house burned to the ground before the fire trucks from Hebron and Burlington were able to get there.

The first fire truck was a 1941 International pumper with a 500gpm Darley pump and a 600 gallon tank purchased from Iroquois Township fire department in Illinois. It was housed in the red barn as you enter Petersburg until the firehouse was built on a city lot next to the schoolhouse in 1960. Theodore Birkle Jr. was the first fire chief serving from 1959 until 1965, David (Buck) Holdcraft served as chief from 1965 until 1971, Pete Abdon served as chief from 1971 until 1973, Robert Abdon served as chief from 1973 until 1975, Donnie Story Served as chief from 1975 until 1977 and Bill Birkle the current chief has held that position since 1977.

The first ambulance was a 1942 Packard ambulance that was housed in jack Ryle's garage at the store until the firehouse was built.

In 1970 the fire department purchased a 1954 open cab Mack with a 750 gpm pump, in 1975 a 1954 Ahrens Fox / GMC 500gpm pumper was purchased along with a new Dodge van that the members of the department modified into an ambulance. In 1978 an addition was built onto the firehouse to accommodate the growing fleet of equipment. In 1979 a new Chevrolet cab and chassis was purchased and the members of the department installed the pump and fire body from the 1954 Mack to the new cab and chassis.

In 1981 the Petersburg Volunteer Fire Department Formed a fire tax district under KRS chapter 75 and became the Petersburg Fire Protection District. The reason for forming the tax district was to give us a stable income base so the department could meet the needs of the community. Prior to forming the tax district the department relied on fund raisers such as Dances, Bingo's, Fish Fry's, Turkey Shoots and anything else we could think of to raise money to support the department. We still have occasional events to raise funds for the department but they provide supplemental money and not the money we rely on to operate.

In 1984 Boone County DES gave the department a 1967 military 5/4 ton truck that the members modified into a brush truck. In 1985 the US Forestry Service loaned us a 1955 GMC truck that had been converted to a tanker changing the way we would fight fires. Prior to this time the only water available to fight fires with was in cisterns, creeks or ponds. We also purchased a used 1979 ambulance from Florence Rescue to replace the van. In 1987 we replaced the 1955 tanker with a 1972 cab and chassis that was able to handle the weight of the tank better than the older truck. In 1988 a 1979 Ford cab and chassis was purchased from Cincinnati Gas and Electric and a 2000 gal tanker was constructed. In 1989 another truck was made available by the Forestry Service and it was converted into a 1500 gal tanker. With the increase in our fleet of trucks we were out of room to house all of the equipment. With the help of the Boone County Fiscal Court we were able to borrow enough money to purchase a 2500 sq. ft. metal building package that was constructed by the members of the department. In 1991 a 1960 GMC/Sutphen pumper was purchased from the Elsmere Fire Department to replace the 1954 Ahrens Fox pumper. In 1993 a new Horton ambulance was purchased. This was the first new equipment that had been purchased. In 1994 a 1969 Mack pumper was purchased from Newport fire department. In 1998 we purchased a 1985 GMC cab and chassis to replace the 1979 Ford as a tanker. In 2000 a new 2000 gal Mack tanker was purchased to replace the 1972 GMC tanker and a 1994 Ford four wheel drive truck was purchased to replace the military 5/4 ton truck as a brush truck. In 2001 a new American LaFrance Compressed Air Foam Pumper was purchased to replace the 1979 Chevrolet Pumper. In 2003 a compressed air foam unit was purchased for the brush truck to allow it to be used as an initial attack truck in areas where the American LaFrance couldn't go and also replaced the 1969 Mack Pumper. In 2008 a 1978 Sutphen Pumper was purchased to help reduce our ISO rating. We have recently taken delivery of a 2009 Horton Ambulance to replace the 1993 Ambulance. In 2003 planning began for construction of a new fire station. That planning eventually led to an alliance with the Boone County Fiscal Court and the beginning of construction in November 2005 of a combined facility that consisted of a facility that houses the Petersburg Community Center, Chapin Memorial Library and Petersburg Fire Protection District. As of Sept. 2009 we have 20 members. 1 Firefighter /Paramedic, 11 Firefighter/EMT's, 6 Firefighters, and 2 EMT's.

Another improvement for the fire district was the extension of water lines into the district by the Boone County Fiscal Court that will lead to lower insurance rates for the home owners in those areas and provide easier accessibility to water to fight fires with. In 2008 we received an ISO Class 5 rating where we have fire hydrants within 1000' of a residence. We are currently working with the Boone County Fiscal Court to apply for a grant that would allow the extension of water lines throughout Petersburg.

Over the years many people in the community have played an important role in the progress that has been made by the fire department and without the countless hours volunteered by everyone that has ever been involved in the fire department we would not be where we are now.

Purpose

The Petersburg Fire Department prides itself on being 100% volunteer and serving its community. In 2011 the department established a Junior Firefighter Program to develop the youth of the community in fire training and service. Being a Junior Firefighter is a rewarding way to learn skills used in firefighting and emergency medicine. Upon learning a minimum number of skills, advanced Junior Firefighters can and are expected to respond to emergency calls under the supervision of senior firefighters. The jobs that Junior Firefighters do, free up qualified senior firefighters to perform other crucial tasks. Junior Firefighters will learn on the job and with regular training, be able to fight real fires once becoming a resident member. All training, uniforms and personal protective equipment are provided at no cost.

Being a firefighter can be a dangerous job. Strict laws exist to protect minors from the most hazardous dangers. For example, Junior Firefighters will never enter a burning building or operate on top of a roof. The Petersburg Fire Department takes safety very seriously and will not tolerate horseplay during training or real emergencies. It must also be recognized that during emergency conditions, a Junior Firefighter might be asked to complete a task prohibited by law. In this case, the Junior Firefighter must take responsibility to alert the member asking to the fact it is prohibited. Once back at the station, you should report the incident to a Junior Firefighter Advisor so that follow up training can be provided to the crew. **YOU SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.**

Introduction

The requirements to be a Junior firefighter are as follows. Junior Firefighters must be at least 14 years old but not older than 18 years old. They must be able to follow directions under stressful conditions. They should be in good physical condition to perform essential fire ground tasks. Junior Firefighters should be willing and able to attend at least 50% of scheduled meetings and required trainings. Special trainings are optional but highly encouraged. Junior Firefighters must maintain a 75% average or higher in their schoolwork to remain active.

Junior Firefighters need to be self-starters and be willing to learn. Junior Firefighters who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. Junior Firefighters who do not contribute to the department will be removed from active status to allow other Junior Firefighters the opportunity to participate.

The fire department is proud of its members; Junior Firefighters are expected to conduct themselves in a professional manner when representing the fire department. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately.

We are happy to have you as a member of the Petersburg Fire Protection District. We look forward to some great training and your assistance during actual emergencies.

Welcome

Rules & Regulations

1. The regular fire department officers will directly supervise the Junior Fire Department. A committee made up of members of the regular fire department, assigned by the Chief, to act as the “Junior Firefighter Advisors”
2. The Junior Fire Department shall abide by all federal, state and department rules and regulations.
3. All members of the Junior Fire Department shall meet the minimum standards and must provide at least 2 references which will be check prior to initial interview.
4. After the initial interview by the personnel committee, the Junior Applicant will be brought to a vote by the regular fire department membership. If the majority members at the Booster meeting accept the applicant, then the applicant shall become an official Junior Fire Department member.
5. Junior members may attend meetings, but may be asked to leave the room while some issues are discussed.
6. The Petersburg Fire Department has established a limit of 10 Junior Firefighter positions, if more applications are received; candidates will be evaluated in order in which applications were received.
7. Dependents of active fire department personnel are automatically accepted regardless of the total number of Junior Firefighters currently on hand.
8. All Junior Firefighters must complete the Junior Orientation Program. This program includes departmental procedures, building policies, apparatus orientation and command structure.
9. All fire department members must recognize rules and regulations that minors and their safety. Junior members are not permitted to participate in activities that are prohibited. Junior members must recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer.
10. Junior members should not be at the station unsupervised, except during emergency calls.
11. All Junior members must sign-in and sign-out of the Junior Time Log Sheet at the station every time they enter the building. **NO EXCEPTIONS!**
12. Only officers may talk to the media. All Junior members will refer all questions regarding the fire department to the most senior officer on the scene. Junior members are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.
13. Junior members and their immediate family may use the station by request and approval of your Junior Advisor. DO NOT bring your friends to hang around the fire station. An occasional, small group is permitted with the approval of the Junior Advisor.

14. Any injuries occurring during training or a scene call are covered under Worker's Compensation Insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.
15. Do not respond to calls or to the station if you are sick or under the influence of medication, drugs or alcohol.

The following are guidelines to hours of scene calls. The hours specified by the work permit or parents always supersede the hours listed below. Training and hanging out at the station do not go towards these hours.

HOURS OF OPERATION AGES 14-16

1. Maximum 6 days per week with 30 – minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. **NO EXCEPTIONS!**
3. No activity between 7:00PM (10:00PM with note from parent) and 7:00AM.
4. Maximum of 18 hours per school week (Monday thru Friday).
5. Maximum of 3 hours on school days.
6. Maximum of 8 hours total for Saturday and/or Sunday.
7. Maximum 8 hours on school holidays.
8. No activity from 10:00PM and 7:00AM during school breaks.
9. Maximum of 40 hours per week/8 8 hours per day.

HOURS OF OPERATIONS AGES 17-18

1. Maximum 6 days per week with 30 – minute meal period after 4 hours. The beginning of the week is Monday at 6:00AM.
2. No activity while school is in session. **NO EXCEPTIONS!**
3. May attend training and meeting after 7:00PM but must be out of the station by 10:00PM.
4. No scene responses between midnight and 6:00AM.
5. No scene responses between 1:00AM and 6:00 AM on weekends or holidays.
6. Calls answered before the deadline MAY continue to serve on the call, but they may not answer any new calls dispatched after the deadline.
7. Maximum of 28 hours Monday thru Friday while school is in session.
8. Maximum 8 hours on Saturday.
9. Maximum 8 hours on Sunday.
10. Maximum daily hours cannot exceed 8 hours per day.
11. No restrictions during school breaks.
12. Maximum 44 hours per week/8 hours per day.

Driving Personal Vehicles

1. Only members that are at least 16 years old and have a valid Kentucky driver's license may drive personal vehicles to the fire station.
2. All Junior Firefighters must report to the station for all calls. If all apparatus have responded prior to your arrival, you must stand-by at the station until a senior member of the Petersburg Fire Department drives them to the scene or wait until the department returns from the call to assist in clean-up. Junior Firefighters are not permitted to respond with any backup departments.
3. **Other than #8 below, UNDER NO CIRCUMSTANCES ARE JUNIOR FIREFIGHTERS TO GO DIRECTLY TO THE SCENE!** The public might pressure you as a firefighter into entering a burning building or perform other tasks you are not authorized to undertake.
4. At no time is a Junior Firefighter permitted to use a colored light, hazard lights, honk horn or use any other warning devices while enroute to the station.
5. All speed limits and traffic laws are to be strictly followed while responding to the station.
6. The Petersburg Fire Department is in no way responsible or liable for any moving violations or accidents while enroute to or from the station for a call or training.
7. Failure to abide by these rules will result in a suspension of at least 30 days and possible expulsion from the Junior Firefighter Program.
8. Junior Firefighters, at least 18 years of age, are allowed to respond **non-emergency** to the scene with their assigned personal protective equipment **ONLY** if an alarm for a "WORKING STRUCTURE FIRE" has been given. All speed limits and traffic laws are to be strictly followed while responding to the scene. Petersburg Fire Department, its officers and its members are in way responsible or liable for any moving violation or accidents while enroute to or from a scene call. Upon arrival to the scene ALL Junior Firefighters must check-in with the Incident Commander (IC).

Responding to Calls on Apparatus

- Junior Firefighters are not permitted to respond to any calls on department apparatus at any time.

Motor Vehicle Accidents

Junior Firefighters (14-17 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public roadway. Junior Firefighters (any age) are not permitted to perform any traffic control duties. Junior Firefighters (18 years old) and older, Level III, may assist in vehicle rescue under direct supervision if they are appropriately trained and supervised.

Emergency Medical Services

Junior Firefighters WILL NOT assist in any patient care or respond to emergency medical alarms.

Junior Firefighters WILL NOT assist in any hazardous materials situations.

Prohibited Activities by Law and Petersburg Fire Department

Petersburg Fire Department and/or state law specifically prohibits members under the age of **18** of an emergency service organization from participating in the following activities:

1. Operating organizational vehicles.
2. Operating various types of power driven saws and shears.
3. Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.
4. Operations of pumps of any fire department vehicle at the scene.
5. Entering a burning building.
6. Operating high-pressure hose lines (water, air or hydraulic) except during training.
7. Ascending ladders, except during training.
8. Operate any aerial devices (cranes or hoists), non-automatic elevators, air bags for lifting or winches.
9. Perform operations in tunnels, shafts or trenches.
10. Participate in operations at explosive or firework plants, retailers or in support of public safety for a public display.
11. An emergency operation in or around mines, strip-mines or quarries.
12. Participate in emergency operations with incidents involving paint, acid or poisons (any HAZMAT).
13. Participate in operations involving radioactive substances.
14. Roof top ventilation or any work on a roof top.
15. Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.
16. Participate in on-scene operations of natural destruction (tornado, floods, etc.)
17. Entry into a hazardous atmosphere (including training).

Training Requirements

- Junior Firefighters age 14 and under are only permitted to attend classroom training and observe the skills and/or hands-on portion of the training evolutions
- Junior Firefighters 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
 - B. Safety
 - C. Communications
 - D. Fire Behavior – (Shall not include “live” fire evolutions)
 - E. Portable Extinguishers – (Using a burn pan no larger than 36”x36” 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 prevention)
 - 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/Nozzle/Appliances – (Shall not exceed hand lines greater than 2”)
 - L. Foam – (Shall not exceed hand lines 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. Hazard 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

- Junior Firefighters age 14 and under shall not at any time participate on the incident scene
- Junior Firefighters 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
- Junior Firefighters shall NEVER operate as the Incident Commander of an Incident

- Junior Firefighters shall NEVER operate in the place of trained personnel
- Junior Firefighters shall NEVER respond to an incident in an “emergency mode”
- Junior Firefighters NEVER engage in any IDLH activities involving fire/smoke conditions – (To include structure, vehicle, dumpster, wildland, liquids, gases, or rubbish fires)
- Junior Firefighters shall NEVER operate or engage in any Hazardous Materials control activities – (Exception given for minor fluid leak from MVA)
- Junior Firefighters shall NEVER operate hydraulic or power tools while on an incident scene
- Junior Firefighters shall NEVER participate in ventilation on an incident scene
- Junior Firefighters shall NEVER 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

Note:

These requirements will be reviewed and re-evaluated by the Junior Firefighter Advisors and the Chief after approximately 90 days following approval and implementation.

Junior Firefighter Levels

Training is a very important part of being a firefighter. All Fire and EMS related training is paid by the Petersburg Fire Department. Filling out a training request form requires prior approval and having it approved by the proper Junior Advisor. You are encouraged to take as much training as possible.

Probation

During the probation period, the new member will have no Junior voting privileges and may not respond to calls except during training. Probationary members may attend regular fire department business meetings.

Requirements:

1. Complete 3 months of service.
2. Attend 50% of all scheduled meetings.
3. Have an understanding of the Petersburg Fire Department Operations and apparatus, Accountability Command Structure and Personal Protective Equipment.
4. Be recommended by Junior Advisors and approved by the Chief.

Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in the loss of membership. If this happens, a new application must be submitted.

Level I

1. Complete probation period.
2. Successfully complete Fire Operations Module A or equivalent.
3. Be recommended by Junior Chairman and approved by the Junior Advisors.

Upon earning Level I, Junior Firefighter will be presented a Petersburg Fire Department t-shirt and may ride in a fire apparatus on non-emergency events.

Level II

1. Complete Level I requirements.
2. Hold a valid CPR and Basic First Aid card.
3. Complete any approved fire related course.
4. Be recommended by Junior Chairman and approved by the Junior Advisors.
5. Junior Firefighter Level II or higher may respond to calls and ride on fire apparatus provided they meet the minimum training attendance.

Upon earning Level II, Junior Firefighters will be presented with a Petersburg sweatshirt.

Level III

1. Complete Level II requirements.
2. Be at least 18 years of age.
3. Be recommended by Junior Advisors and approved by the Chief.

Upon earning Level III, Junior Firefighters will be recognized with a red helmet and yellow stripe to designate their ability to fight fires. Level III may participate in actual external fire suppression and related fire activities as specified above with direct supervision. Level III may ride in fire apparatus to emergency events.

Officers

The Petersburg Fire Department will designate one officer/department head to the position of Junior Chairman to supervise the Junior Fire Department Program. The Chairman will designate Junior Advisors as needed to carry out the responsibilities of the program.

The members of the Junior Fire Department Program will elect two officers (Captain and Lieutenant). Additional officer positions can be created and/or eliminated by the Junior Chairman as needed.

To hold an officer position, a member must be active and in good standing for at least six months and complete officer training. Officers must be willing to provide additional hours to complete duties of the position. Candidates must be approved by the Junior Advisors to run for a position.

Elections will be held in **December** at the regularly scheduled meeting with no less than 50% of the voting Junior members present. Votes are cast by secret ballot. Members are elected by majority vote. Tie votes will result in a run-off vote of the tied candidates. Elections should be held at least once a year or at the discretion of the Junior Chairman. All nominations will be posted in **November** before elections. If possible, phone calls will be made to give notice.

Duties of Officers

Junior Officers are designated with a white stripe running the length of their helmet along the top.

Junior Captain will be the ranking Junior member. The Captain will be in charge of all Junior events, meetings and functions. The Captain will conduct the business meetings and supervise the duties of the other Junior Firefighters. At an emergency incident with multiple Junior Firefighters, the Captain will report to the Incident Commander as a representative of all Juniors at the scene. Junior Captain must be a Level II compliant and be 18 years of age.

Junior Lieutenant will be responsible for records of attendance and training. The Lieutenant will fill the duties of the Captain in their absence. Recording minutes and correspondence. The Lieutenant will provide a summary report of Junior activities each month to be represented at the Petersburg Fire Department Booster meeting. Such report shall include any change in members, awards, training events completed, etc.

Feel Free to Contact us at:

3018 Second Street

Petersburg, KY 41080

Phone: 859-586-8030

Wanda Isaacs – Junior Advisor

859-462-4919

pcwanda@fuse.net

Wayne Isaacs – Junior Advisor

859-743-7639

wisaacs@hebronfire.org