



**Junior Firefighter
Program Handbook**



Introduction

Starting a youth program in 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.

The Kentucky Fire Commission has prepared this handbook to assist fire departments with Kentucky Fire Commission guidelines for implementing and operating a Junior Firefighter (JRFF) Program. Paperwork associated with the JRFF Program is also contained in this handbook. Select forms shall be submitted to the Kentucky Fire Commission office, with the remainder being retained in department files.

As your department begins its JRFF program, the Kentucky Fire Commission requires all departments to keep safety at the forefront of their operations and activities. The Fire Commission includes in the meaning of safety both the physical and psychological well-being of both youth and adult members. In addition, department oversight also means the safety of your members and the department as a whole. Departments are cautioned to be aware of potential liability issues and to seek advice from the Fire Commission with any questions that may arise surrounding the JRFF Program and minors involved.

To implement the JRFF Program, all departments must:

- Be recognized, approved, and registered in the Kentucky Fire Commission database;
- Implement a procedure that clearly defines program responsibilities and operations and is not inconsistent with any Fire Commission determined requirements for a JRFF Program;
- Complete and submit a program notification form to the Kentucky Fire Commission;
- Maintain all required program documentation on file (in main fire station) for review;
- Follow approved program guidelines as established by the Fire Commission.

It shall be understood that participation in a Junior Firefighter Program is **only open to youth ages 15-17**. All participants shall be issued a firefighter number through the Kentucky Fire Information and Records Entry System (KyFIREs) and **be listed on the roster of the junior firefighter program sub-organization of the sponsoring department in KyFIREs**. Instructions on how to add a JRFF to a sub-organization are included in this Handbook.



Workers' Compensation

The Kentucky Workers' Compensation Program is designed to compensate employees for loss of earning power due to work-related injuries or illness arising out of, and in the course of their employment. Workers' Compensation provides state government employees many benefits, in the event of an on-the-job injury, including medical costs and disability benefits.

It is the understanding of the Kentucky Fire Commission that all JRFF Programs that follow the approved guidelines as set forth by the Kentucky Fire Commission will be protected under workers' compensation insurance at no cost to the department. Officially participating JRFF Programs may qualify for workers' compensation benefits upon meeting eligibility requirements. However, the Kentucky 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.

To initiate a workers' compensation claim for a JRFF, contact Mary Adams in the Fire Commission office at (859) 256-3475 or mary.adams@kctcs.edu. Once the claim has been submitted to the workers' compensation office, the claimant will be assigned a caseworker. The claimant will work with their caseworker for the duration of their claim.

Reminder: The First Report of Injury Form must be submitted by the supervisor (or designee) immediately after notification of injury. The First Report of Injury must be completed "within three (3) working days" per KRS 342.038, after the injury to meet the requirement of making the first payment to the employee. This requirement cannot be met if the injury report is not received promptly. Failure to comply with this statute can result in a fine being levied of up to \$1000.00 for each occurrence.

JRFF Departmental Social Media Release Form and Guidelines

It is suggested that fire departments implement standard operating guidelines for their members to clarify the boundaries between appropriate and inappropriate use of social media by fire department personnel.

It is also suggested that fire departments create a photography/media consent form authorizing consent for the JRFF to be photographed for department-related news media, promotion/advertising of the fire department, educational publications/videos for the fire department and website or other electronic communications by the fire department.



Aging-Out JRFF

JRFF's who have attained their 18th birthday and transitioning to an adult member of a fire department shall have their employment status updated in KyFIREs. They shall be added to the main roster of the fire department in KyFIREs as a new hire and their status as a junior firefighter with the department shall be marked as Inactive due to separation from the JF sub-organization.

JRFF's who have attained their 18th birthday and will not be transitioning to an adult member of a fire department shall have their departmental employment status updated in KyFIREs as Inactive.

JRFF Departmental Apparatus Ride-Along SOG

JRFF's may ride on fire department apparatus at the discretion of the Authority Having Jurisdiction. Prior to a JRFF accompanying firefighters on apparatus, a departmental Standard Operating Guideline (SOG) must be on file with the Kentucky Fire Commission outlining JRFF rules of conduct, restrictions and responsibilities while riding on department apparatus.

The Fire Commission has available a Departmental Apparatus Ride-Along SOG template for departments to utilize. Departments may also create their own Ride-Along SOG for submission to the Fire Commission.

Program Contact Information

Should you have any issues or questions regarding the Kentucky Fire Commission's JRFF Program, please direct them to:

Eric Bach
Kentucky Fire Commission
110 Cleveland Drive
Paris, KY 40361
(859) 256-3193
jrfirefighter@kctcs.edu



Junior Firefighter Program Handbook Documents Part A

***These documents are to be returned to the
Kentucky Fire Commission***

- Junior Firefighter Program Notification/Update
- Fire Department Standard Operating Guideline Apparatus Ride-Along Template
 - *Optional – this document may be created by sponsoring fire department*



New
Update

Junior Firefighter Program Notification Form

Date JRFF Program Started: _____

Fire Department Name: _____

Fire Department Address: _____

Fire Chief Name (Printed): _____

Fire Chief Name (Signature): _____

Program Coordinator: _____

Program Coordinator Email: _____

Program Coordinator Contact Number: _____

Date Submitted: _____

The fire chief shall submit a Junior Firefighter (JRFF) Program Notification Form to the Kentucky Fire Commission office in Paris prior to implementing the Fire Commission-approved JRFF Program. Any department that has already started a Fire Commission-approved JRFF 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 Kentucky Fire 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 workers' compensation insurance are extremely sensitive. Failure to notify the Kentucky Fire Commission of a JRFF Program may jeopardize workers' compensation coverage. The Kentucky Fire 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 and is subject to audit by the Kentucky Fire Commission. **Fire departments SHALL notify the Kentucky Fire Commission to any changes in the fire chief or departmental JRFF program coordinator by submitting a new copy of this form reflecting the changes, and selecting "Update" in the checkbox above.**

Each certified fire department conducting a JRFF Program shall be responsible for all expenses and liability incurred therein in accordance with applicable laws. Each certified fire department is entirely responsible for the management of its JRFF Program and indemnifies the Kentucky Fire Commission against any action which may arise out of same.

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

Submit Completed Form via Email: jrfirefighter@kctcs.edu

Fire Department Apparatus Ride-Along Standard Operating Guidelines

Fire Department: _____

Chief: _____

Fire department ride-alongs provide junior firefighters (JRFF) the opportunity to observe activities of fire and EMS services to gain a better understanding of the duties and responsibilities for fire and EMS personnel. A Junior Firefighter who is part of the

_____ junior firefighter program is permitted to ride departmental apparatus at the discretion of the Authority Having Jurisdiction.

JRFFs are permitted to ride an apparatus when in compliance with the following guidelines:

- A JRFF must be pre-approved to ride on departmental apparatus by the Fire Chief
- A JRFF shall complete a minimum of 30 hours of training in designated categories as outlined by the Kentucky Fire Commission prior to participating in operations on an incident scene
- Seat belts shall be worn at all times
- JRFF's will not be permitted to ride in the Officer-In-Charge (OIC) seat unless directed to do so by a driver/officer
- The JRFF shall not be permitted to operate any fire apparatus
- The JRFF shall remain with the apparatus until directed to a task by the OIC
- The JRFF may ride in the apparatus if there is an empty seat available; if the JRFF is seated in a full apparatus and a senior member arrives to enter the apparatus, the JRFF shall vacate the seat immediately
- All participation of the JRFF on an incident scene shall be at the discretion of the OIC
- A JRFF shall not perform any actions which will jeopardize the safety of the JRFF or others
- All JRFF Guidelines as outlined by the Kentucky Fire Commission shall be adhered to at all times
- A JRFF shall have limited patient/occupant contact on any incident scene
- Additional guidelines per Authority Having Jurisdiction:

Chief Signature Signature Date



Junior Firefighter Program Handbook Documents Part B

***These documents are to be retained by the
sponsoring fire department***

- Junior Firefighter Program Guidelines
- Junior Firefighter Program Participant Application
- Junior Firefighter Program Parental Consent and Approval
- Junior Firefighter Program Training and Emergency Contact Information



Kentucky Fire Commission Junior Firefighter Program Guidelines

This form is to be retained in the fire department. Do NOT submit this form to the Kentucky Fire Commission.

General Requirements and Information

- All Kentucky Fire Commission documents associated with the Junior Firefighter (JRFF) Program are required to be completed. If a department has other documents that their governing body recommends, those documents shall be supplemental to the documents provided by the Kentucky Fire Commission. **All documentation should be maintained on file within your department records.**
- It is the understanding of the Kentucky Fire Commission that all JRFF's that follow the approved guidelines as set forth by the Kentucky Fire Commission will be protected under workers' compensation insurance at no cost to the department. Officially participating JRFF's may qualify for workers' compensation benefits upon meeting eligibility requirements. However, the Kentucky 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' Standard Operating Procedures and local, state, and federal traffic laws. All fire departments must have and maintain a fire department-approved ride-along procedure at all times before JRFF's may participate and **shall submit a copy of the SOP to the Kentucky Fire Commission Office with the JRFF Program Notification Form.**
- 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 Kentucky 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.

- It shall be the responsibility of the sponsoring fire department to ensure that all equipment and apparatus which will be utilized is certified and inspected to the applicable laws, regulations, codes, and standards.

JRFF's shall never:

- Serve as the Incident Commander during non-emergency and/or emergency responses;
- Participate in the place of trained personnel during non-emergency or emergency responses;
- Engage in any non-emergency or emergency activities which may expose the JRFF to any situation which may be **Immediately Dangerous to Life or Health (IDLH)** as defined by the U.S. National Institute for Occupational Safety and Health (NIOSH) involving any fire or smoke conditions, to include structure, vehicle, dumpster, wildland, liquids, gases, or rubbish fires; and/or operating in any Hazardous Materials control activities.
- Operate hydraulic or power tools while on a non-emergency or emergency incident scene;
- Participate in ventilation on a non-emergency or emergency incident scene which involves the JRFF encountering an IDLH;
- Climb ladders during non-emergency or emergency incident responses to include aerial and/or ground ladders;
- Be responsible for apparatus operations;
- Be responsible for or participate in traffic control activities;
- **Respond to an incident either non-emergency or emergency to the scene while operating a Privately Owned Vehicle (POV);**
- **Install and/or operate a POV with any type of emergency warning device while responding to a non-emergency or emergency incident and/or have such warning devices installed in their POV**

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

- Accountability; shall **ONLY** assist assigned accountability officer
- Rehabilitation Area (Rehab);
- Exterior operations of hose to include operations and relocation of hose 3" or less in size, rolling and loading of hose outside an IDLH atmosphere;
- Retrieval of equipment and/or tools from apparatus

Educational Requirements

JRFF's:

- Shall be a high school graduate or equivalent; or
- Shall be enrolled in public, private, or home school in good standing and who meet the attendance regulations as set forth by federal, state, or local authorities;
- Must maintain a course grade average or the equivalent of the letter "C" in all courses of study; and
- Are prohibited from participating in any fire department activities during regular school hours unless authorized by their educational institution and fire department

Training Requirements

JRFF's:

- May attend other classes not identified below when approved by fire chief and JRFF Program Coordinator, when no IDLH activities are involved;
- JRFF 15-17 years of age, whom are 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 and JRFF Program Coordinator)
 - Administration and Organization
 - Safety
 - Communications

- Fire Behavior (see below requirements for “live” fire training)
- 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 and Knots (See Rescue for Technical Rope Rescue)
- Ladders (shall include the use of a ladder belt or safety harness for fall prevention)
- Aerial Ladders (shall not exceed 60 degree climbing angle and 75 feet in height, shall include use of a ladder belt or safety harness for fall prevention)
- Hose/Nozzles/Appliances (shall not exceed hose line greater than 3”)
- Foam (shall not exceed hose line size greater than 3”)
- **Fire Control (see Live Fire chart below)**
- Loss Control (Salvage/Overhaul)
- Emergency Medical Care (shall meet all governing agency requirements)
- **Rescue (see Rescue chart below)**
- Water Supply
- Sprinklers (Fire Protection Systems and Alarms)
- Hazardous Materials (may only be simulated operations; JRFF shall not be subject to “Live” products or an IDLH)
- Fire Prevention/Public Education
- Building Construction
- **Aircraft Crash-Fire-Rescue (see Live Fire chart below)**
- 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; Driver Simulator is permitted for use by non-licensed JRFF)
- Kentucky Firefighter Survival (may participate in all skills)
- Kentucky Firefighter Rescue (may participate in all skills)
- Kentucky Wildland Awareness (may participate in all skills)

Live Fire Training	
Structural Firefighting	Fireblast or Pro-Safe Burn Trailers; shall stay outside the burn room; shall be under direct supervision of an SFRT Instructor
Vehicle Firefighting	Fireblast vehicle fire prop only, shall be under direct supervision of an SFRT instructor
Aircraft Firefighting	Fireblast helicopter fire prop only, shall be under direct supervision of an SFRT instructor
Flammable Liquids Firefighting	Shall be SFRT exterior FLAG prop only, under direct supervision of an SFRT instructor
Flammable Gases Firefighting	Shall be SFRT exterior FLAG prop only, under direct supervision of an SFRT instructor
Trash Container/ Rubbish Firefighting	Shall be SFRT prop only, under direct supervision of an SFRT instructor
Wildland Firefighting	No Live Fire Training Permitted

Technical Rescue Training	
Low and High Angle Rope Rescue	Shall be by approved and recognized standards and curricula, shall be under direct supervision of instructor, JRFF shall have a full-body harness and secured with a belay, shall be from a height of no more than 75 feet
Trench Rescue	Shall be under direct supervision of the instructor
Confined Space Rescue	Shall be under direct supervision of the instructor
Collapse Rescue	Shall be under direct supervision of the instructor
Vehicle Extrication and Rescue	Shall be under direct supervision of the instructor
Farm & Machinery Rescue	Shall be under direct supervision of the instructor
Swift Water Rescue	IS NOT PERMITTED TO PARTICIAPTE
Dive Rescue	IS NOT PERMITTED TO PARTICIPATE
Ice Rescue	IS NOT PERMITTED TO PARTICIPATE

Incident Response Requirements

THESE REQUIREMENTS EFFECTIVE BEGINNING JULY 1, 2022

- JRFF members **15-17** years of age shall complete a minimum of 30 hours of training in the following areas prior to participating on an incident scene:
 - A0000 Administration 1 hr.
 - B0000 Safety 1 hr.
 - C0000 Communications 1 hr.
 - D0000 Fire Behavior 3 hrs.
 - E0000 Portable Extinguishers 3 hrs.
 - F0000 PPE 3 hrs.
 - G0000 Forcible Entry 2 hrs.
 - H0000 Ventilation 1 hr.
 - I0000 Ropes 1 hr.
 - J0000 Ladders 1 hr.
 - K0000 Hose/Nozzles/Appliances 2 hrs.
 - M0000 Fire Control 2 hrs.
 - N0000 Loss Control 2 hrs.
 - P0001 CPR/AED 3 hrs.
 - P0021 First-Aid 3 hrs.
 - R0000 Water Supply 1 hr.

Note: These requirements will be reviewed and reevaluated by the Education 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 Kentucky Fire Commission does not and shall not approve participation of any JRFF's in any activities that fall outside these guidelines. The Kentucky 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.

Parent/Guardian Signature

Date

Junior Firefighter Applicant Signature

Date

Fire Chief

Date



Junior Firefighter Program Participant Application

This form is to be retained in the fire department. Do NOT submit this form to the Kentucky Fire Commission.

Section I

Name: _____

Phone Number: _____

Address: _____

Birthdate: _____

Email Address: _____

Were you a previous member of another Junior FF Program Yes No?

If "Yes" to the above question, what was your Firefighter Number? _____

Section II

Parent/Guardian Name: _____

Phone Number: _____

Address: _____

Emergency Contacts:

Name: _____

Phone Number: _____

Relation: _____

Name: _____

Phone Number: _____

Relation: _____

Section III

The following medical information is requested for use in the event that the junior firefighter (JRFF) requires medical care as a result of their performance of JRFF duties and constitutes the minimum information necessary to ensure that the JRFF can be properly treated in the event of illness or injury. Privacy rights pursuant to HIPAA are provided as an attachment to this application, and by signing this application, it is hereby acknowledged receipt and understanding of this privacy right information.

http://www.hhs.gov/sites/default/files/ocr/privacy/hipaa/npp_fullpage_hc_provider.pdf

Medical Information:

Doctor: _____

Doctor's Phone Number: _____

Medical Conditions: _____

Allergies: _____

Medications: _____

Junior Firefighter Applicant Signature Date

Parent/Guardian Signature Date

Fire Chief Signature Date



Junior Firefighter Program Parental Consent and Approval

This form is to be retained in the fire department. Do NOT submit this form to the Kentucky Fire Commission.

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 release and 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 defend _____ and the Kentucky Fire Commission against all claims, causes of action, damages, judgement, costs or expenses, including litigation costs and attorney(s) fees, which may arise 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 and 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:
 1. 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;
 2. My child shall follow all rules, orders and other instructions given by the supervising members of the sponsoring Fire Department;

3. 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;
 4. 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.
- f. 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. 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 understand, 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/Guardian Signature

Date

Junior Firefighter Applicant Signature

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 Junior Firefighter Program in my department.

Fire Chief Signature

Date



Junior Firefighter Program Training and Emergency Contact Information

JRFF Name: _____

Class/Subject: _____

Date: _____

Fire School: _____

Fire Department: _____

JRFF Program Coordinator: _____

JRFF Program Coordinator Signature: _____ Please Print

JRFF Program Coordinator Phone #: _____

The Fire Department Junior Firefighter (JRFF) Program Coordinator **SHALL** provide all JRFF's with a Training and Emergency Contact Information Form prior to the JRFF attending classes outside of the JRFF primary department. The information included above is required at a minimum. Fire Departments 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 fire department 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.



Junior Firefighter Program Handbook Documents Part C

***These documents are for
informational purposes***

- Instructions – Adding a JRFF to KyFIRES
- Instructions – Aging Out a JRFF
- Junior Firefighter Program Frequently Asked Questions
- Workers’ Compensation Frequently Asked Questions




Adding a Junior Firefighter to KyFIRES

A junior firefighter, 15-17 years of age, shall be issued a firefighter number through the Kentucky Fire Information and Records Entry System (KyFIRES) and **be listed on the roster of the junior firefighter program sub-organization of the sponsoring department in KyFIRES**. JRFFs listed on the roster of a Fire Commission-recognized JRFF Program are eligible for workers’ compensation coverage and are eligible to accrue firefighter training hours.

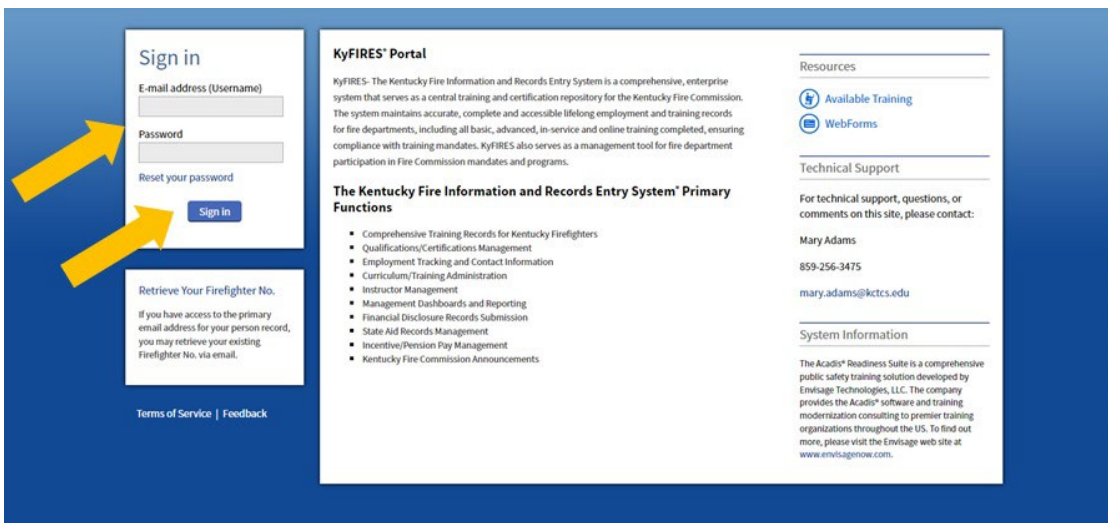
**Note: to add members to the fire department roster, or to input training hours for fire department members, a person must be authorized by the Fire Department and assigned portal permission by the Fire Commission office.*

To add a JRFF who does NOT have a Firefighter Number previous assigned:

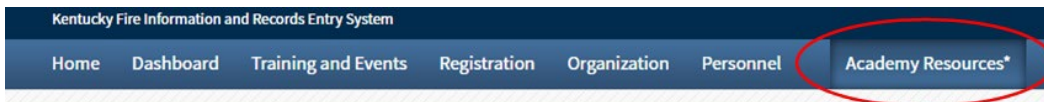
Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> • https://kyfires.acadisonline.com/acadisviewer/login.aspx <p style="text-align: center;">-or-</p> <ul style="list-style-type: none"> • https://kyfirecommission.kctcs.edu/ and clicking on the blue “Kentucky Fire Commission Training System” Banner <div style="text-align: right; margin-top: 10px;">  </div>



Step	Action
2.	Enter your Username and Password in the Sign in section and click Sign In <ul style="list-style-type: none"> • If you have forgotten your password, click on the link "Reset your password"

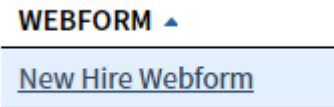


Step	Action
3.	On the top menu bar, click on Academy Resources





Step	Action
4.	Click on Complete a WebForm 

Step	Action
5.	Click on New Hire Webform 



Step	Action
6.	Complete the Employee Information section

New Hire Webform

Please fill out the information below. This will create an employment record for your new hire, which you will be able to add training to through the Portal.

Employee Information

Name (First Middle Last, Suffix)

* First Middle * Last Suffix

Gender

* Date of Birth

* Email Address

* Mobile Phone Number

Home Address

Address 2

City State Zip

County



Step	Action
7.	Complete the Department Information section

Department Information

* Department

* Date of Hire

* Title/Rank

* Employment Type

Step	Action
8.	<p>Select fire department in Department section</p> <ul style="list-style-type: none"> • Ensure the “JF” sub-organization is the department of record <p>* Department <input type="text" value="Moseleyville 001 89JF"/></p> <ul style="list-style-type: none"> • If no “JF” suborganization is listed for your department, email jrfirefighter@kctcs.edu

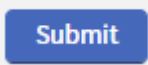


Step	Action
9.	Enter the Date of Hire the JRFF started with the program * Date of Hire <input type="text"/>

Step	Action
10.	Select Junior Firefighter as the Title/Rank * Title/Rank <input type="text" value="Junior Firefighter"/>

Step	Action
11.	Select Volunteer as the Employment Type * Employment Type <input type="text" value="Volunteer"/>



Step	Action
12.	Click Submit to complete the entry 

Step	Action
13.	A submission notification will appear



Thank You

Thank you for your submission. Your new employee should receive a Welcome email shortly from the KY Fire Commission new Training System, that will contain directions to login. If you have any questions, please contact the KY Fire Training Commission during normal business hours.


Close

Step	Action
14.	The name and firefighter number will now appear on the active list of the fire department roster

Firefighter, Sample 9566-4357 sample.firefighter ... 04/24/2004 Commission Syst Office 90000 Junior Firefighter



To add a JRFF who has been previously assigned a Firefighter Number:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> https://kyfires.acadisonline.com/acadisviewer/login.aspx <p>-OR-</p> <ul style="list-style-type: none"> https://kyfirecommission.kctcs.edu/ and clicking on the blue "Kentucky Fire Commission Training System" Banner 

Step	Action
2.	<p>Enter your Username and Password in the Sign in section and click Sign In</p> <ul style="list-style-type: none"> <i>If you have forgotten your password, click on the link "Reset your password"</i>




Step	Action
3.	Click Personnel and then click Add Employee



Step	Action
4.	Enter Last Name <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>* Last Name <input type="text"/> ? Help me search</p> </div>

Step	Action
5.	Enter Firefighter Number <ul style="list-style-type: none"> • This will be an 8-digit number • Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle <div style="border: 1px solid #ccc; padding: 10px; background-color: #f9f9f9;"> <p>* Firefighter No. <input type="text" value="0009-8765"/></p> </div>



Step	Action
6.	Click Search 


Step	Action
7.	If a match is found in the system, the name and firefighter number will appear at the top of the page


Add a New Employee

Name Firefighter, Sample
Firefighter No. 9566-4357
If this is not the right person, [search again](#).



Step	Action
8.	The department and any sub-organizations the authorized user is permitted to enter personnel for will appear in the Organization drop down box

Step	Action
9.	<p>Ensure the "JF" sub-organization is the department of record</p>  <p>If no "JF" suborganization is listed for your department, email jfirefighter@kctcs.edu</p>

Step	Action
10.	<p>Select Junior Firefighter as the Title/Rank</p> 




Step	Action
11.	Select Volunteer as the Employment Type * Employment Type <input data-bbox="662 745 1323 798" type="text" value="Volunteer"/>


Step	Action
12.	Select Part Time as the Appointment Type Appointment Type* <input data-bbox="646 1201 1182 1253" type="text" value="Part Time"/>

Step	Action
13.	Enter Supervisor and/or Comments (<i>*Optional</i>) Supervisor <input data-bbox="527 1654 993 1701" type="text" value="Select a supervisor..."/> Comments <input data-bbox="527 1726 1344 1791" type="text" value="Provide any additional information relevant to this employment"/>



Step	Action
14.	Click Save 

Step	Action
15.	The name and firefighter number will now appear on the active list of the fire department roster

[Firefighter, Sample](#)  9566-4357 Commission Syst Junior Volunteer 01/26/2022
 Office 90000 Firefighter




Aging Out a Junior Firefighter In KyFIRES

A junior firefighter (JRFF) is no longer eligible to participate in the Kentucky Fire Commission’s Junior Firefighter Program upon their 18th birthday. The JRFF must be appropriately added to the main roster of their active fire department or appropriately separated from the fire department they participated as a JRFF on, if they no longer wish to continue service.

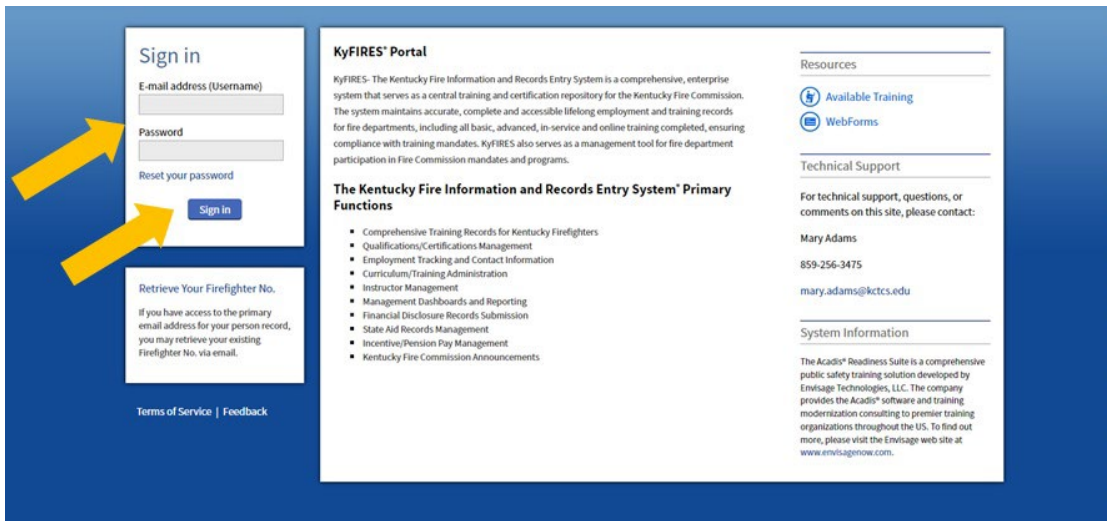
Note: to add/separate members to the fire department roster, or to input training hours for fire department members, a person must be authorized by the Fire Department and assigned KyFIRES portal permission by the Fire Commission office. **Please ensure you are first adding the JRFF to the main fire department roster prior to separating them from service on the “JF” sub-organization roster. If the JRFF will no longer be continuing service upon their 18th birthday, you may skip straight to page 8 and follow the instructions “To age out a JRFF in KyFIRES”.*

To add a former JRFF to the main roster of the fire department:

Step	Action
1.	Begin by navigating to the KyFIRES portal <ul style="list-style-type: none"> • https://kyfires.acadisonline.com/acadisviewer/login.aspx <li style="text-align: center;">-or- • https://kyfirecommission.kctcs.edu/ and clicking on the blue “Kentucky Fire Commission Training System” Banner <div style="text-align: center; margin-top: 10px;">  </div>



Step	Action
2.	Enter your Username and Password in the Sign in section and click Sign In <ul style="list-style-type: none"> • If you have forgotten your password, click on the link "Reset your password"

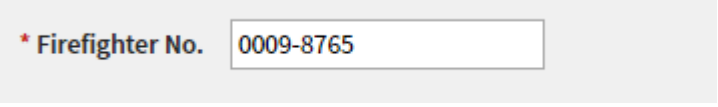


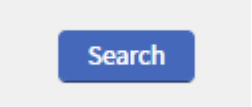
Step	Action
3.	Click Personnel and then click Add Employee





Step	Action
4.	Enter Last Name 

Step	Action
5.	Enter Firefighter Number <ul style="list-style-type: none">• This will be an 8-digit number• Ensure you are entering all zeroes at the beginning of the firefighter number (if applicable) as well as the dash in the middle 

Step	Action
6.	Click Search 



Step	Action
7.	If a match is found in the system, the name and firefighter number will appear at the top of the page

Add a New Employee

Name Firefighter, Sample

Firefighter No. 9566-4357

If this is not the right person, [search again.](#)

Step	Action
8.	The department and any sub-organizations the authorized user is permitted to enter personnel for will appear in the Organization drop down box



Step	Action
9.	<p>Select the organization name that does NOT have a JF</p> <p>* Organization <input type="text"/></p> <p>* Hire Date <input type="text"/></p>

Step	Action
10.	<p>Enter the Hire Date</p> <p>* Hire Date <input type="text" value="10/11/2022"/> </p>

Step	Action
11.	<p>In the Title/Rank drop-down box, select Firefighter</p> <p>* Title/Rank <input type="text" value="Firefighter"/> </p>



Step	Action
12.	<p>In the Employment Type drop-down box, select the appropriate level of employment this firefighter will perform duties upon</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>Employment Type*</p> <p>Appointment Type*</p> <p>Supervisor</p> <p>Comments</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 300px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;"> <input style="width: 95%; height: 20px;" type="text"/> </div> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-bottom: 2px;">Career / Professional</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Volunteer</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Part Time</div> <div style="padding: 2px 5px;">Special Volunteer (CH75)</div> </div> <div style="margin-left: 20px; font-size: small; color: #ccc;"> <p>is empl</p> </div> </div>

Step	Action
13.	<p>In the Appointment Type drop-down box, select the appropriate level of appointment this firefighter will perform duties upon</p> <div style="display: flex; align-items: flex-start; margin-top: 20px;"> <div style="margin-right: 20px;"> <p>Appointment Type*</p> <p>Supervisor</p> <p>Comments</p> </div> <div style="border: 1px solid #ccc; padding: 5px; width: 300px;"> <div style="border-bottom: 1px solid #ccc; padding: 2px 5px;"> <input style="width: 95%; height: 20px;" type="text"/> </div> <div style="background-color: #4a86e8; color: white; padding: 2px 5px; margin-bottom: 2px;">Full Time</div> <div style="padding: 2px 5px; margin-bottom: 2px;">Part Time</div> </div> <div style="margin-left: 20px; font-size: small; color: #ccc;"> <p>Provide any additional information relevant to this e</p> </div> </div>



Step	Action
14.	Enter Supervisor and/or Comments (*Optional) Supervisor <input type="text" value="Select a supervisor..."/> Comments <input type="text" value="Provide any additional information relevant to this employment"/>


Step	Action
15.	Click Save <input type="button" value="Save"/>

Step	Action
16.	The name and firefighter number will now appear on the active list of the fire department roster

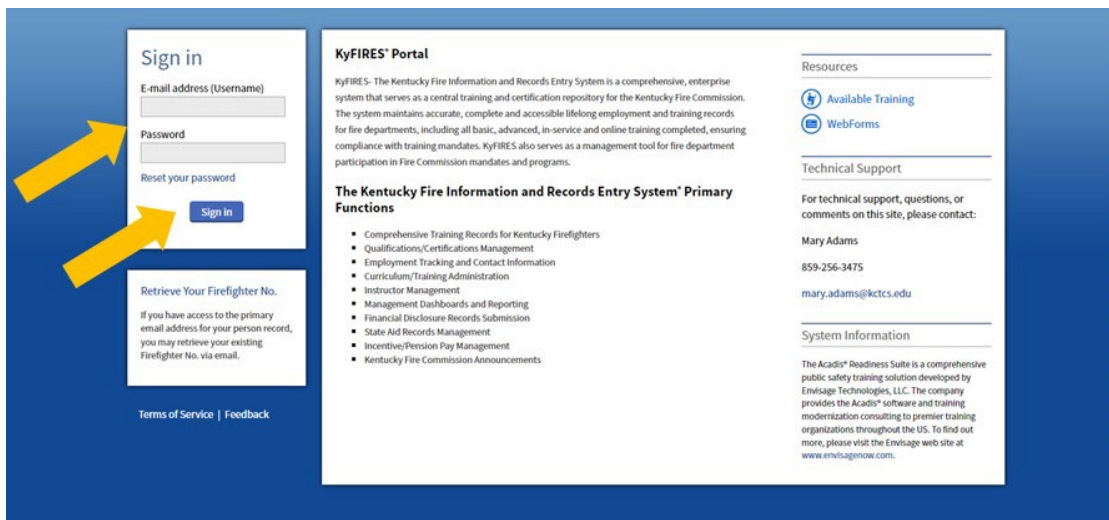
Firefighter, Sample 9566-4357 Commission Syst Firefighter Volunteer 10/11/2022 Active (Active)
 Office 90000 Part Time



To age out a JRFF in KyFIRES:

Step	Action
1.	<p>Begin by navigating to the KyFIRES portal</p> <ul style="list-style-type: none"> • https://kyfires.acadisonline.com/acadisviewer/login.aspx <p style="text-align: center;">-OR-</p> <ul style="list-style-type: none"> • https://kyfirecommission.kctcs.edu/ and clicking on the blue “Kentucky Fire Commission Training System” Banner <div style="text-align: right;">  </div>


Step	Action
2.	<p>Enter your Username and Password in the Sign in section and click Sign In</p> <ul style="list-style-type: none"> • <i>If you have forgotten your password, click on the link “Reset your password”</i>







Step	Action
3.	On the top menu bar, click on Personnel and then click See a List of Personnel




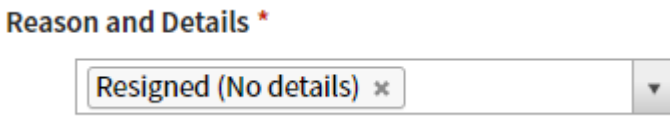
Step	Action
4.	<p>Scroll down to the name of the JRFF you wish to separate from the JF roster</p> <p>Firefighter, Sample  9566-4357 Commission Syst Office 90000 Junior Firefighter</p>

Step	Action
5.	<p>Click on the three dots on the right side of the line of the JRFF you wish to separate from the JF roster</p> 



Step	Action
6.	Click Update Employment 

Step	Action
7.	In the Update Action drop-down box, select Separation 

Step	Action
8.	In the Reason and Details drop-down box, select Resigned (No details) 



Step	Action
9.	<p>In the Employment Status drop-down box, select Separated (Inactive)</p> <p>Employment Status *</p> <p>Separated (Inactive) ▼</p>

Step	Action
10.	<p>Enter the date the separation was effective (the JRFF's 18th birthday, or when they resigned from service)</p> <p>* Effective Date 10/11/2022 📅</p>

Step	Action
11.	<p>In the Title/Rank drop-down box, select Junior Firefighter</p> <p>Title/Rank Junior Firefighter ▼</p>

Step	Action
12.	<p>In the Employment Type drop-down box, select Volunteer</p> <p>Employment Type* Volunteer ✕ ▼</p>



Step	Action
13.	In the Appointment Type drop-down box, select Part Time Appointment Type* <input type="text" value="Part Time"/>

Step	Action
14.	In the Comments section, type " Aged out of JRFF Program " Comments <input type="text" value="Aged out of JRFF program"/>

Step	Action
15.	Click Save <input type="button" value="Save"/>

Step	Action
16.	The JRFF will now be listed as Inactive on the roster

Firefighter, Sample		9566-4357	Commission Syst Office 90000	Junior Firefighter	Volunteer Part Time	01/26/2022	Inactive
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JUNIOR FIREFIGHTER PROGRAM

Junior Firefighter (JRFF) Programs allow youth the opportunity to learn about fire and emergency services organizations in a safe, supervised, controlled, educational and fun manner.



Who can be a junior firefighter in Kentucky?

Any youth ages 15-17 who are part of a departmental program recognized by the Kentucky Fire Commission. This is mandated in Workers Compensation regulations that cover the JRFF program.

Do I have to have good grades to be a JRFF?

Yes. JRFFs must be a high school graduate (or equivalent) or enrolled in a public, private or home school in good standing, meeting attendance regulations as set forth by federal, state or local authorities and maintain a grade average of the letter "C".

Can JRFFs respond to emergency runs?

After completing a minimum of 30 training hours in categories designated by the Fire Commission, JRFFs may ride in apparatus and respond to runs in accordance with each fire department's SOP and local, state and federal traffic laws.

JRFFs are prohibited from responding in a privately owned vehicle (POV) to any incident scene, and are disallowed from installing or operating a POV with any type of emergency warning device while responding to any incident and/or have these warning devices installed in their POV.

Can JRFFs assist with fire suppression on scene?

No. A JRFF cannot enter any environment that is considered an immediate danger to life and health (IDLH). JRFFs on an incident scene may assist with several operations outlined in the JRFF Program Guidelines document.

Participation in select training activities where live fire is involved utilizing training props is allowed per Kentucky Fire Commission guidelines.

For more information, visit the **Fire Commission Programs** page via kyfirecommission.kctcs.edu and then select the link to **Junior Firefighter Program** on the left-hand side of the page

How can my department start a Junior Firefighter Program?

- Departments must be recognized, approved and registered with the Fire Commission
- Departments must implement a procedure that clearly defines program responsibilities and operations and is not inconsistent with any of Commission determined requirements for a JRFF program
- Complete and submit a Program Notification Form to the Fire Commission office
- Maintain all required program documentation on file (in main fire station) for review
- The program must follow approved program guidelines as established by the Fire Commission



WORKERS COMPENSATION

The Kentucky Workers' Compensation Program is designed to compensate employees for loss of earning power due to work-related injuries or illness arising out of, and in the course of, their employment.



How can Workers Compensation help me?

The Kentucky Workers Compensation Program provides medical and disability benefits to employees who may experience a work-related injury or illness, including volunteer firefighters and junior firefighters.

How does my department initiate a claim?

Contact Mary Adams in the Fire Commission office at (859) 256-3475 or mary.adams@kctcs.edu to start a claim. Once the claim has been submitted to the Workers Compensation office, the claimant will be assigned a caseworker. The claimant will work with their caseworker for the duration of their claim.

Do I have to file a claim right away?

The First Report of Injury form must be submitted by the supervisor (or designee) within three working days after the injury to meet the requirement of making the first payment to the employee. Failure to comply with this statute can result in a fine being levied up to \$1,000 for each occurrence.

I currently have a claim. Where do I have the medical bills sent to?

Employees who have a claim that has been set up will need to work with their case manager at the Workers Compensation administrator's office at (502) 564-6847 for all matters concerning billing and benefits. Medical bills should NOT be sent to the Fire Commission office.

For more information, visit the **Fire Commission Programs** page via kyfirecommission.kctcs.edu and then select the link to **Workers Compensation** on the left-hand side of the page

How does a claims process work?

- You will be assigned a claim representative to investigate and manage your claim
- Have the First Report of Injury Form completed by your supervisor and sign the Signature Page, Medical Waiver and Consent Form and the Designated Physician Form
- You will receive a temporary prescription card that will allow you to fill your prescriptions without any out-of-pocket expenses; take the Prescription Form with you to the pharmacy
- Select a physician from the list of pre-approved providers. You may change your "gatekeeper" physician only one time. Referrals to specialists are not considered a physician change. If you change your gatekeeper physician, you must complete and submit the 2nd Designated Physician Form.
- Always take the Report of Medical Status form with you to your doctor appointments and bring the completed form back to your agency
- To request reimbursement for out-of-pocket expenses related to your injury, use the reimbursement form and send to your claim representative