



# SCHOOL DISTRICT 46

## YOUTH FIRE ACADEMY 2024



### PROGRAM INFORMATION

The *Youth Fire Academy* is a great opportunity for applicants to experience the components (physical and educational) of Firefighter basic training for new recruits. The educational component will test the applicant's knowledge learned in the classroom of firefighting equipment, fire behaviour, fire tetrahedron, and the products of combustion; just to name a few. The practical component of the program will test the applicant's strength, endurance, communication, and teamwork skills. Some of these are: dragging charged hose lines, carrying ladders in a group, climbing the four-story hose tower, live-fire scenarios, wildland firefighting and cutting up cars in teams using the "Jaws of Life".

Firefighters must maintain a high level of fitness to perform their duties effectively and professionally. Firefighting turnout gear, tools, and breathing apparatus will add approximately 23 kilograms to the applicant's body weight. You will be expected to perform firefighting duties and skills wearing this heavy and hot life-saving gear.

If there are any personal or parental/guardian concerns that entering this program may exceed the physical limits of the applicant, it is recommended that the applicant undergo a medical examination by a doctor prior to applying for this program.

All injuries, no matter how minor, that occur during the Youth Fire Academy must be reported immediately so that they can be documented and attended to. Any information collected on injuries or medical conditions will remain confidential.

The Academy's location is at the Sechelt Fire Department (**5525 Trail Ave, Sechelt**) for the entire eight days. We will be working between the fire hall, training ground (**5940 Mason Rd, Sechelt**), and Sechelt Fire Base (**4448 Hilltop Rd**).

The program will conclude with a "Demonstration Day" where family members of each applicant can come and watch a demonstration of the skills and knowledge learned over the course of the previous eight (8) days. Following the demonstration, there will be a closing ceremony, certificate presentation, and lunch.

This is the **third year** of the Youth Fire Academy, and **everyone is very excited in ensuring its continued success!** We anticipate and maintain all **safety protocols** during the academy as set by Department Procedures and WorkSafeBC.

## APPLICATION INSTRUCTIONS

- **Read all the information contained in this package first** to understand the program.
- **Complete and gather:**
  - Letter of Intent** outlining your desire to be part of this You Fire Academy...please make clear **how this program fits into your educational and career plans.**
  - School Transcript** (see your counselor)
  - Absence & Late Reports** (see your counselor)
  - Pages 6 – 17: student applicant will type in all answers, print off** pages 6-17 and **obtain all necessary signatures** (keep pages 1-5 for your reference)
- Submit completed applications (unstapled and in a **large envelope**) to your **high school counselor** no later than **Friday, November 3, 2023. Late/incomplete applications will not be accepted.**

## TIMELINE

- **November 3, 2023:** Application submission deadline to your counselor
- **November 3 – December 15, 2023:** Internal review of applications by Sechelt Fire Department and SD46 Sunshine Coast
- **January 18, 2024 :** Fitness testing beginning around 3:30pm. Location: Sechelt Fire Dept
- **January 29 – February 2, 2024:** Personal interviews... (need to bring an updated Resume with you)
- **February 10, 2023 :** Final selection of participants will be made
- **February 20, 2024 at 6.30pm:** Parent + Student information meeting and gear sizing
- **March 16 – 24, 2024 (inclusive) :** Junior Firefighter Program from 9.00am to 5.00pm
- **April 6, 2024 :** "Family Day" Demonstration and Ceremonies from 9:00am to 2:00pm
- **April 12, 2024 :** Successful applicants will complete Work Exp 12A/B 'online'

## IF YOU ARE ACCEPTED INTO THE YOUTH ACADEMY:

Students will:

- be enrolled in **Work Experience 12A/B 'online'** through SD46 Online (**SPIDER**) and **must have all course work completed no later than Friday, April 12, 2024.**
- Your instructor will be **Cathy Gordon** ([cgordon@sd46.bc.ca](mailto:cgordon@sd46.bc.ca)) and she will guide you through the course in a timely manner.
- complete a "**Non-Standard School District Worksite Agreement Form**"
- ~~pay the program fee of \$250~~ at Parent + Student information meeting in February. Cash can be paid to Cathy Gordon. Cheques should be made payable to: "**SCAS**". This fee will cover all program material/resources, liability insurance, issued clothing, lunches and snacks. **PROGRAM FEES HAVE BEEN WAIVED FOR 2024!**
- supply their own **CSA approved steel toed boots** (the 6" high type)

*\*if course fees are unable to be covered by the applicant, contact Cathy Gordon.*

## REQUIREMENTS

The Youth Fire Academy is open to **any current grade 11 or 12 student** who is registered in an **SD46 Sunshine Coast high school, SPIDER, or home school program.**

Applicants must meet the following criteria to be considered:

- Be 16 years of age by December 31, 2023
- Have a genuine interest in firefighting, volunteering and community service
- Have a good attendance and late record
- Be willing and able to work as part of a team
- Can communicate effectively
- Be physically fit and healthy
- Be a non-smoker during the program
- Relinquish the use of personal devices during the hours of the program
- Strictly adhere to the Sechelt Fire Department dress code

## FITNESS INFORMATION

For those that are not on a regular fitness regime, i.e. working out at least twice a week or playing organized sports, it is highly recommended that you start exercising now. Passing the run, push-up and sit-up test may get you into the program but only those who actively participate in a healthy lifestyle (including working out) will have the stamina to make it through the eight (8) intense days of the program.

## PERSONAL INTERVIEW PREPARATION

The interview will take place in at the end of January, and you are expected to act and dress as you would for a real job interview. **Please bring an updated resume with you to your interview.**

There will be a small panel (three or four people) from local fire departments. BC Wildfire, and SD46 interviewing you.

During your interview you may/will be asked about:

- Your school courses and grades
- Your attendance/lates... especially if you excessive lates or absences (i.e. more than 5, ideally no unexcused)
- Past/present employment, volunteer and or sports activities (including fitness testing results)
- Key points from: Who am I?, updated resume, and letter of intent
- Your future career and education plans
- Your hobbies and activities

It is strongly recommended reviewing:

- Sechelt Firefighter Recruitment:  
<https://www.secheltfiredepartment.ca/join/>

## ACCIDENT AND LIABILITY INSURANCE

Parents/Guardians:

As part of the Junior Firefighter Academy, your son/daughter will also be enrolled in a Work Experience 12A/B 'online' course that is organized and monitored by Cathy Gordon, an SD46 teacher.

Usually, Work Experience placements are made with many different employers and organizations throughout the Lower Mainland (ex: retail store, accounting firm, florist, care home). Worksites are considered either Standard or Non-Standard under the Workers' Compensation Act.

A **Standard Work Site** is a location at which a worker carries out career related tasks and responsibilities under the general supervision of a work-site employer. It also applies to a situation of self-employment. This Standard work site is covered by the Workers' Compensation Act.

A **Non-standard Work Site** is a location created by a school or school board for training students for an occupation or career, or an existing public or private training institution in which a student is placed for training purposes. **Workers' Compensation Board coverage does NOT apply on a Non-standard work site.**

Important Note:

For the purposes of this Junior Firefighter Academy, this work experience worksite is considered **Non-standard**.

Course will include third-party liability insurance for the applicant through "Insure my Kids"

More information about coverage can be found on the website: <https://insuremykids.com/>

If you have any questions please contact Cathy Gordon, *Work Experience teacher*, at 604-740-2738.

## **RULES AND REGULATIONS**

1. Students will show up on time and ready for the day dressed in their complete uniform and applicable personal protection equipment (PPE)
2. Students must follow all directions from fire hall staff and SD46 personnel, including all safety protocols set by the Department Procedures and WorkSafeBC
3. Any injury that occurs on Sechelt Fire Department property must be reported (regardless of how minor)
4. All assigned homework will be handed in at the beginning of class
5. Alcohol, cannabis and non-prescription drugs are strictly prohibited during the Youth Academy
  - a. prescription drugs should be documented on the APPLICANT MEDICAL INFORMATION FORM and reported to the instructor prior to the beginning of class
6. Smoking of any kind (cigarettes, e-cigarettes/vaping or chewing tobacco) is not permitted during the program
7. Students are not to enter out-of-bounds areas. These will be identified on the first day of class
8. Students are responsible for their uniform and all equipment assigned to them during the program
9. No jewelry or piercings are to be worn during the program. They can get entangled during training exercises and cause serious injuries
10. Watches are required for first aid training
11. Long hair must be retained during training
12. Nail polish and makeup are not to be worn
13. All students must be clean shaven. Trimmed mustaches are acceptable but goatees, beards and sideburns below the ears are not acceptable.
14. Personal electronic devices (phones, iPads, laptops, Apple watches, etc.) are not permitted during the instructional parts of the program. Students may use them before and after the day's program, and during their lunch period.

# PERSONAL INFORMATION FORM

**Note:** it is **expected student applicant will complete the application package in his/her own words**, then getting necessary signatures where needed.

## **School Information:**

School Name: \_\_\_\_\_ Present Grade: \_\_\_\_\_

## **Applicant (Student) Personal Information:**

**Note:** Your legal name is as it appears on your birth certificate, passport, driver's license or other government documents.

Legal First Name: \_\_\_\_\_ Preferred First Name: \_\_\_\_\_

Legal Last Name: \_\_\_\_\_ Birthday (mm/dd/yyyy): \_\_\_\_\_

Home Mailing Address: \_\_\_\_\_

City: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Home phone number: \_\_\_\_\_ Student Cell: \_\_\_\_\_

Student email address: \_\_\_\_\_

Parent email address: \_\_\_\_\_

Personal Health Number: \_\_\_\_\_

Do you have any current/valid **First Aid certifications**?  No  Yes

If "**Yes**", which ones: \_\_\_\_\_

List any **other certifications**, or courses, that you feel would be of value in a Fire/Rescue career.

\_\_\_\_\_

Do you have your **driver's license**?  No  Yes, my "L"  Yes, my "N"

If "**Yes**", what is your driver's license number: \_\_\_\_\_

## PARENT/GUARDIAN INFORMATION

It is presumed that most high school students live with at least one supervising adult who is responsible for them.

For the purposes of this application, this person is referred to as your Parent or Guardian; although, there may be a step-parent, foster parent, grandparent, uncle, aunt, adult brother or sister or another adult or legally appointed caretaker who is responsible for you.

The information below applies to your Parent or Guardian.

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Best phone number(s) to be reached at: \_\_\_\_\_

## EMERGENCY CONTACTS

If you become ill or injured while you are in the Youth Fire Academy, Sechelt Fire Department would like an alternate emergency contact who can be notified in case your parent or guardian is unavailable to assist.

- List two contacts in the order that they should be contacted
- Contact must be adults who have a car and a driver's license
- The contact must live on the Sunshine Coast
- Ideally, the contact lives close to Sechelt and must be informed by you that they are being listed as an emergency contact

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Best phone number(s) to be reached at: \_\_\_\_\_

First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Best phone number(s) to be reached at: \_\_\_\_\_

# APPLICANT (Student) MEDICAL INFORMATION

Family Doctor's Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Are there any medical conditions, illnesses or injuries that may limit your full participation during this Youth Fire Academy that you feel the school district and Sechelt Fire Department should know about? If "yes", please explain.

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When was your last tetanus shot?

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Do you have any allergies to:

- specific foods?     No     Yes

    If 'yes', please list: \_\_\_\_\_

- animals?     No     Yes

    If 'yes', please list: \_\_\_\_\_

- bites, like insects?     No     Yes

    If 'yes', please list: \_\_\_\_\_

- other aversions?     No     Yes

    If 'yes', please list: \_\_\_\_\_

Students with any allergies or medical conditions should ensure they **bring necessary medical supplies and/or medicines** with them to the Junior Firefighter Academy.



## **APPLICANT (student) DECLARATION**

I, (print name) \_\_\_\_\_, declare that I have read all the information included in this package and that the information that I have given is true and correct.

I understand that firefighting is a physical and demanding job and that the Youth Fire Academy may test my limits of fitness and endurance.

I am not aware of any existing medical or physical conditions that would place me at risk by taking part in this program.

I am committed to complete all the training days and all the assignments given to me by the instructors, by their due dates.

I declare that I will notify the School District representative and Sechelt Fire Department if any of the information that I have listed in this package changes, or of any circumstance that may bring into question the appropriateness of my behaviour into question.

I understand that such a circumstance as stated above may not necessarily result in my being removed as an applicant or as a student in the Youth Fire Academy; however, failure to disclose or conceal any circumstances as mentioned above may conclude with me being expelled from the program.

I understand that my acceptance into SD46's Youth Fire Academy will be based on:

- My fitness level
- My academic standing, including attendance and lates
- My letters of references from a high school teacher and community member
- My letter of intent and updated resume
- My personal interview

Applicant Signature: \_\_\_\_\_

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

## PARENT/GUARDIAN DECLARATION

I, (print name) \_\_\_\_\_, declare that I have read all the information included in this package and that the information that I have given is true and correct.

I understand that firefighting is a physical and demanding job and that the Youth Fire Academy may test my son's/daughter's/ward's limits of fitness and endurance.

I am not aware of any existing medical or physical conditions that would place my son/daughter/ward at risk by taking part in this program.

I declare that my son/daughter/ward is committed to completing all the training days and all the assignments given to him/her/them by the instructors, by their due dates.

I declare that my son/daughter/ward will notify the School District representative and Sechelt Fire Department if any of the information that he/she/they has listed in this package changes, or of any circumstance that may bring into question the appropriateness of his/her/their behaviour into question.

I understand that such a circumstance as stated above may not necessarily result in him/her/they being removed as an applicant or as a student in the Youth Fire Academy; however, failure to disclose or conceal any circumstances as mentioned above may conclude with him/her/their being expelled from the program.

I understand that my son's/daughter's/ward's acceptance into SD46's Youth Fire Academy will be based on:

- his/her/their fitness level
- his/her/their academic standing, including attendance and lates
- his/her/their letters of references from a high school teacher and community member
- his/her/their letter of intent and updated resume
- his/her/their personal interview

Parent/Guardian's Signature: \_\_\_\_\_

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

# SCHOOL DECLARATIONS

**Applicants:** Please obtain the name and signature from an **administrator**, your **counsellor** and a **teacher** you have recently taken a course or extra-curricular event with.

I, (print **Administrator's** name) \_\_\_\_\_,  
**know, encourage and support** this student in his/her quest to be accepted into the Youth Fire Academy. I feel this candidate would benefit greatly from this experience and be a **wonderful ambassador of our school and school district.**

I, (print **School Counselor's** name) \_\_\_\_\_,  
**know, encourage and support** this student in his/her quest to be accepted into the Youth Fire Academy. I feel this candidate would benefit greatly from this experience and be a **wonderful ambassador of our school and school district.**

I, (print **Teacher's** name) \_\_\_\_\_,  
**know, encourage and support** this student in his/her quest to be accepted into the Youth Fire Academy. I feel this candidate would benefit greatly from this experience and be a **wonderful ambassador of our school and school district.**

I have discussed this Youth Fire Academy with the candidate. Part of the discussion was in attendance, grades, work habits and behaviour.

I understand that this student's application for the Youth Fire Academy will be based, in part, on the expectation and confirmation that their behaviour both within our school district and within our community will have been beyond reproach.

I understand that; at any point in the application process and, if accepted, at any point after this student's application has been accepted, the school district will immediately notify the Career Programs Coordinator **Cathy Gordon: 604-740-2738** of any circumstance, within our school district and or within our community, that may bring the appropriateness of this student's participation into question.

I understand that such circumstances as stated above may not necessarily result in this student being removed as an applicant or student for the Youth Fire Academy however, a failure to disclose or conceal any of the circumstances mentioned above will result in this student's removal as an applicant or student.

Administrator Signature: \_\_\_\_\_

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

Counselor Signature: \_\_\_\_\_

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

Teacher Signature: \_\_\_\_\_

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

# PARENT WAIVER AND ACKNOWLEDGEMENT

The School District 46 (SD46) Youth Fire Academy (the "Academy") is a work experience program that introduces students to firefighting theory and practical skills, including fire hose drags and carries, setting up and climbing an aerial ladder/bucket, fire extinguisher training, climbing a training tower in firefighting gear, rappelling, fire pumper vehicle activities, auto extrication training (e.g., cutting cars, removing glass, vehicle stabilization) and using other firefighting equipment. The Academy will be hosted by the Sechelt Fire Department (the "Dept") and BC Wildfire ("BCWS").

The Academy is designed to provide challenges and skill-building opportunities and includes several activities with inherent risks that are different or greater than those normally assumed at home or school. Risks related to use of Fire/Rescue grounds and equipment, slipping, tripping, falling from a height, being struck by falling objects, improper use or failure of equipment, over-exertion, exhaustion, inclement weather, impact or collision with equipment or persons and negligence or unauthorized activities of others. While the Dept. takes reasonable safety precautions, it is not possible to eliminate all risk.

Participants are required to wear all safety gear and strictly comply with all instructions and directions provided by Fire/Rescue staff and other Academy facilitators. Participants must share responsibility for their own safety and that of others during the Academy and are encouraged to seek clarification regarding safety or any other matter at any time.

In consideration of the Dept. allowing the student named below (the "**Participant**") to participate in the Academy, the Participant's parent or legal guardian (the "**Parent**") hereby:

1. confirms that participation in the Academy is suitable for the Participant;
2. consents to the Participant participating in the Academy;
3. confirms that he or she understands and freely and fully assumes the risks and hazards, known and unknown, inherent in the nature of the Academy;
4. acknowledges and understands that the Participant may suffer personal injury (including death), property damage or loss due to participation in the Academy; and
5. confirms that the Participant has been advised of the inherent risks of the Academy and the requirement to follow all reasonable rules and regulations provided and that the Participant has read, understands, and agrees to the terms of this Consent and Acknowledgment of Risk.

The Parent and the Participant are encouraged to contact the Dept. or SD46 if they have any questions or concerns about the risks described above or any other concerns regarding participation in the Academy.

If any part of this Consent and Acknowledgment of Risk is determined by any court to be illegal or unenforceable, that part will be severed, and the remaining parts will continue in full force and effect.

This Consent and Acknowledgment of Risk is governed by and will be construed in accordance with the laws of the Province of British Columbia.

Participant's Name: \_\_\_\_\_

Parent/Legal Guardian Consent and Acknowledgement of Risk:

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

Signature: \_\_\_\_\_

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

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# PHYSICAL FITNESS TEST

Student Name (Last + First): \_\_\_\_\_

School Name: \_\_\_\_\_

## Physical Fitness Test:

It is **expected that students will train/prepare for the fitness testing**. Many students struggle with the run, so it is recommended to do timed runs of the upper field (Chatelech) or the track (Elphinstone) at least a few times before the actual timed run in mid-January.

This test will be overseen by Youth Fire Academy and SD46 personnel.

If a candidate attends the program and it becomes apparent that they have not maintained their physical fitness, the candidate may be sent home.

## Fitness Testing Elements:

- **“Davison’s (Run) Test”** – 2 km run... ideally 12 mins or less
- **Push-ups** – as many as possible in 60 seconds... benchmark: 20 push-ups
- **Sit-ups** – as many as possible in 60 seconds... benchmark: 40 sit-ups

TEST	RESULTS	COMMENTS
2 km Run		
Push-ups		
Sit-ups		

Date of Test: \_\_\_\_\_

Examiner: \_\_\_\_\_

## MEDIA COVERAGE AND PHOTOGRAPHY NOTICE

The *Freedom of Information and Protection of Privacy* legislation came into effect for schools in the fall of 1994. To ensure that we are complying with the legislation, please read the following information carefully.

### Media Coverage and Photographs:

From time to time, the school receives requests from newspaper and television reporters to visit our schools and Partnership Programs to do a story about some aspect of the school or its programs.

Requests of this nature are given careful consideration and approval may only be granted by the Principal and the Superintendent of Schools. There is a possibility the reporters will want to take photographs or film footage to accompany their story. While the schools attempt to cooperate with the media wherever possible, the school districts recognize there are instances where publicity of this nature is not welcome by individuals.

As well, in the school districts, district staffs can photograph individual students and groups of students to commemorate events and to promote various educational, sports and cultural events taking place in the district.

Therefore, parents may not wish their child to appear in a newspaper photograph or to be televised while involved in school activities, or have their child photographed by district staff for promotional purposes. Accordingly, please tick off the appropriate box below and please sign the form below and the schools will work with you and your child to minimize the possibility of this happening.

I **agree** my child **may be** involved in media coverage and may be photographed by school district and/or Youth Fire Academy staff

I **do not** wish my child to be involved in media coverage or to be photographed by school district and/or Youth Fire Academy staff

Student Name: \_\_\_\_\_

Parent/Guardian Name (please print): \_\_\_\_\_

Parent/Guardian Signature: \_\_\_\_\_

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

# WHO AM I?

These questions will **help you/us during the personal interview**, plus allow some of your answers will help you to update your resume (which you will submit on your personal interview day)

## Previous Fire Academies:

Have you applied for or attended any academy in the past?  Yes  No

If "yes", which one(s) and when? \_\_\_\_\_

## Future Plans:

What are your **career** aspirations? \_\_\_\_\_

What are your **educational** plans after high school? \_\_\_\_\_

Give 2 specific examples of things you have done in the **past 6 months** that you feel will help you with your future career and educational goals.

1. \_\_\_\_\_

2. \_\_\_\_\_

## UNpaid Community Service or Volunteer Experience: [list most current first]

Organization #1: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_

Organization #2: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_

## Paid Work Experience: [list most current first]

Company #1: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number: \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_

Company #2: \_\_\_\_\_ Start/end dates: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Phone number of contact: \_\_\_\_\_

Responsibilities/Duties: \_\_\_\_\_



**Maintaining a Healthy & Active Lifestyle:**

School and/or community clubs and/or teams you belong to (level and the frequency of activity):

\_\_\_\_\_

Individual personal physical training (type, duration and frequency of your workouts):

\_\_\_\_\_

**Hobbies & Interests:**

\_\_\_\_\_

**Briefly Explain Experiences you have done to explore your interest in a "firefighting" career:**

Courses: \_\_\_\_\_

Lectures or Workshops: \_\_\_\_\_

Internet research: \_\_\_\_\_

Personal Interviews: \_\_\_\_\_

Other: \_\_\_\_\_

**References:**

SD46 will email two people and have them complete an online form/survey that will act as your letters of reference. **You should let him/her/them know they will be contacted via email.** Please provide the following:

One:

your **Math 10 or 11** teacher **or** your **English 10 or 11** teacher:

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

How do you know this person? \_\_\_\_\_

Two:

a **community member** (ex: coach, employer, supervisor, volunteer coordinator, Cadet leader, etc)

Name: \_\_\_\_\_ Email address: \_\_\_\_\_

How do you know this person? \_\_\_\_\_