

COQUITLAM & PORT MOODY FIRE RESCUE

JUNIOR FIREFIGHTER PROGRAMS 2025-26



PROGRAM INFORMATION

School District No. 43 (Coquitlam) is partnering with both Coquitlam Fire Rescue and Port Moody Fire Rescue to offer two **different** Junior Firefighting Programs for Spring 2026. Students can apply for both programs if they choose but, if successful at the end of the application process, **will be selected for only one of the academies**.

Firefighters must maintain a high level of fitness to perform their duties effectively and professionally as firefighting turnout gear and breathing apparatus will add approximately 23 kilograms to a firefighter's body weight. You will be expected to perform firefighting duties and skills wearing this heavy and hot lifesaving gear.

The Junior Firefighting Programs will give the applicants a true understanding of the basic physical and educational components of Fire Rescue's basic training for new recruits. The educational component will test the applicant's knowledge learned in the classroom of firefighting equipment, fire behaviour, the fire tetrahedron and the products of combustion, to name a few. The practical component of the program will test the applicant's strength, endurance, and teamwork skills. Some of these are: dragging charged hose lines, carrying ladders in a group, climbing the hose tower, and auto extrication in teams.

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 Junior Firefighter Programs 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 training sites are:

- **Coquitlam Fire Rescue** (12 students) - 1300 Pinetree Way, Coquitlam
- **Port Moody Fire Recue** (10 students) - 150 Newport Drive, Port Moody

The last day of the programs is a Family Day, where a member or two from the family of each applicant can come and watch the demonstration of the skills and knowledge learned over the course of the previous academy days. Following the demonstration, there will be a closing ceremony where applicants that have completed all their classes and assigned work will receive a certificate.

This is the **eighth year** of the **Coquitlam** Junior Firefighter Program, and **everyone is very excited to ensure its continued success**. It is the fourth year for the **Port Moody** Academy, and everyone is **enthusiastic** and **ready** for the fourth class of students to experience this amazing learning opportunity with their Fire Rescue team.

APPLICATION INSTRUCTIONS

- **Read all the information contained in this package first** to understand the program
- **Part 1: Is an online form that will need to be completed. The online form can be found on our Careers website under the section titled EXPERIENCES.**
 - ❑ **This online form will be where you also upload your letter of Intent**, (300-400 typed words, no more than 1 page in length) outlining your desire to be part of this Junior Firefighter Program... please make clear **how this program fits into your educational and career plans**
- **PART 2: Student applicant will complete, gather and submit:**
 - ❑ **Diploma Verification Form – must show Fall midterm marks** (see your counselor)
 - ❑ **Pages 7 – 14: student applicant will clearly fill out all required information,** print off those pages (single-sided) and **obtain all necessary signatures** (keep pp. 1-6)
- Submit completed applications (**unstapled, single-sided** and in a **large envelope**) to your **high school counselor** no later than **Friday, December 5, 2025**.
- **Late and/or incomplete applications may not be accepted** – information will be needed on all pages 7 – 14... basically, if you see a line or a box, it probably needs info on it

TIMELINE... 'save the date' in your calendars

- **December 5, 2025:** Application submission deadline to your counselor
- **December 5, 2025 – January 15, 2026:**
 - internal review of applications by Fire Rescue and SD43 Coquitlam
 - SD43 personnel will collect your letters of reference via online Office 365 survey
- **January 7, 2026:** Fitness testing. Emails will be sent with Specific Start Times in December (Winslow Centre)
- **January 19 & 21, 2026:** Personal interviews (location: TBD)
- **February 3 & 4, 2026:** Final selection of participants will be made by interview panel
- **Early February 2026:** successful applicants will be enrolled in Work Exp 12B online
- Parent & Student Information meeting:
 - **February 18, 2026: 6:30pm** at Coquitlam Fire Hall, or
 - **February 19, 2026: 6:30pm** at Port Moody Fire Hall
- **Junior Firefighter Program Academy Dates:**
 - **Coquitlam = March 13 – 20, 2026**(inclusive) from **9.00am to 5.00pm**
 - **Port Moody = April 22 – 25, 2025**(inclusive) from **8.00am to 6.00pm**

IF YOU ARE ACCEPTED INTO A JUNIOR FIREFIGHTER PROGRAM

Students will:

- commit to **attending all academy days** and events
- make **arrangements with their high school and teachers for all missed time**
- complete **Work Experience 12 online** through Coquitlam Open Learning (COL) **no later than Friday, March 6, 2026**. The instructor will be **Joanna Horvath** (jhorvath@sd43.bc.ca) and she will register you into the course and guide you through it in a timely manner.
- pay the applicable **academy fee** at/by the Parent & Student Information meeting:
 - Coquitlam - \$250
 - Port Moody - \$125

- supply their own **CSA approved steel toed boots** (the 6" high type)
- supply their own leather work gloves details will be provided to successful applicants

Financial barriers are not a reason to not apply – see your school administrator if you have any concerns over the cost of the academy and/or safety boots.

REQUIREMENTS

The Junior Firefighter Programs are open to **any current grade 11 or 12 student** who is registered in an **SD43 Coquitlam high school**.

Applicants must meet the following criteria to be considered:

- Be 16 years of age by December 31, 2024
- Have a genuine interest in firefighting, volunteering and/or 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 training hours of the program
- Strictly adhere to the firehall dress code and code of conduct

FITNESS INFORMATION

For those that are not on a regular fitness regime, i.e. working out at least twice a week or playing 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 intense days of the program.

PERSONAL INTERVIEW PREPARATION

For this interview, you are expected to act and dress as you would for a real job interview. Ideally, you have done some mock interviews, which included behavioral-type questions.

Please bring 2 updated resumes with you to your interview.

There will be a small panel (three or four people) from Coquitlam Fire Rescue, Port Moody Fire Rescue, and Coquitlam School district interviewing you.

During your interview you may be asked about your:

- Letter of Intent
- Letters of Reference
- School courses and grades
- Attendance/Lates... especially if you excessive lates or absences (i.e. more than 5, ideally no unexcused)
- Key points from the "Who am I?" section

It is strongly recommended reviewing:

- Coquitlam Firefighter Recruitment site:
<https://www.coquitlam.ca/269/Firefighter-Recruitment>
- Port Moody Firefighter Recruitment site:
<https://www.portmoody.ca/resident-services/fire-rescue/career-recruitment>
- "Interview Tips" sites (links in right column):
[https://www.sd43.bc.ca/CareerPrograms/Pages/EMPLOYMENT.aspx#/=](https://www.sd43.bc.ca/CareerPrograms/Pages/EMPLOYMENT.aspx#/)

ACCIDENT AND LIABILITY INSURANCE

Parents/Guardians:

As part of the Junior Firefighter Program, your son/daughter will also be enrolled in a Work Experience 12 online course that is organized and monitored by Joanna Horvath, an SD43 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 Program, this work experience worksite is considered **Non-standard**.

It is highly recommended that you review your family's medical plan coverage, mostly around long-term disability, to ensure some liability coverage for your son/daughter participating at this non-standard worksite.

Some students may already have this coverage under their Parent/Guardian or be satisfied with their present coverage.

The coverage is not part of MSP and is usually privately arranged through an employer's extended benefit package, such as Pacific Blue Cross.

One example of a third-party insurance plan, for those needing it, is Old Republic Canada (insuremykids.com). Parents can research any additional coverage, if they choose.

Important note: do **NOT** consider purchasing any insurance plans until your son/daughter has been accepted into the academy.

If you have any questions please contact Joanna Horvath, Work Experience teacher, at 604-312-7739.

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 firehall staff and SD43 personnel.
3. Any injury that occurs on City of Coquitlam or Port Moody 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 prohibited during the Junior Firefighter Program
 - 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 (regular 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 is to be worn during the program. Jewelry 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. All students must be clean shaven or have neatly trimmed facial hair.
13. 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.

APPLICANT 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 Junior Firefighter Program that you feel the school district and Fire & Rescue departments should know about? If "yes", please explain.

Are there any **allergies** that may impact your full participation during this Junior Firefighter Program that you feel the school district and Fire & Rescue departments should know about? If "yes", please explain.

When was your last tetanus shot?

Note:

Students with any medical conditions or allergies should ensure they **bring necessary medical supplies and/or medicines** with them to the Junior Firefighter Program and inform trainers/instructors of their location
(ex: where an EpiPen if you are allergic to bees or where a glucose gel pack is if you are diabetic).

APPLICANT DECLARATION

I, _____, 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 Junior Firefighter Program may test my limits of fitness and endurance.

I understand that my Graduation Verification Form (showing courses and marks) and my attendance/lates report will be shared, confidentially, with the necessary Fire Rescue personnel.

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 completing all the training days/events and all the assignments given to me by the instructors, by their due dates.

I declare that I will notify the School District and applicable Fire Rescue representatives 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 Junior Firefighter Program; 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 a Junior Firefighter Program 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, _____, 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 Junior Firefighter Program may test my son's/daughter's/ward's limits of fitness and endurance.

I understand that my son's/daughter's/ward's Graduation Verification Form (showing courses and marks) and their attendance/lates report will be shared, confidentially, with the necessary Fire Rescue personnel.

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/events 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 and Fire Rescue representatives if any of the information that he/she/they have 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 Junior Firefighter Program; however, failure to disclose or conceal any circumstances as mentioned above may conclude with him/her/them being expelled from the program.

I understand that my son's/daughter's/ward's acceptance into a Fire Rescue's Junior Firefighter Program 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 PERSONNEL DECLARATIONS

Applicant Name: _____

Please go talk to these three people at your school and obtain their name and signature:

- ☐ **administrator** – principal or vice-principal is fine
- ☐ **counselor** – the one you see about course selections and other school-based issues
- ☐ **teacher** – someone who knows you relatively well and whom you have taken a course with recently

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

I understand that this student's application for the Junior Firefighter Program 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 will immediately notify the Career Programs Coordinator (778 984-1354-) of any circumstance, within our school district and or within our community, that may bring the appropriateness of this student's participation into question.

Administrator Signature: _____ Date: _____

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I, (print **School Counselor's** name) _____, **know, encourage, and support** this student in his/her quest to be accepted into the Junior Firefighter Program. 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 Junior Firefighter Program with the candidate. Part of the discussion reflected on attendance, **grades, work habits and behaviour** at high school. We discussed how this program might help with future academic and educational decisions and goals. **Counselor please complete:**

Total Absences (days) _____ Total **Un**excused Absences _____

Total Lates _____ Total **Un**excused Lates _____

Counselor Signature: _____ Date: _____

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I, (print **Teacher's** name) _____, **know, encourage, and support** this student in his/her quest to be accepted into the Junior Firefighter Program. 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 Junior Firefighter Program with the candidate. Part of the discussion reflected on **attendance, work habits and behaviour** as it pertained to the course he/she/they took with me.

Teacher Signature: _____ Date: _____

PARENT WAIVER AND ACKNOWLEDGMENT

The City of Coquitlam and City of Port Moody (the “City”) Fire Rescue Junior Firefighter Programs (the “Program”) 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 Program is designed to provide challenges and skill-building opportunities and includes a number of activities with inherent risks that are different or greater than those normally assumed at home or school, including 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 City 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 Program facilitators. Participants must share responsibility for their own safety and that of others during the Program and are encouraged to seek clarification regarding safety or any other matter at any time.

In consideration of the City allowing the student named below (the “**Participant**”) to participate in the Program, the Participant’s parent or legal guardian (the “**Parent**”) hereby:

1. confirms that participation in the Program is suitable for the Participant;
2. consents to the Participant participating in the Program;
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 Program;
4. acknowledges and understands that the Participant may suffer personal injury (including death), property damage or loss due to participation in the Program; and
5. confirms that the Participant has been advised of the inherent risks of the Program 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 Acknowledgement of Risk.

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

If any part of this Consent and Acknowledgement 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 Acknowledgement 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: _____

CRIMINAL RECORD CHECK (CRC) WAIVER FORM

Student's full **legal** name: _____

Student birthdate: month_____day_____year_____

1. To your knowledge, have **you** ever been the subject of a police investigation?
(this includes having name written down by a police officer for further follow-up - not just a charge or arrest)
Circle your response: yes no
If "yes", please explain. _____
2. To your knowledge, have any of your **family members** ever been the subject of a police investigation?
Circle your response: yes no
If "yes", please explain. _____
3. I, (clearly print applicant's full legal name) _____, **give permission to the applicable police detachment to obtain all information necessary** to qualify me in this Work Experience Program. It is understood that the applicable Fire Rescue department will **have final authority in the approval or rejection of an application**, and whose decision or the criteria, or method of arriving at such a decision, will not be questioned or objected to by me, and I will bear no grievance against the Coquitlam or Port Moody Fire Rescue department in this respect.

Notes:

Any false, misleading or omitted information with respect to this application will be grounds for removal from the application process or, if accepted, immediate removal from the academy.

Do not get your own criminal record check – this is just okaying the firehall can do it on your behalf.

Applicant Signature: _____

Date: _____

Parent/Guardian Signature: _____

Date: _____

STAFF USE ONLY: Police / Coquitlam Fire Rescue / Port Moody Fire Rescue / SD43 (Coquitlam)

(These check boxes are for police and firefighter use only, please check applicable box)

☐ CPIC Persons Check: _____

☐ CPIC CNI And CR: _____

☐ PIRS PROS PRIME: _____

☐ Driving Record: _____

Interview Notes:

Police Interview Recommendations: _____

Police Interviewer Name: _____ Date: _____ Approved: Y / N

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 on a track at least a few times before the actual timed run in mid-January.

This test will be overseen by Fire Rescue and SD43 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:

- **Run (Cooper's Test)** – 6 laps of a 400-metre track... 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

NOTE: In case of inclement weather. We will be running a beep test instead of a six lap run.

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 district, district staff 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 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 Junior Firefighter and/or City staff

☐ **I do not** wish my child to be involved in media coverage or to be photographed by school district and/or Junior Firefighter and/or City staff

Student Name: _____

Parent/Guardian Name (please print): _____

Parent/Guardian Signature: _____

Date: _____