

Fire Explorers

Chapter 9

9.1 Program Authority

The Butte County Fire Department has established an Explorer program in conjunction with Boy Scouts of America. The Fire Chief or a designee will be responsible for providing direction and administrative oversight for the operation of the program.

9.2 Mission Statement

The mission of the Explorer program is to allow all Explorers the opportunity to learn, train and experience fire department activities while promoting community service, while providing the opportunity for personal growth and potential career development.

9.3 Command and Control

The responsibility for administration and operations of the Program rests with the Fire Chief. The Fire Chief has the sole discretion to delegate any administrative duties to Department staff. All Explorers are under the administrative and Operational Control of the Department.

9.4 Application

The Application Process shall include at a minimum the completion of an application, an interview and a Physical Abilities Test.

To apply to the program, candidates must fill out an application and submit it to a Butte County Fire Department Explorer Post Advisor.

All applicants must satisfy all of the following:

- A. BCFD Explorer Application
- B. Waiver of Liability, signed by the parents of the applicant
- C. Parent Consent for Emergency Treatment, (*if applicant is under the age of 18)
- D. Oath of Office (10.33)
- E. Rules of Conduct

All forms will be reviewed and approved by the Post Advisor.

9.5 Physical Abilities Test

Successful candidates must undergo a physical abilities test to determine the candidate's level of physical fitness. Test results serve only as a reference upon which future training will be based.

The physical abilities test will be conducted by the Post Advisor and consist of the following events:

- A. Hose load: The applicant will carry a 50' roll of 2 1/2 hose a minimum of 300 feet.
- B. Hose drag: The applicant will drag 150' of 1 3/4 dry single jacket hose, to the fully extended position.
- C. Hose pack carry: The applicant will carry a 1 1/2 hose pack, with (2) rolls of wildland hose a distance of 600'.
- D. Ladder Climb: The applicant will climb a 24-ft ladder.

9.6 Selection Procedures

Explorer candidates will be selected to enter into the program once all entry requirements listed in this manual have been satisfactorily met and the post advisor has reviewed and signed all required documents. No Post shall exceed 20 members. Exceptions must be approved by the Fire Chief.

9.7 Classifications and Minimum Qualifications

Each Explorer's Classification must meet the following minimum qualifications:

Explorer

- A. Entry level position
- B. All Explorers must be between the ages of fourteen (14) and twenty-one (21) and have completed the eighth grade
- C. Must have active participation within the Post
- D. Must be a member in good standing

Explorer Lieutenant

- A. Must complete a minimum of 6 months as an Explorer
- B. Appointed by Post Advisor

- C. Must be a member in good standing
- D. Assist's the Explorer Captain as needed

Explorer Captain

- A. Must complete a minimum of 6 months as an Explorer Lieutenant
- B. Appointed by Post Advisor
- C. Must be a member in good standing
- D. Assist's the Post Advisor with the training and administration of the Post.

9.8 Training Standards

The County of Butte has established a regional and integrated fire protection system in cooperation with the California Department of Forestry and Fire Protection (CAL FIRE), the Training Standards for the Fire Explorer program will be based on the following:

- A. CAL FIRE 4300 Manual
- B. Current CAL FIRE adopted IFSTA Essentials Manual
- C. California State Fire Training FSTEP and CFESTES Courses
- D. National Wildland Fire Coordinating Group
- E. California Specialized Training Institute Hazardous Materials

Emergency Medical Services

- A. PSFA, FR, or EMT Basic from a California EMSA approved EMT Certifying Agency
- B. Health Care Provider CPR (Title 22 compliant)

9.9 Record Keeping

Each Post Advisor shall be responsible for the administration of all forms for each of their Explorers.

- A. Each Explorer shall have their own personnel file with all proper forms completed and signed by the appropriate personnel
- B. All training forms shall be maintained at the Post level for every Explorer. In the event of a transfer of an Explorer from one post to another, their personnel file, training folder and any other related items shall be forwarded to the new Post.

9.10 Probation Period

Each Explorer must pass a 6 month probation period in order to remain in the Explorer program. The below must be met during this time period:

- A. Regular attendance at Post meetings
- B. Maintain at least a 2.0 grade point average
- C. Attend school regularly
- D. Demonstrate good citizenship

9.11 Monthly Training

Explorers are required to complete monthly training. This training shall be held as stated by each Post Advisor. The Training Advisor will be in charge of training.

- A. Explorer will attend each training session or will make it up
- B. Failure to attend 3 consecutive training nights without a valid excuse will result in removal from the Post
- C. Explorers must notify the Lieutenant in their chain of command or the Captain of any absences. Failure to do so will result in an unexcused absence and could lead to removal from Post.

9.12 Chain of Command

Explorers will follow the Department's Chain of Command.

9.13 Post Advisor

Post advisors are responsible for the following:

- A. Overall operation of each individual Post
- B. Plan and coordinate all Post activities with the help of Department staff

9.14 Explorer Ride-A-Long Program

Explorers completing the minimum training requirements can perform ride-a-longs. Any Explorers participating in the Ride-A-Long Program must meet the following criteria.

- Having completed the minimum trainings as outlined in this manual as well as the 16 hour Safety Program as outlined in the CAL FIRE 4300 Manual (see attachment 10.34)

- Must be in good standing with the Post
- Must have the Fire Explorer Ride-Along release of liability signed (by parents or legal guardian) showing that Explorer assumes all risks of danger, injury or illness and releases CALFIRE/Butte County Fire and any contractual agencies from all claims.
- Explorers will be closely monitored during ride-a-longs
- Explorers will not be used to make up for personnel shortages
- Explorers may not operate department vehicles
- Explorers must be with the Post for a minimum of 6 months.
- Explorers will have successfully completed CPR for the professional rescuer.
- Explorer will maintain a G.P.A of 3.0 and have no D's or F's.
- Explorer will have a work uniform
- Explorer will have the approval of the on duty Company Officer and approval of the Post Advisor.

GENERAL RULES:

- Explorer must be closely supervised by an adult
- Explorers must be equipped with safety gear that meets Department standards, and is appropriate to the job being done. Explorers must have a black helmet meeting Department standards.
- The Department may mobilize Explorers for special projects or events with adult supervision.
- Explorers may not participate in an Out of Unit assignment.
- Explorers may not ride-a-long at a State Schedule B station during peak fire season.
- Explorers may only do a ride-a-long on career staffed fire apparatus.
- Female Explorers may not ride-a-long at night, on a 24 hour shift unless another paid career female is on duty over the age of 18 years old.
- Explorers may not operate any type of power or hydraulic equipment (except for lawn mowers, weed eater and generators).
- Explorers must comply with the department's policies and procedures.
- Explorer must provide an emergency contact list for the Company Officer.
- Explorers must bring their own food for the shift or make arrangements with the on duty Company officer.
- Explorers who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
- Explorers may not climb aerial ladders.
- Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.
- Explorers may not enter or perform ventilation procedures on a burning structure.
- Explorers may not use any tools or gloves on energized electrical equipment.
- Explorers may not operate cutting torches

Exceptions: Using an official training facility, the use of aerial ladders with the appropriate safety equipment, and entering a controlled burn building is approved.

Structure Fires

- At no time will Explorers be allowed to advance into an uncontrolled burning building or be involved in ventilation operations on an uncontrolled burning building.
- Explorers may participate in salvage work, overhaul of buildings and other related tasks where there are no 'Immediately Dangerous to Life and Health' (IDLH) issues.

Wildland Fires

- Explorers are not allowed to be involved in the actual control of a fire but may carry hose, make/break connections and other related tasks where no immediate hazard exists.
- Explorers may be involved in constructing line around an extinguished fire
- Explorers may participate in incident base activities
- The on duty Company Officer will make the decision what involvement the Explorer will take on a wildland Fire. Health and Safety of the explorer being the priority.
- The Explorer must be closely supervised at all times while on a wildland incident.

Medical/Rescue

- Explorers may assist the engine crew with patient care appropriate to their level of certification.
- Explorers must not be exposed to any hazards such as violent patients, traffic hazards or hazmat conditions.
- Proper PPE must be worn

9.15 Explorer Insurance

Each individual Post Advisor is responsible for ensuring that every Post, Explorer and Parent Advisor is properly enrolled in the insurance program.

9.16 Rules of Conduct

Explorers are expected to abide by the Rules of Conduct as provided herein.

Every Explorer upon entry into the Program is to sign and return a copy of the Rules of Conduct to the Post Advisor where it will be maintained in the Explorer's file. Failure to agree with the Rules of Conduct will be grounds for rejection as an Explorer.

Explorer's Rules of Conduct:

Training

1. Training will be held as stated by each Post Advisor
2. Explorers will attend each training session unless an excused absence
3. The Post Advisor will be in charge of training
4. Explorers will follow the Chain of Command
5. Failure to attend 3 consecutive training nights without a valid excuse will result in removal from the Post.
6. Explorers must notify Post Advisor or company officers of any absences. Failure to do so will result in unexcused absence and could lead to removal from Post.

Station Conduct

1. Explorer duties while on calls are at the company officers discretion.
2. Explorer will participate in station equipment upkeep.
3. Explorer will show respect towards everyone.
4. Explorer will be clean cut and showered as necessary.

Telephones

1. Explorer will get permission before answering station phones.
2. The station phone is to be answered by the appropriate station protocol.
3. Personal cell phone use will be kept to a minimum

Uniforms

1. Explorers will wear uniforms while at public events.
2. Each Explorer is responsible for purchasing their own uniforms
3. Explorers will wear uniforms only at station functions or other outside approved functions.
4. Explorers will keep their uniforms clean, neat and complete.
5. Jackets, scissors and other items are optional. No knives.

Safety Gear

1. Each Explorer is responsible for their PPE.

2. Helmets or other personal protective equipment will be worn while training and other functions as determined by the company officer.
3. All personal protective equipment remains property of the department.

9.17 Grooming Standards and Personal Hygiene

Explorers are required to meet the following grooming standards:

Hair will be in accordance with the following criteria:

- Neat, clean, trimmed and present a groomed appearance.
- Worn so that it does not extend below the bottom of the uniform shirt collar when the Explorer is standing upright.
- Above the bottom of the ears, and not more than two inches in front of the ears, if combed over the ears.
- No lower on the forehead than the eyebrows, measured from the high point of the eyebrows, if styled or combed forward.
- Permitted to be in moderate natural style if it qualifies within the limits described; however, the maximum extension from the scalp shall not exceed two inches.
- Worn so as not to preclude the proper wearing and performance of the approved department safety helmet or the proper sealing of the face mask of the self-contained breathing apparatus if applicable.
- Explorers will be clean shaven; however, neatly trimmed sideburns and mustaches are permitted.
- Sideburns will not extend below the bottom of the earlobe and will end with a clean-shaven horizontal line. The maximum width at the bottom of the sideburns will not exceed one and one-half inches.
- Mustaches will not extend below the bottom of the upper lip, nor more than one-half inch beyond the corners of the mouth.
- Sideburns or mustaches which preclude the proper sealing of self-contained breathing apparatus face masks are not permitted.
- When on duty, the wearing of earrings or other head or facial ornaments is prohibited.

- The personal hygiene of each member must be that of a clean, professional, well-groomed representative of the department

9.18 Uniforms

Explorers should remember that they represent the Department. This applies to approved Department or Post Functions. Therefore, only approved uniform clothing or safety clothing is to be worn. It is the responsibility of Explorer officers and their supervisors to ensure that personnel are properly uniformed.

The following items are required for Explorers to meet the uniform standards:

The cost to purchase uniforms is the responsibility of the Explorer. All department officers will strictly enforce uniform standards in order to foster esprit de corps, identification, and a professional image by all personnel.

Personnel wearing dirty, worn out or inappropriate combinations of uniform components will be immediately advised of such. A second violation of standards will be grounds for disciplinary action. Subsequent violations wearing the uniform for non-authorized purposes may be grounds for termination as a Explorer. The standard uniform, or any components of it, shall not be worn outside of work/service activities.

No alterations and/or additions are to be made to safety clothing (i.e. no pins, badges, patches, etc. affixed to nomex shirts).

Explorer's shall only wear the approved uniforms while performing as an Explorer member.

Any uniform item with a CAL FIRE logo shall not be worn while serving as an Explorer. The only exception is the use of the CAL FIRE /BCFD Cooperative Logo on garments approved by the department.

The wearing of jewelry is discouraged. Any jewelry that is worn must be conservative and not constitute a safety hazard. Because of health and safety considerations, the wearing of body piercing jewelry is prohibited.

There are NO exceptions to the Explorer uniform policy.

T-Shirt – Dark Navy Blue

- Short or long sleeve
- Crew neck
- 100% heavyweight cotton (6.0 ounces or heavier)
- T-Shirt marking must conform to the department Standards
- Color must closely match Nomex IIIA shirt

- The long sleeve T-shirt shall not be worn with a short sleeve Nomex IIIA shirt

Uniform Shirt – Nomex IIIA

- Short or Long sleeve

Manufacturer Information:

	Male	Female
Flying Cross (Navy Blue):		
Short Sleeve	9800	9810
Long Sleeve	9820	9830

Workrite (Midnight Navy):

Short Sleeve	700MNX-45-MN	701MNX-45-MN
Long Sleeve	705MNX-45-MN	706MNX-45-MN

Uniform Trousers – Nomex IIIA

Manufacturer Information:

	Male	Female
Flying Cross (Navy blue):	98200	98250
Workrite (Midnight navy):	400NX75	401NX75
	402NX75 (full cut)	Not Available

Belt

- Black leather
- Basket weave
- Square style buckle with center bar
- Silver-finish buckle

Manufacturer Information:

Chambers	6050-001 (1 ½")
	7050-001 (1 ¾")

Socks

- Black
- Fine weave
- Plain (without patterns or figures)
- Any color socks with approved footwear, if not visible

Footwear

Shoes/Boots – Uniform style, high gloss plain toe shoes or boots will be worn for non-work official fire department functions. Cal/OSHA approved firefighter work boots will be worn for official fire department work.

Boots

- Black leather
- Lace-type work boot

- Vibram style deeply lugged soles and heels
- Minimum 8" high leather top
- Hard toe material (hard leather or similar)

Optional Uniform Items

Cap – Baseball Style

No pins or other items will be affixed to the cap.

- Dark navy blue (closely matching uniform)
- Wool blend or twill fabric
- Mid-crown (3-1/2")
- Embroidery will state Butte County Fire Rescue Explorer with the scramble insignia and optional VFC name (see 6.14).

Manufacturer Information:

CaliFame (Navy)	KS10 (adjustable)
	KS15 (Pro Fit)
Yupoong	5001V

Sweatshirt

- Blue (closely matching uniform trousers)
- Heavy weight, cotton/polyester fleece (9oz or heavier)
- Pullover, with half zipper (hoodie ok, screen printed only)
- With or without hood
- Standup cadet collar
- The BCFD Explorer patch measuring 3 1/2" across and 2 3/4" high will be sewn on the front, left breast of the garment where the badge would be worn

Or

- Embroidery will state Butte County Fire Rescue Explorer with the scramble insignia.

Manufacturer Information:

Jerzees	4528M*
Sport-Tek	F253

Job Shirt

- Blue (loosely matching uniform trousers)
- Heavy weight cotton/polyester fleece
- Denim or canvas collar and elbow pads
- Pullover with half zipper

- Embroidery will state Butte County Fire Rescue Explorer with the scramble insignia (see 6.14)

Manufacturer Information:

"R" Heroes	805
Game Workwear	GAM-810
5.11 Tactical Series	72321
	72321T (Tall)

Outerwear

- Navy (closely matching uniform trousers)
- Outerwear with available detachable hoods and insulated liners are authorized for wear
- Outerwear with available liners are **not approved** for wear without the exterior shell
- Outerwear with available "fur" collars are **not approved** for wear

Manufacturer Information:

5.11 Tactical Series	48001 (3-in-1) 48017 (5-in-1) 48026 (Big Horn) 48300 (Station)
Blauer	9300Z (All Weather) 9010Z* 9019Z* 9030*
Flying Cross	79130 (Spectrum Ultra Duty) 59130WP (Ultra Duty/Waterproof) 59130* 79140*
Workrite	320NX60 (Nomex IIIA – Bomber)

- ANSI/ISEA 107-2004 class 3 compliant
- 2 inch reflective BUTTE COUNTY FIRE on the upper back of the jacket
- Reflective Material
- Outerwear with available detachable hoods and insulated liners are authorized for wear
- Outerwear with available liners are **not approved** for wear without the exterior shell
- Outerwear with available "fur" collars are **not approved** for wear

Manufacturer Information:

5.11 Tactical Series	48001 (3 in 1) JA514 (3 in 1) JA586
AW Direct	AW433X

Uniform Patches

- Butte County Fire Department patch worn on left sleeve with an Explorer patch on the right sleeve
- Centered 1" below shoulder seam on coats/jackets
- Centered ½" below shoulder seam on uniform shirts

Flag Pin

- United State Flag Pin
- Not to exceed ½" in size
- Worn centered 1" above name plate on any uniform shirt

Service Award Pin

- Any County Service Award Pin (e.g. Medal of Valor)
- Not to exceed ½" in size
- Worn centered 1" above name plate on any uniform shirt
- Worn to the left of the Flag Pin, if worn together

EMS Pin

- Metal emblem
- Not to exceed 1" in size
- Worn centered 1" above name plate on any uniform shirt

Name Plate

- Silver plastic (7/8" by 3-1/4" size)
- Engraved
- Black lettering
- First name and Last Name
- Explorer below First and Last Name
- Explorer Name: Times New Roman 26 point font
- Explorer: Times New Roman 15.6 point font
- Silver Background
- Worn on uniform shirt

Collar Brass

Explorers are authorized to wear collar brass to indicate their rank. Collar brass will be silver in color, round button type measuring 15/16" and will be worn on each collar of the uniform shirt, in a manner as outlined in department policy. Collar Brass is only authorized to be worn on the approved uniform shirt.

The below ranks are authorized to wear collar brass:

Captain:



Lieutenant:



Manufactured by Blackington
(Vendor: Uniforms Tuxedo's and More)

Collar brass will be applied to the uniform shirt in the following manor for all ranks.



Badge – Department Issued

- Worn centered 2" above left pocket on any uniform shirt

Badges will not be issued to an Explorer until they have completed their probationary period and will only be issued to Explorers holding the rank of Lieutenant and Captain. Badges will only be worn on the approved uniform shirt and will not be worn on any other item of clothing or PPE (may not be worn on Nomex jackets).



(Vendor: Entenmann-Rovin Co.)

1st Ribbon: Explorer

2nd Ribbon: Lieutenant or Captain

3rd Ribbon: Butte County

Center: Butte County Seal

4th Ribbon: Fire Department

Bottom: Badge Number

9.19 T-Shirt Specifications

A standard navy blue crew neck 100% cotton Tee shirt. The back logo will be large block white letters (except Fire is red) (the back silkscreen measures 12" wide and 9 ½" high) with the words "Butte County Fire Rescue Explorer" and the front logo will be a white "Explorer" (measuring 4" wide and 3.75" high).

9.20 Department Decals

Official CAL FIRE and BCFD decals shall not be placed on any private vehicle.

9.21 Issuance of Personnel Protective Equipment

PPE will be issued to new Explorers.

The Post Advisor will make an appointment with the Biggs Fire Station #73 for the new Explorers to pick up his/her PPE.

The Explorer is financially responsible for the issued PPE.

Explorers will be issued the following PPE:

- 1 Structure Helmet (black) with goggle and shroud
- 1 Turnout Jacket
- 1 Turnout Pants w/suspenders
- 1 Nomex Hood
- 1 Pair Structure Gloves
- 1 Pair Turnout Boots
- 1 Flash Light
- 1 OSHA Traffic Vest
- 1 Accountability Tag

- 1 Wildland Helmet (black) with goggle and shroud
- 1 Wildland Shirt, County
- 1 Wildland Pants
- 1 Web Gear
- 1 Pair Wildland Gloves
- 1 Fire Shelter

Only department issued PPE will be worn. No modifications can be made to department issued PPE.

9.22 Grade Point Average Requirement

Every Explorer must provide the Post Advisor with a copy of their quarterly attendance and report card signed by the parent

Each Explorer must maintain a grade point average of at least 2.0 or "C."

Explorers who fail to maintain a 2.0 "C" grade point average may be suspended from the Post

Explorers may be reinstated if their grade average improves to a 2.0 "C."

9.23 Dismissal/Adverse Action

All disciplinary matters should be solved at the lowest level possible

Disciplinary matters shall only pertain to items specifically addressed in Chapter 9, and must be presented to the Explorer within 10 working days from occurrence

For Explorers who fail to satisfactorily complete probation:

- A. The recommendation for dismissal will be documented and forwarded to the Post Advisor.
- B. The Fire Explorer Post Advisor will notify the Explorer of the dismissal.

9.24 Injury Reporting

In case of Explorer injury:

- A. Explorers will be provided medical attention immediately
- B. Parents and Post Advisor will be notified of all injuries. ECC, on duty DC/BC will be notified of all injuries which results in transportation to medical facility

An Accident Insurance Claim form will be filed as follows:

1. Fill in the appropriate sections
2. Send Claim Form with parent, Cal Fire Representative or approved adult that accompanies Explorer to the medical facility.
3. Notify Boy Scouts of America