

PAGE FIRE DEPARTMENT



FIRE EXPLORER PROGRAM

RULES AND REGULATIONS

Last updated 08/17

SECTION 1: INTRODUCTION

1.1 Program Description

The Page Fire Department Explorer Program is designed for males and females ages 16 through 21. The Explorer program provides the means and opportunity for participants to build desirable qualities of character, to learn and experience the responsibilities of active citizenship and to develop both mental acuity and physical fitness.

1.2 Program Sponsorship

Page Fire Department sponsors the Explorer program. Members of the organization as well as citizen volunteers are committed to the program which will provide its members with an opportunity to combine the Explorer experience with a fire service influence.

1.3 Program Organization

The organization and administration of the program closely parallels that of a municipal fire department. There is an established structure with administrative duties and requirements patterned after those placed upon fire department staff members. Through various activities the Explorers gain experience and insight into the fire service.

The City of Page, PFD and numerous volunteer organizations may call upon the program and its members for assistance.

PFD utilizes its employees as program advisors to educate and train the Explorer's on a multitude of topics. The program advisors are an integral part of the education process for the Explorer's and they operate as the workforce of the program. All uniformed program advisors are trained firefighters who volunteer their time in support of the program and they are committed to serving the next generation of the fire service. Other individuals (civilian or uniformed) may also serve as program consultants.

SECTION 2: PAGE FIRE EXPLORER OBJECTIVES

2.1 Objectives

As an Explorer:

- 2.1.1 I will be faithful to myself, my family and my fellow Fire Explorer s and will maintain a personal sense of honor in my own life.
- 2.1.2 I will recognize the dignity and worth of my fellow man and will use fair play and good will in dealing with them.
- 2.1.3 I will constantly strive to develop myself into a valuable member of my community and implement good judgment whilst interacting with the public.
- 2.1.4 I will leave as a better person than when I began.
- 2.1.5 I understand that the hard work, dedication and discipline of those before me have built a highly reputable foundation and I will not do anything to discredit their efforts.

SECTION 3: MISSION

3.1 Mission

The mission of the Explorer program is to:

Provide young adults with an effective program designed to build character, develop leadership skills, increase physical fitness, cultivate growth in a team environment and familiarize members with the fire service.

SECTION 4: THE CHAIN OF COMMAND

4.1 Description

The chain of command is an essential part of the fire service because it outlines broad areas of accountability, responsibility and authority. The concept also fosters the personal and professional development of individuals and facilitates mission and goal achievement through effective supervision and management.

Typically, information, questions and written correspondence shall be communicated through the chain of command. Subsequently, it is the responsibility of each person within the chain of command to forward or distribute information and communication to the next higher or lower level. The communiqué will also include any approval, disapproval, recommendations, or actions taken. Individuals within the chain of command have an absolute responsibility to answer questions raised by subordinates in a timely manner. Explorers are to use the chain of command when involved in program activities. The chain of command of the Fire Explorer Program is as follows:

4.1.1. Fire Explorer Chain of Command: (As set by the program manager and Explorer advisors)

Explorer's
Senior Explorer's
Explorer Advisors
Lead Explorer Advisor
Explorer Program Manager - Battalion Chief of Training Division

SECTION 5: MEMBERSHIP

5.1 Membership Qualifications

Program applicants must:

- Be at least 16 years of age and not exceed 21
- Have a minimum of a "C" average or equivalent if enrolled in school
- Not be a serious discipline problem at home or in school if enrolled
- Not have any felony criminal record
- Provide emergency contact information

5.2 Requirements For Continued Membership

Requirements for continued participation in the Explorer program are as follows:

- Maintain an overall grade average of “C” or equivalent if enrolled in school
- Maintain regular attendance at meetings and activities
- Follow all policies and procedures of the program
- Ride with a fire company a minimum of once every three months (after competency is met)
- Participate in Fire Dept. and Union activities.
- If attendance requirements aren’t met Explorer will not be considered “active status” and will have to retest all MCS’s, 1.5 mile for time, Grinder, and 5bx to get “active” status back
- Pass all Minimum Company Standards (MCSs) annually

SECTION 6: UNIFORMS AND PERSONAL IMAGE

6.1 Uniforms and Accessories

All Explorer’s shall wear the approved uniform at all program meetings, activities, and special events. While in uniform, Explorer’s shall maintain a neat and clean appearance to portray appropriate respect for the position and maintain the department’s professional and positive image. The minimum approved uniform to be obtained by each program member is as follows:

- One (1) Light gray t-shirt with department screen-print (provided by the Dept.)
- Navy blue work-out shorts
- Cotton navy blue work pants (Dickies® style)
- Black polishable belt
- Black polishable boots with a steel toe
- Athletic shoes

SECTION 7: EXPLORER ACADEMY

7.1 Description

The Explorer academy will be a revised version of the academy that Page Firefighters attend when they are employed with PFD. The program will ensure that the Explorer has an understanding of fire department operations and fire service education. Every effort will be made to allow each Explorer the opportunity to graduate from the academy.

Certificate of graduation:

The Explorer will be given a certificate of graduation if:

The Explorer meets all minimum standards listed above plus all four (4) Minimum Company Standards.

1. Don PPE
2. Fire hydrant
3. Pre-connect deployment
4. Ground ladder deployment

Those Explorer’s that receive a certificate of graduation from the academy and are at least 16 years old will be allowed to participate in the ride-a-long program.

7.2 Academy Guidelines

Attendance records will be kept. Any unexcused absence will be grounds for dismissal from the Explorer academy. Due to the amount of information and the skills involved during the academy, attendance will be paramount. A maximum of three (3) excused absences will be allowed before dismissal from the academy.

All Explorer's will be expected to arrive a minimum of fifteen minutes prior to the start of class. This time may be spent studying, preparing for class, or assisting the instructors with any set-up that is required. An Explorer arriving late for meetings will incur consequences associated with the infraction.

If a problem is anticipated with attending a given class or arriving to class on time, the Explorer will contact one of the senior Explorer's in advance of that class. If an absence or tardiness is not communicated prior to class, it will be considered unexcused.

Each lecture that is presented in class will have an associated quiz given the following week. The quizzes will contain material presented in the lectures, handouts or from PowerPoint presentations. Instructors will retain a file with lesson plans and quizzes from each class.

Skills evaluations of Minimum Company Standards (MCS) will be performed several times during the academy and again at the close of the academy. The Explorer will pass all MCSs in the allotted time if the Explorer wishes to successfully graduate from the academy.

Physical Training (PT) will be conducted every meeting before class begins. Individual levels will be monitored with emphasis placed on individual improvement. As PT is an important aspect of the fire service, Explorer's may or may not need to train on their own time to meet the standards set forth by the program.

The academy is designed as a learning opportunity for each individual as well as the group. The instructors and advisors will make every effort to ensure success of the individual as well as the success of the group.

Successful completion of the academy will be based on the following criteria:

- Quizzes
- Attendance
- Performance Evaluations - Skills and PT
- Final Written Exam
- Final Skills Exam
- Participation and Attitude

NOTE: All senior Explorer's that have completed the explorer's academy in previous years will be required to show current competency. Successfully completing all performance evaluations and obtaining passing grades on the final written and skills evaluations will accomplish this.

SECTION 8: MEETINGS

8.1 Program Meetings/Events

If a problem is anticipated with attending a given class or arriving to class on time, the Explorer will contact one of the senior Explorer's or an Explorer instructor in advance of that class. If an absence or tardiness is not communicated prior to class, it will be considered unexcused.

Other events will be scheduled throughout the year and the Explorer's will make every effort to be at these events. Many service opportunities will be provided within the community. Some of these service opportunities include:

- MDA Fill the Boot
- Fire station open houses
- Fire and EMS week

8.2 Additional Meetings

The Explorer advisors may call other meetings as they see fit or at the request of the program manager. Advanced notice must be given so all Explorer's may have the opportunity to attend.

SECTION 9: RIDING ON APPARATUS

9.1 Ride-Along Approval

Upon approval of competency, Explorer's 16 years of age and older may ride with units from Page Fire. Prior to riding with any crew, the Explorer will complete at least two 12-hour shift with one of the Explorer advisors. The Explorer advisor will then decide if the Explorer is prepared to ride with other Page Fire crews. The advisors will have the final decision regarding the riding status of any Explorer member. Any Explorer's needing remedial training or education will be dealt with on a case by case basis.

9.2 Ride-A-Long Requests

Explorer's will schedule ride-a-longs by completing the following:

- Fill out an *Explorer Ride-Along Request and Waiver of Liability*. A parent or guardian must sign the form if the Explorer is under 18 years of age.
- Ask permission at least one week in advance from the Company Officer of the fire department unit that the Explorer wishes to ride with.
- Submit the waiver to the Company Officer upon arrival for the ride.

Explorer's will be allowed to ride a maximum of 24 hours per month. The advisors will monitor and limit ride-along hours.

9.3 Approved Ride-Along Activities

Fire Explorer ride-along activities will be limited by the following parameters:

- No physical contact with patients on EMS incidents
- No exposure to violent patients

- No perceivable exposure to any communicable diseases or bodily fluids
- No exposure to traffic hazards or explosions
- No drills involving ground ladders greater than 24 feet in height
- No work inside of a fire incident until “Fire Out/Loss Stopped” has been declared by Command
- All work at any type of incident will be supervised by the Company Officer or an assigned delegate
- Any classroom, drill or station activity must not present an unreasonable risk to the Explorer

9.4 General Ride-along Rules

Explorer’s must actively comply with the following rules when riding with fire crews:

- Explorer’s will always conduct themselves in a professional manner
- The Explorer uniform will always be worn and kept professional
- Personal protective clothing appropriate to the task at hand is always to be worn
- Explorer’s will not make up personnel shortages and cannot be used to fill vacancies on fire crews
- Explorer’s will conform to all governing rules and regulations of the program and municipality
- Explorer’s will not divulge legally protected information learned or discovered while riding along unless properly authorized to do so
- Explorer’s will not assist at incidents unless specifically requested to do so or under previous arrangement with the Company Officer
- Explorer’s will address all fire department personnel by their rank and last name

SECTION 10: DISCIPLINARY AND APPEAL PROCEDURES

10.1 Reasons for Disciplinary Action Up to and Including Dismissal

Continued membership in the fire Explorer program shall be contingent upon acceptable conduct and satisfactory performance of duties. The Page Fire Explorer program has a zero tolerance policy which will be enforced by the fire department and the Explorer advisors. The advisors will have the final authority to pass disciplinary action. Some examples that may require disciplinary action include but are not limited to:

- An Explorer has a conviction of a felony on his/her record
- An Explorer is incompetent or inefficient in the performance of assigned duties to the effect of creating a hazardous work environment
- An Explorer is abusive in language or conduct resulting in harm or injury to another person or their property
- An Explorer has violated any lawful or official regulation or has failed to obey any lawful and reasonable order given by a program advisor or member of the organization
- An Explorer is found under the influence of alcohol or non-prescription drugs while involved in program activities
- An Explorer has taken for personal use a fee, gift, or other valuable item in the course of program activities
- Through negligence or willful conduct, an Explorer has caused damage to fire department property or waste of fire department supplies
- An Explorer has engaged in conduct which may bring discredit to the fire Explorer program, Page Fire or the City of Page
- An Explorer has falsified program records or reports

- An Explorer performs an act of physical, emotional, or sexual abuse upon another Explorer; allows such an act to take place without immediately reporting to the proper authorities; or learns of such an act and does not immediately report it to the proper authorities
- An Explorer has engaged in any conduct of equal gravity to the reasons enumerated in this section
- An Explorer has failed to meet attendance requirements
- An Explorer is observed cheating on an exam.

10.2 Forms of Discipline

Unacceptable conduct or performance shall typically be dealt with using a progressive discipline approach. Subsequently, first time discipline for a specific action shall take the form of a verbal warning. Repeated infractions may then be handled by providing the Explorer with a written counseling, a written reprimand, suspension from program activities and up to dismissal from the program. Serious disciplinary infractions may be handled using any of the above actions without an initial verbal warning.

10.3 Discipline Agents

When participating in any program authorized event outside of the training grounds all Explorer's will adhere to the aforementioned regulations. If conduct unbecoming is exhibited by an Explorer, senior Explorer or any Explorer advisor, a verbal warning will be given to that member. Any member of the event organization may provide an Explorer with a verbal warning. The advisors may exercise any of the approved disciplinary measures, up to and including suspension.

Program members and advisors must report any disciplinary action to the lead Explorer advisor no later than 24 hours after the action.

10.4 Appeals Procedure

Any dismissal or suspension may be appealed in writing within five (5) days to the program manager. The program manager and advisors will schedule a meeting with the affected Explorer to review and discuss the facts surrounding the disciplinary action. Other Explorer advisors may be present at the appeal. The advisors will discuss the information brought forward and may then uphold the action, modify the action to a lesser one, or dismiss it. The program manager will make the decision in writing and provide it to the Explorer within 30 calendar days of the date of the appeal. If the Explorer is dissatisfied with the final decision made by the program manager, it will then go to the PFD Fire Chief.

10.5 Dismissal

If the program manager and advisors determine that an Explorer should be dismissed from the program, they shall prepare a written pre-dismissal notice. This notice shall state specific reasons for the dismissal. The pre-dismissal notice shall be issued to the Explorer and his/her lawful guardians personally or by mail to the most recent known address. A formal dismissal notice will be delivered to the Explorer and his/her guardians personally or by mail to the most recent known address no later than five days after delivery of the pre-dismissal notice unless the action is appealed in accordance with the procedures outlined in the previous section.

Program involvement shall be suspended during the appeal process. The Page Fire Dept. Fire Chief will then be responsible for upholding, modifying, or dismissing the appealed action and shall provide the Explorer and his/her guardians a written copy of the final decision.

The Page Fire Dept. Fire Chief shall be notified in writing when any Explorer is dismissed from the program.

I _____, have received a copy of the Page Fire Explorer Program Rules and Regulations. I have read, and I understand all of the information imbedded in the above document. I will abide by all of the expectations set forth by the City of Page, The Page Fire Dept. and The Page Fire Explorer Program.

Explorer Signature

Date

Explorer Guardian Signature (if Explorer under 18 years of age)

Date