



MEETING DATE: January 8, 2025

AGENDA ITEM: 10. Resolution 2024.09- Electing Workers' Compensation Coverage For Unpaid Volunteers. Review and approval of District Explorer/Cadet Program.

FROM: Jack Rosevear

RE: Adopt Resolution 2024.09 and Review District Explorer/Cadet Program

BACKGROUND:

The Beckwourth Fire District previous had an active, successful and well established explorer program. The purpose of such programs is to allow youth to experience the fire service as a potential career and learn valuable skills. Sometimes explorers can receive extra school credits for their participation. The overall experience can be valuable for interested youth and is a common program for many fire and law enforcement agencies. The Fire District also benefits when explorers turn 18 and are eligible to transition to firefighter recruits. That is the case with a current District captain with a son who was in the Beckwourth explorer program, who will soon be ready to be on-boarded as a firefighter recruit. Some current District members have children who would like to participate and assist with station projects, chores and non-emergency operations.

There are several firefighters on our staff who were previously explorers in the Beckwourth program, including one of our full time firefighters. There is a desire by our staff to continue the program and assure it is well organized and properly supervised. There is enough inherited background and organizational knowledge to manage a program for the the Beckwourth Peak Fire District.

Attached is a description of the program, which details requirements and parameters. Explorers are not to engage in active firefighting operations and other duties which could cause injury. They can ride in District vehicles for emergency and non emergency responses and assist firefighters without directly participating in fire suppression or emergency medical care. Explorers can participate in firefighter training but must be closely supervised. The driving of department vehicles is limited to utility vehicles only and drivers must be properly authorized and licensed. Inexperienced drivers would not be allowed to drive district vehicles.

Our insurance provider, Golden State Risk Management Association, has approved an explorer program for the District and provided a resolution draft for the Board to approve. The resolution allows designated non-paid volunteers to be covered under the District's workers compensation policy. The coverage is for non-firefighting (administrative duties), which we pay a reasonable reduced rate. The majority of our workers comp policy expense is for active firefighters, which is considered hazardous with a high injury potential.

Chief Robert (BJ) Mendoza will oversee the program, assisted by Firefighter Dawson Thatcher, supported by District management staff. The program will be closely supervised and monitored, always assuring the safety and proper conduct of the cadets. District t-shirts, hats

and safety equipment will be issued by the District. Safety equipment will come from used inventory and may be expired or retired gear in good condition. Staff will assure that program costs will be minimal.

This type of program is recognized across the fire service and law enforcement as a potential recruiting method and a way to involve youth would can experience what a career in public safety could be. It is a great way for young people to learn from committed firefighters life lessons, service to others, mechanical and technical skills. Opportunities like this are limited, especially in our community. We appreciate the Board's support to continue this valuable program.

REASON FOR RECOMMENDED BOARD ACTION:

Review and approve explorer/cadet program details and continuation from Beckwourth Fire District to Beckwourth Peak Fire District. Adopt a resolution provided by our liability insurance carrier to cover explorer/cadets in the District's workers compensation program. The resolution also includes Fire Board members and any other designated unpaid volunteers in the District's workers compensation program.

FISCAL IMPACT:

Minimal budget impact to establish and maintain the program. Workers comp costs are covered under a lower administrative rate. Uniform T shirts and hats provided by the District. Workers Comp coverage also extended to Board members, also at a lower administrative rate.

IMPACTS TO THE CUSTOMER:

Positive impacts to the customer by recruiting youth interested in a career in the fire service. We receive the assistance for projects and non-emergency operations. When explorers turn age 18, they can continue service as recruit firefighters. The program assists the District with recruitment and retention of future firefighters.

RECOMMENDATION:

Approve the resolution and the explorer/cadet program proposal.

ATTACHMENTS:

- A. RESOLUTION 2024.09
- B. BPPFD EXPLORER PROGRAM SOPS.DOCX

RESOLUTION NO. 2024.09

ELECTING WORKERS' COMPENSATION COVERAGE FOR UNPAID VOLUNTEERS

ADOPTED BY THE BOARD OF DIRECTORS OF THE

BECKWOURTH PEAK FIRE PROTECTION DISTRICT

on Date of

January 8, 2024

WHEREAS, the California Labor Code provides, with certain exceptions, that volunteers providing services to government agencies are not covered under California Workers' Compensation insurance; and

WHEREAS, Labor Code section 3363.5 authorizes public agencies, through action by resolution, to provide such volunteers with workers' compensation coverage while they are acting for or on behalf of the agency; and

WHEREAS, the Board of Directors finds that the services provided by such volunteers benefit the Beckwourth Peak Fire Protection District and its citizens; and

WHEREAS, the Board of Directors has considered the desirability of providing workers' compensation coverage to those volunteers designated below,

NOW THEREFORE, BE IT RESOLVED by the Board of Directors of the Beckwourth Peak Fire Protection District:

1. That, pursuant to California Labor Code § 3363.5, only those volunteers who have received prior written approval from the Beckwourth Peak Fire Protection District to provide services to the District are deemed employees of the District for purposes of workers' compensation coverage and only while performing services for or on behalf of the District, effective as of the date of this Resolution, and

2. That, pursuant to California Labor Code § 3363.5, the unpaid members of the Board of Directors of the Beckwourth Peak Fire Protection District are deemed employees of the District for purposes of workers' compensation coverage while performing services for or on behalf of the Agency/District, effective as of the date of this Resolution.

On a motion by Director _____, seconded by Directors _____, the foregoing resolution was passed and adopted this 8th day of January, 2024, by the following vote, to wit:

Ayes: _____, _____, _____

Noes: _____

Absent: -0-

Attested by:

Beckwourth Peak Fire Protection District

Clerk of the Board

By: _____
Chair, Board of Directors



EXPLORER BYLAWS & SOPs

This manual is designed for the benefit and use of the youth participants and adult leaders of the Beckwourth Peak Fire Protection District Explorer Program.

It is expected that all Explorers and leaders become familiar with and strictly adhere to all regulations contained within. The policies, procedures and regulations are established to direct all Explorers in carrying out their duties and responsibilities.

Manuals are to be kept secure and confidential. Loss of a manual or any of its parts is to be immediately reported to an Advisor. Policy manuals are to be kept in good condition. Explorers will be responsible for maintaining their manuals in an up-to-date manner by making changes or additions as directed.

This manual and its contents are the property of the Beckwourth Peak Fire Protection District and are to be returned if the person it was issued to is no longer affiliated with the BPPFD.

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Revised: November 2024

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BECKWOURTH PEAK FIRE PROTECTION DISTRICT EXPLORER PROGRAM BYLAWS

Article I

Name

The name of this program shall be the Beckwourth Peak Fire Protection District Explorer Program.

Article II

Purpose

The purpose of this program shall be to inform the Explorers about careers and areas of responsibility within the field of fire protection and to help the Explorers better understand the principles and responsibilities of fire protection agencies.

Article III

Qualifications of Explorers/Applicants

Applicants must be between the ages of 14 and up to 18 years of age.

Participation in this organization shall be limited to 5 annual active members.

Applicants must complete all forms required by the Beckwourth Peak Fire Protection District Explorer Program.

Applicants will be interviewed by the present Explorer advisor. Only those applicants, who meet the standards set for the oral interviews, have the necessary grade point average, and meet all other necessary criteria, may be accepted into the program.

Any Explorer desiring to resign from the Explorer Program shall submit his or her resignation to the lead advisor in writing.

Participation may only be terminated by the Explorer Program advisors for cause, by the Explorer him/herself, or by the Explorer's parents if the Explorer is a minor. It is understood that the Explorer will have an opportunity to speak with the Explorer Program advisor to discuss the situation prior to being dismissed.

Article IV Meetings

The Explorers will meet Mondays at 6:00 P.M. to 8:00 P.M. at BPPFD Fire Station 5 unless otherwise stated.

Special meetings may be called by advisors. The purpose of the meeting shall be stated in the means of contact.

If an Explorer is going to be absent from an activity, an advisor must be notified as soon as possible, preferably 24 hours in advance.

If an Explorer must leave a meeting or activity early, they must notify an advisor in advance.

Article V Uniforms

Uniforms shall be worn in accordance with the Explorer uniform policy.

Article VI Rules of Conduct

Explorers are expected to act in a mature and professional manner at all times, whether dealing with the public, firefighters, or other Explorers. Common sense is to be used in all situations.

Specific rules and regulations are contained in the Explorer rules and regulations policy.

Article VIII Advisor Duties

1. Supervise the activities of the Program.
2. Enforce the rules and regulations of the Program.
3. Help prepare the agenda in advance for the meetings.
4. Have full responsibility of the Program and impose disciplinary actions when necessary.
5. Serve as a liaison between the Program, Beckwourth Peak Fire Protection District, and NVFC.

Article IX
Committees

If committees are required, a sign-up sheet will be posted for all active Explorers not currently on probation to participate.

Article X
Amendments

Any Explorer may propose an amendment to the bylaws. This amendment must be written and submitted to the advisors.

Proper debate time is to be given at an advisor meeting where speculation and debate on the amendment are to occur.

BECKWOURTH PEAK FIRE PROTECTION DISTRICT EXPLORER PROGRAM STANDARD OPERATING PROCEDURES

ROLE OF THE FIRE & EMS EXPLORER POST/CLUB

I. PURPOSE

The purpose of this procedure is to describe the role of the Beckwourth Peak Fire Protection District Explorer Program.

II. POLICY

The Beckwourth Peak Fire Protection District shall serve as a sponsor for Fire Explorer Program. It is the policy of the department to provide opportunities for the Explorers to learn about careers in fire suppression and EMS while assisting with tasks related to community service and to utilize the Explorers as a personnel resource in emergencies and large-scale special events.

III. DISCUSSION

Explorer Program is sponsored by the Beckwourth Peak Fire Protection District. The Exploring program is an affiliate of the National Volunteer Fire Council. This program is for young adults, ages 14 to 18, who have an interest in learning more about careers in fire protection and EMS. The Explorers participate in activities related to the five areas of Exploring program emphasis: career opportunities, character development, life skills, leadership experience and citizenship. These activities enhance Explorer preparation for future roles as productive citizens, responsible community members, and prospective firefighters.

IV. PROCEDURE

A. Program Memorandum of Understanding (MOU)

The fire chief shall have sole authority for signing the Memorandum of Understanding (MOU) and may terminate the sponsorship agreement at any time by providing notice in writing to the NVFC office.

B. Participation Requirements

Exploring is a coed program with equal opportunities available to males and females.

The minimum age requirement for an Explorer is 14..

Explorers must be registered in the Explorer Program prior to reaching the age of 18.

Explorers are expected to have and maintain a 2.5 or better grade point average (on a 4.0 scale), consistent with the policies in the Explorer policy manual.

C. Adult Supervision

The lead advisor to the Explorer program is to be a member of the department who has successfully completed their probationary period of one year. Other firefighters and EMS personnel may assist as associate advisors.

At least two adult leaders, both of which must be 18 years of age or older, are required for all trips and outings.

The duties of the advisor or their designee include, but are not limited to:

- a. Prepare for meetings, set agendas and plan programs.
- b. Train Explorers.
- c. Budget and fundraise.
- d. Recruit new Explorers.
- e. Coordinate with internal and external agencies for special events.
- f. Positively promote the program.
- g. Keep accurate records of attendance, awards and progress
- h. Provide positive feedback to Explorers, and council or discipline when necessary.
- i. Supervise and chaperone meetings, trips and activities.
- j. Serve as a role model and mentor to youth.

D. Authority

Explorers shall wear a uniform that clearly distinguishes them from firefighters.

Misuse or misrepresentation of authority or other misconduct by an Explorer shall be communicated to the Explorer Program advisor who shall proceed with disciplinary or discharge action, as appropriate, under the rules and regulations of the Explorer Program.

E. Duties

Explorers shall only be assigned to assist in non-hazardous situations under the direction and supervision of firefighters in accordance with the NVFC and safety guidelines.

In performing their duties, Explorers are expected to act maturely and

professionally.

Department personnel or community members seeking to utilize the services of the Beckwourth Peak Fire Protection District Explorers shall make a request through the Program advisor or designee.

- a. The advisor or associate advisor shall have the authority for determining whether the request will be honored.
- b. The involvement of the Explorers is to be meaningful but, at the same time, sufficiently restrictive to preclude them from becoming unnecessarily exposed to dangerous situations.
- c. Exploring prohibits Explorers from being utilized in covert operations.

Examples of appropriate requests for Explorer assistance include; but are not limited to:

- d. Assisting at large-scale emergencies
- e. Distributing fire prevention information for Department activities.
- f. Assisting in controlled burns and training.
- g. Participate in a Support Role on Medical, Rescue, and Fire Incidents.

F. Training

1. The Explorer Program advisor or designee shall be responsible for providing classroom training in the area of policies and procedures that relate to the function of a fire Explorer as an auxiliary of the department.
2. Fire Explorers may receive specialized training at regular Explorer Program meetings from fire protection professionals who have been invited to speak with the Explorers about their areas of expertise.

FIRE DEPARTMENT & STATION ACCESS

I. OBJECTIVE

The purpose of this policy is to establish guidelines for non-supervised Explorer access to the Beckwourth Peak Fire Protection District buildings.

II. POLICY

Explorers who enter the fire department buildings must be under the supervision of a fire department employee. As the need exists, however, advisors may grant authorization for

individual Explorers to access the fire department buildings.

III. DISCUSSION

All of the Explorer equipment needed for regular post/club meetings and special events is secured within the Beckwourth Peak Fire Protection District building. At times, Explorers may need to access the building to gain access to this equipment.

Additionally, as Explorers are assigned more responsibilities by advisors, it may be necessary for Explorers to access the building to use the equipment necessary to perform their duties, such as telephones and copy machines.

IV. DEFINITIONS

Authorized Explorer: Explorer or an assistant adult leader who has been granted authorization by advisors to enter the fire department building without an escort.

V. PROCEDURE

A. Selection of Authorized Explorers:

The Post/Club advisors shall be responsible for determining which Explorers are authorized to enter the buildings without supervision. A record of authorized Explorer must be kept in the Explorer's Binder.

Authorized Explorers must ensure that any Explorers they escort into the building accompany them at all times and are not left unattended.

Loitering in the station is not permitted.

Explorers will not remove any equipment from its proper location without department member authorization, Explorers shall not enter sleeping areas or offices and must stay in common areas.

Authorized Explorers may only use department equipment for Explorer related business.

Explorers may not remove any department or city-owned equipment from the station without permission from a department employee. Explorers should also check with an advisor prior to taking any Explorer owned equipment from the station.

B. Infractions:

Explorers who abuse their authorized access privilege will lose the privilege.

Explorers may also be subject to other disciplinary action, as outlined in the rules policy.

FIRE EXPLORER GRADES POLICY

I. OBJECTIVE

The purpose of this policy is to ensure that The Beckwourth Peak Fire Protection District Explorers maintain average or better grades in school. The policy also sets an academic standard of admission for applicants to the Explorer Program.

II. DISCUSSION

The Beckwourth Peak Fire Protection District Explorer program recognizes the importance of academics in preparing its Explorers for their roles as adults in the community. Grades are a reflection of effort put forth in academics. This policy reinforces the importance of maintaining good grades and encourages Explorers who are having academic difficulty to do better.

III. POLICY

Explorers who are still in high school are expected to maintain a 2.5 or better grade point average on a 4.0 scale. Applicants to the program must also have a minimum grade point average of 2.5 before they can be accepted into the program. Ideally, a cumulative GPA of 2.5 or higher would be preferable. However, if an applicant has an overall GPA of less than 2.5 but their most recent quarter or semester grades were 2.5 or higher they will be allowed to apply.

IV. PROCEDURE

A. General Procedure

At the end of each quarter or trimester, every Explorer is responsible for providing the Explorer Program advisor a copy of their report card. A grading period is a school semester or trimester. It is understood that Explorer's grades will not be discussed with any other Explorer without his or her permission. Should any Explorer fail to show proof that he or she has met the minimum grade requirement; he/she shall

be placed on temporary probation until proof is shown.

Anyone who's GPA falls below a 2.5 will be placed on probation for one academic grading period. This is to serve as a strong warning to improve the grades. Explorers placed on academic probation may elect to limit their participation in Explorer activities so that they can devote more time to academics. It is the responsibility of the Explorer to make whatever changes necessary to improve their grades.

When an Explorer's GPA falls below 2.5 during the last grading period of the school year, academic probation will commence upon the start of the next grading period.

B. Special Cases

High school dropouts are not eligible to join or remain as Explorers of Explorer Program unless they have obtained a General Education Diploma (GED).

Students who are enrolled in a home schooling program(s) are exempt from this policy.

Those who have graduated from high school are exempt from the grades policy. Those who have decided not to pursue additional schooling will be allowed in the Explorer Program, but only if they show a strong interest and are active in the program.

C. Re-application

An Explorer, who has been dismissed for failure to meet the grades requirement may reapply for Explorer Program participation after six months, provided his or her GPA for the most recent grading period is 2.5 or better.

- a. These individuals are not required to go through the interview process again. The Explorer Program advisors will meet and discuss the application. The officers may request to speak with the applicant regarding any changes in attitude (i.e., a determination to do better in school).
- b. Any person reapplying under these circumstances is not guaranteed acceptance.

RULES AND REGULATIONS

I. OBJECTIVE

This policy provides the rules and regulations of Beckwourth Peak Fire Protection District Explorer Program and describes the discipline procedure.

II. DISCUSSION

The duties performed by the Beckwourth Peak Fire Protection District are vital to the safety and well-being of the citizens of Eastern Plumas County. Because of the importance of these duties, it is essential that the department sets and maintains high standards of conduct among its personnel and Explorers. Misconduct by Explorers will not be tolerated because it weakens the departments and the Explorer Programs effectiveness, erodes public trust, and can endanger members of the public or members of the department.

III. POLICY

Explorers shall, at every Exploring function or meeting, follow all rules and regulations. Explorers should remember that when they are either on or off duty they are a reflection of their Post/Club, the department, their community, and Exploring. They should act accordingly so as not to bring discredit to themselves, their Explorer Program, the department, the community, or NVFC.

IV. PROCEDURE

A. Rules and Regulations

- No use of tobacco products.
- No vulgar language / swearing.
- Explorers, even if of age, are not to consume or possess alcohol or use or possess any controlled substance at any Explorer activity while on duty except when legally prescribed by a physician or dentist. When an Explorer is taking prescribed medication and when such medication could affect performance, the Explorer will notify the Explorer Program advisor.
- Uniforms shall be worn for public functions and only public functions, unless otherwise told by advisors. (i.e. parades, recruiting, etc.)
- All Explorers shall dress appropriately to Explorer functions. Please see "uniform policy." Advisors will have final say as to what is or is not appropriate.
- For safety reasons, no facial hair is allowed.

- Jewelry/piercings of any type are not allowed. This is to include, but not limited to earrings, bracelets, and anklets, rings of any type, necklaces, and other piercings with the exception of medical alert tags / jewelry and watches.
- Explorers, who are arrested, issued a citation, referred to court or have any other action taken against them as a result of an alleged violation of the law, must notify the advisor within 24 hours of the incident. Such action may result in disciplinary action or dismissal. If an advisor is not informed and becomes aware of any infraction, the disciplinary action is apt to be more severe.
- Explorers will conduct themselves, both on and off duty, so as not to reflect disfavor on the Explorer Program or the Beckwourth Peak Fire Protection District. Conduct unbecoming an Explorer shall include that which brings the Post/Club or department into disrepute or reflects discredit upon the Explorer as a participant of the Explorer Program, or that which impairs the operation or efficiency of the Explorer Program, department, or the Explorer.
- A parental permission slip must be turned in before taking part in any activity for the first time. All forms must be turned in upon acceptance into the Explorer Program and before participating in any Explorer activity.
- Explorers must maintain satisfactory academic grades. See grades policy.
- All Explorers will report for assigned responsibilities on time and will be properly equipped. They shall make themselves aware of any information necessary for proper performance.
- If due to illness or other circumstances, an Explorer will be late or unable to attend a meeting or other activity, they are to notify their officer. See attendance policy.
- Explorers will utilize department and Explorer equipment only for its intended purpose and will not abuse, damage, or lose that equipment. Explorers will not convert department or Explorer equipment to their own use. Losing, damaging, or wasting department or Explorer property or equipment through negligence, carelessness, or improper use will be grounds for disciplinary action. Explorers will report any inoperative, defective, or hazardous equipment that comes to their attention.

- Explorers will promptly obey any lawful order of a fire fighter or fire department officer. Should a lawful order given by a fire fighter or officer conflict with any previous order or published directive, the Explorer will respectively bring this conflict to the attention of the fire fighter or officer. The fire fighter or officer who issued the conflicting order will take any necessary steps to correct the conflict and, at the same time, assume responsibility for the Explorer's actions while carrying out this order. Any Explorer that refuses to obey a lawful order will be considered insubordinate and may be subject to disciplinary action.
- Explorers will not use their positions, identification cards, or uniforms to obtain privileges not otherwise available to them. Explorers will not solicit while in uniform or accept gratuities at any time.
- No Explorer will harass, verbally abuse or threaten any citizen or fellow Explorers who file a complaint against that Explorer or any other department or Explorer personnel.
- All Explorers are responsible for making sure that their current address and phone numbers are on file with the Explorer Advisor.
- Explorers will treat representatives of the press and broadcast media in a courteous, professional manner. Any request for the media for a confidential information or access to restricted areas should be politely referred to the department community support specialist or the person in charge at the scene of an incident.
- Information regarding suspects, cases, department operations, and the identity of persons giving confidential information to the department, and the address or telephone numbers of any department employee are to be kept confidential.
- Explorers shall maintain a level of health/fitness, which will allow them to perform their duties effectively. If a question arises about an Explorer's ability to perform regular duties due to an apparent low-level of health or fitness, the Explorer may be required to submit to a physician's examination at their own expense. If possible, reasonable opportunity to bring his/ her health or fitness to an acceptable standard shall be provided.
- Explorers with known health issues will carry proper medication with them during Explorer events. (i.e. inhaler, epi-pens, etc.)
- Relationships between Explorers and Explorers or Explorers and

advisors are not permitted by both Exploring and the Beckwourth Peak Fire Protection District. Explorers are not allowed to date other Explorers.

- Explorers who do not take part in fundraising events shall not receive any of the rewards from Explorer paid activities. In these cases Explorers shall pay their portion of the event.

B. Discipline

1. Explorers may only be disciplined by an advisor.

Complaints against Explorers (whether originating from a citizen, a fellow Explorer, other department personnel or officers from another agency) will be thoroughly reviewed. Assuming that the complaint does not involve illegal activity, the Explorer will be informed of the allegations and permitted to provide an explanation or comment on the allegations. Where possible illegal activity is involved, the Explorer will be given every right due any other person in the context of a criminal investigation. Explorers may be relieved from duty pending the outcome of the complaint process.

Upon completion of the review of the charges in a complaint, the matter will be classified as:

- a. Exonerated - the alleged conduct occurred but it was lawful and proper.
- b. Unfounded - the complaint was false or unfounded.
- c. Not sustained - there was insignificant evidence to prove or disprove the allegation.
- d. Sustained - the allegation was supported by proper and sufficient evidence.

If a complaint is found to be sustained, disciplinary action will be taken.

Depending on the severity of the violation involved and the Explorer's past record, such action could include but not necessarily be limited to: (no particular order)

- a. Verbal reprimand
- b. Written reprimand
- c. Letter to parents
- d. Suspension
- e. Loss of privileges

- f. Lowering of rank
 - g. Termination from the Explorer Program
 - h. Placed on probation for any amount of time
- 5. Explorers will be promptly notified of the disposition of any complaint, and of any disciplinary action to be taken. Any disciplinary action taken will become a part of that Explorer's permanent record.
- 6. Complaints against Explorers which, allege criminal violations, may be grounds for bringing criminal charges. This action will not serve to prevent the internal disciplinary process from dealing with the same matter.
- 7. Explorers will answer fully all questions which an advisor, investigating officer, or supervisor may ask regarding the internal investigation of any complaint. Explorers will cooperate with the internal investigation and disciplinary process. Statements made by the person accused of the wrong doing in the internal investigation shall not be used as a basis for any criminal action.

V. CONCLUSION

Explorers of the Beckwourth Peak Fire Protection District Explorer Program should take pride in their organization and do everything possible to keep their personal conduct above reproach so as to maintain their own integrity and the integrity of the Explorer organization.

APPLICANT SCREENING PROCEDURES

I. OBJECTIVE

This policy has been developed to ensure that all prospective Explorers to Beckwourth Peak Fire Protection District Explorer Program meet all of the criteria of participation so that they may become a productive and valuable participant and can benefit from the program.

II. DISCUSSION

In order to determine if an applicant is qualified to become a participant of Beckwourth Peak Fire Protection District Explorer Program, a screening procedure has been developed. This procedure is described in this document.

III. POLICY

Participation in the Explorer Program shall not be denied based on color, race, religion, gender, sexual orientation, ethnic background, disability, economic status or citizenship. However, participation is a privilege and not a right.

IV. PROCEDURE

A. Contacting Explorer Program Advisor

All individuals interested in joining the Beckwourth Peak Fire Protection District Explorer Program can contact the department at (435) 287-8854 or dtservice2005@gmail.com.

B. Screening Process

Before First Meeting

1. Explorer shall obtain the application at Fire Station 5
2. Explorer shall complete the application and other informational sheets and return them to the Explorer Program advisor at the first training.
 - a. Failure to provide necessary information will weigh heavily on the advisor's decision on allowing applicant to join the Explorer program.

First Meeting

1. From the information sheets, the advisors can get a general idea about the prospective Explorer's background.
2. The prospective Explorer meets with the Explorers and advisors for the oral interview. After the oral interview, the prospective Explorer will partake in a physical agility assessment. The prospective Explorer will then get a chance to observe the Explorer activities. This will give the applicant the opportunity to decide whether or not he or she is willing to make a commitment to this program.

Reference and Background Check

1. Applicants may be asked to supply references that can provide information on their background, maturity, and suitability for the program. The school resource officer where the applicant attends school may also be contacted.
2. Applicants must have a minimum grade point average of 2.5 on a 4.0 scale. Proof of meeting this standard is required prior to acceptance into the program.

C. Interview

The interview is given by the Explorer advisors. The applicant is asked a series of questions to determine their maturity, credibility and reliability. The prospective Explorer does not have to answer any of the questions he / she does not wish to, but is advised that this may be taken into consideration.

After the interview, the prospective Explorer is advised to return to the meeting room, at which time the elected officers will deliberate over the interview to see if the applicant has met and satisfied all criteria.

If an applicant lies or gives false information during the application or interview process, the applicant's request for participation may be denied.

D. Participation Accepted / Denied

Accepted

If the prospective Explorer is accepted, they are given the appropriate forms and are placed on a 6 month probation term. See probation policy for more info.

Denied

If participation is denied, you will be notified before the next meeting. The prospective Explorer is invited to reapply at the next recruiting session. All papers on prospective Explorers interviewed are given to the advisor who will keep them on file for twelve months after the interview is conducted.

V. CONCLUSION

This policy was developed to ensure that only the most qualified individuals will be accepted into Beckwourth Peak Fire Protection District Explorer Program. Making sure that each prospective Explorer fits the participation criteria can only enhance the reputation of this organization.

EXPLORER DRESS CODE

I. OBJECTIVE

The intent of this policy is to ensure that each Explorer of the Beckwourth Peak Fire Protection District Explorer Program is properly identified as such by the public and department personnel. This policy provides guidelines as to how and when the Explorer dress code is to be followed.

II. DISCUSSION

The Beckwourth Peak Fire Protection District Explorer apparel shall have a different appearance than apparel worn by Beckwourth Peak Fire Protection District personnel. This ensures that there is no confusion as to what level of the department they represent.

III. POLICY

Explorers are to wear their appropriate apparel selected for that calendar day, unless otherwise notified. The apparel shall be worn properly and completely with accordance to the selected dress code.

IV. PROCEDURE

A. Issuance of apparel

1. Explorers will be issued a uniform shirt after their participation in the Explorer Program has been approved, and they have completed the Explorer application. The Uniform is to be kept in serviceable condition so that it can be utilized in the participation and performance of Explorer activities.
2. Upon termination from the Explorer Program, the uniform and accessories not personally owned by the Explorer will be returned. This will usually include the patches on the shirts, I.D. card, and turnout gear. Explorers have the option of purchasing a uniform jacket. The patches on that jacket are Explorer property and must be returned. All items issued to an Explorer are property of the Beckwourth Peak Fire Protection District Explorer Program. No one has permission to retain possession of the property after his or her participation with the group has been terminated. Failure to return the Explorer property may result in legal sanctions.

B. Wearing the Uniforms

1. All Explorers who have a uniform are required to wear their uniform when advised to do so.
2. The uniform is not to be worn at any time except during official Explorer or department activities unless specifically authorized by a Explorer Program advisor. The uniform may be worn when going directly to or from these activities. For safety reasons, Explorers are urged to use common sense when wearing the uniform and may elect to cover the uniform shirt with a jacket when not actually participating in an activity.

C. Dress Uniform (Code 1)

1. Uniform shirt - The Explorer Program shall provide a light blue uniform shirt. The uniform shirt is to be kept clean, pressed, and in good condition. The Explorer's dark blue Explorer shirt is to be worn under the uniform shirt. Uniform shirts are to be kept at the fire station unless special permission has been given by an advisor. At no time is any person to alter the uniform shirt. The uniform shirt is the property of the Beckwourth Peak Fire Protection District Explorer Program.
2. Pants - Explorers shall be required to purchase navy blue uniform pants. Uniform pants should conform to Explorer Program standards.

3. Shoes and socks - Explorers shall wear plain-colored black socks. The shoes/boots are to be black, neat appearing, and comfortable. Tennis shoes, sandals, and high heels are not acceptable.
4. Uniform jackets - Explorers may purchase an Explorer uniform jacket if they choose. An advisor must approve the jacket. These jackets may only be worn as part of the complete Explorer uniform or as may be authorized by the Explorer Program advisor in special circumstances. Explorers are expected to keep these jackets clean and in good condition. No other patches or insignias, with the exception of a nameplate, or I.D. card may appear on the jacket. Positioning of the patches on the jacket will be done similar to the shirt. The jacket, upon leaving the program, can be kept if the patches are returned, or it can be sold privately to another BPPFD Explorer.
5. Nameplates – The nameplates will be purchased by the Explorer. The nameplate is to be silver in color with black lettering, bearing the Explorer's first initial and last name in capital letters. The nameplate is to be worn above the right breast pocket on the uniform shirt or on the right breast area on the uniform jacket.
6. Belts - A belt must be worn with uniforms. Belts are to be black basket weave belts and should have a plain silver buckle. Large cowboy buckles are not acceptable.
7. Sunglasses - Sunglasses are to be of a conservative style and approved by an advisor.
8. Accessories - If accessories are worn on the belt, they must be kept in good condition. A pen or pencil is to be with an Explorer at all times.
9. These insignias are to be returned to the advisor upon the completion of the officer's term.

V. CONCLUSION

Questions about the wearing of Explorer apparel may be directed to the officer/advisor. When special circumstances dictate, the advisor may temporarily waive these requirements.

PROBATION

I. OBJECTIVE

This policy has been developed to ensure that all prospective Explorers and current Explorers of the Beckwourth Peak Fire Protection District keep within the guidelines stated in these standard operating procedures to maintain safety and the Explorer Program professional image for all Explorers.

II. DISCUSSION

To maintain a high level of safety and professional image of the Post/Club, new Explorers

and Explorers placed on extended or academic probation will follow this policy.

III. POLICY

All Explorers on probation are to follow all the rules under this policy.

IV. PROCEDURE

A. New Recruits

- a. New Explorers will be placed on a 6 month probation term.
- b. At the end of their probation, they will be given a written and skills test similar to the Department Standards on all topics covered during their training so far to become an active Explorer.
- c. Any Explorer who does not pass the test will be given a second chance to pass. If at that time they do not pass the second time their status will be discussed at an advisor meeting.
- d. Any time during the probation term the new recruit can be terminated for just cause. The cause will be discussed between command staff and advisors and a vote will be taken at an advisor meeting concerning the Explorer's status. Explorer can be given the reason "It just isn't working out with you".

B. Academic probation

- a. Explorers who do meet the 2.5 GPA will be placed on academic probation.
- b. They are expected to follow the rules under this section until they are able to pull up their GPA.

C. Probation Rules

- a. Explorers on probation will not be allowed to assist at any emergency scene.
- b. Explorer will not be allowed to go to extra activities such as controlled burns, department training or any activities outside of Monday night trainings. Fundraising activities, Explorers on probation will be allowed to attend. An Explorer can attend an extra event with special permission from an advisor but only if the personnel are needed and there is lack of interest in the event.
- c. Explorer will not be allowed to purchase extra apparel.

V. CONCLUSION

This policy was developed to help maintain a high quality Explorer Program in the department's and public views and to also maintain a high quality learning environment.

ATTENDANCE POLICY

I. OBJECTIVE

This policy has been developed to ensure that Explorers of the Beckwourth Peak Fire Protection District Explorer Program meet all of the criteria of attendance so that they may become a productive and valuable Explorer and can benefit from the Fire & EMS Exploring program.

II. DISCUSSION

In order to determine if an Explorer is qualified to remain a participant of the Beckwourth Peak Fire Protection District Explorer Program, an attendance policy has been developed. This procedure is described in this document.

III. POLICY

Participation in the Explorer Program shall only be held in the BPPFD Explorer Program only as long as the Explorer meets the requirements outline by this policy.

IV. PROCEDURE

A. Attendance

- a. Attendance shall be taken at all Explorer required evens. Attendance may also be taken at optional events, but missing optional events will not count against the Explorers.
- b. New recruits still on probation must attend at least 50% of scheduled meetings.

B. Excused Absences

- a. Excused absences will not be punishable, Explorer must notify his/her Advisor, preferably 24 hours in advance.
- b. An unexcused absence can be cleared if the Explorer calls his/her Advisor and explains the extenuating circumstance that occurred.

C. Unexcused absences

- a. One unexcused
 - i. Verbal warning
- b. Two unexcused
 - i. Written warning given and placed on probation for 3 months
- c. Three unexcused
 - i. Explorer is terminated from the Explorer Program.

V. CONCLUSION

This policy was developed to ensure that only the most qualified individuals will maintain participation in the Beckwourth Peak Fire Protection District Explorer Program. Making sure that each Explorer meets the attendance policy can only enhance the reputation of this organization.

EXPLORER RIDE-ALONG AND EMERGENCY CALL PROTOCOLS/POLICIES

I. OBJECTIVE

This policy has been developed to ensure that Explorers of the Beckwourth Peak Fire Protection District Explorer Program meet all of the criteria to operate on the Fire Ground in a safe manner

Cadet Expectations On Call Types

Motor Vehicle Accidents (14+)

Fire Explorers will remain in the apparatus/vehicle they responded in until the officer in charge deems the incident safe for the Fire Cadet. Fire Cadets under no circumstances will enter vehicles involved in the incidents. Fire Cadets are to observe the incident and assist with outside operations. Fire Explorers can retrieve requested equipment and set up as needed but cannot operate equipment at incidents.

Wildland Fires (14+)

Because of the unpredictable nature of wildland fires Fire Explorers will not be allowed to respond to wildland fires during fire season (determined by the Fire Chief). During non-fire season Fire Explorers will be allowed to respond with the approval of the highest-ranking member responding. Ultimately, that member will be the member who must supervise the Fire Explorers. If approved to respond, the Fire Explorer will remain in the cab of the apparatus until the member in charge deems the scene safe or the Engineer remaining at the apparatus requests the Fire Explorer for assistance.

Structure Fire (14+)

Fire Explorers will remain in the apparatus/vehicle they responded in until the officer in charge deems the incident safe for the Fire Explorer. Fire Explorers will be in a support mode. Fire Explorers at no time will be allowed in or near the structure while active suppression efforts are taking place. Fire Explorers will be in full structure PPE while on scene. They will be allowed to assist with rehab efforts and other activities outside of the IDLH atmosphere. Once the fire is considered out and the atmosphere is no longer dangerous, efforts will be made to walk the incident with the Fire Explorers and talk about tactics and strategies performed on the incident. This may be done in the following days after the incident.

Emergency Medical Services (14+)

Fire Explorers WILL NOT assist/perform in any patient care but can respond to medical calls and assist EMS with recording information during the call, getting tools/items out that are asked for or needed..

Hazardous Materials (14+)

Fire Explorers WILL NOT assist in any hazardous materials situations, but will be allowed to take the HAZMAT refresher course for annual training.

These bylaws and standard operating procedures have been approved on this the

_____ day of _____, 20_____, by the following participating

organization administrators:

Jack Rosevear, Fire Chief
Beckwourth Peak Fire Protection District

Dawson Thatcher, Firefighter
BPFPD Explorer Program Advisor