Our Mission: To protect & put service above all else

Our Core Values:

Teamwork
- Train for excellence
- Leave it better than you found it
- Everyone goes home safe

Trust
- Treat others the way we want to be treated
- Do the right thing
- Walk the talk

Commitment
- United in our Mission
- Everyone plays an important role
- Our work represents us

Our Vision:
Fresno Fire: Recognized as a Standard of Excellence in the Fire Service
<table>
<thead>
<tr>
<th>Section One</th>
<th>1001</th>
<th>Introduction</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1001.1</td>
<td>Introduction</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Two</th>
<th>1002</th>
<th>Program Description</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1002.1</td>
<td>Issues Specific to Fire Explorers</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Three</th>
<th>1003</th>
<th>Application Process</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1003.1</td>
<td>Eligibility and Selection of Applicants</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Four</th>
<th>1004</th>
<th>Post Organization</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1004.1</td>
<td>Post Description</td>
</tr>
<tr>
<td></td>
<td>1004.2</td>
<td>Fire Explorer Candidate Requirements</td>
</tr>
<tr>
<td></td>
<td>1004.3</td>
<td>Fire Explorer Trainee Requirements</td>
</tr>
<tr>
<td></td>
<td>1004.4</td>
<td>Fire Explorer Requirements</td>
</tr>
<tr>
<td></td>
<td>1004.5</td>
<td>Fire Explorer Ride-Along Requirements</td>
</tr>
<tr>
<td></td>
<td>1004.6</td>
<td>Fire Explorer Expert Requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Five</th>
<th>1005</th>
<th>Rules and Regulations</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1005.1</td>
<td>General Information</td>
</tr>
<tr>
<td></td>
<td>1005.2</td>
<td>Attendance and Performance</td>
</tr>
<tr>
<td></td>
<td>1005.3</td>
<td>Integrity and Moral Standards</td>
</tr>
<tr>
<td></td>
<td>1005.4</td>
<td>Chain of Command</td>
</tr>
<tr>
<td></td>
<td>1005.5</td>
<td>Safety and Community Relations</td>
</tr>
<tr>
<td></td>
<td>1005.7</td>
<td>Advancement, Discipline and Membership Status</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Six</th>
<th>1006</th>
<th>Uniform Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1006.1</td>
<td>Dress Code and Uniform Requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Seven</th>
<th>1007</th>
<th>Meetings and Attendance</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1007.1</td>
<td>Meeting and Attendance Requirements</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Eight</th>
<th>1008</th>
<th>Forms</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1008.1</td>
<td>Ride-Along Activity Log</td>
</tr>
<tr>
<td></td>
<td>1008.2</td>
<td>Ride-Along Evaluation Form</td>
</tr>
<tr>
<td></td>
<td>1008.3</td>
<td>Ride-Along Authorization Form</td>
</tr>
<tr>
<td></td>
<td>1008.4</td>
<td>Medical Treatment Authorization Form</td>
</tr>
<tr>
<td></td>
<td>1008.5</td>
<td>Explorer Information Form</td>
</tr>
<tr>
<td></td>
<td>1008.6</td>
<td>Certificate Of Program Eligibility Form</td>
</tr>
<tr>
<td>Section Nine</td>
<td>1009</td>
<td>Injuries and Accidents</td>
</tr>
<tr>
<td>--------------</td>
<td>------</td>
<td>------------------------</td>
</tr>
<tr>
<td></td>
<td>1009.1</td>
<td>Injuries, Accidents and Property Damage</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Ten</th>
<th>1010</th>
<th>Position Descriptions</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1010.1</td>
<td>Position Descriptions</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Section Eleven</th>
<th>1011</th>
<th>Certified Explorer</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1011.1</td>
<td>Sign Off Sheet</td>
</tr>
</tbody>
</table>
Firefighting is one of the world’s most honored but hazardous occupations. It is the duty of every department to save lives, reduce injuries and property loss. By becoming a firefighter, an individual joins a profession that is rich in heritage of dedication, unselfish sacrifice and inspired human action. A firefighter performs no greater service than coming to the aid of others. The firefighter’s job is not comfortable or easy; it is a profession that exposes an individual to a high level of personal stress and danger. Firefighting requires a high sense of personal dedication, a genuine desire to help people and a high level of skill.

Whenever there is disaster, the fire department is one of the first entities called to the scene. Because it is a disaster, the conditions will not always be favorable. There will be hard, fast work that drains a firefighter’s energy and tests his/her endurance. Disasters involve not only fires but such incidents such as cave-ins, building collapses, motor vehicle accidents, aircraft crashes, tornadoes, hazardous materials incidents and numerous medical emergencies.

THE EMERGENCY LIST IS UNLIMITED

When most people feel they have an emergency, they first think of the fire department. Firefighters are involved with all types of people and are appreciated by some and scorned by others. Because a firefighter is a public servant, he/she is expected to calmly evaluate the problem and bring it to a successful conclusion. As a result of the profession, a firefighter will come to know sincere thanks, human kindness, misunderstanding, sadness, helplessness and disappointment. A firefighter will seen and know unrestricted emotion, destruction, foolishness, pain and death. From the first time an emergency situation is encountered until the last day of service, the public expects a firefighter to perform heroically. Firefighters are not extraordinary. They are ordinary people who often find themselves in extraordinary situations. Like other people, firefighters have their limits. Everything cannot be done at once; this fact must be accepted. An emergency situation requires knowledge, ability, and skill to bring it to a safe conclusion. It is known that a firefighter needs to have a good working knowledge of 47 different occupations in order to do his/her job properly and efficiently.

The rewards that a firefighter receives as a result of performing his/her job come in a variety of forms. A firefighter’s sole reward may be feeling good from helping the community and its citizens. He/she will also develop a sense of belonging and teamwork from working with fellow firefighters.
Exploring is a program for young adults, designed by the Suppression Division of the Fresno Fire Department to meet the needs and concerns of the generation of citizens. This program is used by community groups and organizations, such as business, industrial, professional service and many others who have an interest in serving the needs of the youth and young adults in the community.

The purpose of the Fresno Fire Department Explorer Program is achieved in exploring through a planned program of action that brings young people voluntarily into association with adults. These adults are carefully selected and trained and by example of the character, citizenship, knowledge and promotion of physical and mental fitness become a positive force in the lives of youths.

As an up-to-date approach to high school age you people, exploring helps them find their present and future roles as individuals in society and in the world of work. These goals are fulfilled through the planned program of action in activities related to vocation, social services, citizenship, outdoor and personal fitness areas of experience in an organizational framework that is flexible and relevant to the interest of young adults in any part of the nation of society.

PURPOSE

The Fresno Fire Department Explorers seek to provide for young adults an effective exploring program designed to build desirable qualities of character, to train in the responsibilities of participating citizenship and to develop in their personal fitness.

This program affords adults the opportunity to communicate with and develop the youth of the community. This includes the requirements and responsibilities of citizenship and promotes a closer rapport with the involved citizens of tomorrow.

The purpose of the manual is to serve as a guide for all Department members and explorers for the continuum of the Explorer Program. It contains the responsibilities, requirements, information and deletions needed to implement the Explorer Program. It will serve to expose the explorer to the fire service and as the program develops, so will this manual.

The Explorer Program is planned around six experience areas. There are specific outcomes desired in these areas.
Vocational:

A better understanding of America’s social, economic and governmental system. Extensive insight and practical experience in the fire service career.

Personal Fitness:

Improvement of mental and emotional fitness, physical fitness, and an appreciation for sports.

Citizenship:

A preparation to give leadership and fulfill their responsibilities to society and the forums of the world.

Social:

Personal and stable values firmly applied and supported. Develop people skills and a sense of family responsibility.

Services:

Encourage the skill and desire to help others. Gain a keen respect for the rights of others.

Outdoors:

A degree of self-reliance based on courage, initiative and resourcefulness. An understanding and appreciation of the wise use of resources and the protection of the environment.

AUTHORITY

The Fresno Fire Department Explorer Program is an official Department function that has been approved by the Fire Chief, Fresno City Risk Management and is chartered by the Boy Scouts of America. Authority stems from this approval and its existence in the Standard Operating Procedures contained in the Fresno Fire Explorer Manual and within the framework of the Exploring Division of the Boy Scouts of America and Learning for Life Programs.
GENERAL ORGANIZATION

The basic unit of the Fresno Fire Department Explorer Program is the post. The post is sponsored by the City of Fresno and the Fresno Fire Department. The Fresno Fire Department is designated as the charter organization and is represented by the Fire Chief as the chartered organization representative.

FIRE EXPLORER BENEFITS

Fire exploring gives young people valuable insight into the firefighting profession. This insight will allow the individual to decide whether or not he/she desires to pursue a greater role in the fire service. By participating in the Explorer Program, the individual will gain personal confidence, learn how to use various tools and equipment, develop mechanical skills and aptitude and gain a greater awareness of personal and fire safety.

FIRE DEPARTMENT BENEFITS

The Department also benefits from its association with the Explorer Program. Fire explorers often assist with the performance of routine duties. These duties include public fire education and fire prevention activities, helping with ancillary functions on the emergency scene and other Department projects. The Department also benefits from the higher quality of applicants for regular Fire Department position openings. There is no question that a well managed Explorer Program will help to further the Fire Department’s positive role in the community and assist with public relations.

ISSUES SPECIFIC TO FIRE EXPLORER PROGRAM

There are some issues specific to explorer programs that must be considered when organizing a post. These issues are fairly unique when compared to other types of explorer posts. In particular, these issues are a direct result of the post’s affiliation to the fire department and the aforementioned tendency for firefighter to be hazardous.

Even though the individual is not an actual member or employee of the Department, the Department rules and regulations, policies and procedures, instructions, special notices and any applying guidelines will apply and must be followed by all members. The following is a general list of guidelines that will be used in the formation of the Fresno Fire Department Explorer Program:
1. Explorers must be equipped with proper personal protective clothing and equipment that is appropriate for the activity being done.

2. Explorers may not be substituted for trained firefighters.

3. Explorers may only be mobilized as a post with the required leadership. Explorers are not on call as individuals to fight fires at fire scenes.

4. Explorers who ride on apparatus or other Fire Department vehicle must be seated and must wear a seat belt.

5. Explorers may not drive a fire apparatus unless authorized by the Fire Chief or Unit Post Advisor.

6. Explorers may not enter a perform ventilation procedures on top of a burning structure.

7. Explorers may not handle hand lines larger than 1 1/2 inch for any fire suppression.
ELIGIBILITY AND STANDARDS

Applicants for the position of Fire Explorer must be 14 years of age and have completed the 8th grade. Fire Explorers must meet the following requirements:

1. Be a Fresno County resident.
2. Have no felony convictions.
3. Complete an Explorer/BSA application. Initial registration fees are the responsibility of the applicant.
4. Be free of any physical defects that would cause injury to the explorer or jeopardize others participating in the program.
5. Complete and submit a Fresno Fire Department Explorer application packet.
6. Fire Explorers may continue in the program until their 21st birthday.

SELECTION OF APPLICANTS

All applicants shall be selected by use of the following procedure.

1. The applicant shall complete and submit a Fresno Fire Department Explorer application.
2. Upon receipt of the application, the Advisor shall review the application and schedule an interview with the applicant and the applicant’s guardian(s).
3. Based on the interview, the Advisor shall conditionally approve the application, pending the completion of the medical examination.
4. Within two weeks of admittance to the Explorer Program, the new member shall submit the following completed forms:
   - Health Questionnaire
   - Medical Examination Report
5. The Advisor shall review these forms. The BSA application with fees shall be forwarded to the BSA in a timely manner. All other originals are to be maintained in a post personnel file.

6. Pass an oral interview.

7. Pass a physical agility test consisting of the following evaluations:

   - Breathing Apparatus: While wearing a breathing apparatus (not on air), ascend and descend a flight of stairs (equivalent to five stories i.e. The Drill Tower).
   - Rope Pull: Pull up a 1 ½” hose roll from the ground up to the third story window, place it on the window sill and lower the hose roll back to the ground.
   - Hose Pull: Pull (drag) 150 feet of 1 ½” hose (uncharged) 160 feet.
   - Dummy Drag: Lift victim dummy, drag it around a pre-designated course and place it back in its original location.

   **Note:** The candidate will be required to wear a self-contained breathing apparatus throughout the entire physical agility test.

8. Applicant must understand that his/her membership is contingent upon the results of the application review, interview, physical examination and physical agility test.

9. Upon final clearance, the new Explorer member will be appointed to the rank of Explorer Trainee.
The Fresno Fire Department Explorers Program is a youth organization sponsored by the Fresno Fire Department and chartered by the Boy Scouts of America.

DEPARTMENT RESPONSIBILITIES

As the sponsoring organization, the Department will provide:

1. Adult leadership
2. Appropriate meeting place
3. Training, supplies, equipment and facilities

ADULT LEADERSHIP

One Institutional Representative, as appointed by the Fire Chief shall coordinate communications and activities between the Fire Department, Boy Scouts of America Council Office and sponsored post. It shall also be his/her responsibility to function as the Committee Chairperson.

ADULT COMMITTEE

This Committee shall have at least four Department members including the Post Unit Advisor. Their duties are to include, but are not limited to:

1. Coordinate overall Explorer Program
2. Establish Explorer rules and regulations for approval by the Fire Chief
3. Approve post programs
4. Provide guidelines for recruitment
5. Approve special activities

POST UNIT ADVISOR

The Post Unit Advisor must be an active member or retired member of the Fresno Fire Department and shall be responsible for:
1. Providing the direct adult leadership, conduct, training and performance of post members

2. The maintenance of post records

3. Guiding young adults who are the post leaders in conducting routine operations and the preparation of proposed individual unit programs for approval by the Committee.

GENERAL

The Department’s Explorer Program is divided into fire progressive ranks:

1. Fire Explorer Candidate

2. Fire Explorer Trainee

3. Fire Explorer

4. Fire Explorer Ride-Along Qualified

5. Fire Explorer Expert

Each level is achieved by completing specific requirements and is provided with an ever widening scope of privileges and responsibilities.
FIRE EXPLORER CANDIDATE

A person of at least 14 years of age but not yet 21 years of age who has requested to become a member. Upon the satisfactory completion of the following, the candidate will become a Fire Explorer Trainee:

1. Fill out and present to the Advisor all necessary registration, medical history, record of medical examinations, Loyalty Oath, waiver forms and records, with the necessary registration and insurance fees.

2. Satisfactorily complete a physical fitness test conducted by the Unit Post Advisor and/or his/her assistants.

3. Pass an oral interview.

APPOINTMENT

To be appointed as a member (Fire Explorer Trainee), the Fire Explorer Candidate is to be sworn by receiving and repeating the Oath of Office for the Department.
FIRE EXPLORER TRAINEE

Fire Explorer Trainee is the initial rank in the Department’s Explorer Program. This rank is utilized as a probationary period. The new member is required to become fully aware of his/her responsibilities, be familiar with Department organization, purchase a uniform and demonstrate a sincere interest in the fire service.

FIRE EXPLORER TRAINEE REQUIREMENTS

These requirements must be met prior to a new member receiving an Explorer shoulder patch and Department safety equipment or being permitted to visit fire stations other than during post meetings. Upon the satisfactory completion of the following, the Trainee will become a Fire Explorer.

1. Satisfactorily participate in post activities for two months.
2. Demonstrate a thorough knowledge of the rules and regulations by passing a written examination conducted by the Advisor.
3. Verbally demonstrate a working knowledge of:
   - Fire station security
   - Answering fire station phone calls properly
   - Securing electrically operated apparatus doors
4. Explain why and when apparatus inventory is checked.
5. Explain why, how and when routine fire station maintenance is done.
6. Purchase a uniform.

RESTRICTIONS

A Fire Explorer Trainee is restricted to activities involving the post. The Fire Explorer Trainee shall not visit any fire station. (Exceptions: The post meeting place may be visited by permission of the Post Advisor and then only when the Advisor is on duty.)
APPOINTMENT

Upon successful completion of these requirements, the member is promoted to Fire Explorer.
FIRE EXPLORER

This is the rank for which a member prepares for and becomes a Fire Explorer Ride-Along Qualified.

GENERAL ACTIVITIES

The Fire Explorer may participate in limited and approved fire station activities. Such activities must be scheduled and approved by the Post Advisor and the Fire Station Captain for the platoon the Explorer has selected. These activities shall be for the Fire Explorer’s benefit to use the station library, study apparatus inventories and practice basic fire fighting manipulation skills. Such visits shall be time limited by appointment agreement and for specific studies required to become a Fire Explorer Ride-Along Qualified. In order for station visits to be coordinated, the Fire Explorer must:

1. Request and receive written permission from the Post Advisor.

2. Make telephone contact with the Station Captain who will be on duty on the day requested and make an appointment.

3. Keep appointment and be on time.

4. Leave the permission slip with the Station Captain. The Station Captain will route through the Department mail to the Post Advisor.

SPECIFIC APPROVED ACTIVITIES

Involvement in station activities is limited to those activities conducted at the fire station. Such activities may include:

1. Changing, washing and hanging hose.

2. Participating in the Department exercise program.

3. Fire station and apparatus maintenance.

4. Station schools and classroom training.
5. Working with tools and equipment to become Ride-Along Qualified.

DUTIES

1. Wear the full uniform with name tag and shoulder patch at all Explorer functions and during scheduled fire station activities.

2. Maintain active participation in post activities.

3. Conduct themselves according to the Oath of Office and the rules and regulations at all times.

4. Be eligible for post participation at fires and other Department events.

5. Receive and sign for all proper protective equipment.

6. Become Ride-Along Qualified within 12 months after date of registration.
GENERAL INFORMATION ON FIRE EXPLORER RIDE-ALONG QUALIFICATIONS

In order to provide an opportunity for Explorers to acquire fire protection experience, the Department has established a program that permits qualified explorers to accompany fire companies during routine and emergency activities. This program shall be on a volunteer basis for all participants.

To maintain this rank, the Explorer will schedule a minimum of 12 hours ride-along time a month. He/she can schedule his/her time with either an engine or truck company. While in the station for ride-along activities, the Explorer shall take part in appropriate station activities. This includes station and equipment maintenance, training, fire prevention activities and limited emergency medical service. However, at no time shall the Explorer be exposed to any hazardous situation or engage in any direct fire suppression activities.

REQUIREMENTS FOR QUALIFICATIONS

To participate, Explorers must meet the minimum requirements and be certified by their Advisor as Ride-Along Qualified. Final certification is achieved through an oral interview conducted by the Unit Post Advisor. However, prior to that, Explorers must, by demonstration (written, and/or verbal examination), satisfactorily perform each of the requirements listed below:

1. Be currently registered as a Fresno Fire Department Explorer. All information and registration forms must be complete in accordance with the registration section of this manual including:
   - Current and paid medical insurance through the Boy Scouts of America.
   - A Waiver and Release of Claims and Parent Authorization for Treatment of a Minor along with insurance papers.
   - An authorization form from the Unit Post Advisor.

2. Have actively participated in post functions for six months.

3. Be a member is good standing in the Post.

4. Explain and demonstrate a thorough knowledge of firefighter safety equipment:
• Explain how and why turnout boots and safety boots protect the wearer.
• Describe the various materials used in the Fresno Fire Department safety clothing and how they protect the wearer (include structure and medical gloves).
• Using a helmet, describe the various ways it protects the wearer.
• Describe the conditions under which various articles of safety equipment are to be worn.
• Describe safety procedures each member is to utilize while riding on, or in, fire apparatus.

5. Demonstrate a working knowledge of the Department’s apparatus describing the following equipment, including what each is used for and any special locations.

• Engines
• Trucks (Aerial Ladders and Aerial Platforms)
• Water Tenders
• Brush Rigs
• Rescue apparatus
• HazMat apparatus
• Battalion Chief’s apparatus

6. Knot tying ability. Prior to the start of this examination, items to be tied are to be arranged for easy access. The line is to be on the ground and at the start signal, the Explorer will tie and untie the knots listed within 15 minutes.

• Figure 8
• Figure 8 on a bight
• Figure 8 follow through
• Inline figure 8
• Becket bend
• Water
• Bowline
• Square
7. For an Explorer engine assignment, demonstrate a working knowledge of equipment carried on an engine company.

- Location of equipment.
- Demonstrate a thorough knowledge of hose fittings (names, used and maintenance).
- Explain and demonstrate proper hose maintenance.
- Demonstrate the proper method of breaking and disconnecting hose couplings.
- Demonstrate the proper method for loading hose and explain the quantities carried.

7. For an Explorer truck assignment, demonstrate a working knowledge of equipment carried on a truck company.

- Location of equipment.
- Describe general maintenance procedures for hand tools.
- Describe some basic uses for each piece of equipment.
- Demonstrate picking up a salvage cover and properly deploying it over some furniture.
- Properly fold the salvage cover using the Department’s current fold.
- Demonstrate correct starting procedure for the positive pressure fan. Explain the importance of ventilation. Using a diagram, describe how ventilation is accomplished (vertical and horizontal).
- Set up two lights on an extension cord and properly connect the extension cord to the truck’s generator. Describe circuit tester and adaptors.

8. Demonstrate a good knowledge of the characteristics and behavior of fire. Study and review NFPA’s Fundamentals of Fire Fighter Skills.

9. Be proficient in basic first aid.
- Describe and demonstrate the EMS equipment carried on department apparatus.
- Demonstrate how to properly provide respiratory assistance and resuscitation using the Airway Bag’s equipment.
- Satisfactorily complete the Fire Department’s CPR course (must be certified by a certified instructor who will issue qualifying cards for completion of the course).

10. Be in proper uniform including name tag and have required personal protective equipment.

11. During emergency situations **DO NOT** get involved in any direct fire suppression activity or other situation that appears to be hazardous, even if approved by the Captain or other supervisor. Any departure from this requirement could result in disciplinary action by the Unit Post Advisor or the Explorer Committee.

12. At first alarm or larger incidents, Explorers are expected to report to the command post for duty assignments if they have not received other instructions.

13. Have a working knowledge of the Rules and Regulations and Manual of Operations as they apply to Explorer activities in and around the station.

**ASSIGNMENTS**

Explorers may participate with engine or truck companies. All Officers will ensure that Explorers comply with all safety precautions and requirements of the Fresno City Fire Department.

While the Explorer is assigned, he/she should take part in all station activities, including housework, drills, fire prevention inspections and limited emergency medical services. At no time shall the Explorer be exposed to any hazardous situation or engage in any direct fire suppression activity.
 ASSIGNMENT PROCEDURE

The Explorer, after receiving approval from the Unit Post Advisor, will contact the Captain who will be on duty on the day requested and inquire if he/she would accept the Explorer. Date and time of assignment shall be discussed and agreed upon.
FIRE EXPLORER EXPERT

This rank is a Ride-Along Qualified member who has completed a minimum of 300 hours of ride-along participation and has completed advanced training in specialized fields. These specialties include but are not limited to:

1. Emergency medical services
2. Arson investigation
3. Public safety fire prevention
4. Hazardous materials
5. Fire extinguishment
6. Fire prevention education
7. Firefighter 1 (California State Fire Marshal)
8. Wildland fire technology
9. Disaster preparedness
10. Rescue systems
11. Swift water rescue
12. Confined space operations

Requirements, procedures and privileges pertaining to each individual category will be added to this manual as they are developed.
Each rule, regulation or provision contained in the manual is subject to repeal or modification when in the judgment of the Fire Chief it is deemed in the best interest of the Fire Department. The power to rescind, alter or amend these Rules and Regulations is vested solely in the Fire Chief of the Fresno Fire Department.

These rules cannot be nor are they expected to resolve every question or problem which may arise in the Explorer Program. It is expected, however, that they will be sufficiently comprehensible to cover a specific or general way the obligations and duties of the members of the Fresno Fire Department Explorer Program.

They are not designed nor intended to limit any member in the exercise of judgment or individual initiative in taking the action a trained responsible person would take in extraordinary situations. Much, by necessity, must be left to the loyalty, integrity and discretion of members to the degree which the individual member demonstrated possession of these qualities in the conscientious discharge of his/her duty and to the degree alone with the Department measure up to the high standard required of the service.

As necessary, request for the interpretation of these Rules and Regulations may be made to the Post Advisor. The legal validity of any part of these Rules and Regulations may be determined by formal evaluation of the Fire Chief. Any decisions of the Rules and Regulations shall not affect any other part thereof.
Explorers shall:

1. Respond to all fires or emergencies to which assigned and exert their greatest effort to perform to the best of their ability under all circumstances.

2. Practice economy in the use of supplies and metered services.

3. Be thoroughly familiar with all equipment he/she may be required to use.

4. Familiarize themselves with and be obedient to applicable rules, regulations, practices and procedures of the Fresno Fire Department and their Explorer Post.

5. Accord obedience, proper respect and courtesy to officers and acting officers of both the Fire Department and Explorer Post.

6. Be courteous and respectful in their relations with other members.

7. Keep themselves in readiness for emergency duty and not absent themselves from an assignment without special permission of their Commanding Officer.

8. Keep themselves in proper physical condition necessary to perform the duties of their position.

9. Report to meetings, activities and fire station duties, fit and able to perform their required duties and shall not by any improper act render themselves unfit for these duties.

10. No Explorer shall cause to occur or tolerate any segregation of the basis of race, color, national origin, religious creed, sex, age or physical handicap. This practice is strictly unlawful. Any violation of this rule shall be reported to the Explorer Unity Post Advisor and Explorer Committee for referral to the Fire Chief.
Explorers shall:

1. Make truthful and accurate records of reports.

2. Not lend, sell, give away or appropriate for their own use any public property, or pilfer or be guilty of theft at fires, fire stations or elsewhere.

3. Abstain from lending their names as Department Explorers to any commercial or business enterprise or approving and countenancing the use of the name and the prestige of the Post for any such purpose without permission of the Fire Chief or Unit Post Advisor.

4. Not gamble in any manner while on duty nor while on Fire Department or Explorer premises.

5. Not bring or cause to be brought into Department or Explorer Post facilities or have in their possession any intoxicating liquor, drugs or compound.

6. While on duty Explorers shall not indulge in obscene or uncivil language, altercations or conduct that might cause adverse public reaction or injury to any person.

7. Not accept rewards, fees or valuable gifts from any person for services incidental to the performance of duty, except with the permission of the Fire Chief or Unit Post Advisor.
Explorers shall:

1. Operate through their commanding officers in the transaction of Explorer or Department business.

2. Promptly notify their Commanding Officers of all matters coming to their attention affecting the interest or welfare of the Fresno Fire Department or the Explorer Post.

3. Report promptly to their Commanding Officers any accident, sickness or injury occurring to them while on Department or Explorer duty, no matter how trivial.

4. Notify their Unit Post Advisor within 24 hours of any change of residential address or telephone change.

5. Upon receiving an order that is in conflict with a previous order, so inform the Officer who issued the conflicting order and be governed by his/her instructions.

6. Know thoroughly their realm of authority and responsibility. Under no circumstances shall they exceed their authority in giving orders, either the public or other Explorers.
PERSONAL AND POST SAFETY

Explorers shall:

1. Not smoke at any time or place where smoking is prohibited by law or by the Fresno Fire Department Rules and Regulations, Instruction Manual or Special Notices.

2. Exercise caution to avoid unnecessary damage or loss of Fire Department or Explorer Post property in their charge.

3. Avoid injuring themselves or others while participating in Explorer activities.

COMMUNITY RELATIONS

Explorers shall:

1. Be governed by the ordinary and reasonable rules of behavior observed by law-abiding and self-respecting citizens and no Explorer shall commit any act of tending to bring discredit upon the Fire Department, Explorer Program or its members.

2. Be courteous and respectful in their contacts with the public.

3. Be properly attired at all times representing the Department or Explorer Post on or off duty.

4. Conduct themselves in a manner that will to tend to impair the good order, discipline or prestige or the Department.

5. Keep their person and uniforms in a neat and clean condition. Persistence in uncleanliness or offensive habits can be cause for disciplinary action or discharge.

6. Not furnish information relative to Fire Department policy, practices or business affairs to persons not connected therewith, except as specifically authorized by the Fire Chief.
ADVANCEMENT AND PARTICIPATION

Explorers shall:

1. Advance to Explorer Ride-Along Qualified in 12 months or be subject to discharge.

2. Upon receiving two or more unsatisfactory reports, be investigated for possible discharge.

3. Be subject to disciplinary action upon being found guilty of committing infractions of these Rules and Regulations.

DISCIPLINARY PROCEDURES

1. The Post Advisor may provide disciplinary action for infractions of these Rules and Regulations. Any action that requires restricted duty or discharge shall be subject to committee approval.

2. The Department Grievance Procedure may be used by Explorers only within the Explorer organization. The Fire Chief and the committee have final determination.

3. Every Fire Explorer shall be familiar with and conform to the policies and procedures of this Department as stipulated in the manual. Fire Explorers who violate any rules, regulations or policies of this Department or the Fire Explorer Program shall be subject to disciplinary actions.

4. Discipline may be dispensed in one of the following manners.
   - Oral reprimand
   - Written reprimand
   - Imposing a probationary period during which any further violation of any kind shall result in dismissal from the Post.
   - Dismissal from the Post.

The Unit Post Advisor, Associate Advisors or Post Chief(s) will initiate procedures when the need exists for disciplinary action. Should the Explorer Post Chief need to
initiate disciplinary action, they shall consult the Unit Post Advisor or Associate Advisor before doing so. All serious infractions will be reviewed by the Post Committee.

If the Fire Explorer is placed on probation, his/her ride-along status will be suspended until such time as the period of probation has ended.

MEMBERSHIP STATUS

Membership in the Post is at the sole discretion of the Unit Post Advisor and may be revoked at any time. Failure to follow the requirements of the manual, the Standard Operating Procedures of the Department, and/or the specific instructions given by the Advisors, Department Officers or members will be considered ground for immediate dismissal.
All Explorers will comply with the dress and grooming standards established for firefighters by the Fresno Fire Department unless otherwise stated in this manual.

All Explorers will comply with the following uniform standards:

1. **Trousers**: Dickies or Ben Davis, black, wash and wear pants

2. **Day Uniform Shirt**: Flying Cross, light blue, wash and wear material with short sleeves and two breast pockets. The Explorer Post’s patch shall be affixed to both shoulder sleeves. Both 1 inch below the seam of their respective sleeves and centered. The embroidered Fresno Fire Department Explorer Badge shall be placed above the left pocket, 1 inch from the top of the left pocket and centered.

3. **T-Shirt**: The approved dark blue Fresno Fire Department Explorer T-Shirt shall be worn under the Day Uniform Shirt, during physical training periods or during strenuous work details.

4. **Jacket (optional) Arco style**: Can be worn as needed.

5. **Cap (optional)**: Approved dark blue Fresno Fire Department Explorer cap (baseball style)

6. **Belt**: Plain black leather, 1 ½ inch width with a plain chrome buckle

7. **Shoes/Boots**: The boots are to be black, shine-able leather, high top, with safety steel toe and steel shank. The Department is to provide these for the Explorer.

8. **Tie**: Dark blue and worn with uniform shirt for dress purposes only.

9. **Post Officer Insignia**: Rank specific
   - The Explorer Post Chief will be appointed by the Unit Post Advisor. He/she will be identified by a pair of gold, 5-crossed bugles ornaments, one on each lapel.
   - The Explorer Post Assistant Chief will be appointed by the Unit Post Advisor. He/she will be identified by a pair of gold, 4-crossed bugles ornaments, one on each lapel.
The Explorer Post Captains will be appointed by the Unit Post Advisor for crews no smaller than five or larger than ten members. They will be identified by a pair of silver, double bugle collar ornaments, one on each lapel.

6. **Name Tag:** to be worn over the right shirt pocket. Centered and the bottom of the name tag in line with the top of the right pocket. Name tags will be ordered and supplied by the Department.
<table>
<thead>
<tr>
<th>UNIFORM</th>
<th>DESCRIPTION</th>
<th>VENDOR NAME</th>
<th>VENDOR NUMBER</th>
<th>AVAILABLE AT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Day Shirt</td>
<td>Light Blue Short Sleeve</td>
<td>Flying Cross</td>
<td>Model # 7455125</td>
<td>Best Uniforms $29.99</td>
</tr>
<tr>
<td>Day Pants</td>
<td>Navy blue</td>
<td>Red Cap</td>
<td>Model #PT-10</td>
<td>Best Uniforms $18.99</td>
</tr>
<tr>
<td>T-Shirt</td>
<td>Navy blue Short Sleeve</td>
<td>Beefy-T</td>
<td></td>
<td>Local 753 $8.00</td>
</tr>
<tr>
<td>Shorts</td>
<td>Navy Blue Running Style</td>
<td>Fruit Of The Loom</td>
<td></td>
<td>Local 753 $14.00</td>
</tr>
<tr>
<td>Hat</td>
<td>Navy blue</td>
<td>Flex Fit</td>
<td></td>
<td>Local 753 $11.00</td>
</tr>
<tr>
<td>Sweat Shirt</td>
<td>Navy Blue</td>
<td>Gildan</td>
<td></td>
<td>Local 753 $18.00</td>
</tr>
<tr>
<td>Belt</td>
<td>Plain black 1 1/2” Chrome “C” style buckle</td>
<td></td>
<td></td>
<td>Best Uniforms $15.99</td>
</tr>
<tr>
<td>Boots</td>
<td>Black leather steel toe</td>
<td>Eagle</td>
<td>Model #FFB100</td>
<td>Best Uniforms $147.99</td>
</tr>
<tr>
<td>Socks</td>
<td>Plain white or black</td>
<td></td>
<td></td>
<td>Clothing Stores</td>
</tr>
<tr>
<td>Jacket</td>
<td>Gas Station Style</td>
<td>Red Cap</td>
<td>Model#JT-22</td>
<td>Best Uniforms $30.99</td>
</tr>
<tr>
<td>Patches</td>
<td>Explorer Shoulder Patch-Day Uniform</td>
<td></td>
<td></td>
<td>Hector Vasquez Dept. Provided</td>
</tr>
</tbody>
</table>

Please Call to make appointments at the following:

*Fresno Firefighters Local 753*: 710 R Street Fresno, Ca. 93721 PH: 559.233.0558

*Best Uniforms*: 5091 N. Fresno Street Fresno, Ca. 93710 PH: 559.226.4235

*Prices Subject to change without prior notification*
Fresno Fire Department Explorer Uniforms
MEETING POLICY

Explorers are expected to attend meetings, training sessions and activities on a regular basis. Meetings will be held every other Saturday from 0800 to 1200 hours beginning with the first Saturday of every month. The meetings will be held at the Fresno Fire Department Training South classroom at Fresno and E Street, behind Fire Station 3. It may be necessary to meet elsewhere and at different dates and times to accommodate training or specific activities.

The meeting discussions will include past business, new business, training and new ideas. Explorers are encouraged to participate and vote on issues.

Note: Additional meeting dates may be added monthly to meet the needs of the Fresno Fire Department and the Fire Explorer Post.

ATTENDANCE POLICY

Meetings begin at 0800 hours sharp. Explorers may meet at 0730 hours for physical training purposes. Late arrivals will not be accepted in the meetings without prior notice or reasonable excuse. Unexcused, missed meetings will result in a two week suspension of ride-along privileges. Three missed meetings will require an appearance before the Explorer Committee.

Documentation will be received for a now show ride-along. To excuse an absence, a phone call must be received by the Post Explorer Chief or Assistant Explorer Chief prior to the meetings. If unable to contact either the Post Explorer Chief or Assistant Explorer Chief, contact the Unit Post Advisor. (Maintain an up to date list of all phone numbers.)
Explorer: ___________________       Date:______________

Duty Hours: ______ - ______       Captain(s): ___________________    Unit:_______

<table>
<thead>
<tr>
<th>INCIDENT NO.</th>
<th>TIME</th>
<th>TYPE OF CALL</th>
<th>REMARKS</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Captain’s Signature:________________________       Date:______________

NOTE: Please return this form to your Explorer Post Advisor as documentation for your participation in the ride-along program.
Explorer: ___________________  Date: ________________

1 = NEEDS IMPROVEMENT    2 = FAIR     3 = GOOD     4 = EXCELLENT

APPEARANCE

General appearance: Uniform, person, etc.  1 2 3 4

ATTITUDE

General conduct, punctuality, cooperation, initiative, acceptance of criticism  1 2 3 4

Attitude towards Fire Department work, level of interest, demeanor, tact  1 2 3 4

KNOWLEDGE

Departmental policies and procedures  1 2 3 4

Ability to apply knowledge to field activities  1 2 3 4

FIELD PERFORMANCE

Performance under non-stress conditions  1 2 3 4

Performance under stress conditions  1 2 3 4

Judgment and common sense in handling routine matters  1 2 3 4

Emotional stability, presence of mind, perseverance  1 2 3 4

RELATIONSHIPS

With the public  1 2 3 4

With Department members  1 2 3 4

Additional Remarks: ________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________
________________________________________________________________________________

Captain: ___________________  Date: ________________
DATE: _______________________

TO: __________________________

FROM: _______________________

SUBJECT: RIDE-ALONG AUTHORIZATION

Explorer _______________________ is hereby authorized to participate on a ride-along with the Fresno Fire Department on this ___ day of _____________ 20____.

Shift _____  Engine / Truck _____  Apparatus No _____

If you have any questions or concerns regarding this matter, please contact Hector Vasquez on his cell at 559-269-7036.

Thank you very much for your attention to this matter.
FRESNO FIRE DEPARTMENT AUTHORIZATION TO CONSENT TO TREATMENT OF A MINOR

(I) (We), the undersigned, parent's of ____________________________, a minor, do hereby authorize the Fire Chief of the Fresno Fire Department, one of his employees, as agents for the undersigned, to consent to any x-ray examination, anesthetic, medical or surgical diagnosis or treatment, and hospital care which is deemed advisable by, and is to be rendered under general or special supervision of, any physician and surgeon licensed under the provisions of the medical practice act, whether such diagnosis or treatment rendered at the office of said physician or at a hospital, and any special medical directives noted below under “MEDICAL DIRECTIVES” by the undersigned. In the event of any injury whereby medical attention at the scene of the accident is deemed necessary by said agents or paramedics or emergency medical technicians called to the scene, (I) (We) further authorize said agents to consent on (My) (Our) behalf to treatment at said scene by said paramedics or emergency medical technicians.

It is understood that this authorization is given in advance of any specific diagnosis, treatment or hospital care being required, but is given to provide authority and power on the part of our aforesaid agents to give specific consent to any and all diagnosis, treatment or hospital care which the aforementioned physician, in the exercise of his/her best judgment may deem advisable, as long as the medical directives are abided and followed.

THIS AUTHORIZATION IS GIVEN PURSUANT TO THE PROVISIONS OF SECTION 25.8 OF THE CIVIL CODE OF CALIFORNIA.

This authorization shall remain effective until ____________________________, unless sooner revoked in writing delivered to said agent(s).

____________________________________   ______________________________________
FATHER                                    MOTHER
____________________________________   ______________________________________
LEGAL GUARDIAN                         WITNESS

PERSONAL HISTORY

Minor’s Full Name

<table>
<thead>
<tr>
<th>Last</th>
<th>First</th>
<th>M.I.</th>
<th>Date of Birth</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>/ / /</td>
</tr>
</tbody>
</table>

Personal Physician’s Name: ______________________ Work Phone: ( ) ______________
Medical Directives: ____________________________________________________________
Medical Problems: ____________________________________________________________
EXPLORER INFORMATION SHEET

Participation Date: ___ / ___ / ______

Name: ______________________________________

School Name: ________________________________

Age: _____

Birth Date: ____ / ____ / ________

Contact Number 1: (       ) _________________________

Contact Number 2: (       ) _________________________

Parent(s) or Guardian Name: _____________________________________

Parent(s) or Guardian Contact Number: (       ) __________________________

Emergency Contact Name: ______________________________________

Emergency Contact Number: (       ) _________________________

Personal Physician Name: _________________________________

Personal Physician Contact Number: (       ) ________________________

__________________________  ___________________________
Student’s Signature           Parent’s Signature

If you have any questions or comments please contact Post Advisor Joshua Henderson @ 805-794-5562 (cell) or 559-621-4000 (work).
Applicant’s Name: _________________________________________

Applicant’s Date of Birth: ____ / ____ / _________

School Name: ____________________________

Last Grade Completed: _____

My son/daughter/ward does not have any physical or mental conditions that would limit his/her safe participation in the Fresno Fire Explorer Program.

Initials: __________________

Explorer must be 14 years of age and have completed the 8th grade. Explorers shall not be older than 21 years of age. Explorers must have a minimum 2.0 (C) grade point average and a passing in all subjects on their most recent semester report card.

My son/daughter/ward meets these requirements.

Initials: __________________

I understand that all uniforms, badges, and protective equipment issued by the Explorer Post are the property of the Fresno Fire Department, and must be returned to the Post upon dismissal or graduation of my son/daughter/ward.

Initials: __________________

Please list any special medications, limitations or conditions that you wish the Exploring Post Adult leadership to be aware of. Please include any allergies or handicaps that your son/daughter/ward has. You may also include any special medical directives to be followed in case of an emergency.

_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________
_____________________________________________________________________________

Please list persons to contact in the event of an emergency:

Name: ____________________________ Phone: ( ) __________________

Name: ____________________________ Phone: ( ) __________________
INJURIES TO EXPLORERS

Program insurance is designed to provide protection for all Explorers and Advisors in the Explorer Program. The coverage is to be utilized in the order presented below. If any injury occurs that requires medical attention, the Unit Post Advisor and the Fire Chief shall be advised immediately. All insurance claims shall be forwarded to the Unit Post Advisor for processing and at no time will an Explorer or Associate Advisor forward claims to insurance companies or guardians unless directed to do so by the Fire Chief or Unit Post Advisor.

When an Explorer is injured during any activity sponsored and supervised by the Post or injured going directly to or returning from the activity, he/she is covered by insurance maintained by the Post. The insurance provides benefits for medical bills not covered by personal insurance.

Example: If an injured member does not have personal insurance, the plan would pay all medical bills resulting from a covered accident up to the limits of the policy. If the member has personal insurance, the plan would pay any bills not covered by his/her insurance, such as deductibles, co-payments, excess charges, etc. up to the limits of the policy.

Insurance Authorization Forms shall be completed by the parent or legal guardian, signed and forwarded with the Department Explorer Applications to the Unit Post Advisor for processing and a copy will be maintained in the Explorer’s personnel file in the Post records.

COVERAGE #1

This coverage utilized the policy carried by the Explorer, his/her parents or legal guardian. This policy shall be used to its maximum provided limits and when policy coverage is exhausted.

COVERAGE #2

Annual accident coverage is maintained through the Boy Scouts of America and Learning for Life Program. This policy provides a maximum of $1,000,000.
INJURIES TO CITIZENS

If a citizen is injured as a result of official Fire Department Explorer actions, summon the necessary medical help and advise dispatch as soon as possible. Remain at the scene until the arrival of a Fire Department Officer, who will prepare the necessary reports and do all the necessary follow-up work.

ACCIDENTS

In the glove compartment of all Department vehicles, there is a small envelope or folder containing all the forms and information necessary to aid you when you are involved in an accident.

In general:

1. Get help for the injured,

2. Request Fresno Fire Department’s 24 hour Investigator (I1), local police or California Highway Patrol to investigate,

3. Prepare a report and advise the Department as soon as possible by radio or phone,

4. Prepare the accident report form provided in the vehicle glove compartment.

DO NOT TALK TO ANYONE OTHER THAN THE AUTHORITIES ABOUT THE ACCIDENT.

ACCIDENT: PRIVATE VEHICLE ON FRESNO CITY FIRE DEPARTMENT BUSINESS

Explorer owned vehicles are not to be used for Department business except in an extreme emergency where they are requested by a Fresno Fire Department Officer. If under this condition, a private vehicle is involved in an accident, the driver is to obtain medical aid for the injured, request Fresno Fire Department’s 24 hour Investigator (I1), local police or California Highway Patrol to investigate and prepare a report. As soon as possible, advise the Unit Post Advisor and the Fire Chief.
PROPERTY DAMAGE: CITY OWNED

Advise the Fire Chief or his/her designee as soon as possible when damage has been done to any City property.

PROPERTY DAMAGE: PRIVATELY OWNED

If property damage is done as a result of official Fire Department Explorer actions, advise the Department immediately. Remain at the scene of the incident for arrival of a Fire Department Officer who will prepare the necessary reports and do all the follow-up work.
CHARTERED ORGANIZATION REPRESENTATIVE

The head of the Explorer Post Organization who represents the Post as a voting member of the BSA Local Council.

COMMITTEE CHAIRPERSON

The head of the Explorer Committee who is responsible for approving all adult personnel, except the Chartered Organization Representative or the Committee Chairperson.

COMMITTEE MEMBER

Is part of the Explorer Committee and is responsible for the overall management of the Explorer Post, producing and enforcing the rules and regulations, policies and procedure and wishes or orders from the Fire Chief.

UNIT POST ADVISOR

This member is top adult leader of the Explorer Post who is responsible for the program, coordinating and the training of the elected or selected Post Officers. The Unit Post Advisor will be the supervisor of all the Associate Advisors and will be part of the Explorer Committee.

ASSOCIATE ADVISOR

This member performs such duties as may be assigned by the Unit Post Advisor and will assist in or direct the Explorer Program, coordinate, train and assist in overall management of the Explorer Post.