FIRE DEPARTMENT WASHINGTON TWP
DISTRICT 10
GLOUCESTER COUNTY N.J.

WASHINGTON TOWNSHIP FIRE DISTRICT
TOWNSHIP OF WASHINGTON
GLOUCESTER COUNTY, NEW JERSEY

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EMERGENCY
9-1-1

FIRE DEPARTMENT POLICY # 13-97 (A)
Regarding
FORMATION OF A FIRE EXPLORER PROGRAM

It shall be the policy of the Washington Township Board of Fire Commissioners (WTBOFC) to develop and create a Fire Explorer program within the fire department in conjunction with the Junior Firefighter Auxiliary. The WTBOFC shall become a charter organization for a recognized Fire Explorer Post in accordance with the "Learning for Life Program" of the Boy Scouts of America (BSA). The purpose and intent of the Fire Explorer program shall be to:

- provide youth between the ages of 14 and 21 insight into the profession of firefighting,
- provide an opportunity for youth to learn firefighting skills,
- allow youth enrolled in the program to give assistance to the fire department and the community at large during major emergencies and other fire related events,
- promote further fire safety education in the community,
- develop interest in the fire service and cultivate prospective, future firefighters within the department,
- promote networking opportunities with other Fire Explorer or related public safety Explorer programs, and to,
- promote educational opportunities for Fire Explorers in the field of fire science.

Membership Requirements:

- 14 to 21 years of age and at least in 9th grade,
- Resident as per Fire Department SOP Section IV, Membership,
- Must have reliable transportation to all Explorer events,
- Must be enrolled in a scholastic institution and maintain a minimum C grade in all subjects (report cards are required to be viewed every quarter).

Explorers may be accepted into the program at the discretion of the Fire Explorer Post Advisor and the Fire Chief.

Explorers are representatives of WTFD and will adhere to the requirements established in this policy and other applicable policies, SOPs, department directives and other orders as required by the Post Advisor and the Fire Chief.

Membership in the program is not a right, it is a privilege.

DUES:
Annual program membership dues are established by the BSA. Dues shall be collected at the time of approval into the program. Hardship cases will be handled on a case by case basis by the Post Advisor and the Fire Chief so as to ensure that all eligible applicants have an opportunity to join regardless of ability to pay dues.

ATTENDANCE MINIMUM:
Fire Explorer members must maintain 66% attendance of scheduled combined meetings & training. Attendance at meetings & training may be excused if you call or write a note to the Explorer Officer in charge of the scheduled meeting or training and in advance of the next scheduled meeting or training. Failure to maintain the attendance requirement will result in being dropped from the Fire Exploring program after review by the Post Advisor and Fire Chief.

POST ADVISOR:
The Post Advisor has the immediate responsibility of the Explorer Post and its membership. He/She is appointed by the Fire Chief and remains in this position at the discretion of the Fire Chief and coordinates activities of the Explorer Post.

REQUIREMENTS:

- Must be an active, active life, career, or retired member of the Washington Township Fire District.
- Must be at least 21 years of age.
- Must have an interest in providing guidance and instruction to the Fire Exploring program.
- Must have leadership skills.
- Must meet eligibility requirements and maintain training requirements as required by the BSA for Explorer Post Advisors.

The Post Advisor is the ultimate authority within the chain of command of the post. He/She is responsible for all activities of the post and is responsible for giving direction to all Explorers and Assistant Advisors.

ASSISTANT ADVISOR(S):

There must be at least two (2) Assistant Advisors and there may be as many as many additional Assistant Advisors as determined by the WTBOFC or the Fire Chief. Assistant Advisors are responsible for assisting the Post Advisor with the overall operations of the Fire Exploring Post. He/She will provide adult supervision to the post.

REQUIREMENTS:

- Must be an active, active life, career, probationary or retired member of the Washington Township Fire District.
- Must be at least 21 years of age.
- Must have an interest in providing guidance and instruction to the Fire Exploring program.
- Must meet eligibility requirements and maintain training requirements as required by the BSA for Explorer Post Advisors.

GENERAL RULES:

All Advisors are representatives of the Explorer Post and the Washington Township Fire District. It is their responsibility to ensure all rules and regulations of the Post and the Fire District are followed.

All Advisors and participating department firefighters shall maintain a "two deep rule" during any Explorer event or activity, which means a minimum of two (2) advisors or a combination of one (1) advisor and one (1) qualified 21 or older firefighter at all Exploring events or activities.

All advisors shall complete the "Learning for Life" online training for Adult Post Advisor and Youth Protection prior to accepting their position as an advisor.

MEETINGS, TRAINING, and SPECIAL EVENTS:

The Fire Exploring Post shall meet twice per month, conducting one meeting and one training session. The date and time of additional training or special events shall be given at least two weeks prior.

Meetings and training will be held on the first and third Monday of every month from 1900 to 2100 hours at a location to be determined by the Lead Advisor. The meetings and training sessions will when all possible, be rotated around at the different fire stations within the department to enhance the knowledge and experience of the Explorers in the equipment and resources of the fire department.

All Explorers are required to attend 66% of meetings and training. Explorers who miss meetings/training will miss out on important training and information vital to the program; this will adversely affect the Explorer's opportunity for education and advancement. Explorers

unable or unwilling to participate at this minimum level may be dropped from the program at the discretion of the Post Advisor and the Fire Chief.

EXCUSED ABSENCES:
Any member who knows in advance that he/she will be absent from a meeting or event will make a request in writing and submit it to his/her squad leader to be forwarded up the chain of command for approval and will be filed with the attendance record.

Any member who is sick or has a family emergency will contact his/her squad leader or Explorer officer at least two hours prior to the meeting or event and this information will be forwarded through the chain of command ASAP. A written explanation will be turned in by the next meeting.

NOTEBOOKS:
All members are required to have a notebook and a pen or pencil at all meetings and events. The first page or inside cover should have Explorers name, address, phone number and email address. It is recommended each Explorer have a three ring binder to keep his/her copy of this policy, and other pertinent documents provided during the course of the Explorer's time in the program.

TRAINING:
During all training activities, safety rules established for the activity and those established by the department shall be followed without exception. Proper safety equipment shall be worn as required when performing certain tasks.

Explorers should be prepared for physical training at any time by bringing running shoes and shorts or sweats.

Hydration is of the utmost importance; always have plenty of drinking water with you.

STANDARDS of CONDUCT:
All members of the Fire Explorer Post shall maintain proper conduct at all times, not only while performing post activities but also during day to day life. As a Washington Township Fire District Fire Explorer, you are a representative of the Explorers and the Fire District and are expected to be respectful and courteous to everyone at all times. Any behavior that may give a bad impression of the program or the Fire District can result in immediate dismissal from the program. The following activities are specifically not permitted:

- No use of profanity during Exploring activities,
- No use of tobacco products,
- No use of drugs or alcohol,
- No lying or cheating,

- No fighting,
- No spreading rumors or gossip,

No member will engage in conduct unbecoming a Fire Explorer that may adversely affect the reputation of the Fire Explorer Post or the Washington Township Fire District.

All members, whether in uniform or not, shall maintain a professional appearance and conduct themselves in a respectful, professional manner at all times.

Members will address fire department officers, Advisors and Post officers by their rank and last name or by sir or ma'am.
Anytime uniformed personnel enter a meeting or classroom, the first person to see that person will call the post to come to attention. At that time all Explorers will come to attention and remain at attention until told to carry on or at ease.

Any member who fails to abide by these rules and regulations shall be subject to disciplinary actions and or dismissal from the post.

REPRIMANDS:
Anyone found in violation of these rules and regulations shall be warned and reprimanded. Counseling should be used to make the person aware of the mistake and how to correct it. Severe violations or multiple counseling will result in written reprimand.

Membership into the Fire Exploring Program is a privilege not a right. Any member who fails to maintain the highest level of conduct for the good of the Post and the fire department may be dismissed from the program without consequence.

EXPLORER POST OFFICERS:
The Explorer Post officers will consist of: 1) Sergeant First Class, 2) Sergeant and 3) Squad Leader. The Post Advisor shall appoint all positions. When a position opens, resumes and letters of interest will be accepted for consideration.

SERGEANT FIRST CLASS:
This person will be the highest ranking Explorer in the post. The following are the requirements of the Sergeant First Class position:

- Must have been a member of the post for a minimum of two years.
- Must have held the rank of Sergeant for at least six months
- Must be at least 16 years of age
- Must pass the SOP test with a score of 90%

The Sergeant First Class responsibilities are to ensure the smooth operation of the post. He/she will uphold the rules and regulations and will report directly to the Post Advisor or in his/her absence, an Assistant Advisor.

SERGEANT:
This person will be the second highest ranking officer in the post. The following are the requirements for the Sergeant's position:

- Must be a member of the post a minimum of one year
- Must have held the rank of Squad Leader for at least three months
- Must be at least 16 years of age
- Must pass the SOP test with a score of 90%

The Sergeant's responsibility is the daily operations of the Post. His/her primary responsibility is that all members have proper gear and it is worn correctly and safely. He/she will assist with any training issues. The Sergeant reports to the Sergeant First Class and may be required to step up to the temporary position of Sergeant First Class in his/her absence.

SQUAD LEADER:
Squad leader is the third highest ranking officer in the post and is responsible for the conduct and appearance of his/her squad. One Squad Leader will be appointed to the position of Drill Instructor and will have full command over the post while in marching formation. He/she will conduct uniform inspections and has the authority to initiate discipline for uniform violations. The following are requirements for Squad Leader:

- Must be a member of the post for a minimum of one year
- Must be at least 15 years of age
- Must pass the SOP test with a 90%

The Squad Leader reports to the Sergeant. There shall be one (1) squad leader appointed for every eight (8) members of the Fire Explorer Post not including the Sergeant or Sergeant First Class.

UNIFORM AND APPEARANCE:
Class C uniforms will be provided for by the Washington Township Fire District, including the purchase of boots and belts. Each Explorer shall be responsible for the care and laundering of his/her uniform. Worn or damaged uniforms will need to be replaced on an as needed basis. Uniforms shall remain the property of the Washington Township Fire District and shall be turned in upon leaving the Fire Exploring program.

The Explorer Sergeant First Class will have all members fall into their squads at the beginning of all events and meetings for uniform inspection and will report any deficiencies in writing to the advisor in charge.

CLASS C UNIFORM:
The Explorer Class C uniform will consist of:

- 100% Cotton Navy blue BDU Pants
- 100% Cotton Navy blue Fire Explorer polo or T-shirt (summer)
- 100% Cotton Navy blue BDU work shirt (winter)
- Black leather or utility belt
- Black work boots

APPEARANCE:
Explorers are required to maintain their uniform. When uniforms are worn they will be worn in their entirety. Uniform BDU work shirts shall have bear the WTFD patch on the left sleeve and the standard Fire Explorer patch on the right sleeve. Badges shall not be authorized for wear by Fire Explorers. Name tags and insignia for the Post officers shall be authorized as determined by the Post Advisor.

Each Explorer will maintain good hygiene and be presentable at all times.

Males- Male Explorers will be clean shaven for all meetings and events, no exceptions.

Neither male nor female Explorers are permitted to wear jewelry when in uniform. It must be understood that while no Explorer shall be permitted to engage in any actual firefighting activity, firefighters cannot maintain facial hair that interferes with the wearing of respiratory protection. The wearing of jewelry like wise offers inherent dangers to firefighters engaged in rescue and firefighting activities. As a learning process, Fire Explorers must comply with the same standards required of firefighters in this regard.

FIELD RIDE TIME (FRT):
The Field Ride Time allows the opportunity for senior explorers to experience the duty crew system and fire ground operations through a controlled environment.

Explorers must have completed six (6) months time as a Fire Explorer, must at least 16 years old, and must meet the criteria established for Junior Firefighters including the completion of the fire department medical exam prior to being considered eligible for FRT.

Prior to FRT, all Explorers must complete the FRT orientation.

SCHEDULING FRT:

1. Obtain approval and clearance to ride from the Post Advisor.
2. Make contact by email or phone to the fire department OIC of the duty crew to confirm the ride time.

3. Schedule a minimum time of 3 hours.
4. Make sure the duty crew is only between the hours of 0800 and 2200. No overnight duty crews will be allowed as part of the Exploring FRT.
5. Report to the station at the assigned time to the duty crew OIC.
6. Only one (1) Fire Explorer is permitted per crew, per station at the same time.
7. Explorers should plan to arrive 15 minutes prior to beginning of ride time. Explorer will immediately make contact with OIC.
8. Explorer will introduce himself to the OIC and all crew members. The OIC will give the Explorer a truck assignment for the day. Once the Explorer arrives he/she may not leave the duty crew.
9. Explorer will report to the station in full class C uniform.
10. The Explorer will bring all bunker gear and dress out in the appropriate PPE for all fires, alarms and motor vehicle crashes.
11. The Explorer should bring extra clothes in case they get wet or dirty.
12. The Explorer will always identify officers by their rank and name. Never use first names.
13. Any problems that occur during FRT should be reported to an Explorer Advisor immediately.

PERMISSIBLE ACTIVITIES:

In addition to and in conjunction with the guidelines listed herein, the Fire Explorers participating in the FRT part of the program shall be bound by the rules and regulations promulgated for Junior Firefighter Auxiliary of the Washington Township Fire Department and in accordance with N.J.S.A. 40A 14-98.

The following are permissible activities by the Explorer during FRT:

- Explorers are permitted to assist or perform skills in which he/she has been trained, up to basic fire ground operations, out of harms way only under the supervision of a non-probationary firefighter.
- Explorers may assist in cleaning of equipment provided they are wearing correct PPE and are not being exposed to the by products of fire.
- Explorers are permitted to respond and assist on fire and medical calls.
- Explorers are permitted to ride on apparatus as long as they are seated and wearing a seatbelt at all times while the apparatus is in motion. Violation of the seatbelt rule will result in dismissal from the program.

The following rules are established not only by the Advisors and the Fire District but also by "Learning for Life" and its insurance company:

- Explorers must remain in the cold zone of a HAZMAT incident.

- Explorers must don proper PPE related to the incident.
- Explorers may assist on the attack of a brush fire so long as the Explorer is not placed in a known hazard area.
- Explorers shall wear reflective vest while working on roadways.
- Explorers must be supervised by a senior firefighter when performing any activities.

FTA- Field Training Advisor will be considered a non probationary firefighter who is supervising the Explorer as explained above. The FTA will be assigned by the OIC for each individual FRT.

Although the Explorers are permitted to assist on the above incidents, the OIC and FTA should evaluate the incident as to whether the Explorer should participate or not.

Explorers are permitted and are encourage to participate in public education activities.

Explorers may assist with truck checks but must be supervised and cannot sign the check offs.

PROHIBITED ACTIVITIES:
The following activities that are prohibited are not only established by the Advisors and the Fire District but also by "Learning for Life" and its insurance company. It is important that these rules are adhered to explicitly:

- An explorer may not report to a fire station for fire calls unless specifically called to do so.
- An explorer cannot go direct to the scene of a fire or other emergency unsolicited and by themselves.
- May not enter a warm or hot zone of a hazardous materials incident.
- May not enter a structure fire during the initial attack or primary search.
- May not be used as manpower.
- May not climb an aerial ladder except in training.
- May not climb a ground ladder that extends past 24 feet.
- May not perform ventilation procedures on a burning structure.
- May not use hydraulic tools.
- May not use chain saws, K-12s, cutting torches or cutting tools.
- May not drive any vehicle at any time.
- May not perform any medical skill that requires a license.
- May not be supervised by a probationary firefighter.

It should be kept in mind that there are many tasks that an Explorer can be assigned to on an incident where he/she will still gain valuable experience.

Explorers should ensure that all cell phones are silenced and that personal calls should be kept to a minimum when involved in an Exploring activity or as part of a FRT.

DISCIPLINE:
The Post Advisor or Assistant Advisor(s) shall handle all disciplinary actions.

Explorer officers may coach and counsel any subordinate Explorer but shall not issue any form of formal disciplinary action. Advisors may issue coaching or counseling, verbal warnings or written warnings. If a second written warning is issued to the same Explorer for the same violation, then the Post Advisor must approve the violation. If an Explorer receives three written reprimands or warnings, he/she may be dropped from the Fire Explorer program. Violations that may result in a written reprimand include, but are not limited to:
- Unexcused absences.
- Problems that may arise during FRT.
- Failure to follow policies, SOPs, directives, or other valid orders.

Types of Discipline an Advisor may use:
- Typed Essay.
- Presentation to Post.
- Suspension of attendance (examples FRT, events, meetings, etc.)
- Termination.

RESPONDING TO INCIDENTS/SPECIAL EVENTS:

In the event it is necessary to have Fire Explorers respond to an incident or special event, the following will occur

1. Explorers will receive a message via roam secure or other pre-arranged method.
2. Explorers will report to a pre-designated WTFD facility.
3. Explorers will be briefed by an Advisor or an officer of the fire department.
4. Explorers will be deployed to a designated location through transportation provided by advisors or senior firefighters as a group.

NOTE: NO EXPLORER IS TO RESPOND TO ANY INCIDENT LOCATION OR A STATION FOR ANY INCIDENT OR EVENT WITHOUT AN ADIVSOR OR DESIGNATED SENIOR FIREFIGHTER.

This policy was adopted at a regular scheduled meeting of the Board of Fire Commissioners held on 6/6, 2012.

BY:

Sam Micklus, Chairman

Attest:

Frank Stella, Secretary