City of Corona
Fire Explorers Post 360

Program Manual

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OVERVIEW

The Corona Fire Explorers Post 360 is a part of the Boy Scouts of America(BSA), Learning for Life(LFL) and is comprised of anywhere from 30-45 young men and women who range from simply being curious about various career choices through being serious candidates for professional firefighter positions. Post 360 expects a lot out of its members in every aspect of the program as outlined below.

Post 360 may change any of the below policies at any time. Current Explorers are assumed to have accepted any changes that occur unless the Post Advisor has been notified by the Explorer of their questions or concerns.

Explorers have a role in policy development and are encouraged to ask questions to better understand why policies and procedures exist.

POST ENTRY

Individuals who are interested in joining Post 360 must submit an online Interest Card. This will place the Explorers name and contact information on the contact list. An entrance exam will be given around the month of November for a start date of January 1st in the following year. The examination will include application review, resume review, written examination, and panel interview. Post entry will be given to those with the highest cumulative scores pending a review of the candidate's background. Those who aren't initially offered a position in the program will be placed on the eligibility list for future vacancies. If an Explorer Candidate fails to appear for the entry exam or orientation, he/she may be removed from, or moved to the bottom of, the eligibility list. Candidates who do not receive a spot may resubmit an interest card and participate in a future test.

ATTITUDE

Explorers are expected to maintain a positive and professional attitude at all times. Any Explorer who fails to meet this expectation may result in the following:

- 1st Offense: Verbal warning and discussion of the situation
- 2nd Offense: Written assignment
  - The essay will be on the topic provided by the Post Advisor and be 4 full pages in length, size 12 Times New Roman font, double spaced, with 1" margins on all sides. Spelling, grammar and content will be checked.
- 3rd Offense: Contract Agreement; Parent notification
- Any additional offenses will be handled as seen appropriate by the Post Advisor resulting in disciplinary actions up to and including termination from the program.

GROOMING STANDARDS

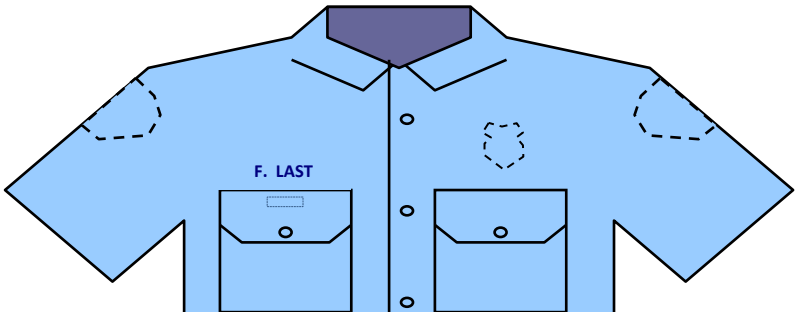
Explorers are expected to maintain a clean cut and professional appearance.

- Male Explorer's hair is to be combed, and may not cover the ear. Side burns may not extend below the ear. No Mohawks, Fohawks, or other hairstyles deemed unprofessional by the Post Advisor will be permitted.
- Female Explorer's hair must be manageable and kept back in a ponytail as to not interfere with wearing a helmet.
- No facial hair or jewelry is permitted at any time during Post functions.
- Explorers must have clean and trimmed finger nails.
- Tattoos are to be covered at all times. Tattoos that cannot be covered due to location may be taken into consideration by the Post Advisor.
- Explorers who do not abide by the grooming policy will be sent home with and credited with an absence.

UNIFORM

In order for the post to maintain a professional appearance and uniformity, the Explorers will be held to a uniform standard. All clothes shall fit correctly to maintain this professional appearance. No excessively baggy shirts or sagging pants will be permitted.

- The uniform shirt must be a light blue Dickies shirt that is military pressed and tucked in at all times. The uniform shirt is to be neatly folded or hung while not being worn. No strings or loose ends may be on the uniform shirt at any time.
- The Corona Fire Explorers patch is to be sewn on both the left and right sleeves, 1" below the shoulder seem.
- Once the Badge Patch has been earned, it will be centered ½" above the left pocket.
- The Fire Explorers first initial and last name to be centered ½" above right side pocket in ½" capital lettering in Navy Blue Thread on the Uniform Shirt, and White Thread on the Uniform Jacket(*e.g.:* J**.** SMITH),
- The Corona Fire Explorer undershirt must be worn at all times beneath the uniform shirt.
- Uniform Pants must be Dickies navy blue public safety pants and military pressed.
- The belt must be a smooth black belt with a silver buckle and worn at all times. The belt shall be worn at the waist line.
- The boots must be black and polished, have ankle support and steel toes.
- An Explorer job shirt, jacket and/or hat may be worn during inclement weather. The Jacket must be a Dickies navy blue jacket with the Explorer patch sewn on both sleeves. The hat must be an approved Corona Fire Explorer hat.
- Specialty Awards may be worn as indicated. Rank, EMT, Community Service, as well as various others may be worn on the right side pocket flap.
- The Post uniform must not be worn outside of any Explorer function without approval from the Explorer Advisor.
- Explorers who do not abide by the uniform policy will be sent home with be credited with an absence.



Uniform Shirt
Gulf Blue - Premium Industrial Short Sleeve
Name embroidered in Navy Blue Thread
Click Here → Dickies Men's Short-Sleeve Work Shirt

Uniform Belt
Smooth Black 1.5" Width Belt with Silver Standard Buckle

Click Here → Dickies Mens 35mm Leather Reversible Belt With Stitch

Uniform Pants
Dark navy blue uniform pants

Click Here → Dickies Men's Relaxed Straight Fit Double Knee Work Pant

Uniform Boots
Any steel toed, solid black, polished work boots

Click Here → Safety Steel Toe Men's Leather Work Boot

Uniform Jacket
Dark Navy - Dickies Men's Insulated Eisenhower Front-Zip Jacket
Name embroidered in White Thread
Click Here → Dickies Men's Insulated Eisenhower Front-Zip Jacket

SAFETY GEAR AND EQUIPMENT

Explorers may be issued various safety gear and equipment. It is the Explorers responsibility to keep track of the equipment and take care of it. Upon leaving the Post, all issued gear and equipment must be returned in good condition. The Explorer may be charged for excessively damaged, lost, or stolen gear and equipment. Some items that may be issued are:

- Turnout Coat($250) and Pants($200), Structure Gloves($25) and Boots ($100)
- Wild land Jacket($50) and Pants($50), Wild land Gloves($25)
- Utility Gloves ($5)

Items that Explorers are responsible for purchasing in addition to uniforms are:

Phenix Fire Helmet **Model: 1500-CA 87**
Black Phenix Fire Helmet with Shield Mounting Bracket. Request (2) 1"x4" Green Strips not yet placed on the helmet. Post 360 will provide "EXP" Decals and place the strips on at that time. **NOTE: Fire Academy Graduates will be permitted to wear their yellow academy helmets.*

Phenix Technologies – 12391 Sampson St. #H, Riverside, CA (951) 272-4938

IFSTA Essentials 5th Edition **Product Code: 36538**
The standard text that most Fire Academies in this region use to teach entry level Firefighters.
www.ifsta.com or www.amazon.com

Majestic: PAC 1A Nomex Blend White Hood
A Hood made of a fire resistant material firefighters use to protect their ears and neck from fire and heated atmospheres.
www.thefirestore.com

Shelby: Cowhide Gloves with Wristlet
Structural Firefighter Gloves composed of a tough outer layer, moisture barrier, and thermal layer to protect from heat.
www.thefirestore.com

Optional Items that Explorers may purchase:

TheFireStore: VELCRO brand Glove Strap
A Blue Glove Strap used to keep gloves with your turnout gear. Several colors available, but only buy the blue.

www.thefirestore.com

TheFireStore: Rubber Fire Boot
A rubber boot rated for interior firefighting. Our boot supply is limited so some Explorers may have trouble finding a perfect fit.

www.thefirestore.com

The FireStore: Exclusive Firefighter Turnout Gear Bag
The Oversized Turnout Gear bag is designed especially for the active firefighter.

www.thefirestore.com

TURNOUT GEAR CARE AND MAINTENANCE

Explorers are expected to take care of all assigned safety gear and equipment. This includes washing the assigned safety gear as needed. In order to wash turnouts do the following:

1. Separate the yellow nomex outer shell from the inner liner
2. Wash the yellow nomex outer shell manually in a bucket or sink with light detergent. Washing the yellow nomex outer shell in your washing machine may damage it and any other clothes in the machine with it due to the heavy buckles.
3. Rinse the yellow nomex outer shell with water and allow to air dry out of direct sun light. Sunlight will weaken the nomex and cause more rapid deterioration.
4. You may wash the inner liner in your home washing machine and dry partially in the dryer. Allow to completely dry by hanging and allowing to air dry completely.
5. Explorers may coordinate with CFD Personnel to have their gear laundered at the fire station when garments become excessively dirty.

ADRESSES TO KNOW

- Corona City Hall 400 S. Vicentia Avenue, Corona CA 92882
- Corona Fire Headquarters 735 Public Safety Way, Corona CA 92880
- Corona Fire Training Center 730 Public Safety Way, Corona CA 92880
- Fire Station #1 540 Magnolia Avenue, Corona CA 92879
- Fire Station #2 225 E. Harrison Street, Corona CA 92879
- Fire Station #3 790 S. Smith Street, Corona CA 92882
- Fire Station #4 915 N. McKinley Avenue, Corona CA 92879
- Fire Station #5 1200 Canyon Crest Road, Corona CA 92882
- Fire Station #6 110 W. Upper Drive, Corona CA 92882
- Fire Station #7 3777 Bedford Canyon Road, Corona CA 92883

MEETINGS

There will be 3 meetings held monthly. It is the Explorers responsibility to keep track of when and where the meetings are being held by referencing the Post Website and monitoring their email.

- Explorers must have their Promotional Packets with a completed Information Sheet accessible at all times with up to date information. If an Explorer arrives to meeting and does not have his/her packet they may be sent home with an unexcused absence.

Post meetings will always fall on the following days unless otherwise specified:

- The 1st and 3rd Tuesdays of the month from 1830-2100 hours; and
- The 3rd Saturday of the month from 0830-1200
- Explorers are expected to arrive at least 15 minutes early and have their gear ready to go.
- Explorers holding the rank of Lieutenant and above have the added commitment of 1 Ride Along each month.

ATTENDANCE

Explorers are expected to make every effort to attend every meeting. Each Explorer will have and maintain a **'Fire Explorer Participation Record'** and have it with them at each meeting and Explorer function. The record will be stamped in blue at each meeting to verify the Explorers attendance. A red stamp indicates a meeting cancelled by the Post Advisor, and a green stamp indicates absences that the Post Advisor signs off on as excused such as during a leave of absence.

- **ABSENCES -** Explorers are expected to attend at least 80% of the programs scheduled meetings. There are generally 33 meetings held each year, which means Explorers may miss a total of 7 meetings in a calendar year. Explorers who miss in excess of 80%, or more than 7 meetings within a calendar year are subject to removal from the program.
- **TARDINESS -** Explorers should make every attempt to arrive early to Post functions. Late arrivals may be credited with an absence. If an Explorer realizes that he/she is going to be late, they should call their Squad Officer and Post Advisor as soon as possible before the meeting starts to advise them of the situation.

PROMOTIONAL PROCESS

The Promotional Process is set to keep Explorers progressing within the program and will require mostly self-motivation, organization, and time management to complete. The curriculum is in the form of a task book and is based on the IFSTA Essentials of Firefighting 5th Edition Text, which is the same text used by most local fire academies, as well basic firefighting skills and knowledge that the Explorer will learn throughout his/her time with the Post. Once the Explorer completes the task book for a given rank their promotional exam will be scheduled near the end of the year. Promotional exams consist on an application process, written examination, manipulative examination, and a panel interview for which a resume is required.

- **Probationary Explorer / Fire Explorer** – Upon entering the program and paying Dues, the Explorer will receive a 'Explorer Lieutenant Taskbook' which will contain all necessary promotional information for the 3 month probationary exam as well as the 3 – 12 month Lieutenant curriculum.

- **Explorer Lieutenant** – After successfully completing their first year the Explorer Lieutenant will be issued an 'Explorer Captain Taskbook'. Explorer Lieutenants must also participate in the Ride Along program.
- **Explorer Captain** – After successfully completing their second year the Explorer Captain will be issued an 'Explorer Chief Taskbook'. Explorer Captains must continue to participate in the Ride Along Program.
- **Explorer Chief** - After successfully completing their third year the Explorer Chief will be issued a 'Probationary Firefighter Taskbook'. Explorer Chiefs must continue to participate in the Ride Along Program.
- **Associate Advisor** – The Associate Advisor Position is reserved for Explorers who have gone above and beyond during their time in the program. These Explorers will be issued a 'Probationary Firefighter Taskbook' and will be subjected to expectations similar to that of a probationary firefighter. Associate Advisors will also require the following:
    - Current CPR Certification
    - Current EMT Certification
    - Active participation in another activity outside of the Explorer Program that shows a steady progression towards a career in the fire service. *(e.g. EMS job, reserve/volunteer/or apprentice in a suppression capacity, or other activity as deemed appropriate by an Explorer Advisor.)*

COMMUNITY EVENTS

Explorers are expected to contribute 15 hours of community service to events that Post 360 participates in. Explorers are responsible for logging all of their community service time on their 'Fire Explorer Participation Record'.

- Corona Firefighter's Auto X (April), and Public Safety Day (October) are considered mandatory and all Explorers will make every effort to attend.
- Explorers that do not put in the required amount of community service may not be able to continue in the program upon their annual evaluation.

RIDE ALONG PROGRAM

As stated under the Promotional Process section, the Ride Along program is a benefit extended to Explorers who hold a rank of lieutenant and above.

- Qualified Explorers are required to participate in a minimum of 10 Ride Alongs per year, but no more than 18.
- Explorers are to arrive at their assigned station no later than CFD's shift change time of 0800. Explorers should arrive at the station between 0715 and 0745.
- Explorers must have their promotional packet with them at all times with up to date insurance information. If an Explorer arrives to a Ride Along and does not have their promotional packet, the Ride Along may be cancelled and rescheduled.
- Explorers must have a copy of the Ride Along Evaluation form to present to their crew. This form is to be completed at the end of the Ride Along.
- Explorers may bring school work to work on during any down time.

***EXEMPTION STATUS**: Associate Advisors who have graduated from the fire academy and are active in fire suppression shift work on a monthly basis as a reserve or equivalent thereof, may opt out of the Ride Along Program with Post Advisor Approval.*

ADVANCED PARTICIPATION

- **Academy Sponsorship / CFSF Scholarship -** Explorers who have achieved the rank of captain may submit a letter of interest to the Corona Fire Department Training Officer requesting a reserved spot in the RCC fire Academy. Additionally financial assistance may be applied for using the CFSF Scholarship Request Form. These are offered through the support of the CFSF and the Corona Firefighter's Association (CFA).

- **Corona Firefighter's Auto X -** Explorers who are 18 years of age or over and have achieved the rank of captain may be permitted to participate in the annual Corona Firefighter's Auto X Seminar.

- **IEFEA Academies -** The Inland Empire Fire Explorer Academy is a joint effort of several Explorer Posts throughout the Inland Empire. There is a Leadership Academy which generally lasts about 4 days in the fall, and the main Academy which last about 5 days in the winter. Explorers who attend the Leadership Academy must attend both as they act as the officers at the main Academy. Explorers may opt to go to the main Academy only. Topics covered vary from year to year. Visit www.iefea.net for more information.