



McCloud Community Services District

220 West Minnesota Avenue P.O. Box 640

McCloud, California 96057

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REGULAR MEETING OF THE BOARD OF DIRECTORS

SCOUT HALL - 405 E. COLOMBERO DRIVE

February 22, 2021

AGENDA

The McCloud Community Services District welcomes you to this meeting. This agenda contains brief general descriptions of each item to be considered at this meeting by the Board of Directors. If you wish to speak on an item on the agenda, you will be provided the opportunity to do so prior to consideration of the item by the Board. If you wish to speak on an item that is not on the agenda, you are welcome to do so during the Public Comment portion of the meeting. Persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board. When addressing the Board, please state your name for the record prior to providing your comments. Please address the board as a whole through the President. Comments to individual Board members or staff are not permitted.

All documentation supporting the items on this agenda are available for public review in the District office, 220 W. Minnesota Avenue, McCloud CA 96057, during normal business hours of 9:00 a.m. to 12noon and 1:00 pm to 4:00 p.m. Monday through Friday.

In compliance with the Americans with Disabilities Act, those requiring accommodations for this meeting should notify the District office 48 hours prior to the meeting at (530) 964-2017.

1. **Call to Order**
2. **Pledge of Allegiance**
3. **Approval of Minutes: Discussion/action** regarding approval of the minutes of the Regular Meeting of February 8, 2021
4. **Announcement of Events:**
5. **Communications:**
6. **Reports:**
 - A. Finance Officer
7. **Consent Agenda:**
 - A. Approval of Expenses in the amount of \$9,827.47
 - B. Second and Final reading of MCS D Policy 1060 Misc. Fee Schedule
8. **Old Business: None**
9. **New Business:**
 - A. **Discussion/possible action** regarding the transfer of \$116,634 from Operating account to CERBT.
 - B. **Discussion/possible action** Ordinance No. 2 Collection of Service Charges
 - C. **Discussion/possible action** Policy 7100 Explorer Firefighter Program.

10. Public Comment: This time is provided to receive information from the public regarding issues that **do not** appear on the agenda (persons addressing the Board will be asked to step up to the podium and will be limited to three minutes or depending on the number of persons wishing to speak, it may be reduced to allow all members of the public the opportunity to address the Board).

11 Adjourn

MCSD Mission Statement

McCloud Community Services District will strive to provide the full range of municipal services, at a reasonable cost applied consistently to all customers, while maintaining a healthy infrastructure and environmental integrity.

**MINUTES OF A
REGULAR MEETING OF THE BOARD OF DIRECTORS
February 08, 2021**

A regular meeting of the Board of Directors of the McCloud Community Services District was called to order at 6:00 p.m. at Scout Hall. Four Directors (Richey, Young, Zanni, Rorke) were present, Hanson was absent. Also present were General Manager Amos McAbier, Fire Chief, Charlie Miller, Finance Officer Michael Quinn, Public Works Superintendent Richie Fesler and Board Secretary Andrea Mills.

1. Pledge of Allegiance

2. Approval of Minutes: Discussion/action regarding approval of the minutes of the Regular Meeting of January 25, 2021. R. Zanni made a motion to approve the minutes of the Regular Meeting of January 25, 2021 with a correction. Seconded by C Richey. Motion passed with 4 ayes (Richey, Young, Zanni, Rorke). Hanson absent.

3. Announcement of Events: None

4. Communications: None

5. Reports:

A. General Manager reported that MCSD will be contracting with Pusher a local website design company to re-design the MCSD website and migrate over to use the Square Space platform for the website. Arrangements have been made for a surveyor to verify the property boundaries the water tanks are located on. Baseball Field Light poles replacement at Hoo Hoo park, originally planned to have the wooden poles replaced with steel poles with the Per Capita park grant funding but will have to redesign the project to use wooden poles to replace them as the price of steel poles has risen and is now exceeding the Per Capita funding available.

B. Finance Officer reported that the audit draft may be ready as soon as Friday. Discussion of the second quarter financials and possible changes that may need to be made.

C. Fire Chief gave a complete report outlined in the supporting documents.

D. Public Works Superintendent reported how the staff cleared all areas during the snowstorm while still responding to and repairing three water main breaks. All fire hydrants were also cleared of snow.

E. Directors- No report

F. Committees-

Public Works committee is discussing the water tanks property and Rail Runners interest in renting or leasing the MCSD owned property on California street.

Finance and Audit committee is starting to prepare the 2021-2022 budget, and has

been looking into the possible need for a rate increase for streetlights and alleys.

Policy committee is working on revising old ordinances and policies.

Fire Department committee regularly scheduled meeting time was adjusted to take place on the first Thursday of every month at 4:00pm instead of 5:00pm.

6. Consent Agenda: the consent agenda is for items that do not require discussion by the Board and will be approved as one motion. If a Board member wishes to discuss a matter it will be moved from the consent area and discussed separately.

- A. Approval of Expenses in the amount of \$1,260.00
- B. Approval of Expenses in the amount of \$9,839.91
- C. Approval of the second and final reading of proposed changes to MCSD Policy 1020- Conflict of Interest
- D. Approval of the second and final reading of proposed changes to MCSD Policy 2420- Unlawful Harassment Including Sexual Harassment

A motion to approve the four consent items was made by C. Young; seconded by C. Richey. Motion passed with 4 ayes (Richey, Young, Zanni, Rorke). Hanson absent.

7. Old Business: None

8. New Business:

- A. **Discussion/possible action** regarding MCSD policy 3280- Door Yard Burns.
Discussion regarding MCSD continuing to issue burn permits or rescinding the policy. Permits are available at Cal Fire and online. The Board decided to continue issuing permits.
- B. **Discussion/possible action** regarding MCSD Policy 7100- Explorer Firefighter Program
No discussion. This topic was tabled to be finalized at the Fire Department Committee meeting.
- C. **Discussion/possible action** regarding MCSD Policy 1060- Miscellaneous Fee Schedule
Discussion was regarding updating the fee schedule to reflect the previously approved rate increases to services. Mathematical changes were made based on amounts from Resolution No. 2, 2020. A motion to approve the changes to MCSD Policy 1060- Miscellaneous Fee Schedule was made by C. Richey; seconded by C. Young. Motion passed with 4 ayes (Richey, Young, Zanni, Rorke). Hanson absent.

9. Public Comment: None

10. Adjourn at 6:54 PM

MCS D BOARD OF DIRECTORS
February 22, 2021

AGENDA SUPPORTING DOCUMENT
Agenda Item No. 6B
Finance Officer's Report

1. Audit Update

All requests for information have been forwarded to the Audit team.

2. The first installment of Siskiyou County tax collections was received.

02/18/21
12:27:10

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 2/21

Page: 2 of 7
Report ID: AP100V

* Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Lane \$	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9926		1122 DEPARTMENT OF HEALTH CARE		936.70						
		4th Quarter 2020 State ambulance service billing								
		GEM0421PYO 02/01/21 4th Quarter 2020 State amb		936.70*						
		Total for Vendor:		936.70						
9908		42 DON R ERICKSON OIL		762.19						
		Dyed Diesel 297 @ \$2.39								
		175588 02/05/21 Dyed Diesel 297 @ \$2.39		762.19						
		Total for Vendor:		762.19						
9922		70 FIRST BANKCARD - DISTRICT CARD		308.32						
		IT Billings								
		01/07/21 ENPLAN		29.00*						
		01/20/21 Microsoft Online Services		200.00*						
		01/26/21 Fuel-Dei Jan Water Samples>Rdg		42.32*						
		01/29/21 SurveyMonkey IT Service		37.00*						
		Total for Vendor:		308.32						
9921		69 FIRST BANKCARD - FIRE DEPT		995.58						
		Fire Dept Supplies, Equip Repairs & Maintenance								
		01/10/21 Battery Charger		125.99*						
		01/11/21 I-Pad Cases for I-Pod Project		73.98*						
		01/13/21 Ambulance Inverter Repair		342.61*						
		01/18/21 Band Aides & Med. Supplies		17.31*						
		01/21/21 Emer Medic Service provision		225.00*						
		01/27/21 Supplies		76.64*						
		01/27/21 Vehicle Maintenance		134.05*						
		Total for Vendor:		995.58						
9917		1152 JOSHUA J. STREY		106.00						
		Reimburse EMT Certification by Sierra-Sacramento Valley EMS Agency								
		EMT-1 01/06/21 EMT Cert by S-S V EMS Agency		106.00*						
		Total for Vendor:		106.00						

* ... Over spent expenditure

Claim/	Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document #/	Line \$	Disc \$	PO #	Fund	Org	Acct	Object	Proj	Cash
9912		449 KEVIN SHEARER, DDS	*** Claim from another period (1/21) ****		85.00								
Employee Dental													
09/28/20	01/12/21	Employee Dental			8.50*			1040		401300	270		101000
09/28/20	01/12/21	Employee Dental			1.70			1050		401300	270		101000
09/28/20	01/12/21	Employee Dental			4.25			1070		401300	270		101000
09/28/20	01/12/21	Employee Dental			0.85*			1080		401300	270		101000
09/28/20	01/12/21	Employee Dental			8.50			1090		401300	270		101000
09/28/20	01/12/21	Employee Dental			22.95			2000		401300	270		101000
09/28/20	01/12/21	Employee Dental			38.25			3000		401300	270		101000
		Total for Vendor:			85.00								
		*** Claim from another period (1/21) ****											
9916		1045 McAbier, Amos	*** Claim from another period (1/21) ****		148.92								
Uniform Allowance-Pants													
Solano's 01/06/21	Uniform Allowance-Pants				148.92			1010		402000	360		101000
		Total for Vendor:			148.92								
		*** Claim from another period (1/21) ****											
9899		116 NORTHLAND CABLE - FTRE	*** Claim from another period (1/21) ****		91.43								
Fire Phone & Internet													
Jan2021 02/01/21	Fire Phone & Internet				91.43*			1040		402000	320		101000
		Total for Vendor:			91.43								
		*** Claim from another period (1/21) ****											
9902		117 NORTHLAND CABLE - MCSD	*** Claim from another period (1/21) ****		292.33								
Jan Phone & Internet													
Jan2021 02/01/21	Phone & Internet				292.33			1010		402000	320		101000
		Total for Vendor:			292.33								
		*** Claim from another period (12/20) ****											
9900		1143 NORTHLAND	*** Claim from another period (1/21) ****		135.62								
Dec 2020 Phone & Internet													
Dec2020 01/06/21	Phone & Internet				135.62*			1020		402000	320		101000
		Total for Vendor:			135.62*								
		*** Claim from another period (1/21) ****											
9901		1143 NORTHLAND	*** Claim from another period (1/21) ****		140.37								
Jan Phone & Internet													
Jan2021 02/01/21	Phone & Internet				140.37*			1020		402000	320		101000
		Total for Vendor:			140.37*								
		*** Claim from another period (1/21) ****											
		Total for Vendor:			275.99								

02/18/21
12:27:10

MCCLOUD COMMUNITY SERVICES DISTRICT
Claim Approval List
For the Accounting Period: 2/21

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Report ID: AP100V

* ... Over spent expenditure

Claim/ Check	Invoice #/Inv Date/Description	Vendor #/Name/	Document \$/	Disc \$	PO #	Fund Org Acct	Object Proj	Cash Account
9910	Monthly Cell Phone Service	255 VERIZON WIRELESS - MCSD	319.97					
		*** Claim from another period (1/21) ****						
9872412569	02/01/21 Monthly Cell Phone - Gener		120.03			1010 402000	320	101000
9872412569	02/01/21 PMS, On Cal, GM Phone		100.14			1010 402000	320	101000
9872412569	02/01/21 Fire Chief, Ambulance		99.80*			1040 402000	320	101000
	Total for Vendor:		319.97					
	*** Claim from another period (1/21) ****							
9923	170 WITTMAN ENTERPRISES, LLC		97.42					
	Ambulance Billing services for January 21							
	2101028 02/18/21 Ambulance Billing Service Jan		97.42			1040 402000	394	101000
	Total for Vendor:		97.42					
	# of Claims		26					
	Total:		9,827.47					

02/18/21
12:27:11

MCCLLOUD COMMUNITY SERVICES DISTRICT
Fund Summary for Claims
For the Accounting Period: 2/21

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Report ID: AP110

Fund/Account	Amount
1010 GENERAL	
101000 Operating Cash	\$4,464.45
1020 DIRECTORS	
101000 Operating Cash	\$275.99
1040 FIRE	
101000 Operating Cash	\$3,412.88
1050 ALLEYS	
101000 Operating Cash	\$1.70
1060 LIGHTS	
101000 Operating Cash	\$1,342.54
1070 PARKS	
101000 Operating Cash	\$4.25
1080 LIBRARY	
101000 Operating Cash	\$0.85
1090 REFUSE	
101000 Operating Cash	\$221.29
2000 SEWER	
101000 Operating Cash	\$22.95
3000 WATER	
101000 Operating Cash	\$80.57
Total:	\$9,827.47

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: POLICY Miscellaneous Fee Schedule
NUMBER: 1060
ADOPTED: January 27, 2003
REVIEWED: 01/13/15; 06/09/15; 09/13/16; 10/11/16; 08/08/17; 06/13/19; 07/11/19; 12/10/19
REVISED: 09/22/14; 02/23/15; 07/13/15; 10/10/16, 11/14/16, 09/11/17; 07/08/19; 08/12/19; 01/27/20; 03/23/20; 05/11/20

1060.10 The Board of Directors of the McCloud Community Services District shall, in conjunction with adoption of the annual budget and, as needed from time to time, adopt this Miscellaneous Fee Schedule in accordance with law and Board Policy 1010.

MCS D Labor Charges

All District Staff	\$42.00/Hour During Business Hours, Per Person, 15 Min Increments
	\$63.00/Hour After-Hours Business Rate, Per Person, Min. 2 hrs.

MCS D Equipment Charges

Backhoe	\$75.00/Hour
Dump Truck with or without Plow	\$150.00/Hour
Front Loader	\$180.00/Hour
RT-12 Trencher	\$100.00/Hour
RT- 45 Trencher	\$150.00/Hour
Directional Drill Machine	\$5,000.00/Day
Sewer Vac & Trailer	\$140.00/Hour

All equipment is rented with MCS D personnel and will incur additional staff costs.

Monthly Service Charges

Alleys	\$ 7.40/Household Equivalent
Streetlights	\$ 2.70/Household Equivalent
Water	\$ 52.50 54.50 Household Equivalent
Sewer	\$ 48.00 51.00 Household Equivalent
Refuse	\$ 31.00 32.00 Household Equivalent

New Services

Water Service Connection Fee	\$5,000/Household Equivalent
Water Service Fee	Based on line size (Ordinance 27)
Water Service New Service Installation	At Cost of Materials, Labor, Equipment Used

Standard Residential Sewer Connection Fee \$4,950/Household Equivalent
 Non-Residential Sewer Connection Fee \$4,950/Household Equivalent
 Based on fixture count user classifications
 (Ordinance 15)

Contingent Assessments

The rate will be calculated by the District's bond administrator upon creation of each new lot.

Additional and Bulk Refuse Collection

Bear Proof Can Pick Up \$15.00 per month Additional fee
 Dumped Over Trash Pick-up \$42.00 Additional fee During Business Hours
 Dumped Over Trash Pick-up \$126.00 Additional fee After Hours

Special Bulk Refuse Collections	Household Materials	
	Base Rate*	Additional Collection
1 Yard Dumpster	\$74.84 \$72.50	\$23.23 \$22.50
1.5 Yard Dumpster	\$86.46 \$83.75	\$34.84 \$33.75
2 Yard Dumpster	\$98.07 \$95.00	\$46.45 \$45.00
Dumpster rentals are for a Maximum of 14 Days . Rentals that extend beyond 14 days will be charged the standard monthly dumpster fee of \$125.00 for once a week pick up or \$250 for twice a week pick up. All dumpster rentals are subject to the Dumpster Rental Agreement (Attachment A)		
*Base Rate includes dumpster delivery and final collection. Prepayment required.		
Additional Refuse Tags (33 gallon bags, 50 pound maximum) (District Customers Only) Extra refuse bag fee \$4.00		

Miscellaneous Charges

Water Turn On/Off (Business Hours) \$10.00 first 30 Minutes, labor business rate after 30 minutes
 Water Turn On/Off (After-Business Hours) \$126.00 2 Hour Minimum, Labor OT rate after 2 hours
 Service Reconnection Fee (After Lock-Off) \$60.00
 During Business Hours
 Per SB998 Sec.116914 Re-Connect Fee After Hrs. \$150.00
 Pole Mounted Cable Fees \$35.00/Month
 Agricultural Water \$0.0002/gallon
 Fire Hydrant Meter Deposit \$1,200.00
 Fire Hydrant Meter Water Usage (potable) \$0.05 per gallon
 Non-potable water \$1.00 per 1,000 gallons

MCSD Non-Rate Payer Green Waste	\$8.00 per cubic yard
MCSD Non-Resident Fire Suppression Water Rate	\$200.00 per month
Vacation Rental Inspection	\$42.00
Stand-By Fee (per 2014 Water Rate Study)	\$142 annually
Water Connection Inspection Fee	\$42 per hour per Ordinance 23
County Requested Inspection Fee (new building permits, inspections)	\$42 per hour - Charged to owner

Special Taxes

Fire/Ambulance	See Resolution 05, 2008
Park	\$56.06/Per Parcel
Library	\$8.06/Per Parcel Plus County administration fees

Office Fees

Photocopies/Fax/Scan/public records request	\$0.25 Letter/One Side
e-mails per page	\$0.35 Letter/Both Sides
	\$0.30 Legal/One Side
	\$0.40 Legal/Both Sides
	add \$0.10/page for color
Lamination	\$0.95/Letter size page
Returned Check/ACH Fee	\$25.00
Lost key fee	\$150.00
	\$110.00 padlock
Flash Drive	\$15.00

Delinquent Accounts

Penalty for Late Payment	10% One Time
Interest	0.5% Per Month (6% APR)

Employee/Director Reimbursements

Mileage	Per Current IRS Reimbursement Rate
Breakfast	\$15.00
Lunch	\$20.00
Dinner	\$35.00
Lodging	up to \$275.00/night with receipts
Parking	up to \$30.00/day with receipts
Tolls	As required

Original OPEB Liability Contribution Plan
September 9, 2018

Contribution Year

Operating

LAIF

2010/11	\$34,804		
2011/12	\$2,772		
2012/13	\$33,936		
2013/14			\$25,000
2014/15			\$25,000
2015/16			\$25,000
2016/17			
2017/18			
Accrued Interest			\$7,956
2018/19	\$70,000		Budget Amendment
2019/20			\$70,000 *proposed
2020/21			\$70,000 *proposed
Deposited to CERBT	\$71,827		\$38,000
Balance	\$69,685		\$44,956
Total			\$114,641
Estimated Liability			
2018/19	\$109,827		
2019/20	\$98,747		
2020/21	\$116,643		
Total			\$325,217
OPEB Balance 06/30/2021			-\$210,576

The new prefunding for the OPEB liability values the annual estimated contribution for the fiscal years 2018/19 at \$109,827, 2019/20 at \$98,747 and 2020/21 at \$116,643. Currently the MCSD Budget sets \$25,000 aside per year to offset this liability. Currently the balance of the recorded amounts setaside is \$152,938.

In order to offset the liability it is being proposed that the 2018/19 Budget be amended to increase the OPEB setaside to \$70,000. This will only effect the General Fund's budget.

The amount of \$109,827 will then be transferred to a CERBT account, offsetting the liability and earning a 6% interest rate which will also serve to offset the future OPEB liability.

OPEB Liability Contribution Plan

Contribution Year	Operating	LAIF	Total
2010/11	\$34,804		\$34,804
2011/12	\$2,772		\$2,772
2012/13	\$33,936		\$33,936
2013/14		\$25,000	\$25,000
2014/15		\$25,000	\$25,000
2015/16		\$25,000	\$25,000
2016/17			
2017/18			
Accrued Interest		\$7,956	\$7,956
2018/19	\$70,000		\$70,000
2019/20	\$70,000		\$70,000
2020/21	\$70,000		\$70,000
Account Total	<u>\$281,512</u>	<u>\$82,956</u>	<u>\$364,468</u>
Recommended CERBT Payments			
2018/19			\$109,827
2019/20			\$98,747
2020/21			<u>\$116,643</u>
OPEB Contributions			\$325,217
Balance of OPEB designated funds			<u>\$39,251</u>

Budget Amendment
Budget
Budget

After Contribution Balances	
Operating Acct. General Balance 2-18-21	\$186,804
2020/21 Contribution	\$116,634
Operating Acct. Balance after transfer	<u>\$70,170</u>
CERBT Contributions to date	\$ 208,574
2020/21 Contribution	<u>\$ 116,643</u>
Total Contributions	\$ 325,217
Valuation Increase (Decrease)	\$ 39,645
CERBT Balance	<u>\$ 364,862</u>

12.7%/year

[Investment Data](#)[My Account Profile](#)[Documentation/Forms](#)**Investment Allocation**

Account: 5483989497-001 » McCloud Community Services District

Investment Strategy	Unit Price	Number of Units	Balance
CERBT Strategy 2	20.804073	11,931.290	\$248,219.26
Total			\$248,219.26
Download to Excel			



PMIA/LAIF Performance Report as of 02/11/21



PMIA Average Monthly Effective Yields⁽¹⁾

Jan	0.458
Dec	0.540
Nov	0.576

Quarterly Performance Quarter Ended 12/31/20

LAIF Apportionment Rate ⁽²⁾ :	0.63
LAIF Earnings Ratio ⁽²⁾ :	0.00001719170547343
LAIF Fair Value Factor ⁽¹⁾ :	1.002271318
PMIA Daily ⁽¹⁾ :	0.49%
PMIA Quarter to Date ⁽¹⁾ :	0.58%
PMIA Average Life ⁽¹⁾ :	165

Pooled Money Investment Account Monthly Portfolio Composition ⁽¹⁾ 01/31/21 \$124.0 billion

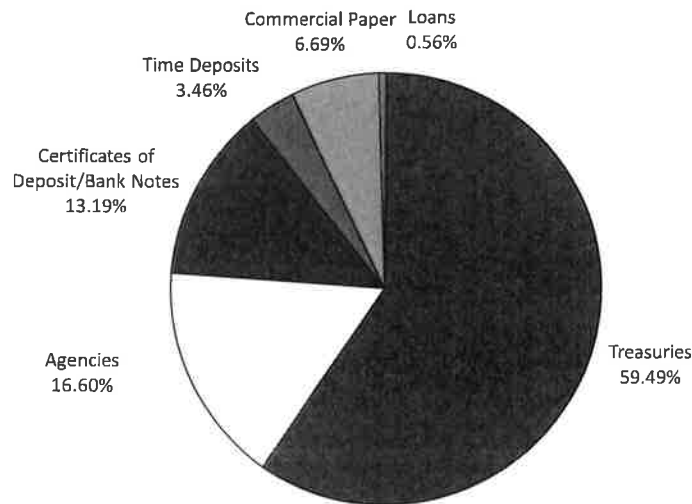


Chart does not include 0.01% of mortgages. Percentages may not total 100% due to rounding.

Daily rates are now available here. View PMIA Daily Rates

Notes: The apportionment rate includes interest earned on the CalPERS Supplemental Pension Payment pursuant to Government Code 20825 (c)(1) and interest earned on the Wildfire Fund loan pursuant to Public Utility Code 3288 (a).

Source:

⁽¹⁾ State of California, Office of the Treasurer

⁽²⁾ State of California, Office of the Controller

McCLOUD COMMUNITY SERVICES DISTRICT

ORDINANCE NO. 2

AN ORDINANCE REGULATING THE COLLECTION OF SERVICE CHARGES

BE IT ORDAINED by the Board of Directors of the McCloud Community Services District as follows:

ADMINISTRATION: The administration of this ordinance shall be the responsibility of the General Manager of the District and all service charges due the District shall be paid to the ~~Finance Officer.~~ *McCloud Community Services District.*

MONTHLY SERVICE CHARGE: The Board of Directors shall, by resolution, fix the rates to be charged for services rendered.

PAYMENT OF CHARGES: Service charges due the District may be paid at the District office, ~~or~~ by mail, *or electronically.* Service charges may be paid in advance of due date.

COLLECTION OF DELINQUENT CHARGES: The Finance Officer *or designee* shall maintain a ~~roster~~ *record* of delinquent charges and penalties due the District, and at least once each six (6) months, said ~~roster~~ *record* together with a description of the premises, *address or APN,* ~~served~~ shall be signed by the Finance Officer ~~and the President of the Board or General Manager~~ and recorded with the Siskiyou County Recorder as a lien upon the properties served. Such lien shall have the same force, effect, priority and duration as to the property described as would the lien or abstract of judgment against the owner of the real property at the time such list is recorded and may be enforced in like manner.

I HEREBY CERTIFY that the foregoing Ordinance #2 was introduced and read at a regular meeting of the Board of Directors of the McCloud Community services District on the 29th day of March 1966 and was duly adopted by the following vote:

AYES: Bishop, Cattuzzo, Hicklin, McArdle, Memeo

NOES: None

ABSENT: None

Dated: March 29, 1966

Duly signed by A.A. Memeo, President of the Board and Harry Hicklin, Secretary of the Board.

Ordinance 2 – Collection of Service Charges

Effective 29 March 1966

Page 1 of 1

McCLOUD COMMUNITY SERVICES DISTRICT
Policy and Procedure Manual

POLICY TITLE: Explorer Fire Fighter Program
POLICY NUMBER: 7100
ADOPTED: 04/10/17
REVIEWED: 03/14/17; 09/12/19; 09/03/20
REVISED: 10/14/19

7100.10 Purpose

7100.11 The McCloud Volunteer Fire Department is proud to be a volunteer fire department. Our explorer firefighter program was established to develop youth with skills in fire training and service. Being an explorer firefighter is a rewarding way to learn these skills. All training, uniforms and personal protective equipment are provided at no cost. However, all equipment will need to be returned once the Explorer firefighter exits the program. Being a firefighter is a dangerous job. Strict laws exist to protect minors from the most hazardous situations. For example, explorer firefighters will never enter a burning building or operate on top of a roof. The McCloud Volunteer Fire Department takes safety very seriously and will not tolerate horseplay during exploring training or real emergencies. It must also be recognized that during emergency conditions, an explorer might be asked to complete a task prohibited by law. In this case, the explorer member must take responsibility to alert the member asking him/her to do the task that it is prohibited. The explorer should then report the request to command at the scene. Once back at the station, explorers should report such incidents to an explorer advisor so that follow up training can be provided to the crew. AN EXPLORER SHOULD NEVER INTENTIONALLY BREAK THE LAW, EVEN IN AN EMERGENCY SITUATION.

7100.20 Introduction

7100.21 The McCloud Voluntary Fire Department Explorer Program has adopted the requirements set forth by the Boy Scouts of America, “Learning for Life” career exploring program to be an Explorer firefighter. Explorer firefighters must be at least 14 years old but not older than 18 years old, Explorers should be willing and able to attend at least 50% of scheduled meetings and required trainings. We believe in and support our Explorers in making school, school functions and sporting events their top priority. Explorers will need to notify their advisor when they will be absent due to school events. The Special trainings are optional but highly encouraged. Explorers must maintain a ~~75% average~~ *Grade Point Average (GPA) of 2.5* or higher in their schoolwork to remain active. Explorer firefighters need to be self-starters and be

willing to learn.

Explorers who regularly strive to learn more and be involved will be rewarded with increasing levels of responsibility and opportunities. The fire department is proud of its members. Explorer members are expected to conduct themselves in a professional manner when representing the fire department including abiding by all HIPPA regulations. Talking about internal fire department activities including finances and other fire departments reduces the public trust and will be dealt with appropriately. We are happy to have you as a member of the McCloud Volunteer Fire Department. We look forward to some great training and your assistance during actual emergencies.

7100.30 Rules and Regulations

7100.31 The MCFD Explorer Advisors, and the Fire Chief will directly supervise the explorer firefighter program. A committee made up of members of the regular fire department will be assigned by the Chief, to act as the “Explorer Advisors”.

7100.32 The Explorer Fire Department shall abide by all federal, state, [Learning for Life \(LFL\)](#) and Departmental rules and regulations.

7100.33 All members of the MCFD Explorer Firefighter program shall meet the minimum standards.

7100.34 Explorer members do not have voting privileges within the regular fire department. Explorers may attend meetings but might be asked to leave the room while some issues are discussed.

7100.35 All Explorers must review the Explorer Orientation Packet.

7100.36 All fire department members must recognize rules and regulations that govern minors and their safety. Explorer members are not permitted to participate in activities that are prohibited. Explorer members must recognize when they have been asked to perform something not appropriate and will report this to the requesting firefighter and commanding officer.

7100.37 Explorer members must be accompanied by ~~an advisor~~ *at least two Learning for Life advisors over 21 years old or their parent/guardian who is an active MCSD volunteer firefighter* at all times and should not be at the fire station unsupervised. *Advisors should represent each sex of the explorer members.*

7100.38 All explorer members must sign in and out of the explorer time log sheet at

[MCSD Explorer Fire Fighter Program](#)

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the station every time they enter and exit the building. An advisor of the department must sign in explorers. NO EXCEPTIONS!

7100.39 Only officers may talk to the media. All Explorer members will refer all questions regarding the fire department to the most senior officer on the scene.

Explorers are expected to represent the fire department in a positive manner. It is not appropriate to discuss internal matters of the fire department or talk negatively about other fire departments.

7100.40 Explorers ARE NOT to bring their friends to hang out around the fire station.

7100.41 Any injuries occurring during training or a scene call are covered by Learning for Life liability insurance and the Crater Lake Council of the Boy Scouts of America Accidental Illness and Injury insurance. All injuries must be reported to the senior officer as soon as practical for documentation and treatment.

7100.42 Explorers CAN NOT respond to calls or come to the station if sick or under the influence of prescription medications, alcohol or illicit drugs that may impair judgement.

7100.43 Mobilization of the explorer post will be upon notification of an emergency within the CSD boundaries. Explorers shall respond to the fire hall and don their PPE and await direction from an advisor for which unit to respond with.

7100.50 Hours of Operations Ages 14-17

~~**7100.51** No activity or responding to calls while school is in session. NO EXCEPTIONS!~~

~~**7100.52** No activity or responding to calls between 10:00PM and 7:00AM **Sundays** through **Thursdays**.~~

~~**7100.53** No activity or responding to calls between 12:30AM and 7AM during school breaks.~~

~~**7100.54** Explorers may attend training and meetings after 7PM but must be out of the station by 10PM.~~

~~**7100.55** No scene responses between 12:30AM and 7AM on weekends, school breaks and holidays.~~

7100.60 Driving of Personal Vehicles

7100.61 Only members that are at least 16 years old and have a valid California driver's license and proof of insurance may drive personal vehicles to the fire station.

~~7100.62 Explorers are NOT permitted to respond to any calls outside the McCloud Community Services District boundary or on any mutual aid/automatic aid calls.~~

7100.63 UNDER NO CIRCUMSTANCES ARE EXPLORERS TO GO DIRECTLY TO THE SCENE UNSUPERVISED!

7100.64 At no time is an explorer member permitted to use colored light, hazard lights, honk horn or use any other warning devices while in route to the station.

7100.65 All speed limits and traffic laws are to be strictly followed while responding to the station.

7100.66 The McCloud Volunteer Fire Department is in no way responsible or liable for any moving violations or accidents while in route to or from the station for a call or training.

7100.70 Responding to Calls on Apparatus

Explorer member must be in good standing with the department and attend at least 50% of scheduled meetings and/or trainings. No exceptions are allowed.

~~7100.71 Explorer Fighters will not be allowed to respond or ride in the back or the front passenger seat of the ambulance under any circumstances during any emergency calls.~~

7100.72 Explorer firefighters shall don full protective ~~bunker~~ turnout gear before boarding any piece of fire apparatus that is responding to a call. Explorers shall wear full protective turnout gear to all calls unless otherwise instructed by the senior officer.

7100.73 Explorer firefighter will obtain verbal permission from the advisor or officer in charge of an apparatus prior to boarding an apparatus. The officer or senior member must always be willing and able to supervise the Explorer firefighter.

7100.74 Explorer member must place their accountability tag on the ring of the apparatus they are boarding.

~~7100.75 Explorers are not allowed to participate with radio traffic during emergency calls. Only during scheduled training.~~

7100.76 Explorer firefighters, in reverse seniority, shall give up their seat to any senior firefighter upon request. The Explorer will Reclaim their accountability tag and get off the apparatus and wait for the next unit going to the scene.

7100.77 When riding any piece of apparatus, Explorer firefighters shall position

themselves in a seat with a seat belt in place and securely fastened. Under no circumstances will a Explorer stand up on an apparatus while the apparatus is moving.

7100.78 Explorer firefighters shall remain in the apparatus until given instructions by the *company* officer. If no instructions are given, the Explorer shall tell the apparatus operator they are reporting to command. Check in with the ~~advisor~~ *Incident Commander* and wait for instructions at the designated ~~rally point~~ *Incident Command Post*.

7100.79 All instructions of the Incident Commander must be followed exactly. If an Explorer is not sure what they are doing or has been assigned something they are not permitted to do, the Explorer should say so right away so the task can be clarified or someone else can be given the assignment.

7100.80 Explorer firefighters shall NOT at any time, start or attempt to start or move any fire department vehicle. No Exceptions.

7100.81 Upon returning to the station, assists in clean up, Explorers shall store their gear in preparation for the next call and sign the logbook. Make sure to fill out the time call log report.

~~7100.90 Motor Vehicle Accidents~~

~~Explorer firefighters (14-17 years old) are prohibited from responding or assisting (fire or medical duties) at any accident on a public or private roadway including Highway 89 and Interstate I-5. Explorers (any age) are not permitted to perform any traffic control duties in vehicle rescue.~~

7100.100 Emergency Medical Services

Explorers WILL NOT assist in any patient care, ~~enter a patient's home or have patient contact.~~ *without patient or responsible parties' consent.* Explorers WILL NOT assist in any hazardous materials situations.

7100.110 Prohibited Activities by Law and/or MCFD

MCFD and/or state law specifically prohibits members under the age of **18** of an emergency service organization from participating in the following activities:

7100.111 Operating organizational vehicles.

7100.112 ~~15 years or younger~~ *Explorers under the age of 18* are not allowed to operate various types of power-driven saws and shears at any time.

7100.113 Using rubber electric gloves, insulated wire cutters, life nets or acetylene cutting torches.

7100.114 Operation of pumps of any fire department vehicle at the scene.

7100.115 Entering a burning structure during an emergency. Only in a controlled training environment under the supervisor of an advisor.

7100.116 *Explorers under the age of 18 may not operate*~~ing~~ high-pressure hose lines ~~not to~~ *exceeding* water at 125 psi, air at 150 psi or hydraulic at 10,500 psi *and no larger than 1 3/4 inch in diameter fire hose.*

7100.117 Ascending ladders above 35 feet, or a stadium raised ladder.

7100.118 Operate any aerial device (cranes or hoists), non-automatic elevators, air bags for lifting or winches.

7100.119 Perform operations in tunnels, shafts, or trenches.

7100.120 Participate in emergencies at explosives or fireworks plants, retailers or in support of public safety for a public display.

7100.121 An emergency operation in or around mines, strip-mines or quarries.

7100.122 Participate in operations with incidents involving paint, acid or poisons (any HAZMAT).

7100.123 Participate in operations involving radioactive substances.

7100.124 Roof top ventilation or any work on top of a roof.

7100.125 Wrecking or demolition including use of acetylene torches, cutting or crushing equipment or respond to structural collapse incidents.

~~**7100.126** Participate in on-scene operations of natural destruction (tornado, floods, etc.).~~

7100.127 Entry into a hazardous atmosphere.

7100.130 Permitted Activities

Minors 14-17 years old and Adults 18 years old are permitted to do the following:

7100.131 Participate in organized training activities in which an adult member of the organization is present and supervising the Explorer member.

7100.132 All aspects of fire suppression training except emergency interior live fire extinguishment.

7100.133 Rescue training.

7100.134 Hazardous material training except entry using Level A and B personal protection equipment. They can take the HAZMAT class.

7100.135 Safety Training.

7100.136 Wild land Firefighting and Wilderness Search and Rescue training.

7100.137 Provide canteen services.

7100.138 Participate in a support capacity for searches, rescues, wildfires and water supply operations while under direct supervision of an advisor.

7100.139 Must be under the direct supervision and control of the advisor who is over 21 years of age. Direct supervision means that the officer must be within speaking and touching distance of the Explorer member.

7100.140 Attacking the fire with hose lines as part of EXTERIOR operations.

7100.141 Setting up ladders.

~~7100.142 Setting up Positive Pressure Ventilation as part of EXTERIOR operations.~~

7100.143 Clean up with the following conditions:

7100.1431 Must be outside the fire building collapse zone *until the incident is*

declared under control by Command.

~~7100.1432 Only after the incident is declared under control by Command.~~

7100.1433 Must be “on air” if working in a fire area and trained on SCBA’s.

7100.1434 Salvage exterior operations while “on air”.

7100.1435 Establishing water supply.

7100.144 16 years and older may operate various types of power driver, hydraulic and other equipment.

Failure to abide by the Policies and Procedures of the MCFD Explorer Firefighter Program will result in a suspension of at least 30 days and possible expulsion from the Explorer program.

7100.150 Probation Requirements:

7100.151 Complete 3 months of service.

7100.152 Attend 50% of all scheduled meetings.

7100.153 Have an understanding of the McCloud Volunteer Fire Department Operations, apparatus, accountability command structure, personal protective equipment, safety and hydrant operations.

7100.154 Failure to complete the probationary requirements will result in a one-time extension of the probationary period. Continued failure to complete the probationary requirements will result in loss of membership. If this happens, a new application must be submitted.

Level I

1. Complete probation requirements.
2. Successfully complete Basic Fire Operations or equivalent.
3. Explorer firefighters will be presented a McCloud Fire/Rescue Explorer tee shirt and be allowed to attend regular department meetings. Explorer members may ride in a fire apparatus on non-emergency events.

Level II

1. Completed Level I requirements.
2. Hold a valid CPR and Basic First Aid.
3. Complete any approved fire related course.
4. Explorer member Level II or higher may respond to calls and ride fire apparatus provided they meet the minimum training attendance.

7100.160 Explorer Program Supervisors

The McCloud Fire Chief will designate one officer/department head and one firefighter to the position of Explorer Advisors to supervise the Explorer Fire Department Explorer Program. The advisors will designate adult Explorer Advisors as needed to carry out the responsibilities of the program.

7100.170 Explorer Program Officers

Officer positions can be created and or eliminated by the Explorer Advisor as needed. To hold an officer position, an Explorer member must be active and in good standing for at least six months and complete Level 2 training. Officers must be willing to provide additional hours to complete the duties of the position. Candidates must be approved by an Explorer Advisor to run for a position. Elections are held in December at the regularly scheduled meeting with no less than 50% of the voting Explorer members present. Votes are cast by secret ballot. Members are elected by a simple majority vote. Tie votes will result in a run-off vote of the tied candidates. Elections should be held at least once a year or at the discretion of the Explorer Advisor. At least one month written notice should be posted before elections. If possible, phone calls will be made to give notice.

7100.180 Duties of Officers

Explorer officers are designated with a white stripe running the length of the helmet along the top.

Explorer Captain will be appointed by the Explorer Advisor on a rotating basis. The Captain will oversee all Explorer events, meetings and functions. The Captain will conduct the business meetings; supervise duties of other Explorer officers. The Captain will coordinate recruiting and recognition of Explorer members. At an emergency incident with multiple Explorer members, the Explorer Captain will report to the Advisor as a representative of all Explorers on the scene. Explorer Captain must be Level II compliant.

Explorer Lieutenant will be responsible for records of attendance and training. The Lieutenant will fill the duties of the Captain in their absence. The Lieutenant will provide a summary report of Explorer activity each month to be presented at the McCloud Fire Department business meeting. Such report shall include any change in members, awards, training events completed, etc.

Preface

The purpose of the *Safety First Learning for Life Guidelines* is to prepare adult leaders to conduct safe activities. These guidelines have been established **to protect participants from potential hazards**. Limitations on certain activities are best described as stepping-stones toward safe and enjoyable adventures.

Adult leaders should be aware of federal, state, or local government regulations that supersede Learning for Life guidelines. All health and safety issues contained within this publication are based on **qualified supervision** and **discipline**.

Bold type throughout *Safety First Learning for Life Guidelines* denotes Learning for Life policies.

Contents (some have been deleted for non-fire exploring activities)

Preface

- I. Insurance Information for Learning for Life Volunteers
- II. Adult Leadership
 - Leadership Requirements for Trips and Outings
- III. Aquatics Safety
- IV. Safety Afloat
- V. Camping and Hiking
 - Safety Practices and Emergency Preparedness
- VI. Drug, Alcohol, and Tobacco Use and Abuse
- VII. First Aid
- VIII. Guns and Firearms
- IX. Sports and Activities
 - Unauthorized and Restricted Activities
 - Parade Floats and Hayrides
 - Unit Fund-raisers
 - Climbing and Rappelling
- X. Medical Information
- XI. Transportation
 - Autos/Campers, Trailers, and Trucks/Buses/Trains/Boats/Aircraft
 - Outing Permits
 - Commercial Driver's License Compliance
- XII. Learning for Life Youth Protection Guidelines

Appendix—Forms

- [Motor Vehicle Checklist](#)
- [Learning for Life Flying Permit Application and Policy Guide](#) (8 pages)
- [Parent/Guardian Consent Form](#) (2 pages)
- [Learning for Life Medical Form](#) (2 pages)
- [Learning for Life Tour and Activity Plan](#) (3 pages)
- [Learning for Life Safety Afloat](#) (2 pages)
- [Learning for Life Safe Swim Defense](#) (2 pages)

Insurance Information for Learning for Life Volunteers

Listed below are brief outlines of insurance coverage provided by or through the local Learning for Life office:

Accident and Sickness Coverage (Optional Coverage for Councils)

Accident and sickness insurance coverage for LFL participants provides medical expense reimbursement in case of death, accident, or sickness (Council Plan only) within the policy limits. Information regarding accident coverage is available through the local LFL office. There are two plans available to LFL volunteers: the **Council Accident and Sickness Plan**, and the **Learning for Life Accident Plan**. The **Council Accident and Sickness Plan** was developed to provide each council with the opportunity to insure all traditional, Exploring, and LFL participants under one accident and sickness insurance program. The plan extends coverage to all youth, including Explorers, and seasonal staff if not covered by workers' compensation. Coverage for adults and/or non-Explorers in Learning for Life is optional, and individual councils can elect to purchase it. Since the Council Accident and Sickness Plan is not mandatory, a few councils have elected not to purchase this coverage. Most councils that do not participate in the Council Plan give individual posts the opportunity to purchase accident insurance through the **Learning for Life Accident Plan**.

Learning for Life Accident Plan. This is an accident-only insurance policy and does not provide coverage for illnesses. **All registered youth participants** (Exploring or curriculum-based) must be insured. Leaders and committee members, as a group, may be insured at their option. If the council organizes LFL council events, the council should purchase coverage for those events through the BSA Campers and Special Events Plan for each event. These plans/policies are for expenses in excess of any and all other available sources of medical insurance or other health-care benefits. In the event there is no other primary insurance or health-care plan, these policies generally pay as primary coverage subject to the plan limits and terms. LFL curriculum-based teachers are not provided coverage under either plan. Volunteers need to check with their local council to verify which plan/policy the council makes available.

Automobile Liability Insurance

All vehicles used to transport participants to and/or from an official Learning for Life activity **MUST** be covered by a liability insurance policy. The amount of this coverage must meet or exceed the insurance requirement of the state in which the vehicle is licensed. (It is recommended, however, that coverage limits are at least \$100,000 combined single limit.) Any vehicle carrying 10 or more passengers is required to have limits of \$500,000 single limit. In the case of rented vehicles, coverage limit requirements can be met by combining the limits of personal coverage carried by the driver with insurance coverage purchased from the rental company. All vehicles used for travel outside the United States must carry a liability insurance policy that complies with or exceeds the requirements of that country.

Comprehensive General Liability Insurance

General liability insurance provides coverage for costs that the insured person is legally obligated to pay to third parties because of bodily injury or property damage caused by, arising from, or occurring in the course of official Learning for Life functions and activities. This insurance provides primary general liability coverage for all LFL professionals and employees, participating organizations, and registered volunteer adult participants with respect to lawsuits and claims arising from an official Learning for Life activity or in the performance of their duties with LFL. Injuries or illnesses suffered by registered LFL participants are covered by a separate accident and sickness policy. In addition, this coverage is for expenses in excess of any insurance that may be available to a volunteer for loss arising from the ownership, maintenance, or use of a motor vehicle or watercraft. This coverage is available only when the vehicle or watercraft is actually being used for an LFL purpose. Coverage is more than \$5 million for bodily injury and property damage.

Registered adults are those district and council committee members, Exploring post and Middle School Explorer Club adult leaders who have completed a Learning for Life/Exploring Adult Registration form. The insurance provided to unregistered LFL volunteers (**including school teachers in the curriculum-based program**) through the general liability insurance program is for expenses in excess of any other insurance the volunteer carries—usually a homeowner's, personal liability, or auto liability policy. The general liability policy **does not** provide indemnification or defense coverage to those individuals who commit **intentional and/or criminal acts**. Learning for Life does not have an insurance policy which provides defense for situations involving allegations of intentional and/or criminal acts.

Participating Organizations of LFL Posts, Clubs and Groups

The general liability policy provides primary liability insurance coverage for all participating organizations on file with LFL for liability claims arising out of their sponsorship of a Learning for Life group, Explorer post, or Middle School Explorer club. Automobile and watercraft liability coverage is provided on a secondary or excess basis. All vehicles used in LFL activities must be covered by automobile liability insurance with limits that meet or exceed the requirements of the state in which the vehicle is licensed. All boats/vessels used in LFL activities must be insured by the owner for liability exposures. The amount of coverage is determined by the size and usage of the boat. \$1 million is recommended. Participating organizations do not need a certificate of insurance. The participating organization endorsement is a part of the insurance policy contract and is enforceable under the policy contract. A copy of the participating organization endorsement is located in the Risk Management Notebook, Section 16. It should be attached to the participating organization memorandum of understanding, at renewal. These endorsements are part of the actual insurance policy contract and are binding documents. When you have a request from a participating organization for a certificate of insurance, offer them the endorsement.

Unauthorized and Restricted Activities

The general liability policy provides coverage for a bodily injury or property damage claim that arises from an official Learning for Life activity. The Safety-First Learning for Life Guidelines contain a listing of unauthorized and restricted activities. Unauthorized activities are not considered official LFL activities. Volunteers, posts, clubs, groups, participating organizations, and local offices are jeopardizing insurance coverage for themselves and their organizations if they engage in unauthorized activities. PLEASE DO NOT PUT YOURSELF AT RISK.

Tour and Activity Plan

Times when a tour and activity plan must be submitted for council review include the following:

- Trips of 500 miles or more
- Trips outside of council borders (unless the trip is to a council-owned property)
- Trips to national conferences or regionally sponsored events
- When a council requests the tour and activity plan (Contact your local council for additional guidelines or regulations concerning tour and activity plans; many have established guidelines for events or activities within council boundaries.)
- Activities other than council or district events, including
 - Aquatics activities (swimming, boating, floating, scuba, etc.)
 - Climbing and rappelling
 - Orientation flights (process flying permit)
 - Shooting air guns or firearms training
 - Any activities involving motorized vehicles as part of the program (snowmobiles, boating, etc.)

Regardless of whether a tour and activity plan is needed, the tour and activity plan is an excellent tool that should be included in preparation for all activities—even those not requiring it. The plan guides a tour leader through itineraries, travel arrangements, two-deep leadership, supervision qualifications, and transportation.

Program Specific Guidelines

Fire and Emergency

Explorers may not be substituted for trained personnel. They can only be mobilized as a post, with leadership, and are not on call individually. When riding, Explorers must be seated with a seat belt (never standing on the back of a fire truck), and they cannot drive a department vehicle. Clear and specific departmental guidelines must be written regarding what an Explorer may do at the site of an emergency. Explorers who are 16 years of age or older may operate hydraulic rescue tools or equipment, unless prohibited from doing so by state or local laws. Specific policy details are found at www.learningforlife.org.

Emergency and Health Careers

Explorers may ride in emergency vehicles but must be seated and wearing a seat belt. Specific guidelines must be established as to what they can do at the site of an emergency. For more information, check the Fire & Emergency Services Career Exploring page at www.learningforlife.org.

Adult Leadership

Each Learning for Life group/post shall have one adult, 21 years of age or older, who shall be approved by the participating organization.

Leadership Requirements for Trips and Outings

1. Two-deep leadership:

Two adult leaders, or one adult and a parent of a participant, are required for all trips or outings. Coed overnight activities require male and female adult leaders, both of whom must be 21 years of age or older. Parents used to fulfill the two-deep leadership must be approved by the participating organization.

Definitions of outings:

Outings are trips or meetings that occur at places other than the usual group/post meeting location and require preplanning of transportation. Outings may have an overnight component. All groups or posts planning an outing must read, agree, and comply with the requirements in the outing permit.

2. **During transportation to and from planned outings:**
 - a. **Meet for departure at a designated area.**
 - b. **Prearrange a schedule for periodic checkpoint stops as a group.**
 - c. **Plan a daily destination point.**

A common departure site and daily destination point are a must. If you cannot provide two adults for each vehicle, the minimum required is one adult and two or more youth participants—never one on one.

3. **Male and female leaders require separate sleeping facilities. Married couples may share the same quarters if appropriate facilities are available.**
5. **Male and female youth participants will not share the same sleeping facility.**
6. **When staying in tents, no youth will stay in the tent of an adult other than his or her parent or guardian. Youth and adults, other than the participant's parent(s), must have separate sleeping quarters.**
7. **If separate shower and bathroom facilities are not available, separate times for male and female use should be scheduled and posted.**

***Flying activities are allowed only for Explorer posts in Learning for Life. For details, see the Aviation Exploring Web site. Two-deep adult leadership is required for Explorer flying activities. For basic orientation flights, the adult licensed pilot in control of the aircraft is sufficient for the flight while two-deep leadership is maintained on the ground. In advanced orientation flights, Explorers may stop at an airport different from the departure airport and even have an activity there, such as an outing at a flight museum. Because of this difference, two-deep adult leadership is required.**

Safety Practices and Emergency Preparedness

These 16 safety points, which embody good judgment and common sense, are applicable to all activities.

1. **Qualified supervision.** Every activity should be supervised by a conscientious adult who understands and knowingly accepts responsibility for the well-being and safety of the children and youth in his or her care. The supervisor should be sufficiently trained, experienced, and skilled in the activity to be confident of his or her ability to lead and teach the necessary skills and to respond effectively in the event of an emergency. Field knowledge of all applicable Learning for Life standards and a commitment to implement and follow Learning for Life policy and procedures are essential parts of the supervisor's qualifications.
2. **Physical fitness.** For each youth participant in any potentially strenuous activity, the supervisor should receive a complete health history from a health-care professional, parent, or guardian. Adult participants and youth involved in higher-risk activities (e.g., scuba diving) may have to undergo professional evaluation in addition to completing the health history. The supervisor should adjust all supervision, discipline, and protection to anticipate potential risks associated with individual health conditions. Neither youth nor adults should participate in activities for which they are unfit. To do so would place both the individual and others at risk.
3. **Buddy system.** The "buddy system" has shown that it is always best to have at least one other person with you and aware at all times of your circumstances and what you are doing in any outdoor or strenuous activity.
4. **Safe area or course.** A key part of the supervisor's responsibility is to know the area or course for the activity and to determine that it is well-suited and free of hazards.
5. **Equipment selection and maintenance.** Most activity requires some specialized equipment. The equipment should be selected to suit the participants and the activity and include appropriate safety and program features. The supervisor should also check equipment to determine whether it is in good condition for the activity and make sure it is kept properly maintained while in use.
6. **Personal safety equipment.** The supervisor must ensure that every participant has and uses the appropriate personal safety equipment. For example, activity afloat requires that each participant properly wear a personal flotation device (PFD); bikers, horseback riders, and whitewater kayakers need helmets for certain activities; skaters need protective gear; and all need to be dressed for warmth and utility as the circumstances require.
7. **Safety procedures and policies.** For most activities, common-sense procedures and standards can greatly reduce any risk. These should be known and appreciated by all participants, and the supervisor must ensure compliance.
8. **Skill level limits.** Every activity has a minimum skill level, and the supervisor must identify and recognize this level and be sure that participants are not put at risk by attempting any activity beyond their abilities.
9. **Weather check.** The risks of many outdoor activities vary substantially with weather conditions. Potential weather hazards and the appropriate responses should be understood and anticipated.
10. **Planning.** Safe activity follows a plan that has been conscientiously developed by the experienced supervisor or other competent source. Good planning minimizes risks and also anticipates contingencies that may require an emergency response or a change of plan.
11. **Communications.** The supervisor needs to be able to communicate effectively with participants as needed during the activity. Emergency communications also need to be considered in advance for any foreseeable contingencies.
12. **Permits and notices.** Learning for Life outing permits, government or landowner authorization, and any similar formalities are the supervisor's responsibility when such are required. Appropriate notification should be directed to parents, enforcement authorities, landowners, and others as needed, before and after the activity.
13. **First-aid resources.** The supervisor should determine what first-aid supplies to include among the activity equipment. The level of first-aid training and skill appropriate for the activity also should be considered. An extended trek over remote terrain obviously may require more first-aid resources and capabilities than an afternoon activity in a local community. Whatever is needed should be available.
14. **Applicable laws.** Learning for Life safety policies generally parallel or exceed legal mandates, but the supervisor should confirm and ensure compliance with all applicable regulations or statutes.
15. **CPR resources.** Any strenuous activity or remote trek could present a cardiac emergency. Aquatic programs may involve cardiopulmonary emergencies. It is strongly recommended that a person (preferably an adult) trained in cardiopulmonary resuscitation (CPR) be part of the leadership for any Learning for Life program. This person should be available for strenuous outdoor activity.
16. **Discipline.** No supervisor is effective if he or she cannot control the activity and individual participants. Youth must respect their leaders and follow their directions.

The general policy of Learning for Life is to train youth to do safely the many things they normally do, such as swimming and boating, handling firearms, and outdoor equipment while hiking and camping.

Perhaps the most critical test of your preparedness will be in a time of emergency. Developing and rehearsing an emergency action plan will add precious time needed for response to a crisis. This is true on a day trip and all other activities. A plan should include

1. The name of the person in charge
2. Action to be taken
3. Alternatives
4. The names of the people and agencies to notify
5. Location of law enforcement
6. Fire and health facilities information
7. Evacuation procedures.

Whenever an emergency occurs in which a person needs medical care beyond simple first aid, leaders should immediately notify the parent or next of kin. In case of a missing participant or a fatality, notify the Learning for Life executive after notifying local authorities and emergency medical services. A list of emergency telephone numbers should be kept as a part of the first aid kit.

Reporting Deaths or Serious Injury

Adult leaders are responsible for informing their local Learning for Life executive, as soon as possible, of a death or serious injury or illness. A serious injury or illness is defined as unconsciousness, hospital admission, or surgical intervention.

Leaders should be prepared to give these specific facts:

- WHO?—The name and age of the subject and the name and complete address of parent(s) or next of kin
- WHEN?—Date and time of day
- WHERE?—Location and community
- WHAT?—Nature of illness or accident
- HOW?—How the injury occurred, if known, e.g., swimming, boating, hiking, etc.

The local Learning for Life executive has the responsibility to speak to the media. Parents or next of kin will be informed by personal contact before any release is made to the public.

Non-serious injuries need not be reported. It is recommended that a report be prepared regarding each such incident and maintained for future reference.

Emergency Phone Number List

1. Location of trip or expedition
2. Location of nearest town(s), city(ies), or phone(s)
3. Name and phone number of nearest doctor, hospital, or medical facility
4. Name and phone number of nearest county sheriff's department
5. Name and phone number of nearest state or federal park station
6. Phone number of highway patrol
7. Phone number of local Learning for Life executive

Drug, Alcohol, and Tobacco Use and Abuse

Learning for Life prohibits the use of alcoholic beverages and controlled substances at any Learning for Life activity or at any activity involving participation of youth.

Adult leaders should support the attitude that young adults are better off without tobacco and **may not allow the use of tobacco products at any Learning for Life activity involving youth participants.**

All Learning for Life functions, meetings, and activities should be conducted on a smoke-free basis, with smoking areas located away from all participants.

First Aid

First aid is the first help or immediate care given someone who has suddenly sickened or been hurt in an accident. It is important that one person in each outing group be trained in the principles of first aid and knows how and when to put this knowledge to the best use.

It is strongly recommended that adult leaders in Learning for Life avail themselves of CPR and first-aid training by the American Red Cross, Boy Scouts of America, American Heart Association, city and county health departments, hospitals, or fire departments to be aware of the latest techniques and procedures.

First-Aid Kits

A first-aid kit well-stocked with the basic essentials is indispensable. Choose one that is sturdy and lightweight, yet large enough to hold the contents so that they are readily visible and so that any one item may be taken out without unpacking the whole kit. Keep a list of contents readily available for easy refilling. Keep the kit in a convenient location. Make one person responsible for keeping the kit filled and available when needed. Quantities of suggested items for your first-aid kit depend on the size of your group and local conditions. Latex gloves, eye protection, and mouth-barrier devices for CPR should be included.

Cardiopulmonary Resuscitation (CPR)

This specialized skill to endeavor to revive victims of cardiac arrest (no breathing, no pulse) may be taught to Explorers by an instructor currently certified by the American Red Cross, Boy Scouts of America, American Heart Association, city and county health departments, hospitals, or fire department.

Protection Considerations for Blood-borne Pathogens

Many people are concerned about the rapid spread of HIV (the AIDS virus) and try to avoid exposing themselves to this hazard. Health professionals and volunteers in Learning for Life may find they are faced with special concerns in this regard. Therefore, we must know how to act and how to instruct the youth we lead. Recognize that often the victims we treat with first aid are friends and family participants whose health we are familiar. Therefore, in such cases, except when we know they have infectious diseases, we should not hesitate to treat them.

Treat all blood as if it were contaminated with blood-borne viruses. Do not use bare hands to stop bleeding; always use a protective barrier. Always wash exposed skin areas with hot water and soap immediately after treating the victim. The following equipment is to be included in all first-aid kits and used when rendering first aid to those in need:

- Latex gloves, to be used when stopping bleeding or dressing wounds
- A mouth-barrier device for rendering rescue breathing or CPR
- Plastic goggles or other eye protection to prevent a victim's blood from getting into the rescuer's eyes in the event of serious arterial bleeding
- Antiseptic, for sterilizing or cleaning exposed skin area, particularly if there is no soap or water available

Individuals who might have been exposed to another's blood and body fluids should know the following:

1. Make knowledge of exposure known to youth and adult leaders.
2. As a precaution, adult volunteers or youth participants should consider vaccination against hepatitis B.
3. If a vaccination is recommended, any adult volunteers and youth participants who decline the shots should sign a refusal waiver that should be retained by the local Learning for Life executive for five years.

Near-drowning

Near-drowning is a term used to describe a fatality that occurs several hours after resuscitation via CPR of a drowning victim. Lung damage and pneumonia are possible after revival, so all victims should be hospitalized for 24 hours after any incident.

Unauthorized and Restricted Activities

The following activities have been declared unauthorized and restricted:

- **All-terrain vehicles (ATVs) are banned from program use, UNLESS it is an approved Council program. ATVs are defined as motorized recreational cycles with three or four large, soft tires, designed for off-road use on a variety of terrains.**
- **Boxing, karate, and related martial arts—except judo, aikido, and tai chi—are not authorized activities.**
- **Chain saws and mechanical log splitters may be authorized for use only by trained individuals over the age of 18, using proper protective gear in accordance with local laws.**
- **Exploration of abandoned mines is an unauthorized activity.**
- **Fireworks secured, used, or displayed in conjunction with program and activities are unauthorized except where the fireworks display is conducted under the auspices of a certified or licensed fireworks control expert.**
- **The selling of fireworks as a fund-raising or money-earning activity by any group acting for or on behalf of participants, units, or districts may not be authorized by local offices.**
- **Flying in hang gliders, ultra-light airplanes, experimental-class aircraft, or hot-air balloons (whether or not they are tethered); parachuting; and flying in aircraft as part of a search-and-rescue mission are unauthorized activities.**
- **Motorized go-carts and motorbike activities are unauthorized. All motorized speed events, including motorcycles, boats, drag racing, demolition derbies, and related events, are not authorized activities for any program level.**
- **Participation in amateur or professional rodeo events is not authorized.**
- **Learning for Life prohibits the pointing of a real or non-lethal firearm at any individual during any type of activity. The only exception to this policy is for Law Enforcement Exploring activities where Non-Lethal Training Firearms (NLTF) may be used for training purposes. NLTF are described as replicas of firearms that are designed to look and feel authentic and may discharge a non-lethal laser beam or solid projectile (i.e., paintball or plastic pellet such as used in the popular Airsoft simulated firearms). NLTF that discharge metal projectiles are prohibited. The use of NLTF is authorized for Law Enforcement Exploring training only and may not, under any circumstances, be used for recreational activities where there is no clear learning objective(s), close supervision or justifiable training purpose. NLTF may only be used while under the supervision of specially trained law enforcement officers designated by his or her agency as a firearms instructor, or by a National Rifle Association (NRA) law enforcement and/or NLTF certified instructor or range safety officer. Lastly, NLTF may only be used in accordance with established safety standards and protocol as outlined in the NLTF policy for Law Enforcement Exploring.**
- **Motorized personal watercraft, such as jet skis, are not authorized for use in aquatics activities, and their use should not be permitted in or near Learning for Life program areas.**

- **The possession of firearms is prohibited for individuals participating in Learning for Life/Exploring activities. There are two exceptions to this policy, the first of which is for law enforcement officers authorized to carry a firearm in the jurisdiction in which Learning for Life/Exploring activity is being conducted. The second exception is for Learning for Life/Law Page 2 of 3 Enforcement Exploring activities where the use of firearms is approved in a controlled environment under the supervision of a specially trained law enforcement officer designated by his or her agency as a firearms instructor, or by a NRA certified law enforcement instructor or range safety officer.**
- **Parasailing, or any activity in which a person is carried aloft by a parachute, parasail, kite, or other device towed by a motorboat or by any other means, is unauthorized.**
- **All activities related to bungee cord jumping (sometimes called shock-cord jumping) are unauthorized.**
- **Technical tree-climbing with ropes and harnesses is unauthorized Learning for Life activity. There are no uniform standards. There is no available method to measure the weight bearing capacity of the tree limb and no backup procedure if the limb breaks**
- **The use of electronic self-defense devices (i.e., Taser, Stun Guns, etc.) by participants in Learning for Life activities is prohibited.**
- **The use of chemical repellents (pepper spray, tear gas, etc.) by participants in Learning for Life activities is prohibited. The only exception to the policy, as set forth in Section 2.12 of the Law Enforcement Exploring Program Guidelines, is for Law Enforcement Explorers who are permitted to volunteer, with certain restrictions, to be exposed to Oleoresin Capsicum (pepper spray) for familiarization purposes in a controlled training exercise.**

Parade Floats and Hayrides

Learning for Life prohibits the transportation of passengers in the backs of trucks or on trailers. This rule may be tempered for parade floats or hayrides, however, provided that the following guidelines are strictly followed to prevent injuries:

1. Transportation on the truck or trailer to and from the parade or hayride site is not allowed.
2. Those people riding, whether seated or standing, must be able to hold on to something stationary.
3. Legs should not hang over the side.
4. Flashing lights must illuminate a vehicle used for a hayride after dark, or the vehicle must be followed by a vehicle with flashing lights.

Post/Club Fund-raisers

Include these safety considerations when planning a post/club fund-

raise1r.: Money-earning projects should be suited to the ages and abilities of youth participants.

2. Proper adult supervision should be provided.
3. Youth should engage in money-earning projects only in neighborhoods that are safe and familiar and should use the buddy system.
4. Leaders must train youth participants never to enter the home of a stranger and to know whom to contact in case of an emergency.
5. Youth participants should be familiar with safe pedestrian practices and participate during daylight hours only.
6. Adhere to all compliance requirements:
 - a. Check local statutes regarding solicitation rules and permits.
 - b. A fund-raising permit must be obtained from the local Learning for Life executive.

Medical Information

It is recommended that all participants have periodic medical evaluations by a licensed health-care practitioner.* In an effort to provide better care to those who may become ill or injured and to provide youth participants and adult leaders a better understanding of their physical capabilities, **Learning for Life has established minimum standards for providing medical information prior to participating in various activities. They are categorized as follows:**

An LFL Medical form (item no. 680-024) should be completed for any outing or event, such as field days, day hikes, conferences, and academies, including overnight events where medical stand is readily available. The medical information required is a *current health history signed by parents or guardians but need not be signed by a physician.* Learning for Life adults should review these forms and become knowledgeable about the medical needs of youth participants. Forms must be updated annually. They are filled out by participants and kept on file for easy reference.

The medical form evaluation must be signed by a physician and completed for any outings or events such as resident camping and extended outings and trips such as hiking and boating in remote areas where medical staff is not available. Medical data required includes an *annual health history signed by parents or guardians, supported by a medical evaluation completed within the past 12 months and signed by a physician.* A place for the physician to sign is on the back of the medical form and is required for this type of activity. Youth and adult participants use this form, found in the appendix.

It is recommended that adult leaders have the proper complete medical form and permission slip for every participant attending each outing. The medical form and permission slip, in most cases, will allow emergency medical treatment to a youth participant in case of injury or illness when a parent or guardian cannot be contacted.

Immunizations

Verification of the following forms of protection is strongly recommended before participation in activities:

1. Tetanus and diphtheria toxoid within the past 10 years
2. Measles, mumps, and rubella (MMR) vaccine since first birthday
3. Four doses of trivalent oral polio vaccine (TOPV) since birth

Life-Threatening Communicable Diseases

Learning for Life groups/posts and their participating organizations traditionally determine their own membership, absent any legal constraints. Accordingly, groups/posts and participating organizations should determine the feasibility or desirability of allowing youth or adult participants who have or are suspected of having a life-threatening communicable disease to participate in Learning for Life activities.

Medical Care

The following is the policy regarding medical requirements:

- **Medical examinations for the appropriate Learning for Life activity are required of all participants for the protection of the entire group. The immunization requirement is waived for people with religious beliefs against immunization.**
- **All participants and adult leaders should learn first aid, not for their own use, but for service to others who may require it. A participant or leader may ask to be excused from first-aid instruction, but no advancement requirement will be waived except as indicated.**

Prescriptions

The taking of prescription medication is the responsibility of the individual taking the medication and/or that individual's parent or guardian. An adult leader, after obtaining all the necessary information, can agree to accept the responsibility of making sure a youth takes the necessary medication at the appropriate time, but Learning for Life policy does not mandate nor necessarily encourage the leader to do so. Also, if your state laws are more limiting, they must be followed.

*Examinations conducted by licensed health-care practitioners, other than physicians, will be recognized in those states where such practitioners may perform physical examinations within their legally prescribed scope of practice.

Transportation

Established public carriers—trains, buses, and commercial airlines—are the safest and most comfortable way for groups to travel. Chartered buses usually are the most economical transportation for groups of 20 or more. It may be necessary for small groups to travel in private vehicles; however, the use of chartered equipment from established rail, bus, and airline companies is strongly recommended.

Vehicles

General guidelines for vehicle travel are as follows:

1. **Seat belts are required for all occupants.**
2. **All drivers must have a valid driver's license that has not been suspended or revoked for any reason.** If the vehicle to be used is designed to carry more than 15 people, including the driver (more than 10 people, including the driver, in California), the driver must have a commercial driver's license.
3. **An adult leader (at least 21 years of age) must be in charge and accompany the group.**
4. **The driver must be currently licensed and at least 18 years of age. However, there is a youth participant exception:** When traveling to an area, regional, or national activity or any Explorer event under the leadership of an adult (at least 21 years of age) outing leader, a youth participant at least 16 years of age may be a driver, subject to the following conditions:
 - a. Six months' driving experience as a licensed driver (time on a learner's permit or equivalent is not to be counted)
 - b. **No record of accidents or moving violations**
 - c. **Parental permission granted to the leader, driver, and riders**
5. **Passenger cars or station wagons may be used for transporting passengers, but passengers should not ride on the rear deck of station wagons.**
6. **Trucks may not be used for transporting passengers except in the cab.**
7. **All driving, except on short trips, should be done in daylight.**
8. **All vehicles must be covered by automobile liability insurance with limits that meet or exceed requirements of the state in which the vehicle is licensed.** It is recommended that coverage limits are at least \$100,000 combined single limit. Any vehicle designed to carry 10 or more passengers is required to have limits of \$100,000/\$500,000/\$100,000 or a \$500,000 combined single limit.
9. **Do not exceed the speed limit.**
10. **If more than one vehicle is used to transport our group, we will establish rendezvous points at the start of each day and not attempt to have drivers closely follow the group vehicle in front of them..**
11. **Driving time is limited to a maximum of 10 hours and must be interrupted by frequent rest, food, and recreation stops.** If there is only one driver, the driving time should be reduced, and stops should be made more frequently.

Campers, Trailers, and Trucks

The beds of trucks or trailers must never be used for carrying passengers. Outing permits will not be issued for any trip that involves carrying passengers in a truck except in the cab. **(One exception is if the truck is a part of a float in a parade; there the youth may ride on back but only while in the parade, not to and from the site)**

Buses

A driver of a bus or any vehicle designed to carry more than 15 people (including the driver) is required to have a commercial driver's license.

The safety rules for automobiles apply to bus travel, with the exception of seat belts. In special cases, chartered buses may travel more than nine hours a day. On certain occasions, night travel by public carrier bus is appropriate. It should be considered permissible when conditions are such that rest and sleep for passengers are possible with a reasonable degree of comfort. However, night travel on buses should not be planned for two successive nights.

All buses must be covered by liability insurance with limits equal to or greater than \$500,000.

Trains

Observe these safety guidelines for train travel:

1. Don't lean out of windows or doors.
2. When changing trains, don't cross railroad tracks without permission.
3. Stay out of vestibules. Keep the railroad car door closed.
4. In case of illness or accident, see a train official who can arrange for medical help.
5. On overnight trips, one leader should be on watch duty at all times.

Tour and Activity Plans

A national Learning for Life and Exploring tour and activity plan (item no. 800-736) is required for all posts/clubs/groups traveling to areas 500 miles or more one way from home area or crossing national boundaries into the territory of other nations. This application should be submitted, typed or printed, to the local Learning for Life office for approval at least one month before your outing.

Tour and activity plans have become recognized by national parks, military institutions, and other organizations as proof that an activity has been well-planned and organized and is under capable and qualified leadership. These organizations may require the tour and activity plan for entry.

Most short, in-town trips of a few hours do not require a tour and activity plan; however, it is recommended that groups/posts/clubs obtain permission slips from parents and follow all requirements as found in the tour and activity Plan.

Commercial Driver's License Compliance

The following questions and answers may help you understand how drivers fall into a category of private

motor carriers that are subject to the commercial driver's license (CDL) rules:

1. *What is a "private motor carrier of passengers?"*
A private motor carrier of passengers does not offer transportation services for hire but (a) transports passengers in interstate (some state regulations apply to intrastate) commerce, and (b) uses a vehicle designed to carry more than 15 passengers, which includes the driver, or a vehicle that has a gross vehicular weight greater than 10,000 pounds.
2. *What are some examples of usage of a private motor carrier of passengers?*
Learning for Life groups/posts that use vehicles designed to carry more than 15 passengers, such as buses, is one example. The driver in this case is often a volunteer driver of a bus that is owned or leased. This category is referred to as nonbusiness private motor carrier of passengers and is probably the most frequent usage subject to the rule.
3. *What about the use of school buses?*
In most states, Learning for Life groups that contract with schools to use buses fall into the for-hire category, and the school is subject to the federal safety regulations. Since public school transportation vehicles are not subject to CDL rules when transporting students, the school may not realize that the for-hire regulations apply. The consequence could have a ruinous effect on a planned Learning for Life activity.
4. *How will the rule be enforced?*
The primary enforcement activity of both categories, business and nonbusiness, is the driver/vehicle inspection. Inspections can be performed anywhere on the road or at destination points such as parks, sporting complexes, etc. Only the business category is subject to compliance reviews and record keeping, but if serious safety problems are identified in either category of vehicle usage, the operation of the vehicle is subject to being discontinued.
5. *Are Learning for Life operations subject to the drug and alcohol testing portion of the rule?*
As of January 1, 1996, all operators of vehicles who are required to have a commercial driver's license are subject to drug and alcohol testing. There are no exemptions for the nonbusiness private motor carrier of passenger category, which includes Learning for Life volunteer drivers. Local Learning for Life executives should establish guidelines for volunteer drivers based on the requirements of the state where located.

How do Learning for Life officials obtain the Department of Transportation (DOT) identification number required for all vehicles that are subject to the CDL rule?

Form MCS-150 should be requested from the Federal Highway Administration (FHWA), Office of Motor Carriers, in the Learning for Life official's state. The completed form should then be sent to the FHWA's office in Washington, D.C., where a DOT number will be assigned. This number, as well as the name, city, and state, should be displayed on the side of the vehicle. An education and technical assistance package can be obtained from the local FHWA office.

Learning for Life Youth Protection Guidelines

As an adult leader, or a volunteer, you need to have a basic knowledge about abuse of adolescents and the youth protection policies of Learning for Life. Due to the coeducational makeup of the youth being served in Learning for Life, youth protection takes on an added dimension.

It is important to realize that, although child abuse is preconceived as a problem related more to younger children, it is not unusual for adolescents to be victims of abuse also. The most common forms of abuse are neglect, emotional abuse, physical abuse, and sexual abuse all prevalent in today's society. Therefore, all adult leaders are obligated to be familiar with the Youth Protection guidelines of Learning for Life.

Learning for Life's Commitment to Youth Protection:

1. Educate Scouting professionals, volunteers, parents, and youth members to aid in the prevention and detection of all forms of child abuse.
2. Strengthen chartered organizations' leader selection procedures to help defend against suspected or alleged abusers entering the BSA leadership ranks.
3. Strengthen and enforce policies that create barriers to child abuse within the Scouting program.
4. Encourage the immediate reporting of improper behavior or violations of BSA policy.

5. Identify and swiftly remove suspected or alleged offenders.
6. Provide support and resources to Explorers, families, posts, clubs and local offices as needed.

Learning for Life Youth Protection Training. This training is required for all overnight Learning for Life activities. An online module for **Youth Protection Training** is available on the Learning for Life website located at myparticipation.org. Contact your local council office for details or log onto the Web site for individual instruction.

Background Information

The idea of what is child abuse has expanded a lot in the last 25 years. At first we thought of child abuse as parents who battered a child so bad that it caused injury. But now we think of it in a much broader way as treatment of a child or parenting practices that cause harm to the child and violate social norms or conventional practices, not the way that children should be treated. By definition child abuse is harm to a person under the age of 18 that occurs immediately or through the accumulated effects over a period of time.

Child abuse is often described in four categories, although these can overlap in a single child. These categories are

1. Physical abuse. Non-accidental bodily injury of the youth by the parent or another adult. Indicators of physical abuse include unexplained, unusual, or repeated injuries.
2. Neglect. Caused by withholding from a child life's necessities, which are vital to his or her safety, health and general well-being. Basic food, clothing, and shelter and proper medical care are forms of neglect a child may experience.
3. Sexual abuse. Any sexual activity between a child and an adult or between children where there is an unusual distribution of power, such as when one is significantly older or larger. It involves the misuse of trust and power.
4. Emotional abuse. Occurs for example, when a youth is consistently told that he or she is not good and never will be. Denigrating name-calling is a form of emotional abuse. Because the physical signs of this form of abuse are subtle, it is difficult to substantiate but significantly harms the child's emotional status and self-image.

Child abuse is also a cause of stress, as are any number of other events in life such as a family disruption, divorce, or loss of a loved one or pet, or problems in school. This stress may cause reactions such as crying for no reason, immature behavior, clinging or aggressive behavior, withdrawal symptoms, depression, and others. If any of these symptoms take place over a period of time, there is a reason to be concerned and the behavior needs to be studied.

Characteristics of a Child Molester

There are a lot of misleading ideas about who child molesters are. It used to be thought that they were easily spotted, as dirty old men, deviants, or guys in raincoats. We know that is not true. Very ordinary, upstanding, and well-respected individuals in positions of authority have been found to be child molesters. Relatives or people very well-known to the children are just as likely to be abusers. Examples include males and females, public officials, clergy, school teachers, doctors, and other professionals. It is often difficult to accept that such a prominent individual was found to be a child molester. A child is more likely to be abused by somebody he or she knows or someone in the family than by a stranger.

Child abusers tend to be individuals with low self-esteem. Their own needs are so overwhelming that they are poorly equipped to meet the needs of their children. Often children who are neglected have parents who abuse alcohol or drugs. An emotional abuser might have unreal expectations of the child and maligns them when he or she fails to meet their expectations.

Date Rape

A form of sexual abuse of particular concern for high school- and Explorer-age youth is "date rape" or "acquaintance rape." More than half of the rape victims reporting to police are adolescent females, and their greatest risk for sexual assault appears to be through a social relationship with a boyfriend or date. As in any form of forced sexual contact, date rape is a crime and the victim deserves emotional support and assistance. Such help is available through agencies such as rape crisis centers and other service agencies. Your Learning for Life executive can guide you through the proper procedure.

Youth Protection Guidelines

An important component of Learning for Life's Youth Protection guidelines is adherence to the policies, which will ensure that young people participating in any phase of the Learning for Life program are safe from abuse.

Fraternization

Because the high school Learning for Life and Exploring programs are designed for young adults, there are often little differences in ages of the adult leaders and the participants. It has been found that maintaining a close social relationship, such as dating, between adult leaders and participants is disruptive to the program, and therefore is not permitted by Learning for Life.

Creating Barriers

After selecting the best possible leaders, further protection for children is structured into the program through policies that guard against abuse and provide security for its youth participants. **The following policies have been adopted to provide security for youth; in addition they serve to protect adult leaders from situations in which they are vulnerable to allegations of abuse.**

- **Two-deep leadership.** Two Learning for Life adult leaders or one Learning for Life leader and a parent—both of whom are 21 years of age or older—are required on all trips and outings. If the activity is coeducational, leaders of both sexes must be present. The participating organization is responsible for ensuring that sufficient leadership is provided for all activities.
- **No one-on-one contact.** One-on-one contact between adults and participants is not permitted, except for authorized ride-along programs in Exploring. Personal conferences must be conducted in plain view of others.
- **Respect of privacy.** Adult leaders must respect the privacy of participants in situations such as changing into swimsuits or taking showers at activities and intrude only to the extent that health and safety require. They must also protect their own privacy in similar situations.
- **Separate accommodations.** When camping, no youth is permitted to sleep in the same tent or room with an adult other than their parents or guardians. We strongly encourage separate shower and toilet facilities for males and females, and when separate facilities are not available, posted shower schedules for males and females.
- **Proper preparation for high-adventure activities.** Activities with elements of risk should never be undertaken without proper preparation, equipment, supervision, and safety measures.
- **No secret organizations.** There are no secret organizations recognized in Learning for Life. All aspects of Learning for Life programs are open to observation by parents and leaders.
- **Appropriate attire.** Proper clothing for activities is required. Skinny-dipping is not appropriate as part of a Learning for Life program.
- **Constructive discipline.** Discipline in Learning for Life should be constructive and reflect the program's underlying values. Corporal punishment is never permitted.
- **Hazing prohibited.** Physical hazing and initiations are prohibited and may not be included as part of any Learning for Life activity.
- **Youth leader training and supervision.** Adult leaders must monitor and guide the leadership techniques used by youth leaders.

Adherence to these policies not only enhances the protection of participants but also ensures the values of Learning for Life are preserved. It helps to protect volunteer adult leaders from situations that are deemed at risk by creating barriers to abuse.

Disclosure

Considering the prevalence of abuse and the educational programs that increase adolescents' awareness of sexual molestation, you might someday have a participant tell you that someone has molested him or her. If this happens, you must be prepared to help. Follow the guidelines below:

- Do not panic or overreact to the information disclosed to you by the youth.
- Do not criticize the youth.
- Do respect the youth's privacy. Take him or her to a private place in sight of others and reassure them that you are concerned about what happened and that you would like to help. You might want to ask if they have talked to their parents about this—if parents are not the alleged abuser.
- Do not promise to keep the victimization secret, as it will be necessary to make a report to the Learning for Life office. Learning for Life will advise you of your responsibility to report to child protective services or to a law enforcement agency.
- Do encourage the participant to tell the appropriate authorities. You may do this by making sure the youth feels that he or she is not to blame for what happened. Tell the youth that no one should ask him or her to keep a secret and that it is OK to talk about what happened with the appropriate adults.
- Do keep it strictly confidential. Take your guidance from Learning for Life or the child protection agency; discussing allegations of abuse with others is not helpful to the child.

Reporting Requirements

Learning for Life's Required Steps for Reporting Child Abuse

1. Ensure the child/Explorer is in a safe environment.

2. In cases of child abuse or medical emergencies, call 911 immediately. In addition, if the suspected abuse is in the Explorer's home or family, you are required to contact the local child protective services office.

3. Notify the local office Scout executive, or the executive's designee during his or her absence. (Contact names and telephone numbers can be found using the BSA local council locator at www.scouting.org/LocalCouncilLocator.aspx.)

***State laws may vary**

Each of the 50 states, the District of Columbia, and the U.S. territories has different reporting requirements. Many of these require child-care professionals to report suspected child abuse, and some states require reporting by adults in volunteer child-care positions. You should be aware of your reporting responsibilities in the state or community where you live. **No state requires the person making the report to have proof that abuse has occurred only that it is suspected.** The intent of the law is clear—they expect suspected child abuse should be reported as soon as it is suspected. Failure to do so can result in civil or criminal penalties.

Concern is often expressed over the potential of criminal or civil liability if a report of abuse is made and subsequently is found to be unsubstantiated. All states provide immunity from liability to those who report suspected child abuse. The only requirement is that the report is made in good faith. Some states make the presumption that a reporter is making the report in good faith.

Learning for Life will not tolerate any form of child abuse in its program and will take all necessary steps to remove any offenders from participation in Learning for Life.

Learning for Life Youth Protection Training

An online training module is available on myparticipation.org. **Youth Protection training is required for one adult leader on all overnight Learning for Life activities.** This training may be presented by the Learning for Life local office or may be taken individually via the Web site. A certificate is available in the appendix. **A copy of this certificate will be required with all outing permits if it is an overnight experience.**

Adult leaders can learn more from the following materials:

- *Super Safe* CD-ROM. Learning for Life's interactive game on CD-ROM is designed for students in the third through sixth grades. The game teaches students how to deal with Internet safety, bullies and protection against sexual abuse. Found in all new elementary teacher guidebooks.
- *It Happened to Me*. This training program has been developed for the 6- to 9-year-old male audience. It is designed to educate them, through five scenarios, about sexual abuse and the trickery involved in luring young victims. Available through your local Learning for Life office.
- *A Time to Tell*. This award-winning youth protection program dramatizes three abuse situations and what to do about them. It was designed to be viewed by 11- to 14-year-old boys and can be used by community groups and organizations. Available through your local Learning for Life office.