



# North Madison Volunteer Fire Company

## Explorer Post 495

Rules and Regulations

Effective November 2008



## **Section 1. Explorer Post Mission Statement**

### ***I. Mission Statement***

The intent of the North Madison Volunteer Fire Company Explorer Post 495 is to provide the interested youth of our community with experience and/or education in all aspects of the fire service, emphasizing moral values, teamwork, organization, and safety.

## **Section 2. Membership and Status**

### ***I. New Members***

- A. New members will be accepted into the post in the spring and winter to coincide with senior company membership acceptance and probationary training.
- B. All new members will begin a 4 month probationary period as outlined in section 2.2.
- C. The minimum age to become a member of the NMVFC Explorer Post is 14 years old. The maximum age to be a member of the Explorer Post is 21 years old.

### ***II. Probationary Members***

- A. The primary purpose of the probationary period is for the initial training and orientation to the normal operations of the Explorer Post and NMVFC.
- B. Probationary status shall last for a period of four months
- C. Probationary members may not respond to NMVFC incidents and do not have voting rights in the Explorer Post
- D. The probationary Explorer shall participate in the NMVFC probationary training program. This program must be completed to the satisfaction of the NMVFC line officer in charge of probationary training and in accordance with the safety regulations set forth in Section 5.
- E. After 4 months and upon completion of the probationary training program, the probationary Explorer must complete and pass a written and practical test to the satisfaction of the Explorer Post adult advisers
- F. With final approval of the adult advisers, completion of these requirements entitles the probationary explorer to become a regular explorer.

### **III. Regular Members**

- A. Regular Explorers are those who have completed their four month probationary training period to the satisfaction of the Explorer Post adult advisers as outlined in section 2.2.
- B. Regular explorers may respond to NMVFC incidents in accordance with the incident response guidelines outlined in Sections 5, 6, and 7.
- C. Regular explorers may run for elected post positions and participate in any official explorer post votes.

### **IV. Capacity**

- A. There shall be no more than 15 Explorers enrolled in the NMVFC Explorer program at any time.
- B. The 15 Explorers includes both regular and probationary members and does not include adult advisers.
- C. In the event that the post reaches full capacity, applications will be held and processed on a first-come first-serve basis as positions become available.

## **Section 3. Explorer Post Management**

### **I. Adult Advisers**

- A. The adult advisers are responsible for general oversight of the Explorer post and ensuring compliance with all applicable NMVFC, local, state, federal, and BSA regulations.
- B. Adult advisers are responsible for commendations and discipline as outlined in Section 8.
- C. Adult advisers must be at least age 21. Members of the senior company under age 21 may assist with Explorer drills and training, but may not hold an official position as an adult adviser.

## **II. *Explorer Officers***

- A. *Explorer President* - Highest ranking officer
  - 1) Responsible for overall post operation
  - 2) Leads post business meetings
  - 3) Conduct training when he/she is confident and proficient in the subject matter.
  
- B. *Explorer Vice President* - Second ranking officer
  - 1) Conduct duties of the president in his/her absence.
  - 2) Responsible for recoding minutes of Explorer business meetings and distributing them to the membership.
  - 3) Responsible for maintaining an updated contact list for all Explorer members and advisers.
  
- C. Elections will be held annually at the April business meeting. In the event of a mid-term withdrawal from an officer position, all officers will move up one rank and a special election will be held to fill the vacancy.
  
- D. Officers will be elected by regular members using a closed simple majority vote.

## **Section 4. Training**

### ***I. Purpose***

- A. Explorer drills shall cover all aspects of the fire service as it applies to the NMVFC providing both hands on and classroom experience.
- B. Explorer drills and Explorers attending senior company drills must remain within the applicable limitations of the explorers as outlined in Section 5.
- C. Explorer drills should cover all aspects of a given topic but should have a strong focus on the roll explorers may play at given incidents.

### ***II. Regular Explorer Drills & Senior Company Drills***

- A. The explorer post will have regular drills every other Wednesday. Drills will begin at 19:00 and shall last approximately 2 hours.
- B. Explorers must attend a minimum of half the scheduled regular explorer drills during each half of the firehouse year (April to September and October to March).
- C. Explorers may attend senior company drills and activities. These drills and activities do not count towards the requirements in part (B) above.

### ***III. Required Training***

- A. Explorers must attend and complete the same annual requirements as the senior company, but remain within the limitations of Section 5.
- B. Required training includes OSHA, blood born pathogens, and SCBA use and operation.
- C. Failure to participate in these required annual training sessions will result in a restriction on responding to incidents until the training is completed.

### ***IV. Optional Training***

- A. Any explorer that wishes to attend an outside training session or certification class should contact the lead adviser.

## **Section 5. Safety Regulations**

### ***I. Operations***

- A. Explorers may not breath air from an SCBA.
- B. Explorers may not enter any IDLH atmosphere.
- C. Explorers may not engage in interior firefighting.
- D. Explorers may not operate electric, gas, air, or hydraulic powered cutting equipment except under immediate close adult supervision for the purpose of training and maintenance checks.
- E. Full turnout gear shall be worn for all incidents and training sessions unless directed otherwise by an officer or adviser.
- F. Explorers may not climb a ladder to a height greater than 6 feet above ground.

### ***II. Apparatus***

- A. Explorers may not drive any NMVFC apparatus and are not permitted in the driver's seat of any apparatus while the engine is running.
- B. Explorers are required to wear seatbelts while on board an NMVFC apparatus or any other vehicle being used by the NMVFC for an incident or training session.

### ***III. Two-Adult Rule***

- A. Two adults must be present anytime an explorer is at the firehouse for any reason.
- B. If two adults are not able to attend a scheduled Explorer activity, the activity must be postponed or cancelled.
- C. The two-adult rule does not apply to incidents.

### ***IV. Dismissal***

- A. Explorers may not leave an activity without notifying and adult in charge before hand.
- B. Explorers may not leave an incident without incident command system permission.

## **Section 6. Gear and personal equipment**

### ***I. Fire Gear***

- A. New Explorers will be issued a complete set of gear and a gear bag during their probationary training.
- B. Probationary members must store their turnout gear in it's bag at the firehouse in a designated area.
- C. Regular members may bring their turnout gear home in it's bag or it may be kept in a personal vehicle. If gear is brought home, Explorers must remember to bring it with them to all incidents and training sessions.
- D. Any member that requires a piece of turnout gear due to loss, damage, or changes in size should ask an adviser for the replacement.

### ***II. Medical Gear***

- A. Explorers that hold a valid medical certification of MRT or EMT may be issued medical equipment.
- B. Issued medical equipment may be taken home or kept in a personal vehicle.
- C. Explorers should contact their adviser or the EMS coordinator if any of their issued medical equipment needs replacement or restocking.

### ***III. Pagers***

- A. Explorers who complete the probationary requirements set fourth in section 2.2 and are eligible to respond to incidents will be issued a radio pager.
- B. Pagers may not be turned on inside the school while school is in session or during any class whether inside or outside.

## **Section 7. Incident Response**

### ***I. Limitations***

- A. Explorers must be 15 years of age and have completed the probationary requirements as outlined in Section 2.2
- B. Explorers must respond to the firehouse for all incidents and travel to the scene aboard an apparatus. Explorers may not go directly to the scene of any incident.
- C. Explorers may not leave school for any incident or activity.
- D. On a school night, Explorers may not respond to any incident that is dispatched after 22:00. Explorers under 18 are not allowed to respond to any calls dispatched between midnight and 6am per State of Connecticut regulations.
- E. Explorers may not use or display any flashing or rotating warning or emergency lights in their vehicle or the vehicle carrying them. This restriction includes 4-way hazard flashers and flashing headlights. Explorers may not operate or display a siren.
- F. Explorers or the individual driving the vehicle carrying the Explorer must obey all traffic regulations. Explorers do not have rights as an emergency vehicle.

### ***II. Mutual Aid Incidents***

- A. Explorers may respond to the firehouse as normal for a dispatched mutual aid incident.
- B. Explorers are not permitted to respond on apparatus, or to the scene of a mutual incident unless specifically authorized by a ranking line officer.

### ***III. Incident Command***

- A. Explorers shall follow the direction of the driver of the apparatus they responded on until directed otherwise by incident command.
- B. Explorers shall report to incident command for assignment as directed by the driver of the apparatus.
- C. Explorers must always follow the orders of incident command and the line officers unless it is a direct contradiction of the regulations set fourth in this document.

#### **IV. EMS Incidents**

- A. An Explorer who holds a certification of MRT or EMT are subject to the following exceptions to section 7.1
  - 1) Explorers may respond to the scene of an EMS incident if 10-95 has already signed on and is responding.
  - 2) If responding to the scene, Explorers must stage at a nearby cross-street until NMVFC personnel have arrived. Do not arrive at the incident alone!
- B. Explorers should always monitor their pager while responding for updates regarding scene safety and status.
- C. If responding to the scene, personal vehicles should be parked on the street on the same side of the road as the incident or the same side as other vehicles already on scene. Personal vehicles should not block traffic or the driveway.

#### **V. Priority of seats on apparatus**

- A. EMS Incidents
  - 1- Senior members with MRT or EMT certification
  - 2- Explorer members with MRT or EMT certification
  - 3- Any member without MRT or EMT certification
- B. Fire Incidents
  - 1- Senior members
  - 2- Explorer members
  - 3- EMS only members

#### **VI. Seatbelts**

- A. All explorers must wear their seatbelt for the entire time he/she is onboard while the apparatus is in motion.
- B. All explorers must wear their seatbelt in any personal vehicle while en-route to or from the firehouse, incident, drill, or activity.

#### **VII. Confidentiality**

- A. Any information regarding patients, victims, and other persons involved in an incident are confidential and shall not be revealed.
- B. Information about the incident that may jeopardize an investigation must also be kept confidential.

## **Section 8. Disciplinary Action**

### ***I. Grounds for disciplinary action include but are not limited to:***

- A. Violation of the published Explorer Rules & Regulations
- B. Violation of the published NMVFC Rules & Regulations
- C. Abuse or willful neglect of NMVFC or town owned equipment and property
- D. Misrepresentation of information on membership applications, training records, attendance records, or any other document
- E. Any fighting or disrespect to other explorers or senior members
- F. Failure to meet the drill requirement set fourth in section 4.2(B)
- G. Illegal possession or use of any controlled substances including but not limited to alcohol and drugs
- H. Any act, even if unrelated to the NMVFC or Explorer post; that reflects poorly on the NMVFC, the Explorer post, or the Town of Madison in general

### ***II. Disciplinary Process***

- A. Any adult adviser or line officer may take immediate action to mitigate a disciplinary problem at an incident or activity.
- B. Further and/or long term disciplinary action will be decided by the adult advisers following an incident warranting further action
- C. Should an Explorer feel the disciplinary action is unfair, the Explorer may appeal the decision in writing within 10 days of notification to the lead adviser.