

## **Elsmere Fire Company A Explorer Post 30 By-Laws**

Revised on 2/12/20 for BOD review

### **I. Post Name:**

The name of the organization shall be the Elsmere Fire Company A Explorer Post 30 (hereinafter referred to as Post 30). This organization is sponsored by the Elsmere Fire Company A, Inc. (hereinafter the Fire Company) and chartered by the Boy Scouts of America and Learning for Life (hereinafter BSA).

### **II. Purpose:**

The mission of this organization is to promote interest and education in firematics, firemanship, first aid, fire prevention, leadership and character development among its membership with the goal of providing candidates interested in becoming active members of the Fire Company.

### **III. Organization:**

Post 30 shall be administered by the Board of Directors of the Fire Company. The Elsmere Fire District Chief shall have final authority on all matters pertaining to the firematics procedures of Post 30.

The internal leadership and governance of Post 30 shall be as follows:

1. Advisors. Advisors must be members in good standing of the Fire Company unless otherwise permitted by the Board of Directors of the Fire Company. Advisors meeting the Fire Company and BSA requirements will be approved by the Board of Directors and must attend an established number of Explorer monthly meetings and/or events to be re-registered by the Board of Directors as an advisor for the following year.
2. A "Lead Advisor" shall be appointed by the President of the Fire Company from the pool of advisors to exercise the day to day oversight over Post 30. The lead advisor may delegate tasks or establish subsets of advisor administration as she or she deems necessary. Any advisor, including the lead advisor may be removed from his or her position in accordance with the disciplinary requirements set forth in these by-laws. The role of the advisor is to:

- a. Foster an environment within the Explorer Post that has a true sense of community and encourages everyone's growth and responsibility to one another.
- b. Develop Post officers to lead, plan, and carry out a program of activities over an extended period.
- c. Encourage participation and support for Explorer Post 30 from the Fire Company, fellow advisors, Post Committee, Parents, and other adults in the community.
- d. Uphold and adhere to the standards and policies of Post 30 and the BSA.
- e. Provide the necessary framework for protecting Post 30 participants from abuse.
- f. Ensure the activities are conducted in accordance with applicable safety guidelines and requirements.

3. Membership Committee/Explorer Board of Directors (hereinafter EBOD). The Post 30 membership committee shall consist of at least three advisors assigned to this duty by the lead advisor. Should three advisors not be available for a membership committee meeting a member of the Fire Company Board of Directors may be substituted.
  - a. The Explorer Membership Committee/Board of Directors shall meet monthly on the day of the Fire Company Monthly meeting or other date as directed by the Lead Advisor.
  - b. The duties of the EBOD and if necessary the Fire Company Board of Directors are to decide on all matters pertaining to the day to day Post 30 operations including but not limited to the scheduling of drills, participation in Fire Company events, financial, recruitment/retention, establishing Post officers, discipline of Post members and advisors, attendance, online/website establishment and maintenance, communication with Explorers and Post 30 officers and Re-chartering.
4. Post Officers. Officers of Post 30 shall consist of a Captain, 1<sup>st</sup> Lieutenant and a 2<sup>nd</sup> Lieutenant. These Officers shall be elected by Post 30 according to the election procedures set forth in section VII of these by-laws.

**IV. Membership:**

1. All applicants to Post 30 must be residents of the Town of Bethlehem, at least 14 years of age but not older than 18 and have completed the 8<sup>th</sup> grade.
2. All Applicants must apply in writing by filling out the Explorer Youth application provided by the BSA as well as the Elsmere Explorer Post 30 application. Both applications must be signed by a parent or guardian and applicant and returned before the applicant will be considered for membership. Applications will be forwarded to the EBOD for evaluation and determination.
3. An Explorer can be relieved of their rank at the discretion of the Post 30 EBOD
4. The maximum number of Explorers in the post is 20. This may be extended by a vote of the EBOD and approval of the Fire Company.
5. Upon acceptance into Post 30, Explorers will commence a six-month period of probation. The new member will be required to demonstrate proficiency as determined by the EBOD in areas of firematic training and education that may include: Company rules and regulations, standard operating procedures of the Fire District, Radio room procedures, firematic knots, personal protective equipment education, equipment instruction, forcible entry, use of ladders, proper ventilation tactics and operations, best practices for salvage and overhaul, SCBA cascade system training, engine company operations and hose practices, best practices for fire extinguishers use and firefighter safety.
6. If at the end of the six-month probation period the EBOD and Fire Company Board of Directors determine that proficiency commensurate with the rank of Explorer has not been met, then the probation period may be extended at the discretion of the Explorer Post 30 Captain and the EBOD. Any member who is unable to meet the terms may be terminated from the Explorer Post. Re-Admission to the Explorer Post for an Explorer terminated based upon failure to satisfy probationary requirements will be subject to the approval of the Post 30 EBOD.

7. Any Explorer who chooses to resign from Post 30 must do so in writing submitted to the Post Captain and/or the Lead Advisor. All uniforms and other equipment given to the Explorer must be returned to the Post at that time.
8. Any Explorer who applies for and is accepted into membership of the Fire Company shall cease to be a member of the Explorer Post except that Post 30 officers, that have been accepted as an active member may continue as an Explorer until the age of 18 for the purposes of mentoring other officers and Explorers.
9. Any active member of the Fire Company is ineligible to apply for membership as an Explorer.

**V. Duties of the Post Officers**

1. Officers of Post 30 shall consist of one Captain, 1<sup>st</sup> Lieutenant and 2<sup>nd</sup> Lieutenant. The term of office will consist of one calendar year from January 1 through December 31<sup>st</sup>.
  - a. Captain: It is the duty of the Captain to run the Post drills, meetings, oversee the duties of the other Post officers, have regular officer meetings and run Post activities and with the Post 30 EBOD. The Captain will work with the EBOD in planning and running drills and meetings.
  - b. 1<sup>st</sup> Lieutenant: It is the duty of the 1<sup>st</sup> Lieutenant to run the Post 30 drills/meetings in absence of the Captain. The Lieutenant must also ensure the firehouse is neat and orderly following the Post drill/meeting. The Lieutenant will work with the EBOD in planning and running drills/meetings.
  - c. 2<sup>nd</sup> Lieutenant: It is the duty of the 2<sup>nd</sup> Lieutenant to run the Post 30 drills/meetings with the EBOD in the absence of the Captain and 1<sup>st</sup> Lieutenant. The Lieutenant must also ensure the firehouse is neat and orderly following the Post drill/meeting. The Lieutenant will work with the EBOD in planning and running drills/meetings.
  - d. All Post officers shall comply with all training requirements as determined by the Chief of the District.

**VI. Qualifications for Post Officers:**

1. Captain: Must be a member in good standing of the Post for at least one year and must have served as a Post Lieutenant for one year. He or she must meet all activity and attendance requirements. He or she must accept the nomination before voting takes place.
2. Lieutenant: Must be in good standing of the Post for at least one year. He or she must meet all activity and attendance requirements. He or she must accept the nomination before voting takes place.

**VII. Election of Post 30 Officers:**

1. Any member may nominate another member who is qualified for the officer position. All the nominations must be seconded to be placed on the ballot. Nominees may accept or reject the nomination.
2. All Post 30 Explorers in good standing will be permitted to vote.
3. The EBOD members in good standing will participate in voting for Explorer Officers.
4. Votes will be cast in secret ballot.
5. Advisors will tally the votes, confirm the vote and announce the results.
6. In the event of a tie, there will be a second secret ballot vote for the subject position.
7. In the case of a resignation of one of the Explorer officers, a special election will be called by the EBOD. Normal election procedures will be followed.
8. If no qualified Explorer is available to fulfill an office, the lead advisor with input from the other advisors may appoint an officer to fill that role, allow for an election of the most qualified candidates for that role based upon training and experience, or may allow that office to remain vacant.
9. Elections will be held during the regular December meeting.
10. Elected Officers will be installed along with Fire Company officers and elected personnel.

**VIII. Meetings:**

1. EBOD meetings will be held monthly on the last Thursday of the month at 7pm in the members room.
2. Explorer meetings will be set by the highest-ranking officer and communicated to Explorers and EBOD.
3. All Post members are expected to be present at all meetings, drills and functions unless a reasonable excuse is presented to the Lead Advisor directly or through another advisor within 48 hours of a scheduled Explorer activity.
4. Members are expected to attend in proper attire, including uniforms and PPE when appropriate.
5. Appropriate attire to Post 30 drills, meetings and activities will be communicated by the Lead Advisor to Post 30 members and the EBOD. In most instances this attire will consist of pants, a navy-blue pocket t-shirt, socks, work boots or sneakers.
6. Anyone not wearing appropriate attire for Post 30 drill, meetings or activities may be asked to change their attire or be excluded from the activity for that meeting or function.
7. Post 30 Officers or EBOD may deviate from the uniform for certain meetings and functions. Post 30 members will be notified in advance of the function.
8. All Post 30 drills, meetings and activities must, in accordance with BSA policy have two advisors present and where necessary and practical have a male and female advisor present. Only one advisor is necessary if the Advisor is the parent of the Explorer.

**IX. Conduct:**

1. Members of Post 30 are expected to act in an orderly fashion at all drills, meetings, activities and Fire Company functions.
2. Noise and talking will be kept to acceptable and respectful levels at all Post 30 functions.
3. Horseplay or bullying will not be tolerated during any Post 30 drill, meeting, activity, training session or Fire Company function.
4. As members of Post 30, Advisors, Post Officers, and Explorers represent the Fire Company and Elsmere Fire District and are expected to act in a manner that bring honor to the Post and Company.

**X. Discipline:**

1. A violation of the Post 30 by-laws may be grounds for initiating disciplinary procedures against an Explorer. The Explorer Post Disciplinary Committee, comprised of three advisors, two Post Officers and one Explorer of the Post, shall be responsible for considering any penalty arising out of a violation of the by-laws. At the discretion of a majority of the EBOD, complaints of a sensitive nature may be handled by a committee of 5 advisors only.
2. Where an Explorer who serves on the Post disciplinary committee is the subject of a complaint or is related to the person at the subject of the complaint, that Explorer shall recuse themselves from the committee for the purposes of the investigation and resolution of that complaint.
3. A violation of the Post 30 by-laws may be grounds for initiating disciplinary procedures against an Advisor. Disciplinary action shall be considered by the Fire Company Board of Directors and may consist of removal of the Advisor position by the Board of Directors or through the Fire Company disciplinary procedure.

**XI. Complaint Procedure:**

1. Making and Receiving a Complaint:  
Complaints against Explorers by Post Advisors, Officers, Explorers, Fire Company and/or members of the Pubic should be forwarded to the Lead Advisor for review. Complaints may be initiated in verbal or written form, however any complaint proceeding to a disciplinary forum must be reduced to writing.
2. Processing Complaints:  
Complaints against Explorers, regardless of their origin, shall be reviewed by the Post Disciplinary Committee as soon as practicable following the receipt of the complaint. The Explorer who is subject of the complaint shall be informed of the charges upon the Committee's review of the complaint, and be given an opportunity for explanation or comment.  
  
Complaints against Explorers, regardless of their origin, shall be reviewed by the Post Disciplinary Committee as soon as practicable following the receipt of the complaint.
3. Duty to Cooperate:  
In exchange for the privilege of serving as an Explorer or an Advisor, Explorers and Advisors must cooperate with the Explorer Disciplinary Committee regarding the investigation of a complaint.

4. Membership Status of Explorer or Advisor:

At the discretion of the Post Disciplinary Committee, an Explorer or Advisor is the subject of a complaint may be suspended from all Post activities during the pendency of the Committee's or EBOD's review process.

5. Disposition of a Complaint:

Upon completion of the Disciplinary Committee's and/or Fire Company Board of Directors review of the charges in a complaint the matter will be classified as:

- a. Sustained – The allegation was supported by proper and sufficient evidence.
- b. Not Sustained – There was insufficient evidence to prove or disprove the allegation.
- c. Unfounded – The complaint was false or unfounded.
- d. Exonerated – Committed the act but was proper and justified in doing so.

6. Disciplinary Action:

If a complaint is sustained disciplinary action will be taken against the accused. If a complaint is deemed to be false disciplinary action may be taken against the complainant. Depending on the severity of the violation involved and the Explorer or Advisor's past record such as disciplinary action may include, but is not limited to:

- a. Verbal reprimand
- b. Written reprimand to Explorer, parent guardian of Explorer and Fire Company Chief.
- c. Loss of privileges of Post Membership.
- d. Loss of elected position.
- e. Suspension for a period of time not to exceed three months.
- f. Termination from the Post.

Explorers and Advisors will be notified of any disciplinary action taken against them. A copy of the Post Disciplinary Committee's final decision upon a complaint – and any disciplinary action taken with respect to such final decisions – shall become part of the Explorer's record as maintained by the Post. A copy of the final decision upon a complaint shall be transmitted to the Office of the Chief, the Board of Directors of the Fire Company and if applicable, the parent or guardian of the accused Explorer.

## **XII. General Rules:**

1. Members of Post 30 will have access to the fire station only if two advisors (or an advisor and an officer or Chief) are present in accordance with BSA policy. Where necessary, upon request of an Explorer and/or parent guardian, and practical at least one male and one female advisor shall be present if/when a female Explorer is present.
2. Hours of Operation are until 9pm on school nights and until 10pm on weekends of other non-school nights. Exceptions are as follows: Members may deviate from the times above for Post 30 or fire department functions only after review by and permission from a Post Advisor. Such exceptions can be, but are not limited waiting for a parent or guardian to pick up the Explorer.
3. Post members must adhere to the rules and policies of the Fire Company, the Office of the Chief and the Elsmere Fire District.
4. Explorers may not be substituted for trained firefighting personnel and must be deployed as a Post, with required leadership and not individually. Explorers are not on call as individuals.
5. Explorers must utilize personal protective equipment (PPE) that is appropriate for the activity being done.
6. Explorers who ride in District apparatus must wear a seat belt at all times.
7. Explorers may not drive department vehicles.
8. Explorers may not climb aerial ladders.\*
9. Explorers may not climb ground ladders that exceed 35 feet in length, or not supported against a structure.
10. Explorers may not perform ventilation procedures on a burning structure.
11. Explorers may not use any tools or gloves on energized electrical equipment (power tools). Explorers may also not operate cutting torches or handle life nets.
12. Explorers, 16 years of age or older, may operate hydraulic rescue tools or equipment while training.
13. Explorers may use an SCBA for training purposes once a physician certifies that the Explorer is physically capable and a breath down test is administered by a company officer.

**Exceptions:** Using an official training facility, the use of aerial ladders with the appropriate safety equipment entering a controlled burn building is approved.

**XIII. Activity Point System:**

1. The point system is calculated on an annual basis from January 1 to December 31 of each year. The point system is designed to keep track of member activity. Each member has an obligation to meet attendance and training requirements to remain as a member in good standing.
2. Generally, each drill, meeting and activity will be assigned one point. Each Post member will have to accumulate and achieve a pre-determined number of points to remain a member in good standing.
3. Each Post 30 member will have to accumulate 30 points in one calendar year. These points can be achieved by attending drills, meetings, activities and sanctioned functions throughout the year. The number of points allocated to a member joining during the calendar year will be prorated.
4. Unless otherwise stated there will typically be 1 drill per week. Most will be on Tuesday nights with the Fire Company with some also taking place on Sunday evenings.
5. Each Explorer member is responsible to initial the drill sheet. The Advisors will maintain a point total for each Explorer.
6. Explorer Officers along with the EBOD will review the activities attended by each Explorer on a bi-annual basis for the purposes of ensuring compliance with the activity point system. A report will be generated detailing members who are deficient. A letter or email will be sent to members who are deficient outlining the deficiency and action taken or needed to be taken.

**XIV Activity Point System Cont'd:**

7. One point will be awarded for all Explorer/Fire Department Activity:
  - a. Regularly scheduled Explorer drills and meetings.
  - b. Fundraising events (for Explorers and the Fire Company)
  - c. Field Trips
  - d. Fire Department or Auxiliary Dinners
  - e. Fire Prevention Week Activities
  - f. Weddings/Funerals
  - g. Training Courses
  - h. Miscellaneous activities as determined by the EBOD.



**XV Amending the By-Laws:**

An amendment or change to these by-laws may be made at any meeting of Post 30 by any Explorer or Advisor. Amendments must be approved by the majority of votes by the Explorers and Advisors and are subject to final approval by the Board of Directors of the Fire Company.

These by-laws supersede any by-laws previously applicable to Post 30 and are effective as of the Date and signatures below.

Dated: \_\_\_\_\_

Explorer Post Lead Advisor: \_\_\_\_\_

Chief Elsmere Fire Department: \_\_\_\_\_

President Elsmere Fire Company A: \_\_\_\_\_