

# Metamora FD/ D-Bar-A



## FIRE EXPLORER POST #949

## BY-LAWS

### MISSION STATEMENT:

*The mission of Fire Explorer Post 949 is to further the knowledge and understanding of our members through training; to provide an insight into all phases of the fire service as a possible career; and to create a better understanding between the Fire Department and the Youth of the Community.*

# By-Laws

Philosophy: The policy of the Fire Explorer Post #949 is to give young adults with an interest in Fire and Rescue services a better understanding of these fields of service in the hope that they will further pursue this interest. The Post will give young adults an insight to these services and their related skills. Guest speakers and Fire Department personnel involvement will be included in the Post activities.

## I. Advisors

A. Advisory board shall consist of Lead Advisor, Training Advisor, Activities Advisor, Associate Advisors, the Committee Chairman, Committee and Chartered Organizational Representative.

1. Lead Advisor (Department Member)

- a) Oversee all meetings and functions involving the post
- b) Conduct Advisor meetings on a regular basis
- c) Act as liaison on all matters concerning the Detroit Area Council
- d) Act as liaison on all matters concerning the post
- e) Handle all Advisor level paperwork except training and activities

2. Training Advisor (Department Member)

- a) Schedule instructors or guest speakers for all training whether scheduled or not
- b) Oversee the making of the training schedule for each year
- c) Handle all paperwork and records concerning training

3. Activities Advisor (Department Member)

- a) Schedule Advisors for all activities other than training
- b) Handle all paperwork and records concerning activities

4. Miscellaneous Advisors (instructors/supervisors) (Department Members)

- a) Assist the post by supervising activities, ensuring safety and instructing in areas where certified and trained in.

5. Committee Chairman (Camp Staff)

- a) Set up and meet regularly with Post committee
- b) Coordinate decisions concerning finances, equipment, and activities

6. Committee Members (Camp Staff)

- a) Committee meets regularly
- b) Assist as supervisors at activities, and assist wherever able and asked to

7. Chartered Organizational Representative (Camp Staff)

- a) Serve as the representative of the organization sponsoring the post
- b) Relay information about post and activities to organization

B. Obligations and Requirements

1. Be present at all Explorer functions

2. Conduct Post activities
3. Have final veto power over Explorer Executive Board
4. Help Post in general matters
5. Shall follow written by-laws
6. One Advisor will be assigned to oversee each committee

## **II. Explorers**

A. Executive board consists of Explorer Chief, two explorer Deputy Chiefs, one Explorer Captain and one Explorer Lieutenant, which are annually elected positions. At the discretion of the Explorer Chief, additional Lieutenants can be voted in as membership increases. (see officer elections, #11 under General Membership)

### 1. Explorer Chief

- a) Assumes responsibilities of Post President
- b) Will carry title "Explorer Chief"
- c) Will act as Explorer liaison between the post and advisory board and meet regularly with the Lead Advisor
- d) If the Explorer Chief fails to complete the standards set within, he/she shall be impeached by a majority vote of the full board or a majority vote in a special election of the membership.
- e) Will not hold position for more than 2 consecutive years
- f) Must be present at all post/executive meetings and functions
- g) Leads post meetings
- h) Responsible for starting and keeping meetings on time, per schedule
- i) Will have a set agenda for each meeting
- j) Will announce any old or new business concerning the post at each meeting
- k) Introduces special guests or speakers to the membership
- l) Serves as post executive head throughout elected year
- m) Elected by post members bi-annually
- n) Will carry post requests to the Advisors
- o) Will supervise all voting functions
- p) Responsible for forwarding monthly business/Officer meeting reports and monthly treasurers' reports to the Advisory Board
- q) Represent Post unless other representative is elected for the duty to be imposed

### 2. Explorer Deputy Chiefs

- a) Assumes responsibilities of Post Vice Presidents
- b) Will carry title "Explorer Assistant Chief"

- c) Will introduce all new members at their first meeting
- d) If the Assistant Chief fails to complete the standards set within, he/she shall be impeached by a majority vote of the full board or a majority vote in a special election of the membership
- e) Will not hold position for more than 2 consecutive years
- f) Must be present at all post/executive meetings and functions
- g) Aid the Chief in any matters concerning the post
- h) Be ready to assume responsibilities of other Officers in their absence temporarily or permanently at the request of the Board
- i) Will assign members to each Captain/Lieutenant to form their details as needed

### 3. Captain

#### a) Secretary

- 1) Will carry title “Explorer Captain”
- 2) Serve as one of the immediate supervisors to the lieutenant(s)
- 3) If the Captain Secretary fails to complete the standards set within, he/she shall be impeached by a majority vote of the full board or a majority vote in a special election of the membership.
- 4) Will not hold position for more than 2 consecutive years
- 5) Must be present at all post/executive meetings and functions
- 6) Keep records of roll call (attendance) of entire membership for all post functions
- 7) Keep accurate account of minutes
- 8) Inform executive board of any third unexcused absences
- 9) Have all post information available for use by members
- 10) Send out information from post to appropriate parties on all general personal information from the post regarding rulings or activities

### 4. Lieutenant

#### a) Treasurer

- 1) Will carry title of “Explorer Captain”
- 2) Forward financial reports to president
- 3) If the Captain Treasurer fails to complete the standards set within, he/she shall be impeached by a majority vote of the full board or a majority vote in a special election of the membership.
- 4) Will not hold position for more than 2 consecutive years
- 5) Must be present at all post/executive meetings and functions

- 6) Keep an accurate account of post treasury \*(finances)
- 7) Will have a prepared statement containing the following to be read at each meeting
  - (a) Beginning balance
  - (b) Deposits since last statement
  - (c) Withdraws since last statement
  - (d) Ending balance
  - (e) Outstanding bills
  - (f) Moneys owed to the post
- 8) Pay any post bills from correct funds
- 9) Collect any money due to the post at nearest possible time
- 10) Announce to general membership money proposals for approval

#### B. General Membership

1. Must be 14 to 21 years of age and have completed the 8th grade
2. Will be required to know the materials they have missed due to absence. This will be available from the Officers
3. Follow all post rules, by-laws and General Procedures, as well as abide by all district rules
4. Wear proper uniforms for proper functions, unless otherwise
5. May wear T-shirts or other post insignia unless misused or in a non-presentable condition
6. Obey firefighters' order while at Explorer or Department functions
7. Obey the orders of all Explorer Officers and Advisors
8. Dues
  - a) Explorers will pay dues of \$10.00 per year to the post
  - b) Membership dues are due by the first meeting in June.
  - c) Explorers who do not pay will be suspended from the post.
  - d) Explorers who need financial aid should seek advise from the Advisory Board.
9. Explorers will be required to fundraise during the year.
10. Must be present at meetings to vote on any post issues/elections
11. A) Officer Elections
  - a) Nominations and elections for office will be held first meeting in December and June. Prior to voting, those nominated should give a short speech to the rest of the explorers as to why they should hold that position.
  - b) Explorer officers will take office as of January 1<sup>st</sup> and July 1<sup>st</sup>.
  - c) Elections for office will be closed ballot, and supervised by the Explorer Chief and the Advisors.

d) The following procedure should be followed for any position that becomes vacant throughout the year. This will not count toward the two consecutive year maximum for said position.

- 1) The vacant position should be offered to the next highest-ranking officer in accordance to seniority. (i.e. If A/C position becomes vacant, the position will be offered to the Captain with the highest seniority.)
- 2) When the position is filled, that term will be up at the next scheduled election.
- 3) If the position remains vacant after being turned down by lower ranking officers, a special election should be held to fill the position.

B) Advisor Selection

a. The lead advisor

13. The personal conduct of each member of the Explorer Post is the primary factor in promoting a program of desirable public relations. Tact, patience and courtesy shall be strictly observed under all circumstances.

14. A Fire Department Explorer is a representative of Metamora Fire Dept and D-bar-A Scout Ranch. He/she shall maintain a professional attitude and demeanor that will not, in any manner, communicate any personal prejudices.

15. Superior Officers shall, by example, demonstrate and instruct subordinates in the proper departmental rules and regulations, and desirable attitudes in their dealings with the public.

16. Members of the Fire Explorer Post shall avoid behavior such as would tend to bring about criticism of the Department. Their conduct, whether off or on duty shall be such as to merit the respect and confidence of the people.

17. Fire Department Explorers shall diligently perform their duties with professional dignity.

18. Each Explorer shall perform his/her duty impartially, and be able to act on a moment's notice.

19. Each Member of the Explorer Post must have a positive attitude, and be prepared by study, training, and self-discipline to meet the responsibilities of the Fire Service. Self-confidence, so essential for accomplishment, comes from experience gained through the diligent selfless performance of duty.

20. Explorers will follow the chain of command, and respect their peers, as well as Officers and Advisors.

21. Explorers will not be critical of their peers and will be blind to the social classes and races of their peers.

22. Explorers are prohibited from the interior premises of the Metamora Fire Dept facilities without authorized supervision.

23. Members of the post are prohibited from using any equipment owned by the Metamora Fire Dept or D-bar-A Fire Post without authorized supervision\*.

24. Members of the post will not engage in any activities, whether at an Explorer function or not, that may discredit the Post, Ranch, Council or Metamora FD.
25. Members of the post will not engage in disruptive or disorderly conduct.
26. Members of the post will not engage in activities above their level of training without authorized supervision.
27. The use of alcohol or drugs is strictly prohibited, unless prescribed by a physician.
28. All injuries must be reported immediately to a Post Advisor in person or by phone.
29. Safety must be observed at all time. When in doubt, use common sense and adopt the safe course of action.
30. Explorers will not identify themselves as Firefighters or members of the Metamora Fire Dept.
31. Violation of these rules and regulations or the policy of the Metamora FD or Explorer Post may be cause for dismissal.

These by-laws will be enforced in accordance with the General Procedure of the Metamora Fire Dept and the Boy Scouts of America Exploring Division. Deviating from these by-laws will be at the discretion of the Advisors.

**\*Authorized Supervision\***

Authorized Supervision may only be obtained from a Post Advisor (district member) or be delegated by a Post Advisor to personnel or guest of the Explorer Post, on a per occurrence basis.

**Metamora Fire Department/D-Bar-A Scout Ranch  
Fire Explorer Post #949  
STANDARD OPERATING GUIDELINE(S.O.G.) INDEX**

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## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-01**

**Dated: 02/23/03**

**Regarding: Meeting Requirements**

All members, as of this date, shall have in their possession the following materials for all meetings, unless told otherwise:

1. Post Uniform (See S.O.G. #03-18)
2. Pen & Paper
3. Positive Attitude
4. Special Equipment as requested.

Explorers not having the necessary items above may be asked to leave and get it, or asked not to participate.

## **Metamora FD/D-Bar-A Fire Explorer Post #949**

**General Procedure #03-02**

**Dated:02/23/03**

**Regarding: Explorer Conduct**



This order repeals all other conflicting orders.

All Explorers will project a positive image. In order to achieve a positive image, Explorers will follow the following list as a Code of Conduct; including those of the by-laws:

1. In order for meetings/activities to start on time, Explorers/Advisors will be required to arrive at the appropriate meeting location 15 minutes prior to the start time in order to prepare for activities to come.
2. Explorers should notify a Post Officer if they will be absent or late. Failure to do so shall result in an unexcused absence. Three unexcused absences will result in disciplinary action, i.e. verbal, written, then suspension or termination.
3. Explorers will not engage in activities that are illegal, criminal, racist, sexist, or demeaning to any person, business, company, or association. Engagement in such activities, whether in association of the Explorer Post or not, may be cause for suspension or termination.
4. Explorers will not engage in any sexual conduct on fire department grounds or during Explorer meetings/activities. (See S.O.G. #96-12)
5. Explorers will be clean, clean shaven, and have good hygiene
6. Explorers will not have any visible piercings. I.E. earrings, nose rings, tongue studs, etc. The only exception to this rule is that female explorers are allowed to have their ears pierced once in each ear.
7. Explorers will not engage in activities outside their training.
8. Explorers will not identify themselves as firefighters, and must present appropriate identification when requested to do so by appropriate authorities.
9. Explorers will not possess, use, or be under the influence of illicit drugs or alcohol at any time. Explorers will not possess or use tobacco products or paraphernalia on fire district premises at any time.
10. Explorers may not use or possess oscillating, flashing, or strobe lights of any color in their vehicles at any time. NO EXCEPTIONS.
11. Explorer Advisors and Committee Members will refrain from the consumption of tobacco products in the presence of explorers during meetings and activities.



## **Metamora FD/D-Bar-A Fire Explorer Post #949**

**General Procedure #03-03**

**Dated: 05/27/96**

**Regarding: Detail Activities**

Explorers must engage in a minimum of five (5) detail activities per year. Detail activities may consist of:

1. Parade/Open House/Blood Drive
2. Ink Jet Collection, or other fundraiser
3. Assisting elderly citizen with yard/house work, or
4. Any other activity which the post deems worthy.

Credit for details will be logged on an attendance sheet by Captain.

REMEMBER: You are trying to serve your community. Things done which may not be fire department related, may still be Explorer related.

**Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-04**

**Dated:02/23/03**

**Regarding: Seniority**

Chain Of Command and seniority are widely used in the fire service. This structure is a series of executive positions in order of authority. It is also used to decide which members will attend special activities. Listed below is the Fire Department/Explorer Chain of Command:

Fire Department Trustees  
Fire Department Chief  
Fire Department Assistant Chief  
Fire Department Captains  
Fire Department Lieutenants  
Fire Department Members, in order of hire.  
Fire Department Lead Advisor  
Fire Department Advisors  
Associate Advisors  
Explorer Chief President  
Explorer Deputy Chiefs  
Explorer Captains  
Explorer Lieutenants  
Explorer Members, in order of joining date.

Rank/Seniority must be respected. It is the secretary's job to maintain the accuracy of the seniority list.

**Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-05**

**Dated:02/23/03**

**Regarding: Fundraising/Explorer Outings**

**FUNDRAISING:**

Explorers will conduct efforts to raise money per year. They may be any effort, provided that fundraiser is legal. An ongoing fundraiser is:

**Ink Jet Printer Cartridge Recycling Program**

The Explorer post must form a "Fundraising Committee" lead by an Explorer officer. This committee will present to the post members/advisors, dates, times, locations, and plans for a fundraiser. The post, in a majority vote, must approve this. The Advisors must also give their approval. The fundraiser committee may appoint additional help as needed.

It is mandatory for Explorers to participate in, at least, two fundraisers a year. Explorers who do not participate in fundraisers may be disqualified from certain outings.

**EXPLORER OUTINGS:**

Explorers may participate in outings such as camping, bowling, Exploring Council meetings, or tours. These outings may be paid for with Explorer funds with Explorer/Advisor approval. All Exploring and Post rules will be followed during these activities.

**REMEMBER: BE PROFESSIONAL! You must project a positive image!**

**Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-06**

**Dated:02/23/03**

## **Regarding: Explorer Purchases and Financial Activities**

The Explorer Post 949 keeps its funds with the Explorer Lieutenant. This Explorer should be the only person to conduct all financial activities. They must also keep a detailed log of all expenses, funds, and allotments given out.

Explorers that wish to make a purchase for the post must bring the request to the post membership for approval and explain benefits that the post may receive from the purchase.

If the purchase is a product that may need to be trained upon, it will not be placed into service until such training has been established to post members.

Once the purchase has been approved, the Explorer Treasurer must allot the funds for the proper amount and forward it to an advisor.

Remember that Explorer money is Explorer money. We as advisors cannot tell Explorers they cannot spend their money. However, Advisors have control over the types of purchases made.

**Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-07**

**Dated:02/23/03**

**Regarding: Explorer Activity Engagement**

Explorers will be prohibited from operating in the following activities due to fire department regulations, B.S.A. regulations, or insurance constraints:

- 1.) Explorers must be equipped with personal protective equipment that is appropriate for the activity being done.
- 2.) Explorers may not be substituted for trained personnel.
- 3.) Explorers may be mobilized only as a post, with required leadership. Explorers are not on call as individuals.
- 4.) Explorers who ride on apparatus or other department vehicles must be seated and must wear a seat belt.
- 5.) Explorers may not drive department vehicles.
- 6.) Explorers may not climb aerial ladders.
- 7.) Explorers may not climb ground ladders that exceed 35 feet in length.
- 8.) Explorers may not enter or perform ventilation procedures on a burning structure.
- 9.) Explorers may not use any dielectric tools or gloves on energized electrical equipment.
- 10.) Explorers may not operate powered hydraulic rescue tools or equipment.
- 11.) Explorers may not operate acetylene cutting torches.
- 12.) Explorers may not handle life nets.

Advisors will have final say in activities that Explorers may or may not engage in.

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-08**

**Dated:02/23/03**

**Regarding: Explorer Membership Requirements**

Persons who wish to be Explorers must meet the following pre-requisites:

1. Be a minimum of 14 years old
2. Have successfully completed the eighth grade

Exploring does not deny admission on the basis of sex, race, creed, or religion. We as an Explorer post should observe the values of all people.

1. There is no residency requirement for a young adult to join the post.
2. Post members should be present at all meetings, absence of three or more could result in removal from post, but exceptions can be made.
3. Membership is open to both males and females.
4. Explorers can remain in the post until their 21st birthday.

“Active” is defined as attending all explorer functions unless said person is unable due to other training sessions, away at school, or notified post officers of absence in advance.

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-09**

**Dated: 02/23/03**

**Regarding: Public Display of Affection/Sexual Harassment**

Exploring is a fun time, and members get to do a lot of new and interesting things. A lot of them challenging! Even better, it is a co-ed group so young adults get to work together in a safe, yet exciting environment. Considering the age group, most teenagers in this bracket are getting in touch with their sexuality. Be it as it may, Explorers will refrain from kissing, hugging, touching or climbing all over each other. No sexual activities or contact will be made on fire department property, or during Explorer functions. Explorers

who wish to date each other may do so on their own time. It does not exist during meetings. Furthermore, this goes for Advisors too. Advisors know their age limitations and will refrain from engaging in sexual activities with Explorers. There are no exceptions to this procedure. None.

Sexual Harassment can be defined as unwanted sexual advances toward a person in the form of speech and/or touching. It is a situation in which a person, either male or female, is put into a very uncomfortable position by a member of the opposite sex. THIS WILL NOT BE TOLERATED! Explorers must refrain from this type of behavior. If an Explorer or Advisor feels there is a case of sexual harassment, they should write a letter to the lead advisor explaining the situation, unless the complaint is against the lead advisor. In this case a letter should be written to another advisor. Once a problem is detected, there will be a meeting of the advisory board to discuss the problem with the affected person.

Once the facts are gathered, the offender will be:

1. Verbally warned, as well as written up (First Offense)
2. Suspended and/or Terminated (Second Offense)

once the basis is proved. There is no excuse for this activity and it will not be tolerated by Explorers or Advisors alike. Offenders will be removed from the post for this type of disruptive activity. Explorers should keep their hands and comments to themselves, and everyone is happy.

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-10**

**Dated:02/23/03**

**Regarding: Acceptance of Financial Reimbursement**

Any time an Explorer(s) receives money for a service, be it volunteer or fundraiser earned, it must be given to the Explorer Lieutenant for immediate deposit. If an Explorer(s) receives financial award for a volunteer service (helping someone get their yard cleaned up, etc.) those monies also are to be forwarded to the Post as soon as possible for immediate deposit.

This money should then be deposited as soon as possible. However, Explorers

should control Explorer finances. The Explorer treasurer should also remember to make a monthly transaction presentation to the post with the accurate financial activities.

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-11**

**Dated:02/23/03**

**Regarding: Personal Property**

Explorers who choose to leave coats, purses or other personal property at the fire station or at D-A should do so at their own risk. The fire department and camp are not liable for things that are stolen or misplaced. Furthermore, cars left at the station or camp should be locked and valuables should be kept out of sight for safety. Also, Explorers should not bring pets, all terrain vehicles or snowmobiles to the station unless requested to do so for a special detail or training. Of course, Explorers will not have illicit drugs or firearms on fire department property!

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-12**

**Dated:02/23/03**

### **Regarding: Assigned Equipment**

The post must check out any Equipment assigned to an Explorer. The following information must be gathered from the equipment:

1. Type of Equipment
2. Brand Name
3. Make
4. Model Name/Number
5. Serial Number(s)
6. Owner Applied Number
7. Distinguishing Features

After this is gathered and placed onto an “Explorer Equipment Form”, the Explorer must sign a waiver guaranteeing the return of the equipment in case of termination, and responsibility for that equipment in the interim. Repair and replacement costs will be the responsibility of the Post. Those who do not return equipment, or damage it maliciously will be required to pay for it, and/or a theft report will be filed with the appropriate police

agency. Explorer equipment must be taken care of to alleviate unnecessary costs. Once form is completed it should be given to the Captain to be kept on file.

**Fire Explorer Post #949  
Explorer Equipment Form**



Name \_\_\_\_\_

Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Rank \_\_\_\_\_

Type of Equipment Issued \_\_\_\_\_

Term of Issue From \_\_\_\_ / \_\_\_\_ To \_\_\_\_ / \_\_\_\_

Make \_\_\_\_\_

Model \_\_\_\_\_

Serial No. \_\_\_\_\_

Inventory Number \_\_\_\_\_

Distinguishing Features \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Person Issuing \_\_\_\_\_

I, \_\_\_\_\_ do accept this equipment with intent of usage during my membership as an Explorer. I do acknowledge the fact this equipment is to be used in lieu of Explorer activities, and in the event my membership ceases, I will return the equipment undamaged, and will repair the equipment if needed. I also further acknowledge that the above equipment is property of the Metamora/D-A Fire Explorer

Post#949, and failure to return equipment when requested will constitute theft, in which a report will be filed with the appropriate police agency.

Equipment Holder \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Post Officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Advisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

**Fire Explorer Post #949  
Badge Issue Form**



Name \_\_\_\_\_  
Date \_\_\_\_/\_\_\_\_/\_\_\_\_ Rank \_\_\_\_\_  
x  
Person Issuing \_\_\_\_\_

I, \_\_\_\_\_ do accept this badge with intent of usage during my membership as an Explorer. I do acknowledge the fact this equipment is to be used in lieu of Explorer activities, and in the event my membership ceases, I will return the equipment undamaged, and will repair the equipment if needed. I also further acknowledge that the above equipment is property of Explorer Post #949, and failure to return equipment when requested will constitute theft, in which a report will be filed with the appropriate police agency.

Badge Holder \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Post Officer \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
Advisor \_\_\_\_\_ Date \_\_\_\_/\_\_\_\_/\_\_\_\_

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-13**

**Dated 02/23/03**

#### **Regarding: Advisor Responsibilities**

Advisors have a demanding job, trying to command the respect of the Explorers, train them with up to date information and overall stress of firefighting itself. It is a job admired, and well done.

However, we sometimes get a lot in our own administration, which will be outlined below. Some of these tips will be helpful for Explorers and Advisors alike.

#### **1. Advisors (Department Members)**

The advisor should be a positive influence on the Explorers. He/she needs to train, coach and inspire each Explorer toward their goals and show the post officers the path to successful leadership. Advisors need to pool all their resources to make the best of it. Advisors are responsible for post paperwork (i.e. applications, etc.) test administration, and training.

#### **2. Associate Advisors (Department Members)**

Associate Advisors act as the Advisors' program assistant. Associate advisors are ones who are over the age of 21 and are part of the department. Associate Advisors are to constantly monitor post members activities, assist advisors in training activities, outings and functions. They may teach classes with the appropriate training.

The Post Advisory Board as a whole can, may and will, accomplish the following functions:

1. All lecture or practical instruction, whether by Advisor or other, shall only be one by those qualified in the field of study. (I.e. Be certified EMT-B, EMT-P, FFII, etc.)
2. See that an appropriate instructor with the correct equipment fulfills training. The instructor of that meeting is in charge, and responsible for assigning tasks such as a safety officer or equipment manager.
3. The Board must see that transportation to functions is secured, correct amounts of chaperons are available, and equipment needed is in place and

order. All Advisors are responsible for equipment, that it should be cleaned and put in its correct place after usage. The Advisory Board is ultimately responsible for the Explorers and grounds.

4. Keep accurate records of training, attended meetings, and rank advancement.
5. Encourage Explorers to engage in public service activities and offer their services to the community.
6. Report any discrediting activities to the whole board for action. Proper discipline when warranted must be discussed by the Advisory Board as a whole.
7. BE INVOLVED! The more you do... the more they will do!
8. Advisors should conduct a random post interest survey. This should tell the Advisors what the Explorers want to learn, but keep the training program in mind.

**9. Always smile! The Explorers will look up to you.**

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-14**

**Dated: 02/23/03**

### **Regarding: Explorer Officers' Responsibilities**

The Exploring Program offers many things to today's youth. It offers the chance to experience things one could never even fathom. As with any organization, there must be a manageable span of order and control, which presents in the form of democracy. The Exploring program offers many ranks. They are listed below with a job description. This is a slight modification of your by-laws, and this as of its' issue date, should be used as a guideline in addition to your by-laws.

#### **1. Explorer Chief (Post President)**

- a. Appoints chair-persons for special duties and projects (i.e. car wash)
- b. Appoints special post officers as needed.
- c. Conducts Explorer Officer meetings, and notifies Advisors of outcome.
- d. Is in Command of all post details and functions unless he/she appoints another.
- e. Oversees operations of the other officers

#### **2. Explorer Deputy Chiefs (Post Vice-Presidents)**

- a. Takes over in case of absence of the President.
- b. Directs the recruiting and admission of new members.
- c. Arranges the recognition of achievement, and presents it to the Advisors.
- d. Directs the Activities of all special committees and functions under the Pres.

#### **3. Explorer Captain (Post Secretary)**

- a. Serves as communications officer (departmental correspondence)
- b. Maintains post membership records
- c. Handles all post correspondence
- d. Coordinates public publicity through the local media, post newsletters, and the posts' telephone network.
- e. Attends any meetings related to the job.

#### **4. Explorer Lieutenant (Post Treasurer)**

- a. Serves as financial officer
- b. Maintains financial records and monitors the post budget, if necessary
- c. Banks all money and pays bills
- d. Collects and records dues
- e. Attends program planning conferences, and all post officers' and post meetings.

**Metamora FD/D-Bar-A Fire Explorer Post #949**



## **General Procedure #03-15**

**Dated: 02/23/03**

### **Regarding: Explorer Post Membership Responsibilities**

The Membership of the Post also has responsibilities. In addition to showing up, there are many tasks an explorer may do. He/she is community minded, and the job of being an explorer may become demanding at times. It should be a fulfilling and wonderful experience. You are part of a team. Some tips for members are:

1. Take part in all activities. When you say you will be at a meeting or activity, keep your word and let an officer know of your absence. The Explorer post is here for you, take advantage of it.
2. Suggest ideas for activities. Think of some ideas that you would like to do. Voice your opinion and speak. Others may enjoy your ideas.
3. Vote responsibly. The most important decisions are made by a majority vote of the membership. Be sure you attend meetings and take part in discussions before voting. Listen and consider "both sides" of the situation in question. Speak your peace, and don't wait until afterward.
4. Work with your officers. Officers must take the lead in activities and post business. When it is time to elect new officers, carefully consider the candidates. Good officers make a strong post. After electing officers to represent you, support their decision and help when asked. Do not expect them to do all the work just because you have given them a title.
5. Serve on activity committees. An activity committee works out the details of a post program and puts the plan into action. You may be asked to serve on a committee, either as a member or a chairperson, and the success depends on your dependability and enthusiasm if the job.
6. Share the expenses. Your suggestions about the post budget will be welcome and you will have a chance on voting or adopting it. You will need to do your share by paying dues and working on money-earning projects.
7. Seek the help of your advisors. If you have any doubt about what to do as a member, officers, or chairperson of an activity, ask an Advisor! He or She can be helpful in starting you off in the right direction.
8. Recruit new members. Exploring is a young-adult program, and recruiting is every member's opportunity to increase the prestige of youth post. Start by recruiting your friends, and others. Person-to-Person contact is the most effective method of recruiting new members who will add fresh ideas and enthusiasm to your post.

This post is here for YOU. Without membership, there is no post. Remember to do your best and work together. There is no "I" in "TEAM". Keep up the good work.

**Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-16**

**Dated:02/23/03**

**Regarding: Curfew**

At this time, the MTFD/D-A post members will abide by the following curfew guidelines:

1. Explorers who are 17 and older who are not in High School have no curfew as imposed by this post, camp policy(as long as program is complete), and the county ordinances. Curfews imposed on them by parents (if any) are to be followed.
2. Explorers who are 17 and older who are in high school will follow #3\*.
3. Explorers under the age of 17 have the curfew of 2300 hours (11 PM) to 0600 hours (6AM) Sunday night through Thursday night, and 0000 hours (Midnight) to 0600 hours (6AM) Friday night and Saturday night.

\* Explorers who fall under #2 may be out Friday and Saturday night, after the prescribed times, as well as during Summer Vacation, Christmas Vacation, and other extended times off. They are to follow guidelines on school nights as to be well rested for school.

**Metamora FD/D-Bar-A Fire Explorer Post #949**



**General Procedure #03-17**

**Dated:02/23/03**

**Regarding: Radio Communications**

Please abide by the following rules and regulations, as the government enforces them quite strictly.

1. Please identify your communications every 10 minutes, or when you are completed with a transmission. In order to identify your communications, you are to transmit in voice or Morse code (the beeping you may hear so frequently). Please remember to identify.
2. Swearing, noise making and other lewd comments are strictly forbidden. Please refrain from them.
3. Do not attempt to communicate or interfere with other users on our channels, which there are. This is an illegal practice as well as bad taste. Do not try to speak to McDonalds or Burger King over your portable, as they will not hear you anyway.
4. Please try to use your identification numbers when communicating. If you need to use a name, say "Explorer Jones" or "Advisor Ebert" from 602 if need be. We must try to sound professional.
5. If you own a portable, or are issued one by the post, try to keep it charged in case of emergency, or have a battery back-up. Should a situation occur where our communications are needed, it would be appropriate to be able to provide the services as requested.
6. You are only authorized to transmit on the Explorer frequencies.
7. People allowed to communicate on Explorer Frequencies are:
  - a. Explorers
  - b. Advisors
  - c. Committee Chairman and Committee
  - d. Person(s) cleared by the Lead Advisor.There are no exceptions.
8. These radios and frequencies are to be used ONLY for Explorer Business. Please do not communicate personal matters. You may use them for emergencies (flat tire, car accident) that require assistance. Please don't talk about your boyfriends and girlfriends on here, or where the dog decided to well you know.
9. Please remember to be professional. Advisors will be asked to monitor your communications, as well as their own. The channel(s) may even be recorded. If your transmissions are illegal, your radio privileges will be suspended and or revoked.

10. You may not use your radios to aid in the commission of criminal activity. This is common sense.

## BIG MONEY

The Federal Communications Commission, the government agency that regulates the airwaves in the United States, has a large pocket for your little money. If you violate these following rules (there are much more than this, this is just a taste) you will be broke for a long time. I'm not paying for this, so be good.

\$8000.00 per occurrence Illegal Transmission of lewd or indecent material

\$5000.00 per occurrence Failure to Identify Communications

\$8000.00 per occurrence Malicious Interference (jamming)

\$2000.00 per occurrence Failure to provide stations inspection

\$7000.00 per occurrence Transmit without valid license for service

You want to pay this?

## **Metamora FD/D-Bar-A Fire Explorer Post #949**



### **General Procedure #03-18**

**Dated:02/23/03**

**Regarding: Explorer Uniforms/Code of Dress**

Uniforms for any organization reflect the pride of the members involved, and also make that organization look professional. Explorers in uniform look professional and well established. As of this date, Post#949 will participate in the following uniform set-up.

## **CLASS A**

The Class A uniform will be:

### **Shirts:**

Long sleeved button up light blue shirts for members and white shirts for officers and advisors.

### **Right Shoulder:**

The United States flag will be sewn one-half inch below the shoulder-arm sleeve crease in the center with "Fire Service Exploring" patch sewn one-half inch below the flag also in the center.

### **Left Shoulder:**

The Detroit Area Council patch will be sewn one-half inch below the shoulder-arm sleeve crease in the center, with red/white numbers reading "949" being placed one-half inch below the council strip also in the center.

### **Chest:**

The shirt will have a badge sling over the left breast pocket. The badge will be silver, with "D-bar-A" and "Fire Post" engraved into the badge. A nametag is optional and would be placed above the left pocket flap.

Collar brass will be worn by all of the officers of the post.

Pants will be dark navy blue slacks with a hem. No blue jeans allowed. Shoes will be black in color. No gym shoes. Hats are not allowed.

## **CLASS A FUNCTIONS**

Functions that may require a Class uniforms are:

1. Parade details, tours, or open houses.
2. Funerals
3. Pictures and Public Relations
4. First Nighters
5. Presentations
5. As an Advisor sees fit.

Badges: Will be earned by attending four meetings starting from September 1, 2002. The badges will remain the property of the post a "Badge Issue Form" must be completed and logged before being issued. The badges must be returned upon conclusion with Post 949.

## **CLASS B**

The Class B uniform will be as follows:

Explorer Issue short sleeved red T-Shirts, with front sided white logo.

Explorer Earned white Jersey T-Shirt, with two sided red logos.

Clean black/navy blue pants without holes or blemishes, including blue jeans are appropriate. Hats, if worn, must be fire department or Boy Scout related and worn straight on the head, not reversed. Gym Shoes or hiking boots may be worn.

### **Explorer Code of Dress**

All Explorers shall attempt to fulfill in the following dress code while engaged in Explorer Activities. This dress code shall reflect the professionalism and pride of the post. Advisors may dismiss any Explorer from any function if this code is not met. Some requirements are safety factors also, and shall be adhered to.

All Explorers

1. Please be bathed and clean.
2. Pants with excessive holes are inappropriate and should not be worn to explorer functions.
3. When wearing an Explorer Tee Shirt, tuck it into your pants.
4. Flip-flop and jelly shoes are not allowed.
5. If hats are worn, wear them straight, and not in reverse.
6. Do not wear shoes that are falling apart, or other unsightly footgear.