



-Spring Lake Park-

-Blaine-

-Mounds View-

Fire Department

SBM EXPLORER POST

Policy Manual

Maddison Zikmund
Explorer Post Coordinator

Contents

Organization.....

Personnel.....

 Post Coordinator (2.1).....

 Lead Advisor (2.2).....

 ITA/OTA (2.3/2.4).....

 Board of Directors (2.5).....

 Explorer (2.6).....

 Explorer Officer (2.7).....

Policies and Directives.....

 Dress Code (3.1).....

 Probation Period (3.2).....

 Attendance (3.3).....

 Meetings, Trainings, & Events (3.4).....

 Standards of Conduct (3.5).....

 Property (3.6).....

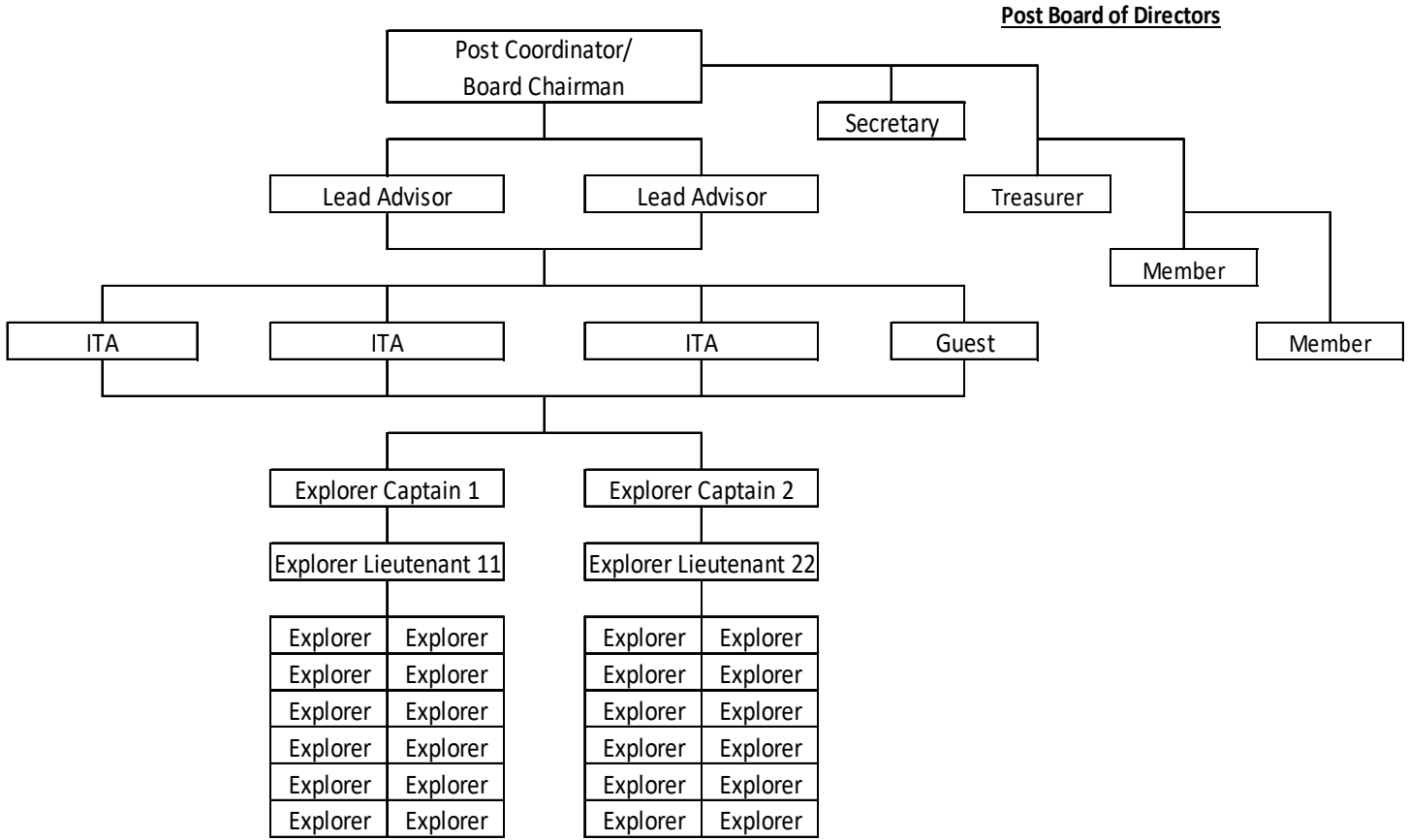
 Safety (3.7).....

Privacy.....

Revision History.....

Signature Acknowledgment.....

SBM Explorer Post Structure



1. Organization

- 1.1 This organization will henceforth be known as SBM Fire Explorer Post #3710.
Founded on March 2nd, 2014
- 1.2 The SBM Fire Explorer Post shall be run under the SBM non-profit organization in accordance with state and federal regulations
- 1.3 The SBM Fire Explorer Post shall be operated and governed by SBM Fire Department and the designated personnel therein.
- 1.4 The objective of this explorer post is to provide basic knowledge of fire and emergency medical skills and abilities, allow community involvement, network with other youth and advisors, and allow for personal development in a unique setting not found through traditional schooling.
- 1.5 The following rules, policies, procedures, and guidelines govern all members of the SBM explorer post and shall not supersede any SBM Fire Department policies for sworn personnel.

2. Personnel

2.1 Explorer Post Coordinator

- 2.1.1 The Explorer Post Coordinator shall be appointed by the Fire Chief and/or Explorer Post Committee. At inception this will be the Recruitment and Retention Coordinator.
- 2.1.2 Responsible for overseeing the Lead Advisor(s) and all post related functions.
- 2.1.3 He/She shall be the liaison to the Fire Department and Fire Chief.
- 2.1.4 Report directly to Fire Chief or Chief of Operations on Explorer Post.
- 2.1.5 Responsible for all administrative functions including policy manual, registration forms, releases, adult training, work incident reports, and other forms as required.
- 2.1.6 Responsible to coordinate and carryout explorer recruitment activities.

2.2 Lead Advisor

- 2.2.1 A lead advisor shall meet all of the following minimum requirements:
 - 2.2.1.1 Must be at least 21 years of age
 - 2.2.1.2 Must be an employee of SBM Fire Department
 - 2.2.1.3 Must have at least 3 years of Fire Service experience
 - 2.2.1.4 Must hold MFSCB certification in FFI, FFII, Instructor I
 - 2.2.1.5 Must be a EMSRB certified to no less than First Responder
 - 2.2.1.6 Must complete all training as designated by Northern Star Council
 - 2.2.1.7 All lead advisors must be approved by the Board of Directors, who will have ultimate authority of appointing positions with or without above requirements
- 2.2.2 Lead advisors should work amongst each other to coordinate all training functions and post meetings.
- 2.2.3 Lead advisors will be responsible for instructing post meetings and training unless an outside instructor is present.

- 2.2.4 At least one lead advisor shall be present at every post function
- 2.2.5 The lead advisor has ultimate authority at all post functions and shall act as the liaison to the post coordinator.

2.3 Internal Training Advisor (ITA)

- 2.3.1 Internal training advisors shall meet all of following minimum requirements:
 - 2.3.1.1 Must be at least 21 years of age
 - 2.3.1.2 Must be an employee of SBM Fire Department
 - 2.3.1.3 Must complete all training as designated by the Northern Star Council.
 - 2.3.1.4 If not certified in First Responder or FFII, must be approved by the Post Board and Lead Advisors to assist during training.
- 2.3.2 Internal training advisors are to be brought in to lead training on an occasional basis when needed for staffing or when a specialized need exists.
- 2.3.3 Internal training advisors shall work under 1 or more lead advisors at any given post function.

2.4 Outside Training Advisor (OTA)

- 2.4.1 An outside training advisor shall meet all of the following minimum requirements:
 - 2.4.1.1 Must be at least 21 year of age
 - 2.4.1.2 Must be familiar with safety protocols and post policies
 - 2.4.1.3 Must be trained in either FFI, FFII, EMT, or have specialized knowledge to instruct and inform.
 - 2.4.1.3.1 If not certified in FFII and EMT, must have an advisor on site who is trained and competent in both.
 - 2.4.1.4 Must complete all designated waivers and training as assigned by Northern Star Council and/or the Post Coordinator.

2.5 Explorer Post Board of Directors

- 2.5.1 As required by Learning for Life, the Explorer Post shall have a steering committee known as the Board of Directors.
- 2.5.2 The Board of Directors shall meet the following minimum requirements:
 - 2.5.2.1 Shall have a Board Chairman who will double as the Post Coordinator.
 - 2.5.2.2 Shall have a Board Secretary who will be elected at large and may also be a Lead Advisor or ITA.
 - 2.5.2.3 Shall have a Board Treasurer who will be elected at large and may also be a Lead Advisor or ITA.
 - 2.5.2.4 Shall have at least two Board members who will be elected at large and may also be a Lead Advisor or ITA.

- 2.5.2.5 The Board shall consist of either 3 or 5 members, representing the titles above although additional advisors may be board members as well.
- 2.5.2.6 The number of Lead Advisors serving on the board shall never exceed the number of other leadership roles to avoid conflict of interest.
- 2.5.2.7 The Board of Directors shall meet at least six times per year and make overall Post decisions on budget, leadership, activities, membership, curriculum, conferences, and other needs as they arise.

2.6 Explorer

- 2.6.1 Fire Explorers are representatives of the SBMFD and will adhere to all SOP's in this policy manual as well as those that apply to explorers from the SBMFD policy manual.
- 2.6.2 Fire Explorers will be accepted into the post at the discretion of the Post Coordinator and Board of Directors.
- 2.6.3 All minimum requirements shall be met by Explorers at all times:
 - 2.6.3.1 Must be between the ages of 14-20 and graduated the 8th grade.
 - 2.6.3.2 Must have a reliable source of transportation to and from all post activities.
 - 2.6.3.3 Must be enrolled in a scholastic institution and maintain a minimum 2.0 GPA. Reports cards must be presented every quarter/trimester.
 - 2.6.3.4 Graduated recipients must be continuing education or working full time in a fire service/EMS related field.
 - 2.6.3.5 Explorers will be required to pass a complete criminal background check as well as driving record, when applicable.

2.7 Explorer Officers

- 2.7.1 Explorer Advisors and Post Coordinator will annually select an appropriate number of Explorer Officers depending on the size of the Post.
- 2.7.2 The ranks of Captain and Lieutenant will be assigned and at least 1 individual will fill each rank.
- 2.7.3 All Officers selections will last for a duration of one year, at which point the Officer may be reappointed or replaced.
- 2.7.4 Officers may be removed from their position at any time at the discretion of the Lead Advisors.
- 2.7.5 Officers will be expected to meet a set of criteria in order to be considered.
 - 2.7.5.1 Maintain a GPA of 2.5 or higher in an educational institution.
 - 2.7.5.2 100% attendance record at Sunday night meetings for a period of 6 months (excused absences will be accepted)
 - 2.7.5.3 35% or higher participation in outside and F.D. events.
 - 2.7.5.4 Must be certified in Heartsaver First Aid and CPR
 - 2.7.5.5 Must be at least 16 years of age
 - 2.7.5.6 Shown ability to lead/coach/mentor others within Post 3710

2.7.5.7 Observed professional demeanor both inside and outside of the Post.

3. Policies and Directives

3.1 Dress Code

- 3.1.1 All Explorer Post members will be given a Class B t-shirt. Members will be expected to purchase Class A uniforms at their own expense. Lost, damaged, or worn t-shirts must be reported to a Lead Advisor and will be replaced on an as needed basis.
- 3.1.2 A Lead Advisor or Quartermaster will perform a uniform inspection at the beginning of all events and meetings. Any deficiencies will be recorded by the Lead Advisor.
- 3.1.3 Class A Uniform will consist of:
 - 3.1.3.1 Light Blue button down uniform shirt.
 - 3.1.3.2 Any undershirt must be navy or white in color
 - 3.1.3.3 SBM Explorer Post badge and name tag.
 - 3.1.3.4 Navy BDU cargo pants
 - 3.1.3.5 Black polishable shoes
 - 3.1.3.6 Black belt
 - 3.1.3.7 No other insignia, visible clothing, hats, or jewelry shall be worn while displaying Class A Uniform at a post event or meeting.
- 3.1.4 Class B Uniform will consist of:
 - 3.1.4.1 Explorer Post t-shirt
 - 3.1.4.2 Navy blue or khaki work pants or shorts
 - 3.1.4.3 Closed toed shoes or work boots
 - 3.1.4.4 Sandals will not be permitted with any Explorer Post Uniform.
- 3.1.5 All Post functions including: trainings, meetings, events, competitions, and participation with SBM firefighters will have a designated uniform assigned.
 - 3.1.5.1 Any member failing a uniform inspection will not be permitted to participate in that days training, meeting, event, etc.
- 3.1.6 Additional uniforms and clothing may be purchased at the explorer's expense upon successful completion of the probationary period and with Post Coordinator approval.
 - 3.1.6.1 All Explorer Post badges and nametags must be returned to SBM Fire Department upon termination.
 - 3.1.6.2 Members will be permitted to wear the Explorer Post t-shirt outside of post functions when abiding by the personnel directives.
- 3.1.7 Appearances
 - 3.1.7.1 Male members will maintain a haircut above the ears and off the neck and collar. No sideburns or facial hair prohibiting proper use of an SCBA facemask is permitted. Male explorers will be clean shaven for all training, meetings, events, etc. with no exceptions.
 - 3.1.7.2 Female members will maintain a neat haircut. Bangs will be trimmed above the eyes. Hair must be cut or restrained above the collar while attending post functions. Excessive makeup or perfume is not permitted.

3.1.7.3 All members will maintain a professional appearance and conduct at all times.

3.1.7.4 Members are not permitted to wear jewelry or other clothing that distracts from the uniform and/or creates a safety hazard.

3.1.8 Badges

3.1.8.1 Post 3710 will supply badges to Explorers who meet the following criteria:

3.1.8.1.1 Maintain a 2.0 GPA or higher for at least one school year.

3.1.8.1.2 80% attendance at Sunday night Explorer meetings.

3.1.8.1.3 At least 6 event credits within a calendar or school year.

3.1.8.1.4 Must be a member of Post 3710 for at least 1 year.

3.1.8.1.5 Must be certified in Heartsaver First Aid and CPR.

3.1.8.1.6 Must own a full Class A Uniform.

3.1.8.1.7 Participation in at least 1 team-building activity.

3.1.8.1.8 Approval by Lead Advisors, Officers, and Board of Directors.

3.1.8.1.9 Must be current on all Explorer Post dues and expenses.

3.1.8.2 Badges may be revoked at any time at the discretion of a Lead Advisor or by recommendation from Officers.

3.1.8.3 Badges shall be the property of Post 3710 and returned if an Explorer is expelled, decides to leave the post, or ages out.

3.1.8.4 Badges shall not be used or worn for any other purpose than an insignia on the Class A Explorer Uniform.

3.2 Probation Period

3.2.1 All members will complete a minimum of 6 months' probation period before obtaining full membership. The period may be extended at an Advisor's discretion if the requirements are not met.

3.2.2 All probationary Explorers will complete:

3.2.2.1 CPR/First Aid training

3.2.2.2 Blood Borne Pathogens Awareness

3.2.2.3 HIPAA Awareness

3.2.2.4 Fire Rescue Safety Awareness

3.2.2.5 Pass "Policy Manual Test" with at least 90%

3.2.2.6 SBM familiarization training

3.2.3 Probationary explorers may be dismissed from the post without reason by a Lead Advisor or the Post Coordinator.

3.2.4 Unexcused absences of probationary explorers may result in automatic dismissal.

3.2.5 Probationary explorers may not be permitted to participate in certain events or activities without prior training.

3.2.6 Probationary explorers will need to maintain 100% attendance (excluding excused absences) during a minimum of 3 consecutive months.

3.3 Attendance

- 3.3.1 All Explorers are required to attend 100% of the meetings and trainings. Members not in attendance at post functions will be missing out on valuable information and training experience.
 - 3.3.2 Excused absences will be permitted when following these guidelines:
 - 3.3.2.1 Communication is made from the Explorer to the Post Coordinator or Lead Advisor at least 2 hours prior to the post function.
 - 3.3.2.2 A written explanation is received by the next post function.
 - 3.3.2.3 All excused absences must be approved by a Lead Advisor or the Post Coordinator prior to the start of the post function being missed.
 - 3.3.3 Unexcused absences will include any absence from a required post meeting or training that is not communicated and approved prior to the start of the function.
 - 3.3.3.1 Unexcused absences will be documented in the Explorers file and may be grounds for dismissal from the post at the Post Coordinator's discretion.
 - 3.3.4 Failure to participate in an event, competition, or assigned function that an Explorer has signed up for may result in automatic dismissal from the post.
- 3.4 Meetings, Trainings, & Events
- 3.4.1 This post will typically meet at least twice per month. Dates and times of post functions will be given to all members as well as posted on the SBM website.
 - 3.4.2 Drill Meetings will include lecture and information on a given topic. These will constitute a majority of the initial training. Class B uniform will be required and no bunker gear will be worn.
 - 3.4.3 Drill Training will occur when a practical skill is being taught. Class B uniform will be required as well as some form of PPE.
 - 3.4.4 Events will be scheduled throughout the year and may include volunteering, field trips for training, competitions, tours, etc. A uniform will be required and designated on the schedule. Transportation to and from the event may or may not be provided by Lead Advisors.
 - 3.4.5 All members are required to keep a three ring binder and have this at all post meetings and training.
 - 3.4.6 Upon approval, we will encourage attendance at SBM Drill as well as public education and public relation events. All of these events need to be approved by the Post Coordinator or SBM Chief Officer prior to attending.
- 3.5 Standards of Conduct
- 3.5.1 All members of this post will maintain proper conduct at all times, while attending post functions, and during day to day life.
 - 3.5.2 As an SBM Fire Explorer, you represent Explorers as well as SBM Fire Department. You are expected to be respectful and courteous at all times.
 - 3.5.3 Any member engaging in conduct unbecoming of a Fire Explorer or SBM member will be automatically dismissed from the post.
 - 3.5.4 The following activities are not permitted:
 - 3.5.4.1 Profanity of any kind
 - 3.5.4.2 Use of tobacco products

- 3.5.4.3 Use of alcohol or other drugs
- 3.5.4.4 Lying or cheating
- 3.5.4.5 Fighting (within or outside of the post)
- 3.5.4.6 Spreading of rumors
- 3.5.4.7 Racial or sexual orientation slurs
- 3.5.4.8 Hazing of any new Explorer
- 3.5.4.9 Adversely affecting the safety of any post member or activity
- 3.5.5 Any member who violates these directives will be warned and reprimanded. Counseling will be used to make the Explorer aware of the mistake and how to correct it.
- 3.5.6 Severe violations may result in a written reprimand or dismissal from the post.
- 3.5.7 Disciplinary actions will be approved and carried out by a Lead Advisor
- 3.5.8 If an Explorer receives a written reprimand, his/her parent or guardian will be notified. Suspension from the post may result and a written apology or plan may be assigned.
- 3.5.9 Minor violations may result in a presentation to the Post, physical training, suspension from the day's activities, or typed explanation.

3.6 Property

- 3.6.1 All SBM department property, including the Explorer uniforms shall never be abused, stolen, or used without prior permission.
- 3.6.2 Department vehicles will never be driven by Explorers.
- 3.6.3 Personal property left at an SBM facility will be the responsibility of that individual.
- 3.6.4 Use of SBM equipment may be permitted for personal use with prior approval.
- 3.6.5 SBM computers, phones, and electronic equipment shall never be used without a Lead Advisor present.
- 3.6.6 SBM workout facilities may only be used after signing the appropriate SBM waiver form, and only to those 18 years of age or older.
- 3.6.7 Explorers are expected to maintain, clean, and inspect all SBM equipment both prior and after use for training or personal reasons.

3.7 Safety

- 3.7.1 Safety shall be the center point of all Exploring functions including meetings, training, events, competition, and participation within the department.
- 3.7.2 Explorers must adhere to all SBM Safety Protocol's.
- 3.7.3 Explorers are expected to be their own constant Safety Officers and are responsible for their own actions when acting on and off the emergency scene, training facility, or event.
- 3.7.4 The following are prohibited activities for all Fire Explorers:
 - 3.7.4.1 Driving a department vehicle for any reason.
 - 3.7.4.2 Riding in a department vehicle to an emergency scene.
 - 3.7.4.3 Arriving on an emergency in a personal vehicle or by other means without prior consent.
 - 3.7.4.4 Using SBM equipment, PPE, or facilities without approval.

- 3.7.4.5 Occupying an SBM facility with any civilian individual(s) without an advisor or prior written consent.
- 3.7.4.6 Explorers may not be used in place of sworn personnel for any reason.
- 3.7.4.7 Writing fire or medical reports for emergency calls.
- 3.7.4.8 Using hydraulic/extrication tools.
- 3.7.4.9 Using any tools or gloves on energized electrical equipment.
- 3.7.4.10 Handle life safety rope when used to lift a person.
- 3.7.4.11 Give medical advice for any reason.
- 3.7.4.12 Use any tools, equipment, or PPE without appropriate training and approval.
- 3.7.4.13 Entering a controlled burn simulation without all prior training and approval.
- 3.7.4.14 Perform any Public Education or Public Relations event without supervision by an FLSE, Lead Advisor, or Company Officer.
- 3.7.5 At inception, no Fire Explorer will be permitted to be on an emergency scene, ride an SBM vehicle, or perform fire and life safety tasks (including EMS) until appropriate training and certification levels are met.

4. Privacy

- 4.1 No SBMFD business or activities will be discussed with anyone outside the organization.
- 4.2 Explorers will not provide any information to any civilian pertaining to any fire or emergency scene. Upon request or questions, refer to the incident commander or Lead Advisor.
- 4.3 Photos, videos, and other media may only be used on an individual's social media with approved consent by the Post Coordinator. Explorers may not blog or post about any HIPAA protected information at any time.
- 4.4 SBM Property shall be left in place, in its current condition or better at all times. Explorers are not permitted to take any SBM property out of its place without prior consent.
- 4.5 Door codes are explicitly confidential and are not to be shared with anyone!
- 4.6 Failure to abide by any of these privacy directives may result in dismissal from the post.

Revision History

3/16/2014-Adopted

11/6/2014- 3.1.8 Badges policy and 2.7.1 Explorer Officer policy adopted (Board of Directors)

Signature Acknowledgement

The undersigned acknowledges that these individuals have received, read, accepted, and agreed with the Spring Lake Park - Blaine - Mounds View Fire Department Explorer Post Standard Operating Procedures at inception of the post and agree to comply with the statements contained therein.

_____	_____
(Explorer Signature)	(Date)
_____	_____
(Parent/Guardian Signature)	(Date)
_____	_____
(Lead Advisor Signature)	(Date)
_____	_____
(Post Coordinator Signature)	(Date)