

# Village Ambulance Service

## Explorer Post 911



Bylaws & Regulations

# Village Ambulance Service, Inc.

Explorer Post # 911

Post Bylaws & Regulations

## **I. Preamble – Explorer Motto**

Our Best Today For A Better Tomorrow!

## **II. Post Bylaws**

### **A. Objectives**

- a. The objectives of Post # 911 are:
  - To learn and further our education in Emergency Medical Services.
  - To be able to assist at events.
  - To ride along and assist.

### **B. Membership:**

- a. Participation shall be open to all young adults of high school age who live in the surrounding area (Williamstown, Hancock, New Ashford, North Adams and Adams) and are in high school or at least 14 years of age and have completed the 8<sup>th</sup> grade.
- b. No prospective participant shall be disqualified because of race, color, creed, or sex. All participants must be enrolled as Explorers and agree to the post code and bylaws.
- c. Explorers shall stay enrolled in school, passing all classes and having good attendance until graduation from High School.
- d. Any explorer facing school suspension will be under review by both the explorer advisors and officers.

### **C. The Explorer Program is divided into three classifications:**

- a. EMS Explorer Trainee (probationary period)
  - Entry level position
  - Probationary period for 3 months
  - Must purchase required uniform
  - Must show sincere interest in Emergency Medical Services
- b. EMS Explorer
  - Completed 3 month probationary period

- Pass post probationary period oral exam with Advisors
- Must have purchased all required uniforms/equipment

c. EMS Explorer - Ride Qualified

- Must have been in Explorer program for a minimum 6 months (if Massachusetts certified First responder or certified E.M.T.)
- Must have completed all required training for position
- Must be AHA BLS Healthcare (or equivalent) CPR certified
- Must have passed an ambulance equipment location/usage test
- Must be signed off by the Lead Advisor
- The post will purchase all initial required uniforms/equipment
- This letter will continue through the chain of command with the final decision of the Village Ambulance Service Management Team or his/her designee.

**D. Officers**

- a. The elected officers shall be president, two vice presidents, secretary and treasurer. The president with the approval of the Advisor shall appoint activity chairs and make other assignments as needed.

1. Duties of the Post President

- Serves as youth leader of the post.
- Implements the post program in cooperation with officers and participants.
- Works closely with Advisors and other adult leaders in a spirit of partnership.
- Represents the post at Learning for Life program planning conferences and is available to report to the participating organization and post committee.
- Assists the post Advisor in conducting the post officers' seminar.
- Appoints youth chairs for special projects and appoints special post officers.
- Presents the annual report to the participating organization at the conclusion of the term of office.
- Assesses frequently whether the responsibilities of the officers are being considered and carried out effectively.

## 2. Duties of the Administrative V.P.

- Serves as administrative officer of the post.
- Assumes the responsibilities of the Post President in his or her absence.
- Leads the recruitment and admission of new youth participants during the year.
- Organizes and recognizes the achievements of post participants.
- Conduct opening and closing ceremonies for special occasions as scheduled.
- Attends all post activities.
- Participates in the Learning for Life program conference.

## 3. Duties of the Programs V.P.

- Serves as the program officer of the post and, in that position, arranges the program planning process for the post.
- Collects and maintains a post activity file consisting of the adult resource survey, a list of post youth participant interest and suggestions for activities, program resource, and an annual activity schedule.
- Determines the interests of the post youth participants on an ongoing basis using the Explorer activity interest survey.
- Provides support for the chair and committee for each activity.
- Maintains an up-to-date calendar of post meetings and activities.

## 4. Duties of the Secretary

- Serves as the communications officer and, in that position manages all communications and publicity for the post.
- Maintains post participation and attendance records.
- Handles post correspondence and minutes.

## 5. Duties of the Treasurer

- Serves as the financial officer and, in that position, maintains financial records and monitors the post budget.
- Collects and disburses post funds.

#### **E. General Responsibilities**

- a. The normal term of office will be for one year starting on January 1. Elections shall be held in December.
- b. No participant shall serve more than two successive terms in the same office.
- c. The president shall appoint a nominating committee which shall consist at three participants. The committee shall interview and present a complete slate of candidates who have agreed, if elected, to serve to the best of their abilities.
- d. On the night of the election, nominations may be presented from the floor by any member. If the nomination is seconded and the candidate agrees to serve he or she must be included on the ballot.
- e. All contested ballots shall be secret.
- f. All active members must attend 10 meetings a year to stay an explorer, unless excused by President of Explorer Post and/or Head Advisor(s).
- g. In order to run for office, member must attend at least 10 meetings per year.
- h. Nominees must be present at election meeting to be voted on.
- i. At the beginning of each term, the newly elected president shall appoint a committee to review and suggest changes to the bylaws. Said changes will then be brought before the Explorer members to be voted on.

#### **F. Resignation of Officers**

- a. Upon resignation of any officer the membership can vote to appoint a new person to the position or table the appointment until the next regular election.
- b. If the officer in one of the elected positions is not fulfilling the duties properly, they will be reviewed by the advisors.

#### **G. Post business**

- a. Post business will be conducted under the principles outlined in *Robert's Rules of Order*. Voting on all issues will be by simple majority, with the exception of changes or amendments to the bylaws, which will require a two-thirds vote of the total participants. A quorum shall consist of one more than the majority of participants for votes on routine business.

#### **H. General meetings**

- a. General meetings will be held every other week of each year. The day will be decided by the participants at the beginning of each school year.

**I. Officers meetings**

- b. Officers meetings will be held at least once a month prior to and at a time and place different from the first post meeting of that month.

**J. Disciplinary Actions**

- a. These disciplinary actions will result from the following: smoking on grounds, alcohol use on grounds, failure to follow VAS rules, and any other actions determined by post advisor(s). Anyone accused of 5<sup>th</sup> stage effect has the right to appeal to Explorer Post Body.
- b. Decisions to reinstate an explorer will be made within one month of the expulsion by the advisors and officers of the Explorer Post.
- c. It is the responsibility of the expelled explorer to present reasons why they should be reinstated.
  - 1<sup>st</sup> offense will result in a verbal warning by President.
  - 2<sup>nd</sup> offense will result in written warning by President.
  - 3<sup>rd</sup> offense will result in 30 day suspension.
  - 4<sup>th</sup> offense will result in 6 month suspension.
  - 5<sup>th</sup> offense will result in expulsion

**K. Ambulance Shifts**

- a. Availability
  - Available shifts will be determined by the advisors in conjunction with the VAS Management Team.
  - Explorers may sign up for shifts on a first come first serve basis, with emphasis on equal call time for each explorer.
- b. On-Call Time
  - Explorers on call will be listed on the ambulance schedule.
  - Explorers not having signed up on the schedule the week prior, and wish to go on call, must get permission, from the duty officer, and must call dispatch.
  - Explorers may not take call shifts nor be on squad premises after 2200 hours.
  - During an "Any Available" tone for VAS Personnel or VAS Explorer, an explorer may ride with an advisor if the advisor permits them to respond.
  - An explorer cannot be scheduled with a crew of three or more, unless there are situational circumstances.
- c. Response to Incident

- All response should be in accordance with Policy #2, Article B, and Section 4.
- If the ambulance has already responded and an explorer is en route with their personal vehicle, the explorer may respond directly to the scene.

## **L. Response Procedures**

### **a. General Response Guidelines**

- Explorers en route to any planned post must be in a vehicle with at least minimum insurance requirements set by the Boy Scouts of America.
- Explorers must wear seatbelts at all times while en route to or from post activities.
- Explorers must submit a copy of their insurance to the post advisors if they wish to transport other explorers to or from post activities.
- Explorers wishing to ride to activities with anyone other than themselves or guardian/parent must have prior approval from the advisors.

### **b. Response to Emergency incidents**

- Upon approval of the advisor(s), explorers may respond to emergency calls.
- Explorers may not possess or display any emergency warning lights including, but not limited to: hazard flashers, flashing headlights or any strobe or rotating emergency light.
- Explorers must follow the rules of the road as any operator would regardless of whether they are responding to an emergency call or not.

## **M. Requirements for call time and transports**

### **a. Patient Compartment**

- No explorer shall be in the patient compartment without another licensed/certified provider. A minimum of two other licensed/certified providers are required before transporting a patient.

### **b. Personnel**

- While taking call time, explorers must be with a minimum of two adults at all times. At least one of those adults must be an advisor.

c. Universal Precautions

- While involved in patient care or in the patient compartment, explorers must wear the appropriate body substance isolation equipment. These precautions include, but are not limited to: gloves, mask, eye protection, gown, and turnout gear as issued by VAS.

d. Immunizations

- Prior to approval for transport, explorers must have documented proof of Tetanus, Hepatitis B, and MMR immunizations.
- Explorers must also have an annual TB test.

e. Mandatory Training

- The following training must be completed prior to approval for call observation. Some training may be waived at the discretion of the advisor(s).
  - AHA First Aid Certification
  - AHA Healthcare Provider CPR Certification
  - Bloodborne Pathogen/Universal Precautions Lecture
  - HIPPA Training
  - Safety at the Scene
  - Post Ride Policies
  - Unit Familiarization
  - Ambulance Orientation Checklist (as used by VAS.)
  - Patient Transporting Equipment (i.e. use of stair-chair, stretcher)
  - Parent Conference
  - Unit Maintenance
  - Radio Procedures
  - Vital Sign Training

**N. Newsletter**

- a. The post will publish a newsletter every quarter, which shall include all meeting dates and other information of interest to the participants. The newsletter will serve as the historical record or the post.



## **O. Dues**

- a. Dues will be \$20 per year. Each member must pay \$10.00 at the first meeting in October, then \$10.00 in November, or in one lump-sum.

## **P. Financial Business**

### **a. Explorer Accounts**

- Money to be taken from the checking account will be done by an Explorer and an advisor. No one person can withdraw money from the checking account.
- Money to be taken from the savings account will be done by an Explorer and an advisor. No one person can withdraw money from the savings account.
- Money needed to be withdrawn shall be voted on by the Explorer group.
- Any money less than one hundred dollars can be withdrawn without being voted on by the Explorer group if approved by the lead Explorer advisor.
- Explorer accounts should have two Explorer advisor names as well as two Explorer names on them.

### **b. Money to be deposited**

- Any one Explorer or advisor can deposit Explorer funds into either account at any given time.

### **c. Money Spending**

- Money from checking can be used for, but is not limited to, the following:
  - Explorer Events
  - Open House
  - Uniforms
  - Supplies
  - Equipment
  - Advertising
  - Explorer functions (i.e. gas/food for trips; good for in-house functions)
  - Training sessions that benefit Explorers

### **d. Money from the explorer accounts cannot be spent on:**

- Explorer dues of any kind
- Personal food for trips
- Personal items not having relation to the Explorer group

e. Money Raised

- All money raised as a result of a fundraiser is to be deposited into the checking account, except 30%, which is to be deposited into the savings account.

**Q. Protective Equipment**

- a. Activities that include patient care, including, but not limited to ambulance calls, training drills and auto extrication, Explorers must wear issued uniform and jackets.
- b. Helmets must be worn during hazardous situations such as auto extrication.
- c. Proper footwear shall be worn during Explorer activities. No open toed shoes or any type of sandals are allowed to be worn.

**R. Decontamination**

- a. Any Explorer uniform, gear, equipment or personal clothing, gear or equipment that comes in contact with chemicals, blood or other body fluids must be cleaned ASAP.
- b. All items as stated in paragraph one that need cleaning should be placed in a biohazard red bag and left at the station to be washed. The equipment will be decontaminated and returned to the Explorer as soon as possible.
- c. If possible, and if equipment is available, a temporary replacement will be issued.

**S. Identification Badges**

- a. An Explorer shall only display a badge when they are on call or responding to a call. Badges shall not be worn to and from the station or during activities unrelated to the post.
- b. No Explorer shall keep their badge in any form of wallet badge holder.

**T. Equipment/Uniforms**

- a. General Considerations
  - All equipment issued to the Explorer will remain property of the VAS EMS Explorer Post and returned to the post upon resignation or termination of membership in the post.
  - Although Explorers pay for their uniforms, they remain the property of the Explorer Post and must be returned upon termination or resignation from the post.

- All equipment checked out to an Explorer should be recorded by the Lieutenant of Operations.
- It is the responsibility of the Explorer receiving the equipment to report any defects in the equipment to the Lieutenant of Operations.
- It is the responsibility of the Explorer to properly take care of and clean (if applicable) all equipment checked out to them.
- Lost equipment will have to be replaced by the Explorer with comparable equipment.
- No equipment may be borrowed or taken from the ambulance without direct permission from the VAS Management Team.

b. Radios

- Radios are also available to be checked out for special events deemed necessary by the advisors. Explorers must document on the sign-out sheet when they borrow and return the radio.

**U. Changes to Bylaws and Standard Operating Guidelines**

- a. Changes can be made to the Bylaws during a regular business meeting.
- b. A minimum of 2/3 of the current explorer membership and at least two advisors must be present to change the guidelines.
- c. Once a vote to change is received, the Management Team of Village Ambulance Service, Inc. must review and approve the changes.

**V. Village Ambulance Service, Inc. Bylaws & Policies**

- a. Explorers, when involved in VAS or Explorer business, will follow Village Ambulance Service, Inc. Policies and Guidelines as well as these bylaws at all times.