



BY-LAWS
of the
BABYLON FIRE DEPARTMENT

Organized December 1881

BABYLON, N.Y.

(Updated and Revised August 17, 2021)

TABLE OF CONTENTS

A FIREFIGHTER	1
PREAMBLE	1
ARTICLE I - Companies of the Fire Department	2
ARTICLE II - Insignia of Rank and Uniform Guidelines	3
ARTICLE III - Annual Meeting of the General Convention	5
ARTICLE IV - Council of the Department	7
ARTICLE V - Annual Meetings of the Companies	8
ARTICLE VI - Duties of Officers, Departmental	9
- Duties of Officers, Company	10
ARTICLE VII - Classification of Members	11
ARTICLE VIII - Qualification for Membership.....	15
ARTICLE IX - Sick and Disability Leave	18
ARTICLE X - Disciplinary Actions.....	20
ARTICLE XI - General Rules.....	22
ARTICLE XI - Supplement - Military Leave.	26
ARTICLE XII - Order of Business.....	27
ARTICLE XIII - Rules of Order	28
ARTICLE XIV - Funeral Service	30
ARTICLE XV - House Rules	31
ARTICLE XVI - Definitions of Terms Used in These By-Laws	32
ARTICLE XVII - Welfare	35
ARTICLE XVIII - Amendments	38
ARTICLE XIX - Recognition Process	39
ARTICLE XX - Dissolution and Non-Firematic Activities	41
APPENDIX A - K	

A FIREFIGHTER

When a person takes the oath of membership in a Fire Department that person agrees to observe all the Rules and Regulations as prescribed, and assist in the saving of life, and the protection of property against fire.

You may not like an officer, but you must respect the title and the authority that officer holds, thereby reflecting honor and credit upon yourself and your profession, by yielding to all officers, that complete and unhesitating obedience which is the pleasure as well as the duty of every true firefighter. Orders must be fully carried out, for it is not sufficient to comply with only that portion which suits you or that involves no work, danger or hardship to you. It is not for you to consider whether the order is a good one or not. OBEY IT.

No person is loyal who is a grumbler or a shirker. Just one person of this type breeds discontent and dissatisfaction among others.

Your position as a firefighter is an honorable one; the public realizes that your duty is hazardous and that you are willing to endanger your life to save the lives of others, and they look to the members of the Fire Department with pride. You can ruin a good reputation very quickly by being careless in your work, by poor appearance of your equipment, poor conduct, or causing undue destruction of property. Don't do or say anything that would jeopardize the good reputation that others have built.

A Fire Department is considered a semi-military organization and there are occasions when you will be wearing your uniform, possibly where the public may have the opportunity to observe you, and right here is a fine time to give the impression of your being a professional as well as being well disciplined.

The completion of your instructions will not make you an experienced firefighter. You must practice with your comrades who have seen service and know the tactics required. This will eventually make you an asset to your department and to the community which you serve.

Put more into this profession than you ever expect to get from it and you will be rewarded with a conscience that will say WELL DONE!

PREAMBLE

We, the members of the Babylon Fire Department, in order to promote discipline, define duty, and insure the accomplishment of the object for which we are associated, do hereby subscribe to and agree to be guided by the following By-Laws.

ARTICLE I

COMPANIES OF THE FIRE DEPARTMENT

Section 1.

The Fire Department of the Village of Babylon was organized in December, 1881, and shall consist of Babylon Hook & Ladder Co., Phoenix Hose Co., Sumpwams Hose Co., Argyle Hose Co., Inc., Electric Hose Co., Babylon Fire Patrol, Inc. and such other companies as may hereafter be organized under the authority and direction of the Board of Trustees of the Village of Babylon.

Section 2.

No company membership shall exceed thirty-five (35) active members. All companies will maintain five (5) positions for Firefighter EMS.

Section 3.

A general meeting of the Fire Department shall be held at Fire Headquarters on the first Friday following the first Tuesday in April of each year at 8:00 PM to hear the annual report of the Secretary and Treasurer, and to transact any other business of the Fire Department. If the meeting of the Fire Department shall not be held on the aforesaid day, such meeting may be held on any subsequent day. Special meetings of the Department may be called by the Board of Trustees of the Village of Babylon, the Fire Council of the Department, or by the Chief of the Department.

rev:12/15/92
app:12/15/92

ARTICLE II

INSIGNIA OF RANK AND UNIFORM GUIDELINES

CHIEF - Five trumpets crossed

FIRST ASSISTANT CHIEF - Four trumpets crossed

SECOND ASSISTANT CHIEF - Three trumpets crossed

THIRD ASSISTANT CHIEF - Two trumpets crossed

CAPTAIN HOOK & LADDER COMPANY - Two upright axes (parallel)

LIEUTENANT HOOK & LADDER COMPANY - One axe (horizontal)

CAPTAIN HOSE & ENGINE COMPANIES - Two upright trumpets (parallel)

LIEUTENANT HOSE & ENGINE COMPANIES - One trumpet (horizontal)

CAPTAIN FIRE PATROL - Two upright trumpets (parallel)

LIEUTENANT FIRE PATROL - One trumpet (horizontal)

DEPARTMENT CHAPLAIN – symbol corresponding to the religious affiliation of the Department Chaplain.

Added Department Chaplain

Revised and approved 3/20/2007

Members shall have the Babylon Fire Department patch sewn to the right shoulder of their Class A Uniform

Members of the Babylon Fire Department Rescue Squad shall wear the 1 inch designated “Star of Life” rescue squad patch sewn onto their right sleeve.

Members of the Babylon Fire Department Marine Unit shall wear the 1 inch “anchor” marine unit patch sewn onto their right sleeve.

Members of both the Rescue Squad and Marine Unit shall wear both patches, with the designated rescue squad “star of life” patch sewn onto the sleeve first. The “anchor” marine unit patch shall be sewn onto their right sleeve.

Members shall be awarded Service stars to be sewn onto the left sleeve of their Class A uniforms for each 5 years of service (1 star equals five years.) Officers, Firefighters and Ex-Captains shall wear silver stars representing their length of service. Chief Officers and Ex-Chief Officers shall wear gold stars representing their length of service.

Members who have successfully completed Suffolk County Firefighter 1, or its equivalent, will be given a “Suffolk County Fire School” Patch to be worn on the left shoulder of their uniform.

Firefighter/EMS members ONLY, after successfully completing New York State EMT training & above, will be issued a NYS Emergency Medical Technician (their highest level of certification) patch to be worn on their left shoulder from the Babylon Fire Department.

Members who have served as Captain for a term of at least 1 year shall be awarded the title of “Ex Captain” and shall be issued uniform insignia indicating such title. The insignia will be for the company they represent:

Engine will be 2 upright trumpets parallel with a blue dot and the letters “EX” inside of it.

Hook & Ladder will be 2 upright axes parallel with a blue dot and the letters “EX” inside of it.

Fire Patrol will be 2 upright trumpets parallel with a blue dot and the letters “EX” inside of it

Such members will wear the above insignia with silver hat band on their Class A uniforms, unless such member begins a new term as company, squad or unit officer. Then they will wear the insignia for such rank.

Members who serve at least one term as Captain of the Rescue Squad will be awarded the title of “Ex Captain” and will be issued uniform insignia indicating such title.

If such member served as Captain of either of the companies, member shall wear the insignia of the highest title achieved (Ex Captain of said company) with a 1 inch designated rescue patch indicating their “Ex Captain” status of the Rescue Squad.

If such member did not serve as a Company Captain, but completed at least 1 term as Captain of the Rescue Squad, the member shall wear the uniform insignia of the highest title earned. (Ex Captain insignia for the Babylon Fire Department Rescue Squad.

Refer to Appendix K for samples of the patches.

Revised and Approved 8/17/2021

Added Uniform Guidelines

ARTICLE III

ANNUAL MEETING OF THE GENERAL CONVENTION

Section 1.

The Annual Meeting of the General Convention of the Fire Department shall be held at Fire Department Headquarters on the Thursday following the first Tuesday in April of each year at 8:00 PM. The Chief shall call the meeting to order and an acting chairman shall be elected by a plurality of the active members of the Fire Department present.

Section 2.

The General Convention quorum shall consist of not less than 1/3 of the active members of the Fire Department.

Section 3.

A) The General Convention shall nominate by ballot candidates for the office of Chief, First Assistant Chief, Second Assistant Chief, and Third Assistant Chief respectively, each for a term of office of one (1) year. The person receiving the plurality of voting members shall be deemed nominated.

1) At noon on the Thursday following the first Tuesday in April and until 6:00 pm on that date, ballots will be made available to those who cannot attend the 8:00 pm General Convention meeting. The Secretary of the Department with the assistance of the Ex-Chiefs and Fire Council shall provide a ballot box, inspectors and tellers. A sign-in sheet of eligible voters shall be maintained and checked against those voting. This sign in sheet shall be carried forward to the 8:00 pm meeting to secure continuity. All ballots cast between 12:00 noon and 6:00 pm shall be kept in a secure box and counted with those at the 8:00 pm meeting.

2) Twenty five (25) days prior to the Thursday following the first Tuesday in April, an eligible voting member of the Department may petition the Secretary of the Department for an absentee ballot for the general convention. Absentee ballots will be returned to the Secretary of the Department no later than the day previous to the general convention. The ballot shall be returned in a sealed plain envelope. This envelope shall be enclosed in a control envelope with the voting members name and signature on the outside. The ballot envelope shall be immediately place in the sealed ballot box and opened when tabulated at the general convention.

3) The Secretary of the Department, the Fire Council and the Ex-Chiefs shall work together to insure the integrity of the ballot process. No tabulating of ballots will take place until the voting process has been completed at the general convention. All absentee ballots shall be numbered and must agree with the numbers on the control envelopes. If a member has voted between noon and 6pm it shall be the responsibility of the committee to be certain that this member is not called to vote again.

Rev & Approved 6/19/2012- Article III, Sect. 3, 2). Gave members an additional 10 days prior to the General Convention to request an Absentee Ballot.

Article III continued

- B) Only active members of the Fire Department having the following qualifications shall be eligible as candidates for nomination to the offices set forth in subdivision (A) of this section:

In addition to the foregoing, a candidate for the office of Chief Engineer, 1st Assistant, 2nd Assistant, or 3rd Assistant Chief must meet the following criteria:

- 1.) Be an Ex-Captain of one of the six companies comprising the Babylon Fire Department
 - 2.) Have a minimum of 10 years of active service as a member of the Babylon Fire Department
 - 3.) Be a qualified driver of their respective apparatus
- C) Nominating Petitions for the office of Chief Engineer, First Assistant Chief, Second Assistant Chief and Third Assistant Chief shall be posted by the Department Secretary sixty (60) days before the date of the General Convention. Nominations shall close thirty (30) days before the date of the General Convention. 2/19/02
- D) A person shall be eligible as a candidate for nomination only for the office for which his or her name has been nominated under C above. No person shall be eligible as a candidate for nomination to the same office after having served two (2) terms in said office. 2/19/02

Section 4.

Probationary Members of the Fire Department are not eligible to vote at the General Convention or any other Department meeting.

Section 5.

The Secretary of the General Convention shall forthwith file in the office of the Clerk of the Village of Babylon, a certificate of the nominations at the General Convention to the offices set forth in subdivision (A) of Section 3 of this Article.

Section 6.

At the General Convention, immediately following the results of nomination of Chief and Assistant Chief Engineers, the secretary of the Convention will forward the results to the Village clerk's office. On the second Tuesday following the first Thursday, in the month of April, immediately following the Village Board meeting, the Fire Council will have a special meeting. The purpose of this meeting will be to appoint the nominees to their respective office. Transfer of command will also take place at this time.

rev & app:12/15/92

Sec 3 A), 3 A)1, 3 A)2, 3 A)3 Rev. & App 10/95

ARTICLE IV

COUNCIL OF THE DEPARTMENT

Section 1.

The Council of the Department as constituted by the Village Law, Sec. 10-1014, shall meet annually on the third Tuesday in April and elect a Secretary and Treasurer of the Fire Department. Each member to be given notice of the time and place of all meetings. A majority of the members of the Council shall constitute a quorum to transact any business or to adjourn any meeting to a later date.

Section 2.

The Council shall be accountable to the Board of Trustees of the Village of Babylon for all public property held by them and the several companies, see that same is kept in proper order for immediate use, and at the end of their term of office, or whenever deemed necessary by the Board of Trustees, make a true return of all property to the Board of Trustees.

Section 2A.

All requests for any capital improvement, i.e. apparatus replacement, building repairs or modifications, or any expense in excess of \$5,000 shall be forwarded in writing to the Fire Council. The Council shall charge the Chief Officers in the case of items of Firematic nature to research and present their findings and recommendations at ensuing Council Meetings. The Council shall, if appropriate, forward all requests for capital improvements in writing to the Board of Trustees.

Section 3.

- A.** It shall be the duty of all wardens to attend all regular or special meetings of the Council. If any such Warden fails to attend two (2) successive meetings where notice has been issued, the Captain of the respective company shall be notified by the Secretary of the Department, to elect a successor, unless such absence was due to sickness or unavoidable circumstance.

Section 4.

Two wardens shall be assigned by the Fire Council to the Rescue Squad

revised 12/15/92

Section 2A added & approved 12/15/92

ARTICLE V

ANNUAL MEETINGS OF THE COMPANIES

Section 1.

- (a) Each and every company shall meet on the first Tuesday of April, at 8:00 PM each year and shall elect by ballot a Captain, a Lieutenant or Lieutenants, Secretary, Treasurer, one (1) Warden, and the Welfare Committee Representative of the Fire Department.
- (b) Any nominee for the office of Captain or Lieutenant must be an Active Member, maintain status as an Interior Firefighter and be qualified to drive and operate their respective Company's apparatus.
- (c) Each Company, Squad or Unit shall forward their respective election results to the Department Secretary by no later than the Annual Convention held on the first Thursday following the first Tuesday in April. The Department Secretary shall forward this information to the Village Clerk along with the results of the General Convention.
- (d) Nominees elected under Article V, Section 1, (a) for the position of Captain, Lieutenant or Warden shall commence their term following approval of the Village Board on the second Tuesday in April.

Added subsections (c) and (d) approved 8/17/2021

Section 2.

A candidate for the office of Company Warden must meet the following criteria:

- 1. Fall into any of the following membership categories:
 - A) Active member
 - B) Senior member
 - C) Life member
- 2. Served as a member of the department for a minimum of 10 years, or be an Ex-Captain with at least 5 years of service

The terms of office of each of the foregoing officers shall be one (1) year, except however, the office of Warden shall be two (2) years.

ARTICLE VI

DUTIES OF OFFICERS

DEPARTMENTAL

Section 1.

The Chief shall be president of the Council and of the meetings of the Fire Department. The Chief shall have exclusive control of the members at all fires, inspections and reviews, the supervision of the engines, hose and other apparatus owned by the Village for the prevention or extinguishment of fires, of all property owned by the Department, and of all officers and employees thereof, elected or employed, by the Council. The Chief shall, whenever required by the Fire Council, report the condition of the property of the Department and such other information regarding the Department as may be required. The Chief shall hold the members, officers and employees of the Department strictly to account for the neglect of duty, and may, in a village in which separate fire commissioners are not appointed, suspend or discharge them at any time, subject to the approval of two-thirds of the members of the Council at the next meeting. The Chief shall, upon application, and if authorized by the Council or a separate board of fire commissioners, if any, issue through the Secretary of the Fire Department, a certificate of the time of service of a member of the Fire Department, and shall give to each officer of the Department immediately after the officer's election, a certificate thereof countersigned by the Secretary. In case of the inability or absence of the Chief, the First Assistant Chief, and in case of the absence or inability of the Chief and First Assistant Chief, the Second Assistant Chief, and in the absence or inability of the Second Assistant Chief, the Third Assistant Chief, if any, shall perform the duties and have all the powers of Chief.

Section 3.

The Chief and Assistant Chiefs are privileged to visit any and all fire houses and meetings of the companies.

Section 4.

It shall be the duty of the Secretary to keep records of the Department and Council, to keep a roll of all members of the Department and to place in a book kept for that purpose, the names of all members who may be suspended or expelled from the Department. The Secretary shall attend to all correspondence, issue general orders when directed by the Council or the Chief, and perform such other duties as pertain to the office.

revised & app: 12/15/92

Article VI continued

Section 5.

It shall be the duty of the Treasurer to have charge of the funds of the Department, keep same in a bank designated by the Council in the name of the Department and pay the same out only on a majority vote of the members present at the Council meeting when properly attested and countersigned by the Chief. The Treasurer shall make a report whenever required to do so by the Council of all the monies received and expended by him or her and shall accompany such report with vouchers of all expenditures. The Treasurer shall, if required, make and execute a bond in such amount and form as required by the Council. The Treasurer shall also act as a collector of the Fire Department to collect all insurance, tax and other monies due the Department. The Treasurer shall by direction of the Council, bring all actions in a court in the name of the Department.

COMPANY

Section 6.

All Captains shall see that their fire lines are stretched by order of the Chief and their company workings and duties are in no way jeopardized or obstructed. Captains shall promptly report their arrival to the officer in command, assume command at fires when first to arrive, and exercise command until the arrival of a superior officer.

Captains shall preserve order and strict discipline in and about quarters and at fires.

Captains shall be accountable for all public property in their charge, and see that it is kept in proper order for immediate use, and during the month of April of each year take and inventory of such property and make a return thereof to the Chief.

The Captain shall serve on the Department Training Committee.

Section 7.

It shall be the duty of the Lieutenant, in the absence of the Captain to assume all The Captain's functions and responsibilities, and when present to obey The Captain's command and assist in the performance of all the Captain's duties.

Section 8.

The Captain and Lieutenant of a Company shall not hold the office of Captain and Lieutenant of the Rescue Squad or any Unit at the same time, due to it being a conflict of interest.

Revised 1/93

Approved 2/16/93

Section 7 Approved 12/93

Section 8 Approved 8/17/2021

ARTICLE VII

CLASSIFICATION OF MEMBERS

Section 1.

ACTIVE MEMBERS: Any person who shall meet the qualifications of membership as provided in Village Law and in Article IX of these By-Laws and shall be elected or appointed as prescribed in the Village Law or other applicable laws shall be an active member of the Babylon Fire Department.

Section 2.

SENIOR ACTIVE MEMBER: The Council of the Babylon Fire Department may appoint any active member who shall have completed at least twenty (20) years of active service as a senior active member of the Fire Department, either upon the recommendation in writing of the member's company Captain, with the approval of the company members, or upon the member's own request in writing.

A senior active member shall continue as and be entitled to all privileges of an active member, except as hereinafter provided.

Such senior active member SHALL PAY DUES, OBEY all rules and regulations of the Babylon Fire Department, STAND INSPECTION and BE COUNTED, and fulfill residence requirements as provided in Village Law.

A senior active member may participate fully in all firematic functions and enjoy all privileges of an active member, but shall not vote for the Chiefs of the Fire Department, hold any office in the Fire Department, drive any apparatus of the Department, change companies while in this status.

Whenever any active member shall be appointed as a senior active member, a vacancy in the respective company shall exist which may be filled by the acceptance of a new active member by the company.

* Any senior active member who cannot fulfill the residence requirements as provided by Village Law may, upon the member's request in writing, be transferred to Senior Inactive membership by appropriate action of the Council of the Fire Department.

Section 3.

SENIOR INACTIVE MEMBER: The Council of the Babylon Fire Department may appoint any active member who shall have completed at least twenty (20) years of active service, as a senior inactive member of the Fire Department, either upon the recommendation of the member's company Captain, in writing, or upon the member's own request in writing.

revised 1992

Article VII continued

A senior inactive member shall be entitled to all privileges of an active member and shall be invited to attend all social functions of the member's company and of the fire Department, may wear a dress uniform, attend parades, and stand inspection without being counted.

A senior inactive member shall not:

- A) Have any right to vote
- B) Ride on any apparatus of the Fire Department to the following firematic activities: Fires, Drills, Fire School, and/or Rescue Activities
- C) Retain a Department radio
- D) Perform any duties at or in connection with any fire
- E) Be subject to call for the performance of any firematic duties
- F) Be entitled to any benefits under the General Municipal Law, Workers Compensation Law, Volunteer Firemen's Benefit Law, or any other laws applicable to an active member
- G) Hold any office in the Fire Department

Section 4.

LIFE MEMBER: Any Chief of the Fire Department who shall have completed a term of office satisfactorily shall automatically become a Life Member of the Fire Department. A life member shall continue as, and have all privileges of an active member and shall pay dues. A life member's absence from a departmental inspection will not penalize the respective company. A vacancy shall exist which may be filled by acceptance of a new active member by the Company.

A life member who fails to obey the commands of, or shall be insubordinate to the Chief of the Fire Department shall be brought up on charges before the Council of the Fire Department and be subject to these By-Laws in any disciplinary proceeding.

* Any life member who cannot fulfill the residency requirements as provided by Village Law shall be subject to the same limitations applicable to senior inactive members as outlined in Article VII, Section 3, Paragraph 2 & 3, except that they shall retain their right to vote.

Section 5.

SENIOR MEMBER: Any member of the Fire Department with thirty five (35) years of active service, in good standing, shall automatically become a senior member of the department.

A senior member shall continue as, and have all privileges of an active member and shall pay dues and must stand inspection.

A vacancy shall exist which may be filled by acceptance of a new active member of the company.

A senior member who fails to obey the commands of, or shall be insubordinate to, the Chief of the Fire Department shall be brought up on charges before the Council of the Fire Department and be subject to these By-Laws in any disciplinary proceedings.

Article VII continued

* Any senior member who cannot fulfill the residency requirements as provided by Village Law shall be subject to the same limitations applicable to senior inactive members as outlined in Article VII, Section 3, Paragraphs 2 & 3.

Section 6.

HONORARY MEMBER: Any person over the age of eighteen (18) years, not a member of the Fire Department may be appointed an honorary member of the Department by the Council of the Fire Department. While such an honorary member is exempt from the payment of dues, the honorary member may wear a dress uniform provided by and in accordance with the regulations of the Council of the Fire Department. Such members shall not have the right to vote. Such members may not participate in any firematic duties or functions, ride on any apparatus of the Fire Department, possess a Department radio, participate in any fire. Such member shall not be entitled to any benefits under General Municipal Law, Workers Compensation Law, Volunteer Firemen's Benefit Law or any other law applicable to active members.

revised and app 3/20/2007

Clarified that Honorary Member does not have right to Vote

Section 7.

All persons changing status from Senior Inactive to Senior Active or Active membership shall be required to pass a physical examination. This examination must be given by an approved Department Physician and this examination fee will be paid by the Department whether the applicant passes or fails said examination. In addition, those members changing status must attend six (6) different Babylon Fire Department Training Classes during a period of one (1) year and complete fifteen (15) hours of Safety Training as mandated by OSHA.

Section 8.

DEPARTMENT CHAPLAIN: A member of the Babylon Fire Department may be appointed Department Chaplain by the Council of the Fire Department. A member so appointed shall be subject to the requirements and regulations of these By Laws applicable to their status within the Fire Department while serving as Department Chaplain.

Any person over the age of eighteen (18) years, not a member of the Fire Department may be appointed as Department Chaplain by the Council of the Fire Department. Any person so appointed as Department Chaplain shall not be assigned to any Company of the Fire Department. An Appointed Department Chaplain is exempt from the payment of dues, the Appointed Department Chaplain may wear a dress uniform provided by and in accordance with the regulations of the Council of the Fire Department.

An Appointed Department Chaplain shall not have the right to vote and may participate in the following Firematic Activities: Department Meetings, Inspections, Funerals, Sanctioned Department Social Events, and Parades. An Appointed Department Chaplain may possess a Department Radio. An Appointed Department Chaplain may not ride on any apparatus of the Fire Department or participate in the following Firematic Activity: Fires, Drills, Tournaments, Fire Schools, Rescue Activities or Fund Drive.

An Appointed Department Chaplain shall not be entitled to any benefits under General Municipal Law, Workers Compensation Law, Volunteer Firemen's Benefit Law or any other law applicable to active members.

Added and approved 3/20/2003

Article VII continued

Section 9.

All persons re-applying for Active Status, who resigned in good standing from the Babylon Fire Department or changed their status to Senior Inactive Member, must meet age and residency requirements as stated in Article VIII, Section 1 and 2. This person must be approved by his/her company as stated in Article VIII, Section 5 and must meet requirements for the following periods of absence:

Absence Period - Less than One (1) Year

Must complete all required Departmental courses given while member was absent. All missing courses must be completed within one (1) year of being approved for membership by the Village Board.

Absence Period - One Year to Less than Five (5)

Member with less than 20 years of prior Active Service must be required to serve a Probationary period of a minimum of six (6) months and no greater than one (1) year of being approved for membership by the Village Board.

Members with more than 20 years of prior Active Service shall not be required to serve a Probationary period. Both categories of Members must complete the following:

- A) Six (6) different Babylon Fire Department Training courses.
- B) Fifteen (15) hours of Safety Training as mandated by OSHA.
- C) Must obtain a level of performance that is acceptable by his/her Company and the Rescue Squad for EMS Members, within the Probationary period if applicable or within one year of being approved for membership by the Village Board.
- D) Pass a physical examination. The examination fee will be paid by the Department whether the applicant passes or fails said examination.

Absence Period - Over Five (5) Years

- A) Member would be required to serve one (1) year Probationary Period, completing all Probationary Requirements applicable to their Firefighter or EMS Member status.
- B) Pass a physical examination. The examination fee will be paid by the Department whether the applicant passes or fails said examination.

Revised and app 8/17/2021

Clarified probationary period and training requirements.

ARTICLE VIII

QUALIFICATION FOR MEMBERSHIP

Section 1.

No person is qualified for membership in this Department who is under eighteen (18) years of age, or whose character might bring the Department into disrepute.

Section 2.

Residence requirements for membership: any person at the time of election to membership, and as a condition of continued membership shall fulfill and comply with the conditions of the By-Laws, if any, of the Fire Department or of the Fire Law or other applicable laws, as amended from time to time, pertaining to membership and residence requirements of volunteer firefighters and any resolutions of the Board of Trustees of the Village of Babylon adopted from time to time pursuant to such laws.

Section 3.

- A) All persons seeking membership will be required to pass a physical examination that will include a drug test with negative results. This examination must be given by an approved department physician and this examination fee will be paid by the department whether the applicant passes or fails said examination. Any future examinations shall be paid by the applicant.
- B) A new Firefighter or Firefighter EMS when accepted for membership in the Department, shall serve a probationary period commencing on the date their application is approved by the Village Board.
- C) During the probationary period, the member may not hold any office of the Babylon Fire Department, i.e.: company, band, rescue, drill team, etc. During the probationary period the member may not operate any department apparatus.
- D) All persons seeking membership as a Firefighter EMS shall be interview by an investigating committee appointed by the company to which the person has applied. A representative of the Rescue Squad shall be appointed to the committee for the purpose of reviewing Rescue requirements and procedures.

Rev and App:01/17/06

Section 4.

Probationary member requirements for Firefighters

- A) A new Firefighter when accepted for membership in the department, shall serve a probationary period of at least one year and a maximum of a second year. The second year to be granted to complete the Suffolk County training requirements.
- B) During this probationary time period a firefighter must attend all required Suffolk County Firefighter I Course sessions and pass the written test.
- C) At the discretion of the Fire Council Section (4B) may be waived, if a new member has successfully completed the Suffolk County Firefighter I Course (or its equivalent) within the last three years of the date of his/her application.
- D) After being accepted by the Village Board as a probationary member, individuals must complete all of the Babylon Fire Department Probationary Training Classes during the first probationary year. This includes all mandated OSHA training.
- E) In order for individuals to complete probation they must complete the entire Suffolk County Firefighter I Course within two years of the date of acceptance by the Village Board including passing the written test.
- F) Individuals may come off probation after a minimum of one year with the Village Board's acceptance provided they have completed the items listed in Sections (4B), (4D), and (4E).

Article VIII continued

Section 4. continued

- G) If a new Firefighter has been granted a waiver under Section (4B) and (4C), Article IX Section (4D) will remain in effect.
- H) If a Probationary Firefighter completes section (4E) prior to serving a second full year of probation, the new Firefighter shall be eligible to come off probation immediately, providing that all other criteria have been found acceptable.

Rev and App:11/16/99

Section 5.

- A) An application, when approved by a company, must be forwarded to the fire council with a letter stating the total membership of the company.
- B) An application, when rejected by a company, must be forwarded to the fire council with a letter stating the reason(s) for the rejection.

rev 1/93 & app 2/16/93

Section 6.

If a probationary member is placed on sick leave, the member's probationary period shall be extended to the full amount of sick leave time and said member's service time shall accrue.

Section 7.

Probationary member requirements for Firefighter/EMS.

- A) After being accepted by the Village Board as probationary member, Individuals must obtain C.P.R. certification and be enrolled in a N.Y.S. E.M.T. course within the first year of membership.
- B) In order for individuals to complete probation they must possess valid N.Y.S. E.M.T. certification within two (2) years of the date of acceptance of the Village Board.
- C) Individuals may come off probation after a minimum of one (1) year after Village Board acceptance provided they have valid N.Y.S. E.M.T. certification.
- D) Individuals on probation must also fulfill training requirements specified by Department By-Laws (excluding Suffolk County Basic Firefighting Course) and all other training mandated by law.
- E) If a probationary member is placed on sick leave, the member's probationary period shall be extended to the full amount of the sick leave time and said members service time shall accrue.

Section 8. Probationary Firefighter/EMS

- 1) The Firefighter EMS will take all specified department training but will substitute medical training for the County Firefighter 1 Course.
- 2) The Rescue Squad Officers should be involved in aspects of the fire department that involve medical training and medical personnel.
- 3) A Firefighter EMS member is required to maintain a minimum of EMT certification for a period of twelve (12) years and maintain active crew member status for a minimum of twenty (20) years.

Article VIII continued

Section 9. Transfers

Probationary members are not eligible to transfer. Having successfully completed probation, a Firefighter may transfer to Firefighter/EMS status or a Firefighter/EMS may transfer to Firefighter status. If a Firefighter transfers to Firefighter/EMS, they will have a 24 month probation in which they must obtain N.Y.S. E.M.T. certification. If a Firefighter/EMS transfers to Firefighter status they will have a 24 month probation in which they must complete the Suffolk County Firefighter 1 course.

ARTICLE IX

SICK AND DISABILITY LEAVE

Section 1.

The purpose of sick leave is to protect the individual and the Department from civil liability in the event of further injury caused by the original disability. In recognition of this potential liability a member is obligated and mandated to place themselves on sick leave in the event of illness or injury. If the member is unsure if sick leave is warranted, it is the member's responsibility to seek the advice of his company Captain and/or the Chief Engineer. Failure to comply with this sick leave requirement may result in disciplinary action at the discretion of the Chief Engineer and Fire Council. As a guideline for sick leave criteria it is advised to seek advice if the member:

- A) Has filed a Workers Compensation claim
- B) Is receiving Workers Compensation benefits
- C) Has been treated at a hospital emergency room or has been admitted to a hospital for treatment

Any active member may request sick or disability leave, or be placed on sick leave by a Chief or their respective Company Officer for a stated period of time dependent upon the member's years of service as follows:

- A) With a minimum of one year and up to but not including five years of service, sick leave may be granted up to a maximum of twelve (12) consecutive months.
- B) With a minimum of five years and up to but not including ten years of service, sick leave may be granted up to a maximum of twenty-four (24) consecutive months.

Upon expiration of the period of sick leave granted under subdivisions A) and B), the member must either resume their active status upon submission of medical certification or resign from the Department.

- C) With a minimum of ten years of service, sick leave may be granted up to a maximum of twenty-four (24) consecutive months.

Upon the expiration of the period of sick leave granted under this subdivision C), the member must either resume his or her active status upon submission of medical certification, resign from the Department, or request disability leave. While a member is on disability leave they remain a member of the Fire Department, their longevity does not accrue, the member will not be counted or their company penalized in any activity involving percent of company participation, a vacancy exists in the respective company which may be filled by the acceptance of a new member. Whenever a member on disability leave resumes active status the member's longevity shall thereafter accrue and the member shall be counted in activity involving percent of company participation.

- D) Senior members and life members are eligible for unlimited sick leave.

Section 2.

- A) Any active member requesting sick or disability leave must make such request through the respective company or Squad Captain.
- B) Any member who is on sick or disability leave for more than thirty (30) days, at the request of the acting chief officer of the department, shall be examined by the Department Surgeon or the member's personal physician within ten (10) days or less following the member's initial month's sick or disability leave, and must submit to the acting chief officer a medical certification in writing.

Article IX continued

- C) The medical certification referred to in Section 1 & 2, above, shall state that the member is able or is unable as the case may be, to perform all regular and routine duties of an active firefighter without exception, and may be made in writing by the Department Surgeon or the member's personal physician.

Section 3.

The sick leaves granted under Section 1, subdivisions A, B, and C of this Article are non-cumulative.

Section 4.

Any member while on sick leave shall pay dues, and may attend any vote, if able, at any meeting. Such member, however, while on sick leave may not participate in any fire, drill, or practice.

Any member while on disability leave shall pay dues, and may attend, if able, any meetings or social activities. Such member, however, while on disability leave may not participate in any other firematic activity.

Section 5.

An active member who, after proper investigation is found to have become disabled as a result of an injury or impairment sustained in the line of duty, shall be placed on sick leave and shall continue as, and have all the privileges of an active member. Section 1 a, b and c of this Article shall not apply.

Introduction Rev. & App. 9/17/96

Section 1 Rev. & App 12/93

Section 1C Rev. & App 9/17/96

ARTICLE X**DISCIPLINARY ACTIONS****Section 1.**

- A. The authorities having control of fire departments of cities, towns, villages and fire districts may make regulations governing the removal of volunteer officers and volunteer members of such departments and companies thereof. Such officers and members of such departments and companies shall not be removed from office, or membership, as the case may be, by such authorities or by any other officer or body, except for incompetence or misconduct. Removals on the grounds of incompetence or misconduct, except for absenteeism at fires or meetings, shall be made only after a hearing upon due notice and upon stated charges and with the right to such officer or member to a review pursuant to Article Seventy-Eight of the Civil Practice Law and Rules. Such charges shall be in writing and may be made by any such authority. The burden of proving incompetency or misconduct shall be upon the person alleging the same. Hearings upon such charges shall be held by the officer or body having the power to remove the person charged with incompetency or misconduct or by a deputy or employee of such officer, or body designated in writing for that purpose. In case a deputy or other employee is so designated, such person shall for the purpose of such hearing be vested with all the powers of such officer or body, and shall make a record of such hearing which shall be referred to such officer or body for review with the designated person's recommendations. The notice of such hearing shall specify the time and place of such hearing and state the body or person before whom the hearing will be held. Such notice and a copy of such charges shall be served personally upon the accused officer or member at least ten (10) days, but not more than thirty (30) days, before the date of the hearing. A stenographer may be employed for the purpose of taking testimony at the hearing. The officer or body having the power to remove the person charged with incompetence or misconduct may suspend such person after charges are filed and pending disposition of the charges, and after the hearing may remove such person or may suspend such person for a period of time not to exceed one year. The provisions of this section shall not affect the right of members of any fire company to remove a volunteer officer or voluntary member of such company for failure to comply with the constitution and By-Laws of such company.
- B. Following the hearing all actions to remove a Member or suspend a Member for a period of time not to exceed one year shall require a 2/3 majority vote of Fire Council Members present.

- C. A suspension issued by the Council following this hearing shall be entered onto the member's service record.

Added subsections (B) and (C) approved 8/17/2021

Section 2. CHIEF'S REPRIMAND

- A) The Chief of the Department shall have the power of reprimand.
- B) Such reprimand can consist of a verbal reprimand and/or a relief of duty, not to exceed 15 days.
- C) This procedure shall not waive a member's right to a hearing before the Fire Council as provided for in Article X, Section 1.
- D) The Fire Council shall be informed of each disciplinary episode as provided in section 2B. The Council reserves the right to confirm said reprimand or provide for further disciplinary action. This action must be approved by a 2/3 majority of the Council members present at the meeting.
- E) If such reprimand is contested, the hearing shall be held no less than 10 days and no later than 15 days from the date of the Chief's reprimand being issued.

F) Such reprimand, after confirmation by the Council, shall be entered onto the member's service records.

Modified (F) and approved 8/17/2021

Section 3. DISCIPLINARY HEARINGS

- A) All disciplinary hearings shall be held at a special meeting of the Fire Council.
- B) Any member brought before the Council may be present while the hearing is being held. Said member has the right to question any and all witnesses and bring witnesses of their own if so desired.
- C) Any member that has been relieved of duty shall not be able to attend firematic functions. However, while relieved of duty the member will be allowed to attend any function that is open to the public.

ARTICLE XI

GENERAL RULES

Section 1.

Any vacancy occurring among the Officers of the Department, or any Company, shall be filled by special election.

Section 2.

All orders, issued by the officers in charge of the department shall be obeyed above any and all others issued by minor officers.

Section 3.

All officers and members shall not use obscene, immoral, disrespectful or improper language. They shall be respectful to superiors, equals and citizens and courteous to subordinates.

Section 4.

No officer or member shall have cause, permit or allow spirituous malt or intoxicating beverages of any kind to be brought into or kept in the department building or company building (except where permission is granted by the Council).

All members must be in compliance with the Department drug policy to maintain their membership.

Rev and App. 01/18/06

Section 5.

No officer or member shall be allowed to enter any department building, or company building, handle any of the department's property, or participate at fires while under the influence of spirituous malt or intoxicating beverages. Violation of this rule shall be deemed conduct unbecoming an officer or member and prejudicial to the good reputation, order or discipline of the Department.

Section 6.

The Chief, or any Assistant Chief in the absence of the Chief, has the authority to order any member to withdraw or discontinue participation in any firematic activity. In his or her sole discretion, the Chief may at any time request a certificate from the Department Surgeon, or a physician selected by the member, to determine if any active member is ill or physically unable to perform their full firematic duties.

Section 7.

None of the apparatus of this department will be allowed to run over lines of hose unless in case of absolute necessity.

Article XI continued

Section 8.

All officers, firefighters, Firefighter EMS's and probationary members shall read and become familiar with all laws, rules and regulations relating to this department.

Section 9.

Upon receiving an alarm of fire out of the Village or protected Fire District, firefighters & Firefighter EMS's Reporting for duty will meet in front of the department house without their apparatus to receive orders. All firefighters and firefighter EMS's volunteering their services at such fire will be under the same discipline and by-laws as when the fire is in the Village. **POSITIVELY NO FIRE APPARATUS IS TO BE REMOVED WITHOUT ORDERS.**

Section 9A.

All members who are qualified drivers must submit license number and expiration date at the time of qualification and requalification each year.

Section 10.

No stream of water shall be taken into a building, water turned on, or any damage done to a building whatsoever without orders from the officer in charge of the department at that time.

Section 11.

All communications relating to the business of the department shall be properly endorsed and forwarded through the regular channels, via: Through the Commanding Officers of the Companies, to the Chief, to the Council or Trustees, when necessary. All correspondence to the Fire Council shall be delivered to the Department no later than 24 hours before the regular monthly meeting of the Fire Council. The only exceptions being the Welfare Committee and the Fire Patrol Company, or other special company meeting, when the meetings are held the night before the regular monthly Council meeting.

Section 12.

No resignation will be forwarded or endorsed by the commanding officer of any company while the member desiring to resign is suspended or charges are pending against this member.

Section 13.

All requests for resignation or honorable discharge, after being properly endorsed, shall be forwarded to the Council for final action. All resignations or honorable discharges shall be recorded by the Secretary in the department books.

Article XI continued

Section 14.

Any officer or member shall immediately notify the Chief by special report in writing of any assault committed against them or committed by any other officers or members upon another in their presence.

revised & approved:6/22/93

Section 15.

All injuries, related to firematic activities or occurring on Village property, requiring medical attention shall be reported to the Chief and to the Babylon Village Clerk no matter where sustained.

Section 16.

All firefighters in addition to these by-laws, shall be governed by their company By-Laws, provided same does not conflict in any way with State, Village or Council By-Laws, in which case the highest law stands. All firefighter E's in addition to the department By-Laws, shall be governed by the Rescue Squad By-Laws, provided same does not conflict in any way with State, Village or Council By-Laws, in which case the highest law stands.

Section 17.

- A) (1) In any Firematic function where the use of the regulation dress uniform is required, all participating members shall be responsible for the condition of their uniform which shall be clean and pressed with all insignia properly displayed. All components of the uniform, including polished black laced shoes, black socks, white shirt, black tie and clean white gloves, shall be in accordance with the regulations of the department.
- (2) At the discretion of the Chief members will be directed to wear a black mourning band over the uniform breast badge.
- (3) No changes or additions of insignia, patches, and/or pins of any type shall be made to the uniform without the approval of the Fire Council.

Revised and approved 11/20/01

- B) Any member who is to qualify for the rank of Ex-Chief must complete successfully, a one year term as Chief of this Babylon Fire Department with the following exceptions:
- 1) May qualify for ex-chief status if he/she falls ill during his/her term and cannot complete said term with the approval of the Fire Council.
 - 2) May qualify for ex-chief status if he/she becomes disabled during his/her term and cannot complete said term, with the approval of the Fire Council.
- C) Any member who is to qualify for the rank of Ex-Captain and the member has not successfully completed the full term, must have the approval of their respective Company and Fire Council to wear the insignia of an Ex-Captain

Article XI continued

- D) All members shall be clean shaven at all times, except, however, if a mustache is worn, it shall not be permitted to grow below the edge of the upper lip or beyond the width of the mouth, and sideburns shall not be worn below the lobe of the ear. The hair of the head shall not touch the collar of the shirt or uniform. For the safety of the members and their comrades, no member shall wear a beard of any type at any time.

rev and app:12/15/92

- E) At all times hair shall not extend below middle of the ear, but shall be neat and trimmed, and shall be worn in such a manner as will not interfere with the proper use of any protective apparatus or other equipment or uniform customarily used in the execution of firematic or other duties of the Department.
- F) Any member failing to comply with the rules and regulations contained in this section shall be subject to disciplinary action by the Department or suspension or dismissal by order of the Council of the Fire Department.

Section 18.

- A) All members and their guests must comply with New York State law with regard to alcoholic beverages when partaking in any firematic activity or on any Fire Department properties.
- B) Any member under the New York State legal drinking age may not be served any alcoholic beverage.
- C) No member may serve any other member or guest under the New York State legal drinking age any alcoholic beverage.

MILITARY LEAVE

SUPPLEMENT TO ARTICLE XI

GENERAL RULES

Section 20.

- A) Any member volunteering into the Armed Forces and/or Armed Forces Reserve shall be carried on the rolls of the Fire Department for the duration of their service obligation and/or active duty, to a maximum of 6 years.
- B) No member shall be continued on the rolls of the Fire Department if he or she volunteers for a period beyond their normal Active Duty service obligation in the Armed Forces of the United States.
- C) While a member is on military leave, he or she remains a member of the Fire Department, the member will continue to accrue longevity, will not be counted nor the respective company penalized in any activity involving a percentage of their company's participation. He or she also shall not perform any services or duties as a volunteer firefighter.
- D) A member called to active duty while still on probation will have his or her time frozen to the date entering military service and will be reinstated to complete their probationary time at the time of completion of his or her military service obligation.

ARTICLE XII

ORDER OF BUSINESS

1. Call to order
2. Salute to the flag of the U.S.A.
3. Observe a moment of silence for our departed members
4. Reading of the minutes of the previous meeting for approval
5. Reading of communications, if any
6. Report of Committees and Delegates
7. Report of Officers
8. Unfinished business
9. New business
10. Treasurer's report
11. Roll call by Companies
12. Good and Welfare
13. Adjournment

ARTICLE XIII

RULES OF ORDER

Section 1.

Only one member at a time shall be entitled to the floor.

Section 2.

Every member desiring the privilege of the floor shall rise and address the chair.

Section 3.

No member shall be allowed to speak until properly recognized by the chair.

Section 4.

No question can come before the Department unless properly moved, seconded and declared open to discussion by the chair.

Section 5.

Any member may call for the yeas and nays on the vote on any question when each member shall be required to answer to their name on the roll unless excused by the chair.

Section 6.

All questions, unless decided by the By-Laws, shall be settled by a majority of the votes cast.

Section 7.

No member shall speak more than five minutes on any one subject at one time, or more than twice on the same subject except by permission of the chair.

Section 8.

When a point of order is raised by any member, the person having the floor shall take his or her seat until the point is decided by the chair, when, if proper, he or she may resume.

Article XIII continued

Section 9.

When a motion is properly before the Department it must be disposed of before another motion can be entertained, nor shall a motion be made subject to more than two amendments.

Section 10.

No subject laid on the table shall be taken up again during the same meeting unless it was so understood when thus disposed.

Section 11.

A motion to reconsider must come from a member who voted with the majority when the action to be considered was taken.

Section 12.

All resolutions offered must be given in writing.

Section 13.

No member shall leave the room during the meeting unless permission is given by the chair.

ARTICLE XIV

FUNERAL SERVICE

All members, and honorary members of the Babylon Fire Department shall be entitled to a Fire Department Funeral Service.

LAST RITES FOR DECEASED MEMBERS OF THE BABYLON FIRE DEPARTMENT

We are assembled, O Lord, to express our sorrow at the departure of our Brother/Sister _____ from this life. We realize that this is a journey which all of us must one day make. We beg for our departed Brother/Sister _____ a place of light and peace.

May his/her example of community service, witnessed by his/her membership and participation in our Babylon Fire Department, inspire us to serve our community faithfully.

We implore You, O Lord, God, to grant him/her eternal joy and happiness. To his/her loved ones, we extend our deepest sympathy and condolences, and pray that their burden of sorrow and grief may be eased.

May the soul of our departed Brother/Sister _____ rest in peace.

AMEN.

ARTICLE XV

HOUSE RULES

Section 1.

- A) No person not a member shall be eligible as a guest at the firehouse for more than one night a week.
- B) No person shall have the use of the recreational facilities of the firehouse except members and their guests. Guests shall relinquish said facilities in favor of a member if the situation should arise that a member requests the use of same. There shall be no closed games of any kind, participation shall be on a first come, first served basis.
- C) Firefighters shall be the only persons allowed to bring guests into the firehouse and said firefighter shall be responsible for the behavior of his or her guest while in the building.
- D) Players shall replace the recreational equipment in its proper place and at the conclusion of play shall clean up the area and place covers on the equipment if they are available.
- E) Broken furnishings or recreational equipment shall be reported to the chairman of the house committee as soon as possible.
- F) Firefighters shall be allowed to bring their children into the firehouse but they shall not permit or allow them to climb on trucks or use any of the recreation equipment.
- G) The Chief's Room shall be reserved for the use of the Chief, and Assistant Chiefs, Members of the Fire Council, and Company Officers only.
- H) No equipment or furnishings shall be removed from the firehouse at any time without special permission of the chairman of the house committee.
- I) All firefighters shall keep in mind the fact that all furnishings and equipment are the property of each and every member and they are expected to take care of it and see that no one else abuses it even should it be another firefighter. Remember, treat the firehouse as if it were your own home.
- J) The use of fire headquarters is prohibited to other members when being used for Company Meetings, Council Meetings, Welfare Meetings, Officers Meetings, or any other special meetings. The Committee Room with its copying machine and associated computer hard drive shall remain accessible to all concerned firematic personnel. However, due to building constraints, members using the Committee Room should keep the door closed and use bathroom facilities in the apparatus area. During Welfare Meetings, the Computer Room will be off limits.
- K) All Companies shall leave Fire Headquarters in neat and orderly condition after Company Meetings or other affairs.
- L) Members shall extinguish all lights and lock all doors to the Meeting Room and Apparatus Room upon leaving the premises.
- M) Curfew shall be 2:00 AM for all affairs with the exception of New Year's Eve, at which time it shall be 3:00 AM. This rule shall be strictly enforced.

ARTICLE XV continued

Section 1. continued

- N) Equipment of the headquarters hall, if loaned, must be secured through the Chiefs and signed for, otherwise cannot be taken.

Section 1J Rev & App 10/95

ARTICLE XVI

DEFINITIONS OF TERMS USED IN THESE BY-LAWS

1. Chief Engineer: Shall mean the Chief of the Department.
2. Assistant Chief Engineer: Shall mean an Assistant Chief of the Department.
3. Department Officers: Shall mean the Chief and the 1st, 2nd, and 3rd Assistant Chiefs of the Dept.
4. Company Officers: Shall mean the Captain and Lieutenants of an individual Company of the Babylon Fire Department.
5. Assistant Captain: Shall mean the rank of Lieutenant.
6. Council: Shall mean the Fire Council of the Village of Babylon Fire Department.
7. Firefighter and Firefighter EMS: Shall mean a member of the Village of Babylon Fire Department.
8. Member: Shall mean a firefighter and or Firefighter EMS of the Village of Babylon Fire Department.
9. Active Firefighter & or Firefighter EMS:
 - A. Interior Firefighter - Member who participates in all firematic activities including the use of self-contained breathing apparatus.
 - B. Exterior Firefighter - Member who participates in all firematic activities excluding the use of self-contained breathing apparatus.
 - C. Firefighter EMS - Member who participates in all firematic activities with primary responsibility to rescue activities. A firefighter EMS is not required or authorized to fight fires.
 - D. Probationary Firefighter - Member who participates in all firematic activities excluding the use of self-contained breathing apparatus except in supervised training sessions authorized by the department. A probationary firefighter must comply with the requirements for membership as outlined in Article IX of these by-laws.
 - E. Probationary Firefighter EMS - Member who participates in all firematic activities with primary responsibility to rescue activities. A firefighter EMS is not required or authorized to fight fires. A probationary firefighter EMS must comply with the requirements for membership as outlined in Article IX of these by-laws.
10. Firematic Activity: Shall mean all of the following:

Fires	Department Meetings
Drills	Company Meetings
Parades	Inspections
Tournaments	Funerals
Fire Schools	Fund Drives
Rescue Activities	Sanctioned Dept. Social Activities
11. Rules of Order: Shall mean that the Fire Department Meetings and Meetings of the Fire Council shall be run in accordance with Robert's Rules and Parliamentary Procedure.
12. Board Of Trustees: Shall mean the Board of Trustees of the Village of Babylon.

ARTICLE XVI continued

13. Member of good Standing: Shall mean any member who obeys the rules and regulations of the Babylon Fire Department and the by-laws of their respective company.

Rev. & app. 12/15/92

Section 9 rev. & app. 12/17/96

ARTICLE XVII

WELFARE

The Welfare Committee of the Babylon Fire Department, through the Fire Council, is responsible for the administration and distribution of all Departmental welfare funds, financial assistance to members, and the payment of death benefits in accordance with the guidelines and regulations of the Council.

Section 1. Membership of the Committee

- A) The Welfare Committee shall consist of six members, one member to be elected by each Fire Company of the Fire Department.
- B) The members of the Committee shall elect and designate a Chairperson, a Secretary, and a Treasurer. The Chairperson shall preside over all meetings.
- C) Any member of the Committee who is absent from three consecutive meetings of the committee, unless excused by the Welfare Committee, shall forfeit membership on the Committee. A replacement member shall be elected immediately by the respective Fire Company.

Section 2. Meetings of the Committee

- A) Regular meetings of the Committee shall be held at 8:00 PM on the third Monday of each month, except during July and August. Special meetings may be called at any time when necessary by the Chairperson of the Welfare Committee. If the Chairperson is unavailable or fails to act, the Secretary or Treasurer of the Welfare Committee, in that order, may call a special meeting. Notice of any special meeting shall be given to each member of the Committee at least two hours before the time the meeting is scheduled.
- B) A quorum must be present at all meetings for the conduct of any business. A quorum shall consist of four members. In case of a tie vote at any meeting, the ranking Chief Officer of the Fire Department available will vote.
- C) All meetings shall be open only to members of the Committee and Chief Officers of the Fire Department, and such persons as may be called before the Committee. All meetings shall be closed to the members of the Fire Department.
- D) All minutes and proceedings of the Committee, and all matters pertaining to financial assistance shall be classified and not available to the membership of the Fire Department.

Section 3. Financial Assistance

- A) Members of the Fire Department eligible for financial assistance are Active, Senior, Senior Active, Senior Inactive, and Life Members.

revised 11/92 & approved:12/92

Article XVII continued

- B) Any member of the Fire Department applying for financial assistance shall request from the Company Welfare Representative an assistance form, complete same with all financial disclosures as required, and return the form to the Welfare representative who shall thereafter present the form to the Welfare Committee.
- C) The Welfare Committee shall determine the need and the merits of any application on the basis of the information contained in the assistance form and on any other information obtained from the applicant in person or from other sources available to the Committee.
- D) Maximum financial assistance given to any Member during a period of twelve (12) consecutive months shall not exceed \$1,000.
- E) Any Member receiving financial assistance must demonstrate to the Committee that the funds granted have been used for the purposes stated in the application for assistance by the production of canceled checks, receipts, or other evidence acceptable to the Committee.
- F) Any member receiving financial assistance shall file, with the assistance form, a statement in writing that they will return to the Committee at a later date, if they are able to do so, any funds made available to them.

Section 4. Death Benefits

- A) Members of the Fire Department eligible for death benefits are Active, Senior Members, Senior Active Members, Senior Inactive and Life Members.
- B) The death benefit shall be \$1,000.
- C) Members on sick or disability leave are eligible for the full death benefit.
- D) The death benefit shall be paid or applied in the discretion of the Welfare Committee to the beneficiary designated on a Member's beneficiary card. The beneficiary may be only: the legal heirs, next of kin or distributes of the Member; any natural person designated by the Member; and the executor or trustee of a trust for the benefit of a natural person named in the will of a Member.
- E) No death benefits will be paid to any organization, group of persons or institutions. If no beneficiary is designated on a member's beneficiary card, or the designated beneficiary is deceased or cannot be located, the death benefit may be paid to such persons and in such manner as the Welfare Committee may, in its sole discretion, determine.
- F) Death benefits shall be paid to a beneficiary when the death of the Member is known to the Welfare Committee and the beneficiary has filed an application in writing for the benefit. Any application or claims for a benefit shall be made within one year after the death of the Member.
- G) The payment of any death benefit to a minor, or to the parent or person with whom such minor may reside shall be a full release and discharge of the Welfare Committee.

ARTICLE XVII continued

Section 5. Administration and Distribution of Welfare Funds

- A) All funds in the Welfare Fund shall be paid and applied by the Welfare Committee only for the purposes stated herein. The use or payment of funds for any other purposes shall be on the specific written authorization of the Fire Council.
- B) The Committee shall render to the Members of the Fire Department a written report of its proceedings at each annual meeting of the Fire Department.
- C) If it is necessary to go into Capital Funds in order to provide benefits in excess of \$5000 per calendar year, thereby depleting the Capital Funds of the Welfare Committee, it will be necessary to secure approval of the Fire Council for any such expenditure. These benefits are exclusive of mandated death benefits claims and any direct expenditures from the Fire Council.

RATIONALE: Lower interest rates and mutual fund investments make pure interest expenditures unreasonable and unworkable.

Section 6.

The Committee shall be responsible for the administration of the Department Sunshine Committee. It shall be their responsibility to purchase floral pieces or mass cards, get well cards, and/or baskets of fruit, etc.

Those eligible for benefits shall include Members, Members' immediate family (spouse, children) and Member's mother or father.

- A) In case of death a floral piece or mass card is in order
- B) In case of sickness, only the member is entitled to receive benefit. An eligible sickness would be one which requires hospitalization or extended confinement at home or a rest facility. In any event, benefits are not to exceed the current price of a basket of fruit.

Section 7.

The Welfare Committee may propose amendments to this Article. All proposed amendments shall be submitted in writing by the Committee to the Council for final approval.

ARTICLE XVIII

AMENDMENTS

Section 1.

These rules and by-laws may be rescinded, amended, or new regulations added thereto, at any regular meeting of the Council.

Any rescission, amendments, or additions thereto shall be subject to approval by the Board of Trustees of the Village of Babylon.

Section 2.

Any matter not covered by the Department By-Laws will be referred to the Book of Fire Laws, 16th edition or any succeeding edition, and to the council of the Firefighters' Association of the State of New York, if interpretation is required.

Section 3.

All rules, regulations, or general, special, or verbal orders heretofore issued or promulgated, conflicting in any manner with the foregoing rules, are hereby revoked, repealed, countermanded, and rendered inoperative and of no force or effect.

ARTICLE XIX

RECOGNITION PROCESS

Procedure to be followed when a member of this department has performed an act worthy of Departmental Recognition and that member is recommended by a Ranking Officer, fellow department member, or person that is not a member of this department.

Chief or Assistant Chief: will direct the candidate's Company Officer to prepare a Request for Departmental Recognition form and conduct an investigation as follows:

(if both company officers are involved in the incident the respective company Wardens will prepare the request and conduct the investigation)

Company Officers: Prepare one request for each member involved in the same incident.

- A) Interview witnesses - by phone or in person as soon as possible after the incident.
- B) Obtain signed written statements from all members involved and all civilian witnesses (when practical).
- C) Forward all completed requests, witness statements, and related material (including footage, newspaper articles, etc.) to the Department Secretary within 30 days of assignment.

Department Secretary: Will keep a log of all requests received. Captions in the log will include; date received, ser. #, candidates name, date of incident, type of incident, Officer submitting request, approved/disapproved, grade, and date approved. The Secretary will after recording the request forward the completed package to the Recognition Committee.

Recognition Committee: Composed of three wardens and three Company Officers (One representative of each Company). The Committee will be appointed by the Chief at the April Fire Council meeting and voted on by the Wardens at that same meeting. The Committee will serve for the incidents occurring in the year in which they were appointed (Jan. - Dec.). One Warden will serve as Chairman.

The Committee will meet as often as necessary to review requests for recognition (recommended no more than 60 days after the date request is submitted to the Department Secretary). They will also interview members and witnesses as necessary to complete their review. The Committee may call on any person they may need to evaluate the incident and actions of the candidates if the request involves aspects which require particular expertise in evaluating its merits.

The Committee will return to the Department Secretary all recognition requests, witness statements, and related materials along with a statement of findings and their recommendations to approve or disapprove each request. Approved requests will include a recommendation of medal to be awarded.

Department Secretary: Submit all approved recognition requests to the Fire Council on/before the March Council Meeting for final approval. All requests will be kept in a Department file and a copy of approved requests will be kept in the respective member's personnel file. The Secretary will record the results of the requests in the department log.

Approved Recognition Requests: Members who have been approved for awards of Medal of Honor or Medal of Valor will be presented their respective medals/awards at the Department Installation Dinner in the month of April following the year of the incident.

All other medals/awards will be presented to the recipient at the April Department Meeting following the year of incident.

ARTICLE XIX Continued

Awards: The following is a list of recommended awards to be presented with the respective medals:

BFD MEDAL OF HONOR	Medal, Breast Bar, Certificate
BFD MEDAL OF VALOR	Medal, Breast Bar, Certificate
BFD EXCEPTIONAL MERIT	Breast Bar, Certificate
BFD HONORABLE MENTION	Breast Bar, Certificate
BFD COMMENDATION	Breast Bar, Certificate
BFD VETERANS RECOGNITION	Breast Bar, Certificate
BFD Community Recognition Certificate	Certificate

Department Medal of Honor: Awarded to a member who intelligently and in the line of duty distinguished himself/herself by the performance of an act of gallantry and valor at imminent personal hazard to life with knowledge of the risk, above and beyond the call of duty.

Department Medal of Valor: Awarded for an act of outstanding personal bravery intelligently performed in the line of duty at imminent personal hazard to life under circumstances evincing a disregard or personal consequences.

Exceptional Merit: Awarded for an act of extraordinary bravery intelligently performed in the line of duty at imminent danger to life.

Honorable Mention: Awarded for an act of bravery intelligently performed involving personal risk to life.

Commendation: Awarded for an act involving grave personal danger in the intelligent performance of duty,

Veterans Recognition: Awarded to all Department members currently serving with or Honorably discharged from one of the following Military Services, Army, Navy, Air Force, Marines or Coast Guard.

BFD Community Recognition Certificate: Awarded for an act involving:

- A. A life saving event performed outside a BFD line of duty response,
OR
- B. A highly creditable unusual accomplishment,
OR
- C. A display of initiative in fostering innovative, valuable, and successful Community/Problem Solving Programs.

ARTICLE XX

DISSOLUTION AND NON-FIREMATIC ACTIVITIES

Section 1.

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for the services rendered to or for the organization), and no member, trustee, officer of the organization, or any private individual shall be entitled to share in the distribution of any assets on dissolution of the organization.

Section 2.

In the event of dissolution, all of the remaining assets and property of the organization shall after necessary expenses thereof be distributed to such organizations as shall qualify under section 501(c)(3) of the Internal Revenue Code, or corresponding provisions of any subsequent Federal tax laws; or to the Federal government, or to a state or local government, for a public purpose.

Section 3.

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by Internal Revenue Code section 501(h)) or participating in, or intervening in (including publication or distribution of statements), any political campaign on behalf of any candidate for public office.

Section 4.

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the following purposes: religious, charitable, scientific, testing for the public safety, literary, or educational purposes, or to foster national or international amateur sports competition (but only if no part of its activities involve the provision of athletic facilities or equipment), or for the prevention of cruelty to children or animals, as specified in section 501(c)(3) of the Internal Revenue Code to be carried on by an organization exempt from Federal income tax under section 501(c)(3) or corresponding provisions of any subsequent Federal tax laws.

APPENDIX LIST

The following pages contain policies and or procedures that are for reference only and are not Articles of the Babylon Fire Department Bylaws.

Appendix A – Intra-Company Transfer procedure

Appendix B – Candidate Application procedure

Appendix C – Department Recognition Request form

Appendix D – Drug Testing Policy (**Currently Under review**)

Appendix E – Sexual Harassment Policy

Appendix F – Fire Response Percentage Policy

Appendix G – Chiefs Directives

Appendix H – Return to Duty Medical Form

Appendix J – Social Media Policy

Appendix K – Approved Uniform Patches

Appendix A

INTER-COMPANY TRANSFER PROCEDURES

Any member in good standing who wishes to transfer between department companies must arrange for the following to be presented at the same meeting of the Board of Wardens:

- 1) Letter from the member to the Board of Wardens requesting the transfer and indicating the reason(s) for the request.
- 2) Letter from the member's current company or rescue to the Board of Warden releasing the member from that organization.
- 3) Letter from the company that the member wishes to transfer to, accepting the individual as a member of said company.

If all three items requested above are not presented to the same meeting of the Board, the request for transfer will be tabled until such time as all three items are available. When all documents are available the Board will review information provided and render a decision concerning the request for transfer.

Appendix B

Candidate Application Checklist

- 1 Obtain Application package from Chief's Office
"Includes: Application, Medical Release Form, SCPD Background Release form, Beneficiary card," "Babylon Fire Department By-Laws & Suffolk County Radio signals and codes, sign off form"
- 2 Have candidate complete Suffolk County Police criminal background release form and have notarized and return to Chief's Office ASAP.
- 3 Have candidate complete the Sheriff's Arson background release form in the presence of a Chief Officer ASAP.
- 4 Candidate to complete application and return to sponsored/assigned company.
- 5 Company Investigation Committee to interview candidate.
Needed items from member at this meeting (if applicable):
 - A Three Copies of Drivers License
 - B U.S. Armed Forces Discharge Papers & DD214
 - C Letters of reference from previous Department(s)
(Also include copies of all certificates earned for our department files)
 - D Service Award Beneficiary card.
 - E Probationary Sign Off Sheet (Signed)
- 6 Present application at company meeting for approval.
 - A Request a Physical Exam Authorization form from 1-2-33
 - B Obtain Results from Department Physician (FAX COPY OK)
- 7 Make arrangements with 3rd Assistant Chief to review completed application package to be forwarded to Council.
This completed package should include:
 - A Company letter of approval (including up to date census figures)
 - B Completed application
 - C Successful Suffolk County Police background check
 - D Successful Sheriff's Department Arson background check
 - E Copy of Drivers License
 - F U.S. Armed Forces Discharge papers & DD214
 - G Letter of reference from previous department(s) including copy of all certificates
 - I Service Award Beneficiary card
 - J Successful Medical Results

ALL necessary information MUST be forwarded to Department Secretary by 8:00pm on the Monday night prior to the Council Meeting

Appendix C Department Recognition Request



Ser. # _____

Date: _____

Request for Departmental Recognition

CANDIDATE

Name: _____ Dept # _____ Company: _____

INCIDENT

Date: _____ Time: _____ Location: _____

Type of Alarm/Incident: _____

WITNESSES

(attach a separate statement for each witness)

BFD Members

Name: _____ Dept # _____ Company: _____

Name: _____ Dept # _____ Company: _____

Name: _____ Dept # _____ Company: _____

CIVILIANS

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Name: _____ Address: _____ Phone: _____

Appendix C

NARRATIVE

(Briefly describe the events of the incident as reported by witnesses. Make recommendation based on facts and circumstances obtained through interviews and information gathered or personal observations.)

Submitted by:

Name: _____ Dept # _____ Company _____

Signature _____ Date _____

RECOGNITION COMMITTEE

Date Received

Approve (Grade) _____

Disapprove

Results of Meeting *(include names of members present, date of meeting and any statements that committee wishes to make.) Chairman will sign statement.*

FIRE COUNCIL DECISION

Date: _____

Approve (Grade) _____

Disapprove _____

Ser# _____

Appendix D

Babylon Fire Department

Drug Abuse Policy

A. Introduction

The Babylon Fire Department recognizes drug abuse as a modern day problem affecting all professions. The Department also recognizes that many contributing factors cause certain individuals to use drugs illegally or to abuse prescription drugs. Firefighting and emergency medical service personnel are not immune from these problems. Department members having such problems are encouraged to seek diagnosis and aid from the Department in seeking assistance and follow up with treatment that may be prescribed by qualified professionals.

The Babylon Fire Department has the responsibility to provide the highest quality of safety services to the residents of the Village and to ensure the safety of its members when engaged in emergency responses or other Department activities. Any impairment of a member's physical or mental condition, as a result of substance abuse, may affect and impact the Department's ability to meet those responsibilities.

The following is the substance abuse policy of the Babylon Fire Department covering all members. All members have been advised that violations of this policy will result in disciplinary action that may include suspension or expulsion from the Department.

Copies of this policy will be made available to all members of the Department and all members will acknowledge having received copies of the policy.

B. Substance Abuse Policy

The use, sale, transfer, distribution or manufacture of drugs or any controlled substance, drug paraphernalia or any combination thereof, as defined in the Public Health Law and Criminal Law of the State of New York, or the misuse of prescription medication at any time whether on or off of any premises of the Babylon Fire Department, its apparatus or any private vehicle parked on Department property is strictly forbidden.

Any member violating this policy is subject to disciplinary action before the Board of Wardens that can include suspension or expulsion from the Department.

C. Testing Requirements

All candidates for membership in any of the Companies of the Department or as a Firefighter E shall be required to take and pass a drug test, as per DOT standards, as part of their pre induction physical.

All candidates must give written permission for the testing agency to release the results of the test to the Board of Wardens of the Babylon fire Department.

Failure to sign the agreement and/or to submit to the testing will disqualify the candidate from consideration for membership in the Department. A candidate may resubmit an application for membership no sooner than six months after being denied consideration for membership as long as they consent to the drug-screening test.

All members of the Department are subject to random drug testing as required by the Board of Wardens as per DOT standards.

10% of the Department will be tested during the year, members will be chosen for testing on a random basis by the testing agency. Every member will be eligible for testing in each selection cycle. A member chosen for testing but unable to present themselves due to a long term, verifiable, absence from the Department will be replaced by another randomly chosen member.

Any member refusing to sign the consent form so that test results can be released to the Board of Wardens or who refuses to take the test will be considered to have had a positive test result for a controlled substance.

Any member who is found to be in violation of the Department Drug Abuse Policy will immediately be relieved of duty for a minimum of six months and will be returned to duty only after being tested again with a negative result.

Being a volunteer organization the Department assumes no responsibility to provide counseling or other treatment for a member who fails the drug test. However, the Department will make available information on where to seek such assistance. The Chief of the Department or his designee will provide the information to the member on request.

D. Administrative Guidelines

A drug- screening program will be set up following DOT regulations for all active Department members. The Departments Medical Services Professional at the time of the test will be the testing agency used by the Babylon Fire Department.

The program will include:

- Applicant screening
- Random testing for all active members
- Post Accident testing

E. Medical Review of Positive Tests

A Medical Review Officer will review all positive results and meet with the individual testing positive. Any positive lab result can be overturned by the MRO with proper documentation

provided by the tested individual. Some examples would be providing medical prescriptions or a doctor's note concerning ongoing treatment.

F. Random Testing

- Ten percent of the Department will be tested each year.

- Testing will take place quarterly but not on any set date.
- The Department will provide a roster of all active members to the testing office.
- A computer generated list of individuals selected for testing will be sent to the Chief's office.
- The Chiefs will notify the selected individuals who will then have three days to present themselves to the testing site. There will be both daytime and evening hours available to members. The Department will discuss with the agency the possibility of on- site testing.
- All active members will be eligible for selection each quarter and each year.

G. Post Accident Testing

A drug test will be required after any significant accident requiring medical attention, vehicle and/ or property damage as determined by a Chief and/or the Board of Wardens.

H. SAMSHA 5 Drug Panel

Active members will be screened for the following:

Marijuana

Cocaine

Opiates

Phencyclidine (PCP)

Amphetamines

Appendix E

Babylon Fire Department Anti-Harassment Policy

Sexual and Other Unlawful Harassment

It is the policy of the Babylon Fire Department that all members shall have the right to work in an environment free from any form of unlawful discrimination. Sexual Harassment is constituted as discrimination and is prohibited by state and federal laws. Therefore, it is the position of the Babylon Fire Department that sexual harassment will not be tolerated. It is a violation of Department policy for any member, male or female, to engage in sexual harassment as defined below. Offensive behavior should be reported to the Chief's Office and Company Officer immediately so that appropriate action can be taken.

Sexual harassment is defined as follows:

Quid Pro Quo - Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute quid pro quo when (1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's membership and, or (2) submission or rejection of such conduct by an individual is used as the basis for membership decisions affecting an individual.

Hostile Environment - Is one which unwelcome sexual advances, requests for sexual favors and verbal or other conduct of a physical nature occur and when such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

Some examples of sexual harassment include but are not limited to:

- Unwanted sexual advances
- Offering benefits in exchange for sexual favors
- Making threatening reprisals after a negative response to sexual advances
- Visual conduct such as leering, making sexual gestures, or displaying sexually suggestive objects, pictures, cartoons, or posters
- Any form of e-mail/electronic media display of explicit or offensive calendars, posters, pictures, drawings, language, or cartoons which reflect disparaging upon a class of persons or a particular person
- Verbal conduct such as making derogatory comments, epithets, slurs, sexually explicit jokes or comments about an member's body or dress
- Verbal sexual advances or propositions and engaging in indecent exposure
- Verbal abuse of a sexual nature, graphic verbal commentary about an individuals body, sexually degrading words to describe an individual or suggestive or obscene letters, notes or invitations
- Physical conduct such as touching, assault or impeding or blocking movement and retaliation for reporting harassment or threatening to report harassment

Any member who believes he/she has experienced such conduct by anyone, including a Chief Officer, Company Officer, co-member or by persons doing business with or for this Department should tell the offender that such conduct is unwelcome and unacceptable. If the offensive behavior does not stop, or if the member is uncomfortable confronting the offender, the member must immediately report such conduct to the Chief's office and their Company Officer.

This Department prohibits retaliation against any member who complains of harassment or who participates

in an investigation proceeding. All aspects of the complaint-handling procedure will be handled discreetly. However, it may be necessary to include others on a need to know basis.

All incidents of prohibited harassment that are reported will be investigated. The Chief's office will immediately undertake or direct an effective, thorough, and objective investigation of the harassment allegations. The investigation will be completed as soon as practicable and a determination regarding the reported harassment will be made and communicated to the member who complained and to the accused harasser. If a complaint of prohibited harassment is substantiated, appropriate disciplinary action(s) will be taken in accordance with Department By-Laws. Appropriate action will also be taken to correct the effects of the harassment and to deter any future harassment.

Rev. A dated 2/20/2014

Babylon Fire Department Fire Call Percentage Policy

Annual Minimum Fire Call Requirement:

Probationary Members	20% of Fires, 25% overall
2-5 Years of Service	20% of Fire Calls
6-10 Years of Service	15% of Fire Calls
11-20 Years of Service	10% of Fire Calls

Company Officers will review their respective Member's fire call percentages on a quarterly basis and council Members who may be in jeopardy of not meeting the above stated annual fire call attendance percentages. The annual period is January 1 through December 31 of the calendar year.

If a Member fails to meet the minimum annual fire call percentage for his/her years of service category they will be placed on Fire Call Percentage probation for a period of one year. During the this probation period a Member is only eligible to participate in fire calls, rescue calls, Department and Company meetings, Department and Company training events, Department and Company work details, Fund Drive events, funerals, parades and inspection excluding the Inspection Dinner.

Members placed on Fire Call Percentage probation are not eligible to attend any Department or Company social events during their probation period.

If a Member on Fire Call Percentage probation fails to meet the percentage requirements of his/her years of service category during the one year probation they shall be dropped from the rolls of the Babylon Fire Department.

Revision Approved 9-19-2017

- For Rescue Squad Members assigned to a regular evening Rescue Duty Group: Member will receive one and one quarter (1.25) additional percentage points for every quarter (three-month period ending March 31, June 30, September 30 and December 31) that the member fulfills their duties on an evening rescue group (including weekend duty crews) for a total of five (5) potential additional percentage points per calendar year.
- For Firefighters assigned to weekend duty crews under the Chief's Rescue Response Plan: Member will receive one half (0.50) additional percentage points for every 12-hour weekend shift to which they successfully complete.
- Eligibility for additional percentage points will be determined quarterly by the Company Officers, Officers of the Rescue Squad and the Rescue Squad Crew Chiefs. If, at the end of the year (December 31), the member is not in compliance with the Department Percentage Policy, evidence of eligibility for the additional percentage credit will be presented to the Third Assistant Chief for approval.

- While additional points may be earned by a Member through both methods, the maximum number of additional percentage points that can be obtained is limited to five (5) per calendar year.

Add and Revision Approved November 20, 2018

- *Lowered the percentage system requirements by 5 percentage points retroactive to January 1, 2018.*
- *Members responding to daytime calls (Monday thru Friday, 6AM to 6PM) as follows: Member will receive one half (0.50) additional percentage points for every five (5) daytime rescue calls that they respond to.*

Chiefs' Directives

DATE: 6/16/2020

EFFECTIVELY IMMEDIATELY THE FOLLOWING DIRECTIVES ARE SHOULD BE ADHERED TO BY ALL MEMBERS. PLEASE DISTRIBUTE THIS TO YOUR MEMBERS AND ALL COMPANY OFFICERS MUST SIGN AND RETURN TO THE CHIEFS OFFICE.

1. THE ONLY ACCEPTABLE FORM FOR REQUESTS FOR EQUIPMENT OR SUPPLIES FROM THE EQUIPMENT CHIEF, HOUSE CHIEF (OR ANY CHIEF OFFICER) WILL BE VIA EMAIL DIRECT TO THE FOLLOWING EMAIL ADDRESS THECHIEFS@BABYLONFD.COM OR A DEPARMENT MEMO. A TEXT FROM YOUR CELL PHONE OR GENERATED FROM BABYLON CENTRAL IS NOT ACCEPTABLE UNLESS IT IS AN EMERGENCY. ROUTINE REQUESTS WILL NOT BE HANDLED IN ANY OTHER FORMAT.
2. ANY APPARATUS THAT LEAVES A STATION FOR DRIVER TRAINING, OR COMPANY TRAINING THAT IS NOT ON THE DEPARTMENT CALENDAR MUST FIRST BE APPROVED BY MAKING DIRECT CONTACT WITH A CHIEF. YOU MUST HAVE THE CHIEF ACKNOWLEDGE YOUR REQUEST TO MOVE THE APPARATUS. ROUTINE MAINTENANCE, CLEANING OR RE-FUELING IS EXCLUDED FROM THIS DIRECTIVE.
3. FOLLOWING DEPARTMENT S.O.P.'s PREVIOUSLY ISSUED BY TH1S OFFICE, ALL HOSELAYS WILL BE HYDRANT TO FIRE UNLESS THE OIC DEVIATES FROM THIS PLAN.
4. ANY ADDITIONAL EQUIPMENT ADDED TO ANY DEPARTMENT APPARATUS MUST FIRST BE CLEARED THROUGH 1-2-31.
5. ALL COMPANY CAPTAINS WILL REFER TO THE BYLAWS REGARDING NOTIFICATION OF SICK LEAVE, EQUIPMENT ISSUES OR ANYOTHER DUTY OR RESPONSIBILITY ASSIGNED TO THEM.
6. OFFICERS WILL FAMILIARIZE THEMSELVES WITH THE CURRENT SOP's WITH REGARD TO INCIDENT RESPONSE. ANY QUESTIONS SHOULD BE FORWARDED TO THE CHIEFS OFFICE WHERE THEY WILL BE ADDRESSED IN A GROUP FORUM AT THE NEXT OFFICEERS MEETING.
7. ALL OFFICERS WILL BE EXPECTED TO ADDRESS THE BYLAWS AS IT PERTAINS TO GENERAL APPERANCE INCLUDING THE HAIR RULE. OFFICERS WILL EDUCATE MEMBERS REGARDING THE USE OF THE FIRE HOUSE ON COMPANY MEETING NIGHTS. NON COMPANY MEMBERS SHOULD REFRAIN FROM BEING UPSTAIRS WHILE A COMPANY MEETING IS IN SESSION WITHOUT PRIOR PERMISSION.
8. ANY CHANGES TO COMPANY PERSONNEL REQUIRES WRITTEN NOTIFICATION TO THE BOARD OF WARDENS INCLUDING A CURRENT ROSTER REFLECTING SAID CHANGES.
9. SEAT BELTS WILL BE WORN BY ALL PERSONNEL ON ALL APPARATUS

10. ALL COMPANIES INCLUDING RESCUE AND MARINE UNIT WILL CONDUCT WEEKLY RIG CHECKS AND A DATED AND SIGNED COPY PUT INTO CHIEFS MAILBOX.
11. DRIVER QUALIFICATIONS AND REQUALIFICATIONS WILL INCLUDE A LETTER TO THE BOARD OF WARDENS AND A COPY TO THE CHIEFS ALONG WITH A COPY OF THEIR LICENSE, DEPARTMENT CHECK LIST FILLED OUT AND SIGNED BY AN OFFICER OF THE RESPECTIVE APPARATUS. THIS MUST BE DONE ANNUALLY AND BY ALL DRIVERS.
12. NO NOTIFICATIONS (TEXT MESSAGES) WILL BE MADE OR REQUESTED VIA BABYLON CENTRAL FIRE ALARM UNLESS IT IS AN EMERGENCY BY ANYONE OTHER THAN A CHIEF.

SICK LEAVE POLICY:

ANYONE ADMITTED TO THE HOSPITAL IS AUTOMATICALLY PLACED ON SICK LEAVE.

AN OFFICER OR MEMBER ON SICK LEAVE MUST NOTIFY CHIEFS OFFICE AND A LETTER SENT TO THE BOARD OF WARDENS DUE BY THE NEXT REGULAR MEETING. A COPY SHOULD BE RETAINED BY THE COMPANY SECRETARY. DO NOT INCLUDE ANY PERSONEL INFORMATION REGARDING THE INJURY OR ILLNESS IN LETTER. ONLY THE NAME AND DATE SHOULD BE IN THE LETTER.

WHEN A MEMBER COMES OFF SICK LEAVE A COPY OF THE RETURN TO DUTY MEDICAL CLEARANCE FORM (Appendix H) MUST BE SENT TO THE CHIEFS OFFICE AND A COPY ACCOMPANIED BY A LETTER SENT TO THE BOARD OF WARDENS DUE BY THE NEXT REGULAR MEETING. MEMBER MAY NOT PARTICIPATE IN ANY FIREMATIC ACTIVITIES UNTIL RETURN TO DUTY MEDICAL CLEARANCE FORM HAS BEEN SUBMITTED. RETURN TO DUTY MEDICAL CLEARANCE FORM MUST STATE RETURN WITH NO RESTRICTIONS OR FULL DUTY.

Appendix H

Return to Duty Medical Clearance Form

Babylon Fire Department Medical Clearance Form Class A Return to Duty Form

Date: _____

Members Name _____

Department #: _____

Date Of Birth _____

The Classification for this member is: Please Check the appropriate classification

☐

Class A

Active: This member is able to perform all functions of an interior and exterior Fire Fighter including the use of SCBA, handling power equipment, hand tools, Rapid Intervention, Incident Command, Traffic Control, Overhaul and other strenuous activity, Rack Hose, EMS duties, Drive department equipment.

☐

Class B

Active: This member is able to perform all functions of an interior and exterior Fire Fighter **Excluding** the use of SCBA, Rapid Intervention and handling power equipment They may use hand tools, Incident Command, Traffic Control, Overhaul and other strenuous activity, Rack Hose, EMS duties, Drive department equipment.

☐

Class C

Active: This member is able to perform the following functions: Traffic Control, EMS Duties, Serve on Committees, participate in Parades and drive department equipment.

☐

Class D

Active: This member is able to perform the following functions: Serve on Committees, participate in Parades and drive department equipment. for non-emergency functions.

☐

Class E

Restricted: The member is restricted to committee works and administrative duties. May attend parades and ride in vehicle.

By signature, I am affirming that the above member can resume full duty at the level indicated.

Status begins _____

Physicians Name _____

Physicians Signature _____

License _____

Department Officer _____

Appendix I

Member Counseling Form

Counseling Date: _____

Members Full Name: _____

This Counseling is being issued because of the following (Select all that apply):

____ Call Attendance ____ Behavior ____ Violation of Department Policy ____ Safety

Violation ____ Other

Incident Date: _____

Describe the nature of the incident (If applicable):

Name of Witness(es):

Corrective Action:

Member Comments:

This form is intended to help direct the Member onto a successful path in the Babylon Fire Department. It is important to make immediate and sustained improvement and the failure to do so could result in further disciplinary action, up to and including termination of membership.

Member Signature

Print Name

Date

Chief Officer Signature

Print Name

Date

Witness's Signature

Print Name

Date

Cc: Chief's File
 Member's File

Appendix J

Social Media Policy

PURPOSE: The purpose is to provide guidance to Babylon Fire Department members to clarify the boundaries between appropriate and inappropriate use of social media by fire department personnel and to provide guidelines on the management, administration, and oversight. This policy addresses social media in general terms as technology will outpace our ability to discover emerging technology and create policies governing its use. The inappropriate use of social media may lead to actual harm and disruption to the department in terms of the public's perception of the organization.

POLICY STATEMENT: Engaging in social media-and social networking activities is a form of speech. Nothing in these rules is intended to unlawfully restrict a member's right to discuss as a private citizen, matters of public concern, nor engage in concerted activity with co-workers. Members have an affirmative obligation to avoid being perceived as a spokesperson for the Babylon Fire Department.

BACKGROUND: Facebook, Twitter, Instagram, and other social media outlets and systems are available and used by many people, including fire department personnel, and the fire department itself. Social media provides a valuable means of assisting the department in meeting community education, community information, fire prevention, and other related organizational and community objectives. This policy identifies possible uses that may be evaluated and used as deemed necessary by the fire chief. The fire department recognizes the role that social media tools may play in the personal lives of department personnel. The personal use of social media can affect fire departmental personnel in their official capacity as firefighters. This policy provides guidance of a precautionary nature as well as restrictions and prohibitions on the use of social media by department personnel. The department endorses the secure use of social media to enhance communication and information exchange, streamline processes, and foster productivity with its members

DEFINITIONS

- *Post:* Content an individual shares on a social media site or the act of publishing content on a site.
- *Social Media:* A category of Internet-based resources that enable the user to generate content and encourage other user participation. This includes, but is not limited to, social networking sites: Facebook, Instagram, Twitter, YouTube, Wikipedia, blogs, and other sites (there are many social media sites and this is only a representative list.)
- *Social Networks:* Platforms where users can create profiles, share information, and socialize with others using a range of technologies.
- *Spokesperson for the department:* a member who makes a statement on behalf of the department, in his/her capacity as a member of the department, or in such a way that it may reasonably be attributed to the department as opposed to making the statement as a private citizen. Spokespersons shall be limited to the

Chief Officers of the department and their designated representatives.

POLICY

A. Strategic Policy

1 Determine strategy

- a. Each social media page shall include an introductory statement that clearly specifies the purpose and scope of the department's presence on the website.
- b. Social media page(s) shall link to or reference the fire department's official website.
- c. Social media page(s) shall be designed for the target audience(s) such as the community, civic leadership, members, or potential recruits.

2 Procedures

- a. All fire department social media sites or pages shall be approved by the fire chief and shall be administered by the fire chief or his designee.
- b. Social media pages shall clearly indicate they are maintained by the fire department and shall have the department logo and contact information prominently displayed.
- c. Social media content shall adhere to applicable laws, regulations, and policies, including all information technology and records management policies of the Babylon Fire Department and the Village of Babylon.
- d. Social media content is subject to open public records laws.
- e. Relevant records retention schedules apply to social media content.
- f. Content must be managed, stored, and retrieved to comply with open records laws.
- g. Social media pages should state that the opinions expressed by visitors to the page(s) do not reflect the opinions of the department.
- h. Social media pages shall clearly indicate that posted comments will be monitored and that the department reserves the right to remove obscenities, off-topic comments, and personal attacks.
- i. Social media pages shall clearly indicate that any content posted or submitted for posting is subject to public disclosure.

B Department-Sanctioned Use

The following rules apply to department personnel acting as a spokesperson for the department via social media outlets:

1. The use of department computers by department personnel to access social media is prohibited without authorization.
2. Shall conduct themselves at all times as representatives of the department and shall adhere to all department standards of conduct and observe conventionally accepted protocols and proper decorum.
3. Shall identify themselves as a member of the department.
4. Shall not post, transmit, or otherwise disseminate confidential information, including photographs or videos, related to department training, responses, activities, or work-related assignments without express written permission for the fire chief.
5. Shall never post photos of EMS patients treated by the fire department.
6. Shall not conduct political activities or private business.
7. Shall observe and abide by all copyright, trademark, and service mark restrictions in posting materials to electronic media.

C. Potential Uses

Social media is a valuable tool when providing information about:

1. road closures
2. special events
3. weather emergencies
4. updates on fire department programs and activities
5. major ongoing events in the jurisdiction that affects the entire community
6. Recruitment — Persons seeking volunteer positions use the Internet to search for opportunities.

D. Personal Use, Precautions, and Prohibitions

Department personnel shall adhere to the following when using social media.

1. Department personnel are free to express themselves as private citizens on social media sites to the degree that their speech does not impair or impede the performance of their duties, impair discipline and harmony among coworkers, or negatively affect the public perception of the department. No member, while speaking as a private citizen on a matter of public concern, shall speak in such a way as to cause actual harm or disruption to the mission and functions of the department.
 2. Members may speak on a matter of public concern as a spokesperson for the department only with permission from the Chief of Department.
 3. As public employees, department personnel are cautioned that their speech either on or off-duty, and in the course of their official duties that has a connection to the members duties and responsibilities, may not be protected speech under the First Amendment.
 4. Speech that violates this policy may form the basis for discipline if deemed detrimental to the department.
 5. Department personnel shall assume that their speech and related activity on social media sites will reflect upon their position within the department and of the department.
 6. Department personnel shall not post, transmit, or otherwise disseminate any information to which they have access as a result of their membership without written permission from the Chief of Department.
- b. Department personnel shall use good judgment, moral conduct, and adhere to the professional standards and code of conduct of the fire department if they elect to do the following on personal social media pages or outlets: a. Identify themselves as a member of the department and/or display Department logos, uniforms, or similar identifying items on personal web pages; b. Post personal photographs or provide similar means of personal recognition that may cause them to be identified as a firefighter, fire officer, employee, or member of the fire department.; c .Understand that when using social media, anything they say or post becomes a permanent part of the World Wide Web.; d. Personnel who elect to identify themselves as a member of the fire department shall post a disclaimer that they do not represent the fire department in any official capacity.

8. Adherence to the department's code of conduct is required in the personal use of social media.

- a. When engaging in social media or social networking activities, all personnel will maintain a level of professionalism in both on-duty and off-duty conduct that is consistent with the honorable mission of our department.
 - b. Members shall not engage in speech that is false, deceptive, libelous, slanderous, misleading, obscene, sexually explicit, expresses bias against any race, any religion, or any protected class of individuals, or causes harm to others, including speech that constitutes hate speech, or harassment, nor shall members discuss protected or confidential matters of the fire department, including:
 - 1. matters that are under investigation
 - 2. patient and member information protected by HIPAA or medical confidentiality laws, or
 - 3. personnel matters that are protected from disclosure by law.
 - c. Department personnel may not divulge information gained by reason of their position or authority; make any statements, speeches, appearances, and endorsements; or publish materials that could reasonably be considered to represent the views or positions of the fire department without express written authorization from the fire chief.
 - d. Department personnel should be aware that they may be subject to civil litigation for publishing or posting false information that harms the reputation of another person, group, or organization otherwise known as defamation to include:
 - 1. publishing or posting private facts and personal information about someone without their permission that has not been revealed previously to the public, is not of legitimate public concern, and would be offensive to a reasonable person;
 - 2. using someone else's name, likeness, or other personal attributes without that person's permission for an exploitative purpose; or
 - 3. publishing the creative work of another, trademarks, or certain confidential business information without the permission of the owner.
7. Department personnel shall understand that privacy settings and social media sites are constantly changing and shall never assume that personal information posted on such sites is protected.
10. Department personnel shall expect that any information created, transmitted, downloaded, exchanged, or discussed in a public online forum may be accessed by the department at any time without prior notice.

VIOLATIONS

1. Reporting violations.

Any Member becoming aware of or having knowledge of a posting or of any website or webpage in violation of the provision of this policy shall notify his or her Company Officer or a Chief Officer immediately for follow-up action.

2. Violation of this social media policy may result in disciplinary action up to, and

including, termination in accordance with the Department's disciplinary action policy.

APPENDIX K

APPROVED UNIFORM PATCHES

Added and approved 8/17/2021

Babylon Fire Department



Suffolk County Fire School Graduate



Rescue Squad



Appendix K continued

New York State EMS



Marine Unit

