CONSTITUTION

ARTICLE I.

Section 1. This organization shall be known as the **Port Washington Fire Department, Incorporated**, of the community of Port Washington, Town of North Hempstead, Nassau County, New York.

Section 1a. Reference to the "Department" or "Fire Department" shall mean the **Port Washington Fire Department, Incorporated.**

ARTICLE II.

Section 1. This organization shall consist of the Atlantic Hook & Ladder Company No. 1, Inc., the Protection Engine Company No. 1, Inc., the Flower Hill Hose Company No. 1, Inc., herein termed the line companies, and the Fire Medic Company No. 1, Inc.

ARTICLE III.

Section 1. The object of the **Port Washington Fire Department, Incorporated** shall be the protection of life and property and the prevention and extinguishment of fires.

ARTICLE IV.

Section 1. The administrative and financial affairs of the **PORT WASHINGTON FIRE DEPARTMENT, INCORPORATED**, shall be governed and directed by a Board of Directors (hereinafter referred to as the Administrative Board of Directors) whose responsibility shall be to oversee all administrative and financial business.

Section 2. The Administrative Board of Directors shall consist of a Chairman, Vice Chairman, Secretary, Treasurer and the Chief of Department. The Administrative Board of Directors shall annually elect the Chairman, Vice-Chairman, Secretary and Treasurer from among the Directors. The Chairman shall be the presiding officer of the Administrative Board of Directors. The office of Director is an administrative officer's position in the Port Washington Fire Department.

Section 2a. The Fire Officers Board shall consist of the Chief of Department, First and Second Assistant Chiefs, Department Fire Prevention Officer and Company Captains. The Chief of Department shall be the presiding officer of the Fire Officers Board.

Section 3. The administrative and financial affairs of the Department shall be managed and controlled by the Administrative Board of Directors. All questions of Department administrative and financial policy, whether originating in a Department meeting or in a meeting of the Administrative Board of Directors, shall be subject to a discussion at a regular meeting of the Administrative Board of Directors, at the annual Department meeting; or at a special Department meeting called for that purpose. At those meetings members may recommend any desired action to the Administrative Board of Directors for its consideration. The Board shall not authorize capital expenditures in excess of $2,000.00 that are not budgeted items. Authorization of capital expenditures of over $2,000.00 that are not budgeted items must be approved by a ¾ vote of the Companies at their regular or annual meeting.

Section 3a. Firefighting, emergency medical services and fire prevention aspects of the Department shall be managed and controlled by the Chief of Department with the Fire Officers Board acting in an advisory capacity. All questions relating to firefighting, emergency medical services (hereinafter referred to as EMS) or fire prevention policy whether originating from the Chief of Department; from within a Department meeting; or from within a meeting of the Fire Officers Board, shall be subject to a discussion at a regular meeting of the Fire Officers Board; at the annual Department meeting; or at a special meeting called for that purpose. At those meetings members may recommend any desired action to the Chief of Department or Fire Officers Board for its consideration.

Section 4. The Administrative Board of Directors is created:

(a) to keep the records of this Department and to coordinate the services of the four Companies.
(b) to make proposals relating to administrative and financial affairs that may mutually benefit this Department, the Companies or the communities which it serves.
(c) to negotiate and execute all contracts for fire service.
(d) to negotiate and execute all contracts for emergency medical services.
(e) to direct the disbursement of all contract monies between the four Companies and the headquarters unit in accordance with annual budgets submitted by the four Companies and the headquarters unit. Except as authorized under Article IV, Section 3 of the Constitution, no monies except that which is budgeted shall be spent by the Board of Directors unless approved by three (3) of the four Companies at their meeting or by a majority of members present and voting at a special or annual meeting of the Department.
(f) all monies, tips or gratuities given any member of the PORT WASHINGTON FIRE DEPARTMENT, INCORPORATED, for any service rendered as a firefighter shall be turned over to the Treasurer of the fire department who will in turn direct it to the appropriate account.
(g) to have an annual accounting of the department's financial records performed by an independent certified public accountant who is not a department member.
(h) to prepare the annual budget for the headquarters unit.

Section 4a. The Board of Fire Officers is created:

(a) to act only in an advisory capacity to the Chief of Department and to discuss matters relating to firefighting, emergency medical services, and fire prevention.
(b) to analyze all phases of fire extinguishment, emergency medical services, fire prevention and training.
(c) to review the operating rules of the Chief of Department.
(d) to review the monthly report of the Chief of Department.
(e) to review the monthly report of the Department Fire Prevention Officer.
(f) to review the monthly reports of the Company Captains.

Section 5. Any member of this Department may be heard at a meeting of the Administrative Board or the Board Of Fire Officers when recognized by the Chair, but they will have no vote except at the annual or special meeting of the Department.

Section 6. The Administrative Board of Directors shall keep an inventory of all department property and the condition thereof and shall annually prepare a written report of such property. This report shall be filed with the records of the Department and a copy entered in the minutes of the annual meeting.

Section 6a. It shall be the duty of the Administrative Board of Directors to audit all bills presented to the Department and approve them for payment if found to be correct. It shall acquire equipment, supplies and/or services for the headquarters unit of the Department, as well as items that may be authorized by the Companies for their mutual benefit, and shall adopt a procurement policy by which such acquisitions are to be guided. The Administrative Board of Directors shall hire an office manager to perform daily administrative tasks as it may direct for the benefit of the Department and its Companies.

Section 6b. It shall be the duty of the Fire Officers Board to advise the Chief of Department on matters pertaining to firefighting, emergency medical services and fire prevention.

Section 7. Any Director of the Administrative Board who is absent for two (2) consecutive meetings without being properly excused shall be dropped as a member of the Board. His/her Company will be notified by the Secretary of the Administrative Board of Directors. The Company will then appoint a replacement to fill the unexpired term. A Director may be excused by the Chairman of the Administrative Board.

ARTICLE V.

Section 1. Regular meetings of the Administrative Board of Directors shall be held on the third Thursday of each month at the Port Washington Fire Department Headquarters building. Meetings of the Fire Officers Board will be held on the second Monday of each month at Port Washington Fire Department Headquarters building or any other firehouse located within the Port Washington Fire Department. The annual meeting of the Fire Department shall be held on the third Monday of March at the Company Headquarters from which the new Chief of Department is to be elected or is presently in office. All Fire Department members shall be notified of Department meetings at least three (3) days prior to the annual meeting, designating the time and place such meetings are to be held. An emergency meeting of the Administrative Board of Directors may be requested by any member of the Board but will not be held unless a quorum is present. A telephone call or text message to all members of the Administrative Board of Directors shall be deemed sufficient notice. An emergency meeting of the Fire Officers Board may be called by the Chief of Department. A telephone call or text message to all members of the Fire Officers Board shall be deemed sufficient notice Scheduled meetings of the Administrative Board of Directors, and all Special and Annual Department Meetings may be changed, delayed, rescheduled, or canceled by a majority agreement of the Administrative Board for good and sufficient reason. However, if the Annual Department Meeting is canceled, it must be rescheduled within 30 days. Scheduled meeting dates of the Fire Officers Board may be changed, delayed, rescheduled, or cancelled by the Chief of Department, or in his or her absence, by an Assistant Chief, when there is good and sufficient reason.
(Revised January 2026)

Section 2. Election of the Chief Officers and Department Fire Prevention Officer will be held at the March meeting of the Department and shall be by secret ballot. The polls will be open at approximately 8:00 p.m. and will close one hour later. A majority of those present and voting shall rule. In the event of three or more candidates running for the same position, the plurality vote of those present and voting shall rule. The Chairman of the Administrative Board of Directors may conduct regular business of the meeting during the voting period.
(Revised 2/2009)

(Definition: Plurality Vote: The largest number of votes to be given any candidate when three or more choices are possible. The candidate receiving the largest number of votes has a plurality.)

Section 2A. The Secretary shall cast one ballot for all uncontested offices provided a motion to cast such ballot has been carried by a majority of the members present and voting.

Section 3. A special meeting of the Department may be called by the Chairman of the Administrative Board of Directors or the Chief of Department at his/her discretion with the proper notification to the members of the Department.

Section 4. A special meeting of the Department may also be called at the written request of twenty-five (25) or more members in good standing. The request is to be filed with the Secretary

of the Administrative Board of Directors who shall ensure notification of all members at least three (3) days in advance. This meeting shall be held within twenty-one (21) days after filing of the request with the Secretary of the Board.

Section 5. At an annual or special meeting of the department all debatable subjects shall be decided by an open vote, unless otherwise stated in these by-laws.

Section 5A. At the Annual Meeting or a Special Department Meeting, a request for a closed ballot by a member in good standing shall only be honored if there is a second and a majority of those voting agree by an open show of hands. This request may be made, seconded and voted on before or after a motion has been made and seconded but it must be made before the motion has been voted on.

Section 6. Roberts Rules of Order shall be the authority on all questions not otherwise disposed of in this Constitution and By-Laws.

Section 7. The Administrative Board of Directors shall be the authority on all questions pertaining to the interpretations of wording and meaning of all Articles and Sections of the Constitution and By-Laws.

ARTICLE VI.

Section 1. A proposal may be submitted to amend this Constitution and By-Laws by submission of the proposed amendment, in writing, signed by twenty-five (25) members of the Department in good standing, to the Secretary of the Administrative Board of Directors. It shall be the duty of the Chairman of the Administrative Board of Directors to call a special meeting of the Department for the consideration of the amendment as per Article V, Section 4. Action on the proposed amendment shall be determined by a two-thirds (2/3) vote of the members of the Department present and voting.

Section 2. In the event that the majority of the Administrative Board of Directors requests a change to the By-Laws, the By-Law Committee will be directed to draft that change without the requirement of the 25 signatures.

BY-LAWS

ARTICLE I.

Section 1. The Chief of Department shall preside at all meetings of the Fire Officers Board. The Chairman of the Administrative Board of Directors shall preside at all meetings of the Administrative Board of Directors.

Section 2. The Chief of Department shall have the authority to command Company Officers and members.

Section 3. The Chief of Department shall compose a set of rules to be known as the Department Operating Rules.

Section 3a. The Operating Rules shall consist of standard and special procedures and rules that the Commanding Officer deems necessary for the proper performance of the Department.

Section 3b. The Operating Rules shall in no way overrule the Commanding Officer's decision while engaged in fire fighting.

Section 3c. The Operating Rules shall be presented to the Fire Officers Board for review.

Section 3d. Changes to the Operating Rules may be made by the Commanding Officer as deemed necessary, provided such changes have been examined by the Fire Officers Board and thereafter posted and read at Company meetings.

Section 4. The Chief of the Department shall visit each Company and inspect its apparatus and buildings at least every three (3) months. The Chief shall order drills whenever it is deemed advisable or necessary and shall attend fire school sessions with the Assistant Chiefs and the Department Fire Prevention Officer when it is feasible.

Section 5. It shall be the duty of the First Assistant Chief to assist the Chief of Department in the discharge of his/her duties, and to act in the capacity of the Chief of Department during his/her absence with the full authority of the office.

Section 6. It shall be the duty of the Second Assistant Chief to assist the Chief of the Department and the First Assistant Chief and to act with full authority in the absence of both.

Section 7. It shall be the duty of the Chairman of the Administrative Board of Directors to preside at all regular meetings of the Department and special meetings not dealing specifically with firefighting or EMS matters. In the absence of the Chairman, meetings shall be chaired by the Vice-Chairman, Secretary and Treasurer, in that order. All meetings shall be conducted in accordance with recognized parliamentary procedures. The Chairman of the Administrative Board of Directors shall also call special meetings when, in his/her judgement, they are

necessary or upon written request of twenty-five (25) members to enforce the Constitution and By-laws and shall be a member ex-officio of the following standing committees: Headquarters, Drill Course & Athletics (fiscal), and By-laws.

It shall be the duty of the Chief of Department to preside at all meetings of the Fire Officers Board as well as at special meetings of the Department called specifically to discuss firefighting or EMS matters. The Chief of Department shall appoint the Eighth Battalion Delegates, Training Officer, Safety Officer(s), Fire Police, Chaplain, Steward, and shall be a member ex-officio of the following standing committees: Recruitment and Drill Course & Athletics (operations).

The presiding officer shall not vote on any question other than the election of officers and members unless the vote shall be tied, in which case he shall cast the deciding vote.

Section 8. The Administrative Board of Directors shall ensure that a written monthly report of all monies received and expended is prepared; shall receive all monies for the rendition of service; and shall divide all contractual monies between the four (4) Companies as they are received as per Article IV, Sec. 4(e) of the Constitution. The Administrative Board of Directors shall also ensure that a proper set of books are maintained and a financial statement is prepared annually and shall deposit all Fire Department funds in a bank or banks so designated. Each Director shall be bonded in such amounts as may be determined from time to time by the Administrative Board of Directors.

Section 9. The Department Fire Prevention Officer shall have charge of the Fire Prevention Bureau under the Chief of Department. He shall receive from the Companies a record of all fires that occur during the month. He shall investigate the cause and origin of all fires and immediately report his findings to the Chief of Department. He shall cooperate with the Nassau County Fire Marshal and shall file a written report of all inspections with the Nassau County Fire Commission each month. He shall investigate all written complaints of fire hazards.

Section 10. An Officer of the Department shall be subject to suspension and/or charges of Neglect of Duty for failing to comply with that section or sections of the By-Laws which deal with the duties of his Office, unless he has been excused from such duties by the Officer in Charge.

Section 11. The Fire Police shall consist of at least five (5) members from each Company. The duties of the Fire Police shall be to report to the Captain at all fires and preserve order at the fire lines, etc. There shall be a Captain (appointed by the Chief), a Lieutenant, Engineer and Assistant Engineer to be elected by the Fire Police. The Fire Police shall have the authority to carry out the Department Operating Rules as directed by the Captain or the Officer in Charge; and

(a) To have full authority to establish Fire Lines.
(b) To pass the Chief, Commanding Officers and Firemen through the lines with their cars where possible.

(c) The Officer in Charge of the Fire Police shall report to the Chief.
(d) The Fire Police are to remain at established Fire Lines until excused by the Officer in Charge.
(e) At fires or emergencies a fireman assigned to the Fire Police shall do patrol duty under the supervision of the Fire Police Captain. At other times he shall be under the command of his Company Officer.
(f) The Fire Police shall have the authority to regulate all traffic, including members of the Fire Department.
(g) A Fire Policeman may be suspended by the Captain or a Chief until charges against him may be heard by the Board of Directors.
(h) All Fire Police shall be sworn in by a Notary Public and all appropriate agencies will be notified as soon as possible.
(i) If a member is dismissed or resigns from the Fire Police, the Company shall fill the vacancy as soon as possible.

Section 12. Any Department committees will be comprised of the necessary number of members chosen by their company to represent their company. The Chairperson of the Administrative Board of Directors will determine how many members are necessary to form each committee and will request equal representation from each of the four companies. In the event that a company fails to provide the requested number of members within 45 days of a request to do so, the presiding officer described in Section 7 of this article shall appoint the necessary additional members from the Department Membership at large. A member appointed by a company may be removed or replaced by that company only. A member appointed by a Department presiding officer may only be removed or replaced by that officer.

ARTICLE II.

Section 1. At the annual meeting of the Fire Department a quorum shall consist of fifty (50) members in good standing. At all meetings of the Administrative Board of Directors three (3) members shall constitute a quorum.

ARTICLE III.

Section 2. No member may be nominated or elected to the office of Chief of Department, First Assistant Chief or Second Assistant Chief, unless he/she has met the following qualifications or has held the position of Chief of the Department, First or Second Assistant Chief immediately prior to seeking nomination, unless otherwise noted in these By-laws.

A. Qualifications
   1. Must have served at least one year as Captain of a Line Company in the Department
   2. Must have served a total of ten (10) years as an active member of a Line Company in the Department

3. Must currently be an active member in good standing of a Line Company in the Department
4. Must have successfully completed the following courses given by the Nassau County Fire Service Academy, except as otherwise noted. Any member seeking a Chief Officer position may present certificates for course(s) completed at either or both the National and New York State Fire Academies. These courses will be reviewed and if it is found that the content of these courses meets that of the guidelines of the below listed courses, said National and New York State course may be substitute.

    (a) Department Operations (within four (4) years prior to seeking nomination)
    (b) National Incident Management System (NIMS) Intermediate Command System (ICS-300)
    (c) Building Construction
    (d) Introduction to Fire Officer (or present-day equivalent)
        - Any member having received a certificate from the NCFSA after July 20, 2020 for completion of the course titled "Officers Training" will meet this qualification.
    (e) Strategy and Tactics
    (f) Haz Mat Operations (or present-day equivalent)
        - Any member having received a certificate from the NCFSA **after** July 20, 2020 for BOTH courses titled Haz-Mat Awareness Level and Haz-Mat Operation – 1st Responder Level will meet this qualification
    (g) Fire Behavior and Arson Awareness (sponsored by Nassau County Police Department and Nassau County Fire Commission in conjunction with the Office of the Nassau County Fire Marshal)
        - A certificate for the course formerly known as Arson Recognition (sponsored by Nassau County Police Department and Nassau County Fire Commission in conjunction with the Office of the Nassau County Fire Marshal)
    (h) Nassau County Assistant Fire Inspector (as offered by the Office of the Nassau County Fire Marshal) ***(Revision 7/2020)***

Section 3. In order to seek nomination to the position of Chief of Department, First or Second Assistant Chief, or Department Fire Prevention Officer, a member must submit, in writing, proof of completion of said courses as per Article III, Sec. 2A and Article III, Sec. 4 (in the case of Fire Marshal) to the December meeting of the Fire Officers Board prior to his/her

nomination by their Company for review and verification. Once qualifications have been reviewed and verified by the Fire Officers Board, the Chief shall ensure that each nominee, his/her Company, and the Administrative Board of Directors are notified in writing no later than one week following the January meeting of the Fire Officers Board.

Section 3a. In the event that a Line Company cannot propose a member who meets the foregoing qualifications to run for the position of Second Assistant Chief, First Assistant Chief, Chief of Department, or Department Fire Prevention Officer, it shall be the duty of the Fire Officers Board of the Port Washington Fire Department to determine a revised set of qualifications to govern the election in question.

Section 4. No member may be nominated to the office of Department Fire Prevention Officer unless he/she has held an Assistant Fire Inspectors card for at least five (5) years and has successfully completed the Arson Recognition course sponsored by the Nassau County Police Department and Nassau County Fire Commission in conjunction with the Fire Marshal's office and the Haz Mat Operations and Awareness course given by the Nassau County Fire Service Academy.

Section 5. The Chief of Department, First Assistant Chief and Second Assistant Chief shall be from different Line Companies. ***(Revision 02/2009)***

Section 6. The four Company designated Directors of the Administrative Board shall be from different Companies. The Chief of Department shall always be the fifth Director.

Section 7. The Secretary of each Company shall file with the Secretary of the Administrative Board of Directors the names of the nominees designated by each Company to replace the Chief, First & Second Assistant Chiefs, or Department Fire Prevention Officer whose terms are expiring. Such notice is to be given at least four (4) weeks prior to the annual meeting of the Department. The Secretary of the Administrative Board of Directors shall cause the same to be posted in each Company Headquarters at least twenty-one (21) days prior to the election.

Section 7a. In order to serve as a Director on the Administrative Board of Directors a member (a) must be currently active with a least 10 years of service in his/her Company, and (b) cannot be a current Company officer.

The election of a member to serve on the Administrative Board of Directors shall take place at the Company's annual meeting.

At least four (4) weeks prior to the expiration of an Administrative Director's term, his/her Company shall file with the Secretary of the Administrative Board of Directors the name of the person designated to fill the ensuing term of office. The Secretary of the Administrative Board of Directors shall notify each Company in writing of the person(s) so designated.

Section 8. Additional nominations may be submitted for any member of the Department in good standing for the offices named in Section 1 of this Article providing the member is eligible under Section 1 and Section 2 of this Article, by submitting the nomination, in writing, signed by twenty-five (25) members in good standing, to the Secretary of the Administrative Board of Directors at least twenty (20) business days prior to the annual meeting. ***(Revision 2/2009)***

Section 9. BLANK

Section 10. In case of a tie vote for any elective office, the Chairman of the Administrative Board of Directors shall declare another ballot for the Office the same evening, not necessarily a printed ballot.

Section 11. The Office of Department Chaplain will be filled by appointment of an active member of the Department at the discretion of the Chief of Department.

Section 12. The Office of Department Surgeon will be appointed at the discretion of the Chief of Department. The Department Surgeon will be a member of the Department, if at all possible.

Section 13a. The Commanding Officer shall have the authority to order a member to receive a medical examination for a suspected injury or impairment. Issuance of this order relieves the member from active duty until the member complies with the terms of Section 13b.

Section 13b. Any member who shall be injured or otherwise disabled shall not answer fire alarms or ambulance duty or return to active duty unless the Department Surgeon has examined him/her and certified to his/her Commanding Officer his/her fitness to resume active duty or the Surgeon accepts the opinion of a personal physician. This provision shall also apply to any member receiving disability benefits or compensation. In the event a Department Surgeon is not available to conduct such physical examination the member may submit a statement from his/her personal physician certifying his/her fitness to resume active duty. This will be enforced by the Commanding Officer of the individual Company.

Section 14. A vacancy in the elected office of Chief or First Assistant Chief, for any reason, will be filled by the next Assistant Chief in line to hold office until the next annual meeting. The Chief of Department will appoint a member to the position of 2nd Assistant Chief from the Company that vacated the position. At the next annual meeting that Company will nominate a candidate(s) for Second Assistant Chief. A vacancy in the office of Department Fire Prevention Officer, for any reason, shall be filled by appointment by the Chief of the Department until the next annual meeting. All appointee's qualifications are subject to approval by the Fire Officers Board to ensure compliance with the Department By-laws.

Section 14a. A vacancy on the Administrative Board of Directors shall be filled by the Company from which the former Director was designated.

Section 15. This article of the By-Laws will take effect beginning with the Department election to be held in March of 2009, and will not affect any Chief Officers seeking re-election to his/her present office or nomination to a higher office at that time or during his/her tenure as a Chief Officer. In addition, this article will not affect the Fire Marshal seeking re-election to his/her office at that time or during his/her tenure as Department Fire Prevention Officer.

(Revised 2/2009)

ARTICLE IV.

Section 1. When a new member is proposed in any Company his/her name shall be submitted to the Administrative Board of Directors for character investigation. The Secretary of the Administrative Board of Directors will endorse his/her findings on the application and return it to the Company which submitted it.

Section 2. A member may be transferred from one Company to another Company within the Department as follows. He/she must submit a transfer application, approved by the Company he/she is leaving, to the Administrative Board of Directors. If there is nothing in the Department records that would make the transfer objectionable it must be submitted to the Company he/she wishes to transfer to for action. If the transfer is approved the member will be credited with continuous service.

ARTICLE V.

Section 1. Resignations of members of the Administrative Board of Directors must be presented at a regular meeting of the Administrative Board. No resignation shall be accepted from anyone against whom charges are pending.

ARTICLE VI.

Section 1. The Commanding Officer of the Department and/or his/her Assistants in his/her absence may suspend any officer or member for violation of the PORT WASHINGTON FIRE DEPARTMENT, INCORPORATED, Constitution and By-laws or Department Operating Rules for a period of up to ten (10) days in lieu of charges. The suspended member has the right to refuse suspension and have charges preferred under Article VI, Section 2.

Section 2. Charges may be preferred against an officer or member, by an officer or any active member in good standing, for violation of the operating rules, for violation of the Constitution and By-laws of the Port Washington Fire Department, Inc., or for conduct unbecoming a firefighter or officer.

These charges must be preferred:

a) Not later than 48 hours after learning of the occurrence of an incident, or

b) Not later than 48 hours after learning of an individual or individuals involved in the occurrence of an incident.

The Board of Directors has the authority to waive the 48 hour limit in circumstances it deems appropriate. Such authority is limited to no more than six (6) weeks.
Once charges have been preferred they must be in writing and filed with the Secretary of the Administrative Board of Directors and with the Chief Officer not directly involved with the charges. The Secretary of the Administrative Board of Directors and/or the Chief Officer not directly involved with the charges must notify the individual charged, and the individual preferring charges, within ninety-six (96) hours of the receipt of charges by certified or registered mail, return receipt requested, and mailed to the address of record on file with the Department.

The member whom charges have been preferred against is NOT automatically suspended unless the offense is deemed serious enough. This will be decided by a unanimous vote of a panel comprised of two (2) of the three (3) Chiefs not directly involved in the charges and Chairperson of the Administrative Board.

A hearing must be held within fourteen (14) days of charges being filed unless circumstances prevent it. The Chairperson of the Administrative Board of Directors, the member preferring the charges and the individual against whom charges have been preferred shall agree on a hearing date. Extension of the hearing date shall only be granted in the case of illness or work schedules which would prevent an appearance within the fourteen (14) day period. Failure of the accused to appear for the hearing may result in expulsion from the Department.

Hearings are to be conducted by the Administrative Board of Directors and the two Assistant Chiefs, with the Chairperson of the Administrative Board of Directors as the presiding officer. The presiding officer shall vote only in the event of a tie. In the event that charges are preferred by one of the seven members of the hearing board he/she would not be eligible to vote. For the purpose of conducting the hearing, four (4) members of the hearing board shall constitute a quorum. Both parties shall have the right of counsel. A finding of guilty by the hearing board can result in the expulsion of the member from the Department or such punishment as the hearing board may direct.

Members of the PORT WASHINGTON FIRE DEPARTMENT, INCORPORATED, may be present at such hearings but have no voice unless recognized by the Chairperson of the hearing. The presiding officer may expel any member from the hearing for unbecoming conduct.

Section 3. Any member of the Department that is charged with a felony will automatically be relieved of all firematic duties and functions until the charges have been resolved.

Section 4. Any member that is convicted of a felony will automatically be dismissed as a member of the **PORT WASHINGTON FIRE DEPARTMENT, INCORPORATED.**

ARTICLE VII.

Section 1. The Bureau of Fire Prevention shall consist of the Department Fire Prevention Officer and the Inspectors, appointed by the Chief of Department, who have passed an examination given by the Nassau County Fire Commission Office.

Section 2. The duties of the Bureau shall be to enforce the Nassau County Fire Prevention Ordinances, to assist the Fire Marshal and to perform other duties that may be assigned by the Chief of Department or Department Fire Prevention Officer.

Section 3. All Fire Inspectors shall be required to make at least twelve (12) inspections per year to maintain their Inspectors card.

ARTICLE VIII

Section 1. **The approved Class A Department uniform shall consist of:**

(a) Blue, double-breasted surcoat with matching blue trousers. The surcoat shall have the approved Department patch on the left sleeve two (2") inches from the shoulder line.
(b) Department approved white short or long sleeve uniform shirt with approved Department patch on the left sleeve two (2") inches from the shoulder line.
(c) Black, four-in-hand necktie.
(d) Black socks.
(e) Black military dress shoes.
(f) White dress gloves.
(g) Regulation style blue visor cap.
(h) Department issued black belt.
(i) Star - Milestone Pins – (5/8 inch, gold, single pin, five (5) point)

Section 2. **The approved Class "B" Department uniform shall consist of:**

(a) Class "A" trousers.
(b) Department approved white short or long sleeve uniform shirt with the approved Department patch on the left sleeve two (2") inches from the shoulder line.
(c) Black, four-in-hand necktie.
(d) Black socks.
(e) Black military dress shoes.
(f) Class "A" cap.
(g) Department issued black belt.

Section 3. **The approved Class "C" Department uniform shall consist of:**

(a) Class "A" trousers.
(b) Department approved white short or long sleeve uniform shirt with the approved Department patch on the left sleeve two (2") inches from the shoulder line.
(c) Black socks.
(d) Black military dress shoes.
(e) Department issued black belt.

Section 4. The Uniform of the Day

a. The Chief of Department shall give twenty-four (24) hours notice on the Uniform of the Day to be worn. The Uniform of the Day may be changed to a lower class uniform without advanced notice, but not to a higher-class uniform.
b. A member may wear a long sleeved uniform shirt for any event during the year under their Class "A" uniform coat, however long sleeved shirts may NOT be worn for ANY parades unless ordered by the Chief with 24 hours notice.

Section 5. The Department will provide a member a Class "A" uniform with the exception of socks and shoes. Members who have maintained their uniform in satisfactory condition for a period of not less than ten (10) years shall be entitled to one (1) new uniform at the Department's expense if their current uniform is deemed unfit to wear as a result of normal use. A uniform that is deemed unfit to wear as a result of neglect will be replaced at the Department's expense on a pro-rata basis using 10% of replacement cost per year. A uniform that is rendered unfit to wear as a result of damage incurred at an approved firematic function will be replaced at the Department's expense.

Section 5A. Uniform needs of Members who have attained twenty-five (25) years of service will be evaluated, by the BOD of the PWFD, on an individual basis.

Section 6. Members are responsible for maintaining their uniforms. This is to include cleaning, maintenance (changing silver to gold, gold to silver, patches or replacing buttons) and routine alterations. Major alterations, tailoring, or repairs due to damage at an approved firematic function, will be done at the Department's expense, with prior approval by BOD, except for any that were deemed to be caused by neglect. If damaged is deemed to be caused by neglect, the expense for repair will be the members' responsibility.

Section 7. The milestone pin will consist of a 5/8 inch gold, single pin five (5) point star (hereinafter referred to as "stars"). The Department will provide the stars to each Company as needed. Members will be awarded stars by their Company upon attaining five (5) years service and at five (5) year increments thereafter. The stars shall be worn on the left sleeve of the Class "A" uniform. See attached diagram for proper placement.

Section 8. All decorations of any description, other than badges, medals awarded by: New York State, Nassau County, Port Washington Fire Department or any Company of the Port Washington Fire Department, uniform stars and designated ratings as approved by the Department shall be strictly prohibited from being attached to the uniform unless authorized by the Chief of the PWFD.

Section 8A. Designated ratings are as listed below:

a. **Twenty-five (25) year and Fifty (50) year pin issued by the Company**: These pins are to be worn on the left sleeve of the Class "A" uniform one inch (1") above top row of stars
b. **Officer in a recognized firematic organization**: These pins/badges are to be worn on the left sleeve of the Class "A" uniform one inch (1") above the top row of stars.
c. **EMT, EMT-CC and EMT-P pin**: These pin are to be worn one inch (1") above the breast badge on all classes of uniform.

d. **Medals issued by New York State, Nassau County, Port Washington Fire Department or any Company of the Port Washington Fire Department and any other award pin issued by a Company of the PWFD:** These medals/pins are to be worn above the breast badge on all classes of uniform
e. Members are not authorized to wear more than two of the same Port Washington Fire Department or Company award bars. Members who have received more than two awards issued by the Port Washington Fire Department or a Company of the Port Washington Fire Department within the same category will be issued a ‘’modified award bar”. The “’modified award bar” will have the number affixed to it indicating how many times the members has been awarded within that category. (revision 3/2018)

Section 8B. Diagrams of proper placement of above mentioned items**. (**See appendix A)

ARTICLE IX.

Administrative Board of Directors
Order of Business

1. Roll Call
2. Pledge to the Flag
3. Minutes of the last meeting
4. Bills and Communications
5. Committee and other Reports not otherwise listed here
6. Chief’s Report
7. Report of Department Fire Prevention Officer (at Annual meeting)
8. Report of Company Officers (at Annual meeting)
9. Unfinished Business
10. New Business
11. Treasurer’s Report
12. Propositions for membership
13. Elections
14. Good and Welfare
15. Adjournment

PROVISOS TO CONSTITUION & BY-LAW CHANGES
ADOPTED SEPTEMBER 18, 1997

The following provisions, while not amendments to the Constitution and By-Laws, are presented here for adoption in order to provide a smooth transition in setting up a separate Administrative Board of Directors and a Fire Officers Board and to meet legal requirements.

1. At the initial election of the Administrative Board of Directors, one Director from Atlantic Hook & Ladder Compnay No. 1 will be elected for a term of four years; one Director from Protection Engine Company No. 1 will be elected for a term of three years; one Director from Flower Hill Hose Company No. 1 will be elected for a term of two years; and one Director from Fire Medic Company No. 1 will be elected for a term of one year. At each subsequent election of administrative officers a Director will be elected for the full term of four years. This initial rotation is necessary to ensure continuity on the Board.

2. The Board of Directors shall be composed of no less than five directors. (This provision is necessary to amend the Department's charter in compliance with the Not-For-Profit Corporation Law)

3. In the future, when considering questions relating to these specific amendments to the Constitution and By-Laws, the "Unification Advisory Committee Final Report on Department Unification", approved by the membership of the Port Washington Fire Department on April 14, 1997, should be reviewed to assist in determining their intent.

4. The amendments will become effective following the election of firematic officers at the March, 1998 annual meeting. Therefore, the election of a member to serve on the Administrative Board of Directors must take place at the Company's annual meeting in January, 1998 so that he/she can be sworn into office in March.

Unification Advisory Committee Report
Adopted April 14, 1997

To be attached to the Constitution and By-Laws and consulted when interpreting sections relating to the operation of the Administrative Board of Directors and Fire Officers Board.

INTRODUCTION

In the second half of 1996 the four companies of the Port Washington Fire Department unanimously reconfirmed their desire to pursue steps that would combine all operations into one unified entity. In response, Chief O'Reilly appointed two members from each company to serve on a newly formed committee to recommend steps towards accomplishing this goal.

The committee began meeting on August 6, 1996 and continued to meet on an average of twice a month. At the initial meeting the committee members were polled to determine what they thought their Company expected the committee to accomplish. Without exception each member stated that the expectation was for the committee to investigate and develop recommendations for operating the Department and Companies as a unified administrative, firefighting and emergency medical services entity.

In order to increase the possibility that the committee's work would be viewed on its merits instead of opinion based on previous reports, and in keeping with the stated purpose of making recommendations to bring about the unification of the corporate entities, the committee was renamed the Unification Advisory Committee.

MISSION STATEMENT

The first order of business that the committee took up was the adoption of a mission statement outlining its objectives. The mission statement served two important purposes. First, it clearly outlined to the membership of the Department what the committee would be studying and making recommendations on and, second, it kept the committee focused on the stated objectives. The mission statement unanimously adopted by the committee is as follows:

> To study and recommend an organized and systematic plan with which to bring about the unification of all corporate entities comprising the Port Washington Fire Department into a centralized administrative, fire suppression and emergency medical services organization while attempting to preserve the traditions and identities of the individual companies, the purpose of which is to: reduce the cost of services to the community through consolidation of activities, establish a representative form of governing the organization, maximize the use and management of personnel, and streamline and centralize administrative functions and responsibilities.

Periodic reports on the committee's progress have been given to the companies over the past several months.

RECOMMENDATIONS

The committee members discussed their ideas about the order in which the unification process should proceed and what they viewed as priorities. Initially the discussion concentrated on

attempting to identify short, mid and long term objectives and developing recommendations on how to reach them. Many of the mid and long term objectives that were identified would involve decisions that should be made by a duly elected, representative governing board. Therefore, it became evident that the committee's main focus should be on the short term objective to reorganize the current fireboard system of management. The committee had the benefit of the membership's feelings about the previous proposal to reorganize the board and took those into consideration when formulating its recommendations.

The mid and long term objectives to achieving total unification will require the consideration of steps that will be more controversial and contentious. These steps will necessarily involve centralizing operations and assets and transferring more control to a unified Department Board of Directors. Recommendations that will be necessary to achieve these goals may be viewed with skepticism if they are made by an internal Department committee. There is a greater possibility that favoritism and/or perceived rivalries would taint a committee's recommendations. Therefore it is the recommendation of the Unification Advisory Committee that an impartial, qualified outside consultant be retained to study and recommend appropriate steps to accomplish the mid and long range objectives to total unification. These recommendations would be based on actual data that would be collected and analyzed. It is believed that unbiased recommendations would be given fairer consideration by the Department membership.

SHORT TERM OBJECTIVES

In discussing the short term objectives of reorganizing the fireboard system of management the following three (3) steps were agreed upon as the best way to begin the process of unification.

Step #1:	Reorganize the fireboard system of management into a separate Administrative Board of Directors and a Board of Fire Officers.
Step #2:	Hire a Department office manager to perform administrative tasks for the Chief's office and Administrative Board of Directors.
Step #3:	Continue transferring some expenses entirely to the Department budget to take advantage of cost savings in volume purchases.

A detailed discussion on how to implement these recommendations follows.

IMPLEMENTATION OF SHORT TERM OBJECTIVES

Step #1 - Reorganize the fireboard system of management: The fireboard system of management would be reorganized into a separate Administrative Board of Directors and a Board of Fire Officers. A proposed "Organization Chart" is presented in Appendix "A".

Administrative Board of Directors

The Administrative Board of Directors would be limited to five voting members — one elected by each of the four companies. This would assure equal representation from the Companies. The Chief of Department would always be the fifth member.

The Administrative Board of Directors would annually elect a Chairman, Vice Chairman, Secretary and Treasurer from among the five representatives. The Board should establish a policy that ensures that no one Director will be Chairman for an extended period of time.

The responsibilities of these officers would be "executive" in nature. They would not personally perform the day-to-day activities such as preparing correspondence and performing bookkeeping tasks. These tasks would be delegated to administrative personnel (see Step #2).

One of the main reasons for recommending the creation of the Administrative Board of Directors is to enable the Chief of Department to concentrate primarily on firefighting and EMS. Administrative matters have continually increased to a point where the Chief, and Assistant Chiefs, spend most of their time necessarily dealing with non-firematic matters. The committee further recommends that the Chief of Department should not be an officer of the Board, i.e.; Chairman, Vice Chairman, Secretary, Treasurer, so that most of his attention can be devoted to the firefighting and EMS responsibilities incumbent upon the position.

The odd number of Directors would assure that no vote would be tied, would continue the traditional role of the Chief of Department participating in all aspects of Department business, and the limited size of the board would make running the business operations of the Department more manageable and reasonable.

The Board of Directors would be responsible for the oversight of all non-firematic committees and activities. The Chief of Department would continue to be solely responsible for all firefighting and EMS operations, policies and firematic committees. The Chief, through the Board of Fire Officers, would continue to meet with the firematic officers of the Department and the Companies to discuss and act upon matters pertaining to firefighting operations and related topics.

At the initial election for the Administrative Board of Directors, one Director would be elected for a term of four years; one Director would be elected for a term of three years; one Director would be elected for a term of two years; and one Director would be elected for a term of one year. At each subsequent election of administrative officers a Director would be elected for the full term of four years. This initial rotation is necessary to ensure continuity on the Board. The fifth Director's position would always be filled by the current Chief of Department.

The following table shows the order in which the Directors would be elected until each one has been elected to a full four year term of office.

	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6+
Director #1	Chief of Department	Chief of Department	Chief of Department	Chief of Department	Chief of Department	Chief of Department
Director #2	4 year term				4 year term	*Voted on*
Director #3	3 year term			4 year term		*as each 4*
Director #4	2 year term		4 year term			*year term*
Director #5	1 year term	4 year term				*expire*s

The order of the initial election can be decided by the Department membership. It can either be done according to Company ranking, i.e.; Atlantic — 4 year term, Protection — 3 year term, Flower Hill — 2 year term, Fire Medic — 1 year term, or straws can be drawn to determine the initial terms of office for each Company.

The position of Director will be extremely important and should be an officer's rank in the Port Washington Fire Department. Anyone seeking the position of Director should be a current active member of their respective Company for not less than ten years and should not hold a Company office. It is vital that each Company select someone who is qualified, who will dedicate themselves to the position, and who will make every effort to attend all meetings and working sessions. The five members of the Board will work closely together and should strive to create a cooperative atmosphere in which important matters can be discussed (on a daily basis if necessary) and a consensus arrived at.

Many of the decisions that will be made by the Directors will require ongoing knowledge of daily and recurring business matters affecting the Department. Important decisions cannot be made by someone who is not routinely involved in and familiar with these matters. It is therefore strongly recommended that anyone seeking the position be able to devote his/her full attention to Department affairs and not hold a Company office at the same time.

The position of Director will require the handling of financial and administrative matters affecting the Department. The committee recommends that each Company carefully consider a candidate's experience and ability to deal with these matters when selecting a Director.

The Administrative Board of Directors would direct the <u>administrative affairs</u> of the Port Washington Fire Department, Inc. In addition to other responsibilities that may be entrusted to it, the Administrative Board of Directors; (a) would hold at least two working sessions per month to review and act on financial matters and generally manage the administrative affairs of the Department. One of the monthly sessions would be a regularly scheduled meeting and would be open to the membership. The regularly scheduled monthly meeting would be held for the purpose of reviewing and approving payments of invoices, accepting committee reports, and considering general Department business requiring official action; (b) would hold an annual meeting for the

purpose of conducting elections and allowing the membership to address either, or both, the Administrative Board of Directors and/or the Board of Fire Officers. At the annual meeting members would have the opportunity to introduce business relating to Department matters both administrative and firematic in nature; (c) would have an annual audit performed by an independent certified public accountant who is not a member of the PWFD; (d) would negotiate and execute contracts for fire service and emergency medical service; (e) would receive and disburse contract monies to the four Companies in accordance with adopted budgets; (f) would prepare the budget for the headquarters unit of the PWFD.

Board of Fire Officers

The Board of Fire Officers would be comprised of the Chief of Department, Assistant Chiefs, Fire Marshal and Company Captains. The Chief of Department would be the presiding officer and would oversee the various firematic committees under his direction. The Board of Fire Officers would meet monthly to discuss matters relating to firefighting and emergency medical services.

The Board of Fire Officers is not intended to circumvent the authority of the Chief of Department. The Chief of Department would continue to be solely responsible for all firefighting, fire prevention and emergency medical services within the scope of all applicable laws, regulations and accepted practices. The Chief would continue to formulate policy and make decisions relating to firefighting, fire prevention and emergency medical services. He would continue to analyze all phases of fire extinguishment, fire prevention, training and emergency medical services.

The general membership would be able to present matters involving fire fighting or emergency medical services to the Board of Fire Officers through their Company Captain for consideration at a meeting of the Board. In addition, business pertaining to fire fighting or emergency medical services may be presented at the annual Department meeting or at a special meeting called pursuant to the by-laws.

Committees

The responsibility for overseeing the various committees would be delegated between the Administrative Board of Directors and the Chief of Department depending on the objectives of the committee. Following is a partial list of committees and the committee's recommendation for assigning responsibility.

> Committees under the direction of the Administrative Board of Directors: Headquarters; Steward; Budget Allocation; Service Awards; Drill Team & Athletics (fiscal); By-Laws; Contracts; Roslyn West Shore Drive Property, etc.
>
> Committees under the direction of the Chief of Department: Training; Eighth Battalion; Fire Police; Hydrants & Alarms; Parades; Recruitment; I.D. Cards; Chaplain; Drill Team & Athletics (operations), etc.

Charges

It is recommended that formal Department charges be heard by a combination of the Administrative Board of Directors plus the two Assistant Chiefs - a total of seven persons. The Chairman would vote only in the case of a tie. This configuration would provide an equitable mix of both administrative and firematic officers that would not be weighted either way in the event of charges involving either an administrative or firematic infraction. In the event that charges are brought by one of the seven members on the hearing board he/she would not be eligible to vote.

Meetings

It is the committee's recommendation that, except as noted below, the Chairman of the Administrative Board of Directors chair Department meetings. The primary reasons for this recommendation are that (1) meetings are administrative in nature and the Chairman will be in charge of administrative affairs, and (2) a major goal of reorganizing the Department is to enable the Chief of Department to concentrate on fire suppression and emergency medical services without the distractions that administration brings. The Chief of Department will be a member of the Administrative Board of Directors and, as such, will be present at all Department meetings to address questions related to firefighting and EMS. All questions raised at the annual meeting pertaining to firefighting or emergency medical services would be directed to the Chief of Department.

Meetings of the Board of Fire Officers would be chaired by the Chief of Department as well as special meetings called expressly to discuss a firefighting or EMS matter.

Step #2 - Hire an Office Manager for the Department: The administrative burden of the Department has grown to the point where a paid office manager is warranted. The specific responsibilities of an office manager need to be reviewed but would probably include financial, secretarial, procurement, insurance and investigative duties. In keeping with the goal of unifying the Department into a centralized administrative organization the office manager's duties might eventually include keeping membership records, compiling points, and other similar tasks now performed on a Company level. Informal discussions by committee members with company officers have shown an immediate interest in utilizing the services of a Department office manager. The position of office manager is an important part of the reorganization because there will no longer be a separately elected secretary or treasurer whose responsibilities were to record the minutes, write letters, process payments authorized by the board, etc. The office manager would be assigned those and other responsibilities including recording the minutes of the Administrative Board of Directors and the Fire Officers Board. The hiring and actual job responsibilities of the office manager can be decided by the new Board of Directors although it may be helpful for this committee to make recommendations for the Board to consider.

A list of administrative tasks that are currently burdening the Chief's office and could be performed by an office manager was provided by the Chief of Department and Assistant Chiefs and is presented in Appendix B.

Step #3 - Begin transferring some expenses entirely to the Department budget: Over the years some expenses such as insurance and the service awards program have been turned over to the Department for administration and payment. In the case of insurance, increased coverage was

obtained and premiums were lowered by combining each company's insurance needs. Further savings are possible in other areas by centralizing purchases.

As an example, it is desirable to standardize equipment used in firefighting operations as much as possible. The decisions on the type, make, model, size, etc., of certain equipment could be made by a committee appointed by the Board of Directors that consists of members from each company. It would be their responsibility to investigate all options for equipment and make recommendations to the Board of Directors. This concept could be expanded as time goes on to include more items and, eventually, there would be one unified budget.

CONCLUSION

The committee believes that these three steps will get the process of unification "off the ground" without creating a major shock to the Department's nervous system.

Although the committee is unanimously behind these operational improvements it decided not to spend the considerable time necessary to prepare by-law changes and detailed schedules of responsibilities before the recommendations are accepted. It is important that the Department membership first agree on the recommendations then the committee can proceed with preparing by-law and procedural changes for consideration.

If adopted, these recommendations will positively change the way in which the Port Washington Fire Department and the four Companies operate. The committee believes that their implementation will help bring the administrative, firefighting and EMS operations more in line with current management standards, ease the increasing daily administrative burden on the officers, begin to enable greater efficiencies, vastly improve the Department's ability to handle the ever increasing amount of paper work, and head off attempts by outside forces to "control" the internal operations of the volunteer fire service in Port Washington.

ACKNOWLEDGMENTS

The committee would like to thank the Chief's office and the membership for its support. It would also like to acknowledge the previous committee for providing much of the background material that the committee reviewed during its deliberations.

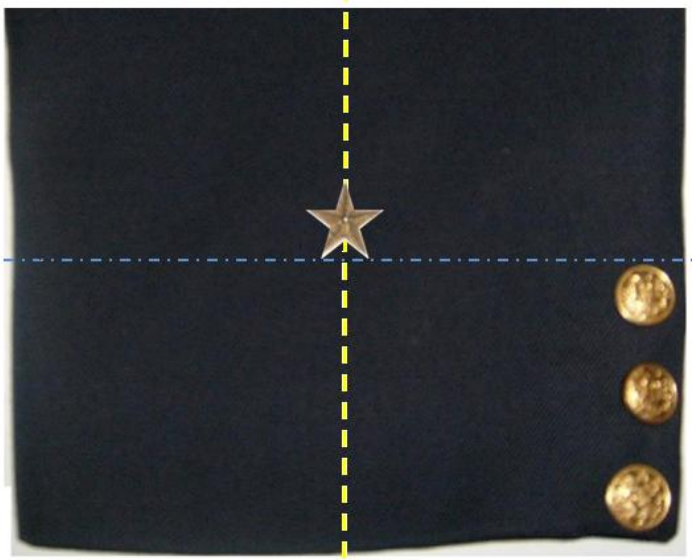
Respectfully submitted,
Port Washington Fire Department
Unification Advisory Committee

Richard McCabe, A.H.L.Co.	Don Kurz, F.H.H.Co.
Tom Petty, A.H.L.Co.	Tom Murray, F.H.H.Co.
Frank Pavlak, P.E.Co.	Philip Spinnato, F.M.Co.
Peter Zwerlein, P.E.Co.	Lois Weston, F.M.Co.

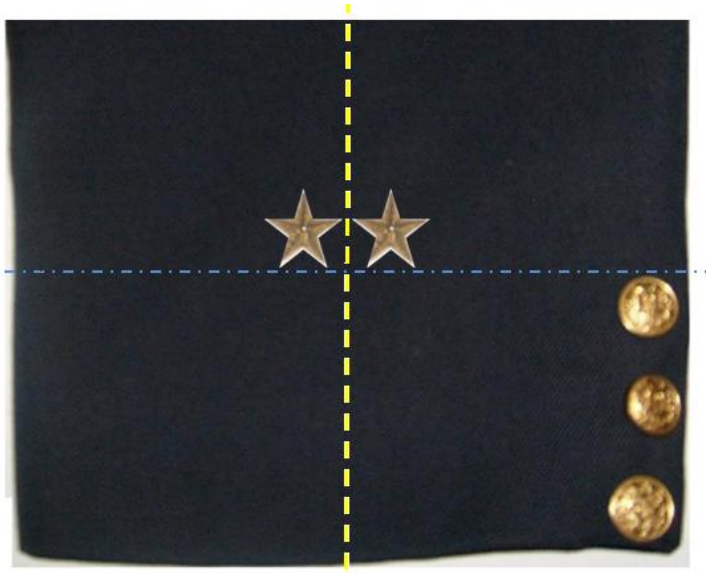
APPENDIX "A"

Stars/Milestone Pins Layout

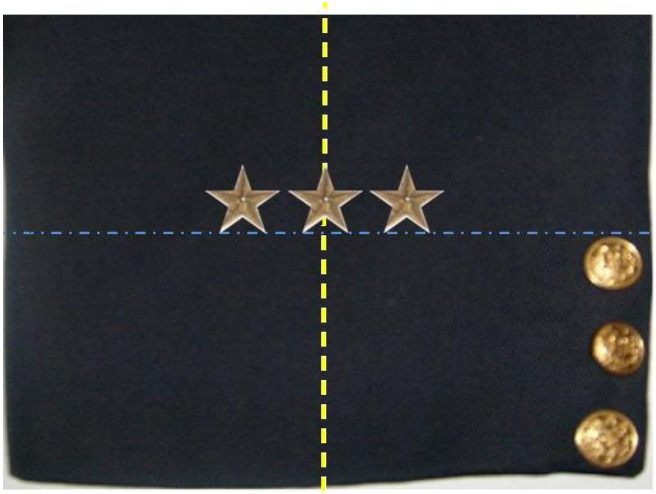
To be attached to the Constitution and By-Laws and to be consulted for the proper placement of the Star(s)/Milestone pin(s) on the sleeve of the Class A uniform jacket.



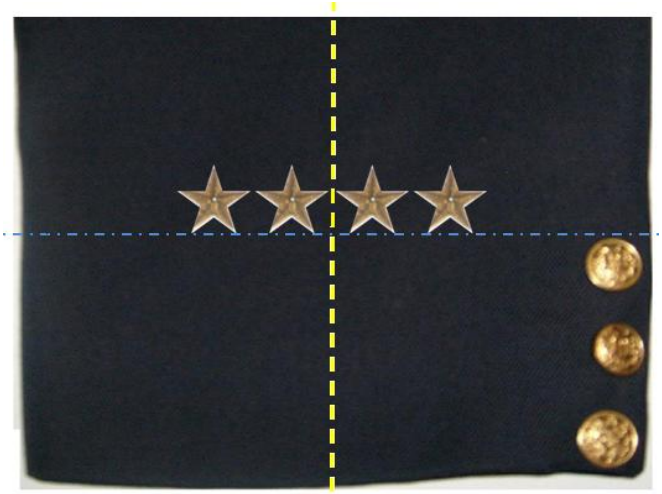
Positioning of pin for Five (5) years of service



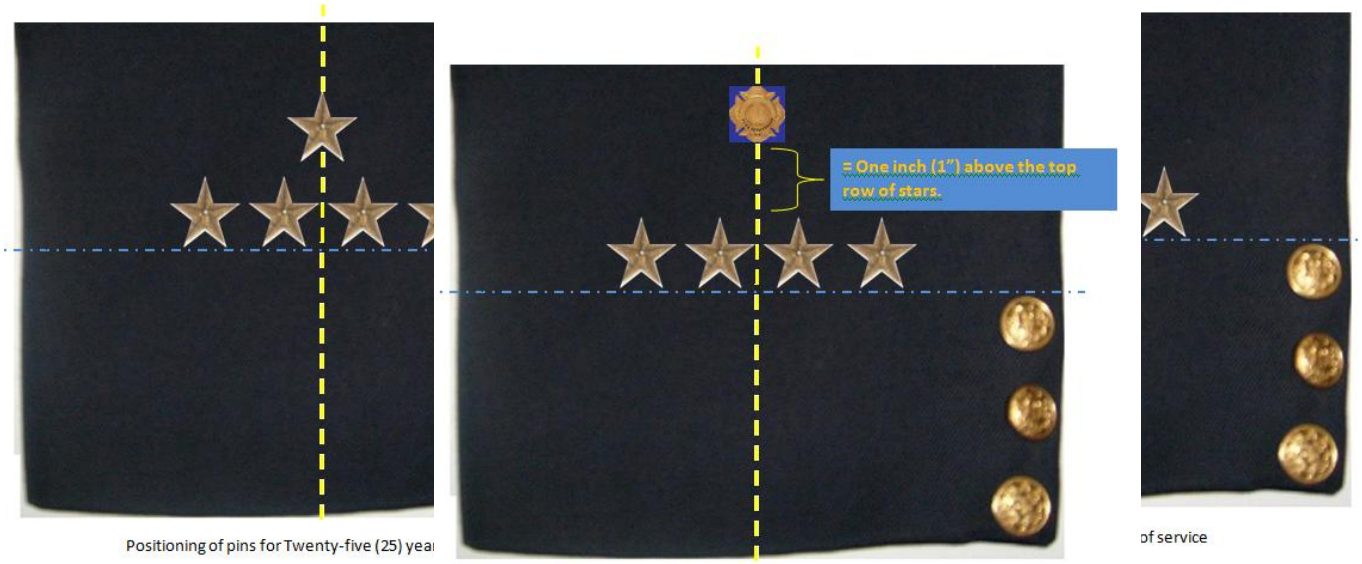
Positioning of pins for Ten (10) years of service

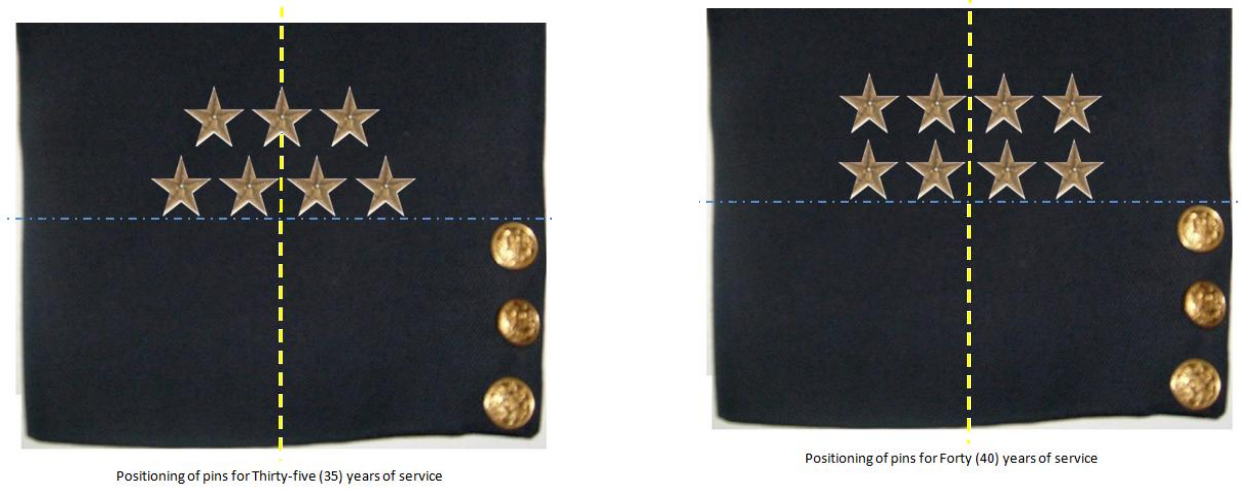


Positioning of pins for Fifteen (15) years of service



Positioning of pins for Twenty (20) years of service





Positioning of Pins –

Stars -continue with same order for Forty-five years and on

Recognized Organization – Pins to be placed one inch (1") above the top row of stars (no matter how many there are) in the same order as the stars (Ex. – 1 Pin – Centered above the top row of stars, 2 Pins – 1 on either side of center above the top row of stars)

Fold uniform sleeve on the seam and then in half to find the mid – line (yellow dashes) – depending on sleeve the buttons may not be flat on the sleeve as picture but on the side of the fold. These pictures are set to show that the bottom of the stars is to be in line with the top edge of the top button (blue dashes).

APPENDIX "B"

Examples of Current Department Administrative Responsibilities

- Services awards program: update beneficiaries, summaries to villages, payments, certification of points, administration of claims, filing, update info in files, yearly point requirement sheets, meet with insurance company.
- Prepare bills, run treasurers reports, have bills approved, get information to accountants, go to bank & make deposits, input bank statements, dispute and/or question bills, get receipts from all officers for conventions.
- Clearing house reservations, mailings, etc. Same for Baltimore & NYS Chiefs convention.
- Handle scheduling of vehicle maintenance.
- Take vehicles for radio repair.
- Handle delivery/setup/etc. of new Chief's car.
- Input of medical database information in computer.
- Open mail & send faxes.
- Send postcards, letters, etc., to all members.
- Type letters as required for Chief.
- Order materials, supplies, etc.
- Confirm bands for parades.
- Be present for equipment servicing, i.e.; copier/fax/base station/telephone/oil burner etc.
- Maintain copy machine/fax machine.
- Run weekly computer backup.
- Accept package deliveries.
- Go to post office.
- Deliver mail/fire news/etc. to Companies.
- Answer telephone & page Chiefs as necessary.
- Return phone calls that do not require a Chief to call.
- Prepare budget spreadsheets & breakdowns for headquarters and department spreadsheet. Prepare & mail contracts. Schedule attendance at village meetings.
- Schedule all headquarters maintenance.
- Meet people at Roslyn West Shore Road site.
- Make identification tags for members.
- General filing.
- Make travel reservations, etc., for Chiefs.
- Record & type board minutes.
- File magazines/catalogs.
- Sell tees shirts & sweatshirts.
- Input fire reports in computer.
- Deliver tot finders, invalid stickers, etc.
- Update address lists & phone listings in computer on a regular basis.
- Schedule hepatitis B shots, obtain serum and arrange for titers tests.
- Input hepatitis B information in computer.

- Schedule deliveries of emergency supplies such as speedi dri, ice melt, emergency flares, etc.
- Dispatch beepers for all companies, handle all pager matters including
- service/replacement/billing to companies, etc.
- Coordinate golf tournaments.
- Put notifications over the air.
- Order awards/plaques/etc. Monitor 50 year members awards, Company dinner plaques,
- awards plaques, etc.
- Make hydrant notifications to Port Washington Water District.
- Prepare plowing/landscape/base station/Telmobile contracts.
- Prepare documents for freedom of information requests as required.
- Pickup photos/air tickets/etc.
- Prepare photo id cards for all members.
- Schedule blood banks.
- Insurance work: id cards, etc.
- Set up meeting room for meetings.
- Keep headquarters stocked on all items including refrigerators in truck room for fires, Chiefs office, etc.
- Handle all aspects of the PWFD annual dinner for the committee, i.e.; dinner invitations/responses, bands, flowers, etc.
- Access all e-mail/internet info as requested, i.e.; NY State bids, fire web sites, monitor e-mail.

FUTURE RESPONSIBILITIES

- Mail out a monthly newsletter/calendar.
- Input personnel training database in computer.

. Handle recruitment mailings.