

RULES AND REGULATIONS

OF THE

SLEEPY HOLLOW

FIRE DEPARTMENT

ADOPTED APRIL 2001

PROPOSED CHANGES FEBRUARY 2012

PRESENTED TO FIRE COUNCIL November 13, 2012

ADOPTED SEPTEMBER 10, 2013

PRESENTED TO FIRE COUNCIL APRIL 19, 2022

PROPOSED CHANGES MAY 10,2022

ADOPTED MAY 10, 2022

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1.

PURPOSE

The Sleepy Hollow Fire Department consists of (5) Volunteer Fire Companies. Fire Patrol Co. # 1, Pocantico Hook and Ladder Co.# 1, Rescue Hose Co.# 1, Union Hose Engine Co. # 2, and Columbia Hose Co.# 3. All members are volunteers and provide protection of life and property from the ravages of fire to the residents of this village or when ever or where ever called to duty.

2.

REQUIREMENTS FOR ACTIVE MEMBERSHIP

1a. Residency- As per New York State (blue book), a volunteer fire department can have up to 30% of its active membership reside outside of the village limits. In a department that is divided into companies such as the Sleepy Hollow Fire Department, that 30% rule is per company, and not the department as a whole. Members who already reside outside the village and those who work in the village will be figured into this percentage.

b. Any member who resides within the Village of Sleepy Hollow, or within a [five] mile radius from Village Hall and within Westchester County, and is 17 years of age or older.

c. For a member to run for the office of Chief Engineer, 1st Assistant Chief, or 2nd Assistant Chief that person must reside in the Village of Sleepy Hollow for the term of their positions.

2. Any active member who met requirement # 1 and now resides outside the Village of Sleepy Hollow. Note: Refer to section 4.c and 4.d for full time employment.

Any member in this status may not run for Chief Engineer, 1st Assistant or 2nd Assistant chief of this department.

3. Any applicant who resides in the Village of Tarrytown, the Hamlet of Pocantico Hills or the district of Archville may apply for active status as long as they meet the following requirements.

a. Applicant is 17 years of age.

b. Applicant is not an active member of any other fire department.

c. Applicant must provide physical address of his/her mailing address. PO box will not be excepted. Failure to provide physical address will be grounds for denial of membership.

4. An applicant who lives out of town, but works in the Village of Sleepy Hollow may apply for active membership if they meet the following requirements:

a. Applicant is 17 years of age.

b. Their primary occupation is within the Village of Sleepy Hollow.

c. Their occupation consists of five days a week, 8 hours a day.

d. The applicant has permission from their employer in writing giving the applicant permission to leave their job if needed.

e. Any member in this status may not seek or be nominated for the position of 2nd Assistant Chief, 1st Assistant Chief or Chief of this department.

Transfers, any member may transfer from one Company to another as long as the following procedures are followed;

- a. A letter of good standing must be received from the Company the member is leaving addressed to the Council and to the Company the member intends to join.
- b. Good standing is defined as no indebtedness to any company and all company property has been[returned]
- c. Communications from the Company the member intends to join notifying the fire Council of a positive vote.
- d. No member may transfer the same month.
- e. There shall be no loss of time within the department during this waiting period.
- f. In the event such member is denied membership in the Company said member intends to join, said member shall no longer be an active member of the Sleepy Hollow Fire department
- g. This bylaw shall not conflict with any company bylaws.

6. All new applicants must fill out an arson background check form which is reviewed by the OFPC. No applicant shall be approved by the fire council till a positive response is received back from OFPC.

7. Resignation of membership must be made in writing to the Chief Engineer and must be dated and signed. If the resignation is not made in this manner, no letter of good standing will be issued by the Department. If an individual ends active membership, they are responsible for turning into the Chief Engineer or Captain of that company all equipment and property purchased by the department or company. This includes, but not limited to, PPE, pager, radio, dress uniform and badges. Failure to comply with this will result in the matter being turned over to the Sleepy Hollow Police Department for investigation and potential prosecution.

4.

MINOR AND GENERAL ALARMS

At the present time this department is dispatched by 60 controls. If we decide to no longer use 60 control the following alarms shall be used.

12-Engine 85 and Rescue 12- Grass Fires and other Minor Fires or when Engine 87 is Out-of Service

13-Engine 85, Rescue 12, and Tower Ladder 38- Chimney Fires and Co Calls

14-Union Hose- First Due Engine Out of Town (Mutual Aid)

15- Engine 87 and Rescue 12-Auto Accidents or when Engine 85 is Out-of Service

16-Tower Ladder 38

17-Rescue 12-Drownings, Residents Assist., Mutual Aid or Fast Team Call

18-General Assembly-Man power Call, all members report to their quarters and wait for orders.

19-Marine 7 or Marine 27 Call

22-Chiefs Call

115-Engine 87 [Mutual Aid]

121-Engine 85 (Mutual Aid)

124-Engine 85, Engine 86, Rescue 12- Vehicle Fires

125-Engine 85, Engine 87 and Rescue 12-Grass Fires where more than 1 Engine is needed or when Engine 86 is Out-of Service

145-Engine 86, Engine 87, and Rescue 12- When Engine 85 is Out-of Service

RED ROUTESAlarm 226- Margotta Courts

First Engine, either Engine 85 or Engine 86, shall bring high rise packs into building while the second Engine shall supply the stand pipe. Engine 87 shall answer by way of Broadway to College Ave.

Alarm 235-Cortlandt and Clinton

Engine 85 shall answer by way of Beekman Ave to Clinton St. Engine 86 shall proceed with CAUTION down Cortlandt St to Clinton St. Engine 87 and Tower Ladder 38 shall answer by way of Valley St. to Wildey St to Cortlandt St to Clinton St.

Alarm 236- College Arms Apt. 100 College Ave.

Engine 85 to answer by way of Valley St. to College Ave. to the hydrant on the corner of Cortlandt St. and College Ave. and feed the stand pipe on the North side of the building. Engine 86 respond with CAUTION down Cortlandt St to the hydrant in front of 111 Cortlandt St and feed the hydrant on the West side of the building. Engine 87 shall answer by way of Valley St to East side of the building. Tower Ladder 38 shall answer by way of Valley St. and hold for orders.

Alarm 242- St. Teresa School

Engine 85 shall answer by way of Beekman Ave. to driveway of school. Engine 86 shall answer by way of Cortlandt St. to Depeyster St. Engine 87 to answer by way of Valley St to Depeyster St. and either Engine 86 or Engine 87 feed the Stand Pipe. Tower Ladder 38 to answer the same as Engine 85, or unless other orders are relayed.

Alarm 255-Clinton at the Bend

Engine 85, Rescue 12, and Tower Ladder 38 shall answer by way of Beekman Ave. to Clinton St. Engine 86 shall proceed with Caution down Cortlandt St. to Clinton St. Engine 87 to answer by way of Valley St. to Wildey St. to Cortlandt St to Clinton St.

Alarm 311- Winfield L. Morse School -30 Pocantico St.

Engine 86, Engine 87, Rescue 12 and Tower Ladder 38 shall answer by way of Beekman Ave. to Pocantico St. Engine 86 or Engine 87 whichever is first shall pull onto the property. The other Engine shall feed the first. Engine 85 shall answer by way of Lawrence Ave to Broadway to Pocantico St and use the hydrant on the corner of Elm St.

RED ROUTES CONT.

Alarm 312- Washington St. and Washington Lane

Engine 85 to answer by way of Lawrence Ave. to Broadway to Pocantico St. and proceed through Pocantico Park. Engine 86 and Tower Ladder 38 shall answer by way of Pocantico St and enter Morse School lot. Engine 87 to proceed with Caution north on Washington St to the lane.

Alarm 313- Washington St and Howard St

Engine 85 shall answer by way of Lawrence Ave. to Broadway to Pocantico St to Howard St. Engine 87 and Tower Ladder 38 shall proceed with CAUTION North on Washington St. Engine 86 shall answer by way of Pocantico St. to Howard.

Alarm 433-Sleepy Hollow High School

Engine 85 shall answer by way of Bedford Rd. to the North Side of the High School. Engine 86 to respond to the West side of the High School. Engine 87 shall respond to the south side of the school. Tower ladder 38 and Rescue 12 shall hold at the entrance to the High School and wait for orders. Upon the location of the alarm Tower Ladder 38 shall respond to that location.

Alarm 434-Administration Building 200 Broadway

Engine 85 to proceed to the hydrant at the boiler room entrance of the High School. Engine 86 and Engine 87 shall use hydrants at the entrance of the high school or at John Paulding. Tower Ladder 38 shall set up at the location of confirmed fire.

Alarm 812 Phelps Memorial Hospital Residence

First two pumpers shall answer directly to the scene. Third pumper shall remain at the bottom of the driveway and hold for orders. Tower ladder 38 shall proceed directly to the location of the fire.

Alarm 813- Phelps Memorial Hospital-701 N. Broadway

Engine 85 and Engine 87 shall respond directly to the scene of the fire using the nearest hydrants available. Engine 86 shall respond to the out-patient area. Rescue 12 and Tower Ladder 38 to proceed to main entrance and hold for orders

814 James House First Engine to the front of the building and use the hydrant located there. The other two Engines shall use the hydrants located at the rear of the Hospital and stretch to the scene. Tower ladder 38 shall proceed directly to the front of the building

7.

Alarm 816-Robins Nest

First Engine Company to use the hydrant in the front of the building and feed the stand pipe. Second Engine shall use the outlets located on the fire pump building. Third Engine shall use the hydrant located in front of the residence. Tower ladder 38 to proceed to the front of the Robins Nest.

Alarm 817

777 N. Broadway

First Engine shall locate on the hydrant at the main entrance. The second Engine shall use the hydrant on the south side of the building and supply the stand pipe located on the North side of the building. Third Engine shall use the hydrant located in the rear of the building. Tower ladder 38 to respond directly to the scene of the fire. Rescue 12 shall control traffic at the entrance to the ER driveway.

Red Routes will be added at a future date for the following locations; Kendall on Hudson, Edge-on-Hudson and Ichabod's

DRIVERS OF APPARATUS

All drivers of apparatus are requested to refrain from driving the wrong way on a one-way street whenever possible. Drivers must use caution at all times.

All drivers must follow the laws of the NYS V&T law and DOT rules and regulations. A driver could be subject to any and all prosecution or investigation in the event of any violation which may cause an accident.

Drivers are requested to use caution answering alarms during school dismissals, in the vicinity of churches and playgrounds.

All drivers must be a minimum of 20 years of age. All drivers must have a valid NYS drivers license, and have possessed a valid license for a minimum of three years. Driver's record is subject to verification every two years. A form will be supplied to each driver which shall be filled out and signed allowing for verification of license. Refusal by any driver to fill out and sign same will automatically suspend that driver from driving. This form will be supplied to each company Captain by the Chief of the department. It shall be the responsibility of the company Captain to distribute form to his or her drivers.

All new drivers must complete Emergency Vehicle Operators Course (EVOC) at the earliest possible opportunity. Also, it is strongly recommended that all new drivers enroll in pump operators and ladder operations class when time and availability. All new drivers should have FF1 or scene support.

All drivers must check out on their apparatus at least once within a 60-day period.

Any driver involved in an accident with a village owned vehicle must report same to the village clerk within one business day of the accident.

All drivers over the age of 65 must provide a physician's note as to the physical condition of the driver. This physical must be performed yearly.

No driver shall be under the influence of any intoxicants.

Driver who would request to be cross trained on another apparatus must be approved by that company chief driver.

Whenever possible drivers shall remain with their vehicle during the length of the alarm unless situation require otherwise.

RULES GOVERNING APPARATUS OPERATIONS

No apparatus shall leave the scene of an alarm until ordered to do so by the incident commander.

Upon responding to an alarm of fire (structure fire) the first engine company shall be supplied by a 5" supply line. No apparatus shall pass another apparatus on the way to or returning from an alarm, unless signaled to do so by the driver of the leading apparatus.

This supply line could be supplied by the second engine company. The third engine company shall request orders. [No two engine companies whenever possible shall use 5" supply lines from the same main. Exception to this rule shall be any main larger than 8"]. All other fire situations other than structure fires, the supply line shall be at the discretion of the MPO.

Whenever there is an alarm of fire at a location where there is a standpipe. The first engine company shall be the attack engine and the second engine shall supply the standpipe. [The second engine may also be required to feed other engines or Tower Ladder.]

Only the first engine company and Tower Ladder 38 shall enter a dead-end street. All others shall stand by for orders.

Minor alarms on St. Pauls Hill, Fire Patrol shall answer by way of Beekman to Broadway.

[All companies shall acknowledge by radio when approaching the following intersections: Lawrence and Route 9. And Pocantico and Route 9]

Alarms of fire west of the railroad tracks, Engine 86 shall answer by way of College Ave. to Wildey St and proceed over the railroad bridge.

At the scene of an alarm, the engine companies shall leave the front of the fire building open for the Ladder. The only exception shall be when a hydrant is located in front of the building, only one engine company shall hook into this hydrant.

In case of an alarm during any drill night, the company on drill shall immediately respond to the location of the fire. In case of a minor alarm, all apparatus on drill shall pick up all equipment and return to quarters. Any engine company on drill shall not open any hydrants except those on Sleepy Hollow Rd. near the pump house. Engine companies shall notify the PD whenever a hydrant is opened at a drill.

When Tower Ladder 38 is requested for mutual aid, a standby ladder is to be requested for coverage in this village through county fire control.

When any company is requested to fill in at another Village, that apparatus shall respond with caution. No lights or audible devise unless directed by the chief in charge.

RADIO PROCEDURE AND ALARM SYSTEM

All companies when responding to any alarm shall transmit in service to 60 Control

The call letters of the Sleepy Hollow FD are KNGJ570

All Companies on alarms or drills or tests shall keep in radio contact. Locations of apparatus should be conveyed to the chiefs at all times.

Only authorized personnel shall operate the base station.

No unnecessary conversation or profane language shall be used on the radio. Operators must keep all messages brief and concise.

In case of trouble with the operation of any radios, immediate notification shall be made to one of the chiefs or in their absence the deputy chief in charge.

All companies when nearing any dangerous intersection will transmit over the radio their location.

In the event of any mayday or urgent message, all radio transmission shall cease, and only the command post shall acknowledge the mayday or urgent

RULES GOVERNING COMPANIES AND THEIR OFFICERS

Prior to being elected, all officers shall have completed or enrolled in Firefighter 1, if the officer had taken the Essentials of Firemanship, this course is excepted.

At the scene of a structure fire, the officers of all companies shall report to the command post for orders.

It shall be the responsibility of the senior company officer to maintain control of their company members at all calls. All members shall be properly attired when entering a building.

The chief in charge of the alarm shall assign a firefighter to maintain control of the building. This member shall control the number of members entering and exiting the structure.

In the event of a death of an associate member or relative of same it shall be the responsibility of the company captain or president to make proper arrangements for clergy.

[It shall be the responsibility of the company officers to run all saws and any other equipment of which a two cycle or four cycle engine is equipped on their vehicle

DUTIES AND RESPONSIBILITIES OF MEMBERS

No member other than the chiefs or deputy chiefs shall display a red light on their personal vehicle or in any other manner.

[All members displaying a blue light must follow the DOT law for use of this light.]

Any member expelled from the Sleepy Hollow Fire Department for any just cause shall not be allowed in any Firehouse.

Upon joining the Department and issuance of a pager and any additional department purchased equipment, including uniforms, members will sign a statement indicating that when they leave the department, that they are to return all department property directly to the chief of the department, or said member shall be required to make payment of replacement cost of items not returned.

All members issued turnout gear by the chief of the department shall be responsible for keeping same in good condition. When said member terminates his or her membership from the Sleepy Hollow Fire department, all turnout gear issued to that member shall be returned to the department chief. Failure to return said gear shall warrant legal action against said member. Any and all cost incurred by this department for legal action shall be charged towards said member.

Every member of the Sleepy Hollow Fire Department shall perform all duties assigned to him or her, obey all orders given by the chief or, in his absence the assistant or deputy in charge of the alarm, create and preserve harmony with the Department and perform no action that may bring discredit upon the department.

In the event that a chief of the department or the fire council suspends a member, the suspended member has five (5) days from the date of notification or suspension to request in writing a special meeting of the fire council. Date of notification or suspension will be the date that the chief verbally suspends the member or the date a certified letter of suspension is delivered, whichever comes first. Once a suspended member has properly requested a special meeting of the council, the chief will notify the suspended member of the scheduled date of the meeting. Letters from the board of fire wardens regarding suspension and expulsion shall be mailed via the United States Postal Service certified or overnight return receipt.

Any member found using illegal drugs within the compounds of the fire house or at any firematic function of the Sleepy Hollow FD shall be expelled from the fire department. If found guilty of charges against him, said member shall have the right to a hearing before the fire council and face his or her accuser.

DUTIES AND RESPONSIBILITIES OF MEMBERS CONTINUED

All new members in order to remain an active member must complete the Firefighter one course within on year's time. If the course is made available within the first year of membership and there are openings available. The time frame can be extended on a case to case basis.

In the event of any disagreement or arguments at the scene of a fire between the different companies or members, the matter should be dropped until apparatus have returned to quarters and then the chiefs of the department will try to straighten out any difficulties.

No member shall respond to any alarm of fire under the influence of any intoxicants.

RULES AND RESPONSIBILITIES OF THE CHIEFS

The three chiefs shall be residents of the Village of Sleepy Hollow for the term of their positions.

When an out-of-town company is on standby in Sleepy Hollow, the chief shall assign a firefighter to remain in fire headquarters to direct the out-of-town company to the scene of any additional alarm. This shall be on an as available basis.

The chief of the department shall be responsible for all fire alarm records including the NYS fire reports and submit such records to the fire council no later than the May meeting following the completion of his term.

The chiefs' records shall contain all information from the Red Alert forms i.e., manpower, equipment used and any injuries, etc.

All chiefs shall possess a valid NYS drivers license. Subject to verification.

It shall be the responsibility of the chief to assign all department pagers and all personal gear. All ID numbers on the pagers shall be kept on file.

Only the chief engineer is authorized to enter into any contract or agreement to spend budgeted money on behalf of the department.

In the absence of the chief, assistant chiefs or the deputy chiefs of the department, the oldest chief in point of seniority shall assume command.

All chiefs are elected officials of the Village of Sleepy Hollow and shall uphold all laws and relating to such position as delegated by the laws of NYS.

Deputy chiefs shall be appointed by the chief of the department and serve until removed or replaced.

There shall be no more than 5 deputy chiefs or as needed by the chief engineer

Physicals shall be conducted annually. It shall be the responsibility of the chief of the department to schedule dates and times. Any member who fails to attend the posted dates for the physicals, must make their appointment within 30 days. Failure to comply with a department physical may have his/her active status suspended.

16.

RULES GOVERNING PARADES

Company parades are controlled by the captain or senior officer of said company.

When the department or a company accepts an invitation to a parade, the chiefs of the department shall lead the parade unless local parade rules state otherwise.

All trophies won at a parade will be given to the company attending that parade.

Color guard members may wear silver hat bands at a parade only.

Regulation uniform of the Sleepy Hollow Fire Department consists of Navy Blue double breasted jacket with the American flag on the shoulder and the department patch on the other, regulation hat, black socks, black tie shoes (no buckle), black tie, white dress shirt and white gloves. Any member who is a combat veteran of the United States Armed Forces are authorized to wear a red service stripe for each year of combat service. [Any member in active duty may wear that branch of the military uniform.]

If two companies request going to the same parade, 1st request will be honored unless chief grants permission to both companies. It shall be the responsibility of the company requesting a parade to transport color guard equipment and return same in good condition.

It shall be the responsibility of the company accepting the Westchester County parade or the HVVFA or any other convention parade to pay for all expenditures, unless the chief of the department offers to cover all expenses:

DUTIES AND RESPONSIBILITIES OF TRAINING OFFICERS

It shall be the duty and responsibility of the training officers, in conjunction with the chiefs, to do the following;

1. Conduct department drills, at least two a month
2. To hold drill on all department apparatus and equipment
3. To post an upcoming department training schedule in the stations
4. Keep all records of drills held
5. Keep attendance of all drills held
6. Keep track of department personnel records (e.g., State course certificates, etc)
7. Sign members up for classes at the fire training center. Training held at other locations will need the approval of the chiefs.
8. Make sure members who are signed up know the dates and times of the classes and that said members attend. Any member found not to be attending a class they were signed up for shall be reported to the chiefs.
9. Make a monthly report on training held, members in the class, etc. The report shall be available for the monthly wardens meeting.
10. Other duties as assigned by the chiefs.

DUTIES OF SECRETARY AND TREASURER OF FIRE WARDENS

1. The secretary duties shall be the responsibility of the 2nd assistant chief, who will record minutes at the fire council meetings. Transcribe the minutes and provide e-mail copies of same to all companies prior to their company meetings. There shall be a hard copy of all wardens' meetings or special meetings keep in the chief's office for each month. [The secretary may be a member of the council other than the 2nd assistant chief.]

2. The treasurer duties shall be the responsibility of the 1st assistant chief, who will maintain an accurate account of all financial income and disbursements. A copy of the treasurer report will be provided to all companies prior to their monthly meeting. [The treasurer may be a member of the council other than the 1st assistant chief.]

3. The secretary and treasurer shall receive stipend of One Hundred and Fifty Dollars per year for said duties.

MISCELLANEOUS

Any action by the fire council which may affect the companies financially must be presented to the companies before action is taken by the council. If a majority of the companies disapprove with the expenditure than NO action will be taken by the fire council.

All firematic actions and affairs must be approved by the fire council or one of the chiefs.

Proposed changes to the department by-laws deemed to be of a minor nature by the wardens do not need to be brought back to the companies. Those proposed changes that are deemed to be of a major nature must be brought back to the several companies prior to their approval by the wardens.

The board of fire wardens is the administrative body of the department. The board is responsible for enacting regulations, by-laws and other rules for the administration of the department. Membership shall consist of two elected wardens from each company and the three sitting chiefs. All members have a vote including the chief engineer who shall act as the president of the council.

Pre-requisites to serve as a fire warden are; active membership in the department for three years, minimum attendance of 50% of company meetings for the previous year, completed firefighter 1 or its equivalent, be in good standing in their company and the department, and have served as a line officer for at least one year.

If a fire warden's attendance is less than 50%, the chief may ask that company to replace the individual.

The wardens' meetings are to be conducted in accordance with the most current edition of Roberts Rules of Order.

All matters affecting membership and the department must follow the department By-Laws and current NYS Fire Service Laws.

Any infraction of any of the above by laws or regulations will result in disciplinary action by the board of fire wardens. All disciplinary votes must carry a 2/3 vote of approval.

Any false accusations by an accuser shall be subject to disciplinary action by the fire council. Any member wishing to sell any items using the Sleepy Hollow Fire Department name must first receive approval from the fire council. Request must show net profit and use of net profit. No member shall use the Sleepy Hollow Fire Department tax ID number for personal use, and such tax ID number shall only be used for department functions.

“LOSAP”

LENGTH OF SERVICE AWARDS PROGRAM

RECRUIT, RETAIN, REWARD

New York State General Municipal Law {GML} Article II-A, Section 217 stats that one year of firefighting service must be credited under a service award program for each calendar year after establishment of the program in which an active volunteer firefighter accumulates at least 50 points. Points must be granted for the performance of certain activities in accordance with a system adopted by the program sponsor. A program sponsor may include in its point system activities listed in GML such as training courses, drills, sleep-ins, stand-by, elected or appointed positions, attendance at certain meetings, participation in department responses, certain miscellaneous activities and teaching fire prevention classes. Program sponsors are not required to include all of these activities in their point systems. However, for the activities they choose to include, GML, in most instances, specifies the maximum number of points that a volunteer firefighter can earn, each time an activity is performed and the maximum number of points that can be earned for performing each activity over the course of a year.

Annually each fire company must furnish a list to the fire district or municipal governing board identifying all of their volunteer firefighters who earned 50 points during the preceding year. Upon approval of the list by the governing board, each volunteer on the list must be awarded a year of Length of Service Award Program {LOSAP} service credit. An active volunteer whose name does not appear on the approved certified list shall have the right to appeal within thirty days of posting of the list.

For example, if a sponsor’s fire department responds annually to 500 or fewer fire calls, than a volunteer must respond to at least 10% of the fire calls to receive the points. Alternatively, if the sponsor responds annually to between 500 and 1,00 fire calls, then a volunteer must respond to at least 7.5% of the fire calls to be granted 25 points

It shall be the responsibility of each member to log in after every alarm or event by means of the Kiosk system using a finger identification.

THE TOTAL POINT CATEGORIES ARE ATTACHED.



Village of Sleepy Hollow Volunteer Firefighter 2021 Service Award Program Point System

Also used to calculate 2020

Page 1
Updated:
1/1/2021

Type of Activity	Maximum Annual Points for this Activity	How Points Are Credited	Comments
Completion of Training Courses	25	Based on duration of training courses: 1. Under 20 hours = 1 point per hour. Maximum of 5 points per course. 2. 20 - 45 hours = 5 points plus 1 point per hour over 20 hours with a 10 point max 3. Over 45 to 100 hours = 15 points 4. Over 100 hours = 25 points	Training course should be satisfactorily completed (certificate of completion required a sign in sheet is acceptable for in house training i.e. CPR) and designated as approved course by the Chief of Department. A list of approved courses may be posted periodically or reference the county training site for additional options.
Attendance at Drills	20	1 point per drill. (Minimum 2 hours in duration)	Extra long drills of 4 or 6 hours are sometimes treated as two or more separate drills of at least 2 hours each.
Participating in Sleep-in or Stand-by session.	20	<ul style="list-style-type: none"> • Sleep-in Session = 1 point of each full night . (Shift of at least 8 hrs) Day or Night. • Stand-by Session = 1 point for each session (4 hour minimum duration) Stand-by is defined as a line of duty activity of the volunteer fire company, lasting four hours, not falling under one of the other categories.	
Attendance at Official Fire Department Meetings.	12	1 point earned per meeting.	NOTE: All official Sleepy Hollow Fire Department, and company meetings are included in this category. Sign-in sheet and meeting minutes must be taken and submitted appropriately. If attendance is required by held position then no additional points can be accrued for attendance. This includes: Department meetings, company meetings, warden meetings, committee meetings. This does not include: benevolent meetings, non-SHFD meetings.



Village of Sleepy Hollow Volunteer Firefighter 2021 Service Award Program Point System

Type of Activity	Maximum Annual Points for this Activity	How Points Are Credited	Comments
Miscellaneous Activities	15	1 Point per activity for participating activities covered by the Volunteer Firefighters Benefit Law for which points cannot be earned otherwise, including: <ul style="list-style-type: none">• Annual Fire Department Inspection• Wakes & Memorial Services & Parades• Participation in supervised physical fitness class• Work Details/Clean ups (1 hr minimum)• Firematic Competitions• Other Fund-raising activities (Boot drive, T-shirt sales, etc., min 1 hour)• Attendance at Outside Firematic Association Activities (ex Benevolent, Ex-chief's association, firefighter convention as a delegate)	NOTE: a 2 hour clean up or work detail is not 2 points the activity can only be counted one time.



Village of Sleepy Hollow Volunteer Firefighter 2021 Service Award Program Point System

Type of Activity	Maximum Annual Points for this Activity	How Points Are Credited	Comments
Teaching of Fire Prevention courses	5	1 Point per class	An active volunteer firefighter who at the direction of his company, district or department, and for no remuneration, presents a public education class on fire prevention to a school, not-for-profit corporation, or civic organization organized and existing under the laws of this state or authorized to conduct activities in this state-- one point per class.
Disability	50	Estimated up to 5 points per full month.	In the event that any active volunteer firefighter is either totally and temporarily disabled, or partially and permanently disabled, as certified by the workers compensation board or other competent authority approved by the sponsor of the service award program, and the disability occurs during the course of service as a volunteer , while actively engaged in providing line of duty services, as defined in subdivision one of section five of the volunteer firefighters' benefit law, the firefighter shall receive five points for each full month of such disability.
Military Service	50		A participant whose volunteer fire service is interrupted by full-time extended obligatory military service or by a single voluntary enlistment not to exceed four years in the armed forces of the United States shall be considered on military leave. During such period of military leave, the participant shall receive active volunteer service credit of fifty points for each full year, prorated for service of less than a year.



Village of Sleepy Hollow Volunteer Firefighter 2021 Service Award Program Point System

Type of Activity	Maximum Annual Points for this Activity	How Points Are Credited	Comments																														
<p>Holding a Specified Elected or Appointed Position</p>	<p>25</p>	<p>Points are earned for the completion of a one year term as a "line officer, a department officer, and president, vice president, treasurer and secretary of a fire company or department" as follows:</p> <table border="1" data-bbox="672 682 1691 1339"> <thead> <tr> <th>TITLE</th> <th>POINTS</th> </tr> </thead> <tbody> <tr> <td>Chief</td> <td>25</td> </tr> <tr> <td>Assistant Chiefs</td> <td>25</td> </tr> <tr> <td>Deputy Chiefs</td> <td>15</td> </tr> <tr> <td>President</td> <td>15</td> </tr> <tr> <td>Vice President</td> <td>10</td> </tr> <tr> <td>Treasurer</td> <td>10</td> </tr> <tr> <td>Secretary</td> <td>10</td> </tr> <tr> <td>Recording Secretary</td> <td>10</td> </tr> <tr> <td>Financial Secretary</td> <td>10</td> </tr> <tr> <td>Wardens</td> <td>15</td> </tr> <tr> <td>Captains</td> <td>20</td> </tr> <tr> <td>Lieutenants</td> <td>15</td> </tr> <tr> <td>Chief Driver</td> <td>10</td> </tr> <tr> <td>Assistant Chief Driver</td> <td>5</td> </tr> </tbody> </table>	TITLE	POINTS	Chief	25	Assistant Chiefs	25	Deputy Chiefs	15	President	15	Vice President	10	Treasurer	10	Secretary	10	Recording Secretary	10	Financial Secretary	10	Wardens	15	Captains	20	Lieutenants	15	Chief Driver	10	Assistant Chief Driver	5	<p>NOTE: Points are awarded annually to one person for no more than one office, or points will be awarded up to a maximum of 25 points annually for a person who simultaneously completes a one-year term in more than one office.</p> <p>NOTE: A person in a position is required to have fulfilled the duties of the office before points are granted as determined by the Chief of the Department or Board of Fire Wardens.</p> <p>EXAMPLE for SHFD: If a person is elected to Lieutenant in April 2020 and completes their term of office in April 2021, that person will be credited the Points toward the 2020 year</p>
TITLE	POINTS																																
Chief	25																																
Assistant Chiefs	25																																
Deputy Chiefs	15																																
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Vice President	10																																
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Responding to Fire Calls i.e. Department Responses	25	10% of the Total Number of Calls for the Department*	<p>For example: If the department responds to a total of 356 calls for the year, a firefighter in the department is required to make 36 calls ($\geq 10\%$) to get the 25 points for the year.</p> <p>NOTE: If a firefighter responds to more than the 10% of department alarms (example 48 for the above scenario) then the person will still only get the 25 points for this activity.</p> <p>*Note: The 10% required percentage is For 0-500 total calls for the Department For 500-1000 calls 7.5% is required. For 1000-1500 calls 5% is required. For 1500+ calls 2.5% is required.</p>

To earn credit for a calendar year a firefighter must earn 50 points under the Service Award Program Point System during the calendar year and must be an active volunteer firefighter as that term is defined in Article 11-A of General Municipal Law of the State of New York (i.e. the Service Award Program Law):

"Active volunteer firefighter" means a person who has been approved by the authorities in control of the duly organized volunteer fire company or volunteer fire department as an active volunteer firefighter of such fire company or department and who is faithfully and actually performing service in the protection of life and property from fire or other emergency, accident or calamity in connection with which the services of such fire company or fire department are required.

How the person accumulates the points will be through participating in the previously listed activities. Each activity awards different points. If a firefighter who for whatever reason (such as regular work hours) cannot earn as many points under one or more categories as other firefighters, they should focus on the total number of points they could earn from all categories of allowable point accumulation activities.