Dix Hills Fire Department
Chief's Orders

1990

90-01 - Chief Pellegrini - 1-1990

Null & Void

General Info

- All previous Chief's Orders remain in effect.

90-02 - Chief Pellegrini - 1-1990

Null & Void

Senior Active Members

- All senior active members of the department are required to make 12 meetings per year.

90-03 - Chief Pellegrini - 1-1990

Null & Void

Point Waivers

- All members of the Department on point waivers are required to fulfill the Bylaw requirements for training and meetings.

1992

92-01 - Chief P.H. Tepe - 1-31-1992

Gun Policy

- Any member of the Dix Hills Fire Department authorized by New York State Law to carry a firearm will do so according to State regulations and abide by such regulations.
  - When engaged in any Fire Department activity or on District property the weapon will be kept holstered at all times.
  - Any violation of the above regulations will result in immediate disciplinary action

Null & Void

92-02 - Chief P.H. Tepe - 1-31-1992

Signal 4 Policy

- When responding to any alarm, all emergency lights and warning devices will be in operation according to New York State Law.
- When a Signal 4 is given, speed is to be reduced, siren and air horns to be used as necessary.
- When returning to quarters only rear warning lights will be used.

Null & Void

92-03 - Chief P.H. Tepe - 1-31-1992

Seat Belt Policy

- Seat belts will be worn by the driver of any emergency vehicle at all times.
- Seat belts will be worn by the Officer In Charge when responding to an alarm if feasible.
- When returning from an alarm seat belts will be worn where provided by all personnel on the emergency vehicle.

Null & Void

92-04 - Chief P.H. Tepe - 11-3-1992

Ambulatory Lights Policy

- On signal 18's use of the air horn is at the discretion of the Officer in Charge.
- There will be normal use of the air horn on all Signal 2's.
- On all signal 5's and returns from hospitals, only normal driving lights are to be used, NO EMERGENCY LIGHTS.

Null & Void

92-05 - Chief P.H. Tepe - 11-12-1992

Ex-Chief's Committee

- As of November 12, 1992 the Ex-Chief's Committee is appointed as an investigative body to hear all charges preferred against any member. All witnesses requested to appear in front of said committee are ordered to appear and to answer all questions posed by the committee.

Null & Void

1993

93-01 - Chief R. Gatto - 2-7-1993

Null & Void

General Info

- All previous Chief's Orders remain in effect.

93-02 - Chief R. Gatto - 2-7-1993

Null & Void

Dispatching Policy

- Manager Kaleita, Please have all dispatchers review the attached policy. It is extremely important that we activate our department as soon as we hear Greenlawn sign on the air. This policy is in effect from Monday through Friday from 0600 to 1800. If there are any questions, please feel free to get in touch with me.

93-03 - Chief R. Gatto - 2-7-1993

Null & Void

Driver Training

- Please be advised that effective February 3, 1993, ALL Driver training authorizations will come from the Company Captain. You will no longer have to notify a Chief.
- All Captains are to notify the Chief's Office when a member is going to start training.
- Please remember that there is NO Driver training during inclement weather.

1997

97-01 - Chief O'Brien - 5-23-1997

Rescue Response

- The rescue crew shall consist of department members who actively belong to the rescue squad. This determination is set forth within the Dix Hills Fire Department By-Laws. The squad at no time shall fail to adhere to the rules and procedures set forth by the State of New York in regard to New York State certified vehicles.
- The driver of the ambulance need only to be a member of the department who is a qualified driver of that vehicle.
- All responding personnel shall follow SOP 102 RESCUE (EMS) CLOTHING on all rescue alarms.

Null & Void

97-02 - Chief O'Brien - 5-23-1997

Rescue Gear

- All rescue personnel will wear their rescue gear (Blue Gear) on all calls; fire or rescue. It is absolutely mandatory that all persons in contact with the patient be properly attired. All rescue drivers will wear the spare orange coveralls that are provided in each firehouse. There will be no exceptions. All personnel found not complying will subject to disciplinary action.

Null & Void

97-03 - Chief O'Brien - 5-23-1997

Company #2 Second Floor Lounge

- There will be no eating, drinking or smoking in the Company 2 lounge, Company 2 office or the Rescue Squad office. This policy will be strictly enforced.

Null & Void

97-04 - Chief O'Brien - 5-23-1997

Firearm/Gun Policy

- Any member of the Dix Hills Fire Department authorized by New York State law to carry a firearm will do so in accordance with state regulations and abide by such regulations.
  - When engaged in any fire department activity or on Dix Hills Fire District property, the weapon will be kept holstered at all times.
  - Any violation of the above regulation will result in immediate disciplinary action.

97-05 - Chief O'Brien - 5-23-1997

Seat Belt Policy

- Seat belts will be work by the driver of any emergency vehicle at all times.
- Seat belts will be work by the officer in charge and all crew members of the vehicle when responding to an alarm if feasible.
- When returning from an alarm, seat belts will be work by all personnel on the emergency vehicle.

Null & Void

97-06 - Chief O'Brien - 5-23-1997

Ambulance Response Policy

- Air horns will be used at the discretion of the OIC on response to the scene and the hospital.
- Upon a normal return from the hospital, there will not be any use of emergency lights.

Null & Void

97-07 - Chief O'Brien - 5-23-1997

Department Bar

- Any member under the age of twenty-one (21) years observed drinking any alcoholic beverage on district property shall be suspended for sixty (60) days.
- Any member, under twenty-one (21) years old, observed drinking alcohol on district property a second time will be dismissed from the department.
- Any member over the age of twenty-one (21) years present during the active drinking of an under aged member will be ordered to appear before the Council of Officers.
- Any member who has had more then three (3) alcoholic drinks shall not respond on any alarm and will not be prosecuted.
- Beer and soda shall only be consumed in department areas and not on the bay floors.

Null & Void

97-08 - Chief O'Brien - 5-23-1997

Wildland Operations Course

- All active firefighters (interior, exterior, and MPO's) shall take the Suffolk County Wildland Operations and Safety Course. This course is twelve (12) hours in duration and is New York State certified.
- All current members have 24 months to complete this course beginning April 13, 1997.

Null & Void

97-09 - Chief O'Brien - 5-23-1997

Ex-Chief's Committee

- As of November 12, 1992, the Ex-Chief's Committee is appointed as an investigative body to hear all charges preferred against any member. All witnesses requested to appear in front of said committee are ordered to appear and answer all questions by the committee.

Null & Void

97-10 - Chief O'Brien - 5-23-1997

Vehicle Back-Up Procedure

- Anytime a department vehicle is backing up, it will be done with assistance. It is the responsibility of both the driver and the OIC of the vehicle that this order is followed. Failure to comply with the above will result in disciplinary action for both the driver and the OIC of the vehicle.

97-11 - Chief O'Brien - 5-23-1997

Fire District Contractors

- At no time is a department member to help out a contractor that is working on a district building or grounds. This is for the safety of the department member.

97-12 - Chief O'Brien - 5-23-1997

Null & Void

Non-Department Member Response

- At no time is a non Dix Hills Fire Department member to respond on our equipment without the authorization of the Chief.

97-13 - Chief O'Brien - 5-23-1997

Null & Void

Point Waiver Status

- All members on point waivers are required to comply with the Dix Hills Fire Department By-Law requirement for training and meetings.

97-14 - Chief O'Brien - 5-23-1997

Null & Void

Personal Protective Gloves

- All members responding on a signal 16 16/23 MVA will wear protective latex gloves.

97-15 - Chief O'Brien - 5-23-1997

Null & Void

Signal 4 Response Policy

- When responding to any alarm, all emergency lights and warning devices will be in operations according to NYS Laws.
- When a signal 4 is given, speed is to be reduced and siren and air horns are to be used as necessary.

1998

98-01 - Chief O'Brien - 1-18-1998

Null & Void

Company Apparatus Qualifications

- Members who are qualified on only one of the two class A engines in their company shall no longer require the authorization of an ex-chief to become qualified on the second engine. These members may not be qualified on the additional engine after approval of the company captain.

1999

99-01 - Chief G. Rosciano - 2-20-1999

Alcohol

- There shall be no consumption of any alcoholic beverage in any Felix Hill Fire District building or property without the authorization of the Chief of Department. Drinking alcohol shall only be permitted at authorized functions.
- Any member drinking alcohol shall not be permitted to respond on any alarm. This shall relate to any consumption on or off of district property.
- Violation of this order shall result in immediate suspension from the department pending a hearing at Officer's Council.

Null & Void

99-02 - Chief G. Rosciano - 11-7-1999

Closure of Station One

- As of this time, Station One is closed to all department members and guests for social gathering. All members shall leave Station One no later than fifteen (15) minutes after the completion of an alarm, meeting or training. All equipment shall be returned to full service before leaving the station. It shall be responsibility of the senior member at Station One after any event to ensure that all members have left the firehouse within fifteen (15) minutes after its completion. Should any member not comply with this order, the senior member shall immediately have all chief's alpha-paged. The member will be charged with a violation of a Chief's Order and be subject to a hearing at the Council of Officers.

Null & Void

2001

01-01 - Chief D'Alessandro - Not Dated

Signal 17's

- No vehicle shall be left unattended while signal 17. It is the responsibility of the OIC to make sure that the vehicle is secure until further arrangements can be made.

01-02 - Chief D'Alessandro - Not Dated

Members Outside Fire District Boundaries

- Members living outside the boundaries of the Dix Hills Fire District shall call the fire department in which they reside in for both fire and rescue. If you call Dix Hills the dispatcher will kick back the call causing a delay in the alarm.

Null & Void

01-03 - Chief D'Alessandro - Not Dated

Construction

- No fire department personnel are to enter the construction area at Station One. Anyone who does will be subject to disciplinary action. If there is a problem with the construction please contact the Chief's Office.

Null & Void

01-04 - Chief D'Alessandro - Not Dated

Accidents

- Any member involved in a motor vehicle accident while driving a department vehicle shall automatically be suspended from driving for a period of 48 hours, pending an investigation by the Chief of Department.

Null & Void

01-05 - Chief D'Alessandro - Not Dated

Carbon Monoxide Alarms

- All units are to respond on a Code One Response, (proceed to the alarm without any warning lights or audible warning devices, obeying all vehicle and traffic laws) on carbon monoxide alarms without symptoms.

01-06 - Chief D'Alessandro - 9-24-2001

Use of District Property

- The Department, in the use of District property outside of firematic/rescue alarms shall use the following guidance. In all cases, common sense and good judgment shall be part of this policy.
- Non-Firematic/Rescue Equipment
  - Example: Step ladder, cooler, tables, chairs, etc. (nothing off fire apparatus)
  - Call dispatcher to log in book and leave a note on black board or other conspicuous location.
  - Item to be returned the same day. Anything longer requires chief's permission.
  - Electronic/computer equipment is under the control and approval of the Board of Fire Commissioners.
- Firematic/Rescue Equipment (other than vehicles)
  - This includes any equipment assigned to fire apparatus or ambulance
  - Obtain permission from a chief or in the event of none being available, from company officer
  - Call dispatcher when removing item to log in book and leave a note on ³black´ board or other conspicuous location
- Fire/Rescue Apparatus
  - No vehicle will be used for personal use

- *f* Vehicles may be used for training purposes at a member's home to demonstrate use of power equipment, ground ladders, hose drills, etc. The training must be requested in advance, approved by the chief, and a chief or company officer shall be present at the drill
- *f* Dispatcher will go on the air with a signal 15

2002

02-01 - Chief D'Alessandro - 1-20-02

Parking at Headquarters

- There is to be no parking directly in front of the dispatch office at headquarters. The only exception to this rule is Chief's vehicles.
- Members responding on alarms may park in the designated spots, but must remove cars no more than ten (10) minutes after alarm has been cleared

Null & Void

02-02 - Chief D'Alessandro - 1-20-02

Guests In The Firehouse

- No member is to have a non-member/guest in the firehouse, or substations between the hours of 2300-0800
- Exceptions to this rule will be made on an individual basis, by contact a Chief Officer
- Any violation of this rule will result in disciplinary action

02-03 - Chief D'Alessandro - 2-1-02

Radio Communications At Substations

- No communication is to be made between the substations and dispatch via the radio except for emergencies and telephone system failure. This includes, but is not limited to alarm information, and crew status reports. All communications to dispatch is to be performed by landline phone only.

Null & Void

2005

05-02 – Chief Stio – 9-9-05

Truck Inspections

- Effective this date, all drivers of apparatus must inspect the vehicle at the completion of every vehicle use or alarm. Vehicles will be inspected for any damage and missing or damaged equipment. The dispatcher will be immediately notified of any findings, and the proper department accident/damage report or repair order will be completed. Failure to comply with this order may result in disciplinary action.

05-03 - Chief Stio - 9-28-05
(Amended 2/1/06)

Null & Void

Yaphank Minimum Company Attendance

- Effective this date, all three (3) companies shall provide 1/3 of the minimum required manpower as required by the Suffolk County Fire Academy for all scheduled Yaphank Field Trainings. The minimum requirement for each field training is as follows:

Type	Group Requirement	Co Requirement
Class A	18	6
Taxpayer	~~30~~ 24	~~10~~ 8
LP Gas	15	5
Tower	18	6

- (Added in Addendum) Probationary F/F attendance at all Yaphank Field Trainings is mandatory
- In addition, the Rescue Squad will staff one (1) ambulance to attend any scheduled field training.
- All Company Captains will post a sign-up sheet for field trainings and the sign-up sheet will be forwarded to the Chief's office 24 hours prior to the scheduled field training
- Any deviations from this order are to be approved by the Chief's office no later than 48 hours prior to the training date

2007

07-01 - Chief L. Feld - 1-24-07

Null & Void

General Info

- As of January 1, 2007 All Current Chiefs' Orders Are Still In Effect.

07-02 - Chief L. Feld - 1-24-07

Null & Void

Apparatus Response

- As of This Date The Following Apparatus Response Plan For Each Company Area Will Take Effect
- Manpower And Driver Availability Will Be Taken Into Account When Determining Compliance With The Apparatus Response Plan.

Company #1

Type	Station 2 Area	HQ/St 1 Area
12 - Brush Fire	11, 14, 15, 8	11, 15, 14, 8
13 - Structure Fire	8, 14, 15	8, 15, 14
14 - Vehicle Fire	14, 8, 15	14, 15, 8
16 - EMS	15	15
16/23 - MVA	14, 15, 8	15, 14, 8
16/23 - CO	14, 15, 8	15, 14, 8
23 - Haz-Mat/Unknown	14, 15, 8	14, 15, 8
26 - Boat Fire	14, 15, 8	14, 15, 8
27 - Plane/Aircraft Emerg	14, 15, 8	14, 15, 8
24/13 - Stand-By	14	No additional trucks to respond on 24's unless requested by the IC
24/13 - RIT	14	
24/13 - Engine To Scene	8	

Company #2

Type	HQ Area	St 1/St 2 Area
12 - Brush Fire	4, 9, 25, 1	4, 45, 9, 1
13 - Structure Fire	1, 9, 45	1, 45, 9
14 - Vehicle Fire	9, 1, 45	9, 45, 1
16 - EMS	45	45
16/23 - MVA	9, 45, 1	45, 9, 1
16/23 - CO	9, 45, 1	45, 9, 1
23 - Haz-Mat/Unknown	9, 45, 1	9, 45, 1
26 - Boat Fire	9, 45, 1	9, 45, 1
27 - Plane/Aircraft Emerg	9, 45, 1	9, 45, 1
24/13 - Stand-By	9	No additional trucks to respond on 24's unless requested by the IC
24/13 - RIT	9	
24/13 - Engine To Scene	1	

Null & Void

Company #3

Type	St 1 Area	HQ/St 2 Area
12 - Brush Fire	7, 2, 25, (12 if special called)	7. 25, 2, (12 if special called)
13 - Structure Fire	2, 7, 25, 5	2, 25, 7, 5
14 - Vehicle Fire	7, 2, 25, 5	7, 25, 2, 5
16 - EMS	25, 5	25, 5
16/23 - MVA	7, 25, 5, 2	25, 7, 5, 2
16/23 - CO	7, 25, 2, 5	25, 7, 5, 2
23 - Haz-Mat/Unknown	7, 25, 2, 5	7, 25, 2, 5
26 - Boat Fire	7, 25, 2, 5	7, 25, 2, 5
27 - Plane/Aircraft Emerg	7, 25, 2, 5	7, 25, 2, 5
24/13 - Stand-By	7	No additional trucks to respond on 24's unless requested by the IC
24/13 - RIT	7	
24/13 - Engine To Scene	2	

Null & Void

07-03 - Chief L. Feld - 6-27-07

LOSAP

- When any member of the Dix Hills Fire Department is participating in a Standby (Rescue of Fire) for a neighboring department, they will receive LOSAP credit for the Standby only. The standby crew will not receive LOSAP credit for any alarms generated in the boundaries of the Dix Hills Fire Department while attending the neighboring standby. If the standby crew should be requested to return to the district for an alarm, they will then receive credit for the call in the Dix Hills Fire District and only then.
- Any questions or concerns should be forwarded to 2830 Chief of Department.

Null & Void

2008

08-01 - Chief L. Feld - 2-22-08

LOSAP/DHFD points

- Effective this date, in order to receive LOSAP and or DHFD point system credit for alarms, you must have either:
  - *f* Responded to or be available to respond to the alarm on a DHFD apparatus, or
  - *f* Be available at Station 1, Station 2 or HQ's to respond prior to a signal 18 or signal 5/25 for that particular alarm, whichever comes first.
- The chief/incident commander may award credit to member(s) that have stopped to render assistance while passing a scene of an emergency.
- Failure to comply with this order will result in disciplinary action

08-03 - Chief L. Feld - 10-29-07

Null & Void

Training

- When any training is conducted inside of the firehouse using SCBA cylinders, the cylinders are to be placed inside of the protective sleeve (provided by the Fire District) to avoid damage and longevity of the cylinder.
- Any questions or concerns should be forwarded to Chief of Department.

2009

09-01 - Chief R. Adcock - 3-1-09

Signal 4

- When a Signal 4 is transmitted over the radio or a unit is advised to respond Signal 4, it means that the particular alarm is under control with the resources on scene.
- Any additional responding units, if continuing to the alarm location, shall turn off all emergency lights and audible warning devices and continue to the scene while obeying all speed limits, traffic control devices and traffic laws.
- Upon arrival at the scene, the emergency lighting shall be turned back on to warn the public of our operation and the apparatus should be positioned to provide a safe working area for our members.

2010

10-01 - Chief R. Adcock – 4-15-10

Building Laddering Requirements

- Whenever a fire occurs, or a condition exists that creates an atmosphere or an environment that is immediately dangerous to the life or health of a firefighter operating within a structure that is greater than 1 story or as a result of a grade change is partially greater than 1 story, the following laddering requirements will be adhered to:
    1. **Every side of a building** that is greater than 1 story and contains a window above the 1st floor shall be laddered to allow egress from that upper floor.
    2. **Every Floor of a building** above the 2nd floor shall also be laddered on each side as long as that side and floor contain a window
- The required laddering will be performed by:
    1. The Outside Team of the designated truck company,
    2. The crew of a designated apparatus to whom the duties have been assigned,
    3. A combination of Chauffeurs of the additional arriving apparatus,
    4. Two members of the Rapid Intervention Team, or
    5. A Mutual Aid Company specifically requested to perform these duties.
- The Laddering may be accomplished by the use of portable, aerial, or tower ladders or any combination thereof
- The positions of the ladders will be announced via the operating fire ground frequency

2010

10-02 - Chief R. Adcock – 9-1-10

Suspended, Surrendered, or Revoked Driver's License

- Upon discovery and notification of a suspended, surrendered, or revoked driver's license, that member's driver qualification for any department/district vehicles is immediately suspended.
- In addition, during the period that a member's license is invalid, said member will not drive their personal vehicle to fulfill any department requirements, including and not limited to responding to alarms, training, and meetings. That member will also not operate their personal vehicle on Dix Hills Fire District property.
- Upon reissuance or reinstatement of said member's driver's license by the Department of Motor Vehicles, the member will submit documentation confirming a valid driver's license to the chief's office. The Chief of the Department will review and confirm receipt of the documentation and advise the member of driver qualification reinstatement subject to driver requalification based upon the length of time for which the member's driver qualification was suspended.
- This chief's order does not supersede or replace the Department Bylaw Article XIII Discipline, Section 3, (g) regarding Failure to report the loss of a driver's license.

2011

11-01 - Chief R. Granahan - 3-16-11

Null & Void

Null & Void

Null & Void

Removal of Existing Chief's Orders

- As of this date March 16, 2011 the following Chief's Orders are NO longer in effect:

90 – 01	93 – 03	97 – 15
90 – 02	97 – 02	99 – 02
90 – 03	97 – 03	01 – 03
92 – 01	97 – 05	01 – 02
92 – 02	97 – 06	02 – 05
92 – 03	97 – 07	02 – 04
92 – 04	97 – 08	02 – 03
92 – 05	97 – 09	02 – 01
93 – 01	97 – 13	09 – 03
93 – 02	97 – 14	09 – 02

2011

11-02 - Chief R. Granahan - 3-16-11

Existing Chief's Orders Remain in Effect

- As of this date March 16, 2011 the following Chief's orders WILL remain in effect

Null & Void

97 – 01	99 – 01	07 – 02
97 – 04	01 – 01	08 – 01
97 – 05	01 – 04	08 – 02
97 – 10	01 – 06	09 – 01
97 – 11	02 – 02	09 – 03
97 – 12	05 – 02	10 – 02
98 – 01	05 – 03	

Null & Void

2011

11-03 - Chief R. Granahan - 3-16-11

Point Credit

- As of this date March 16, 2011 the following Chief's order WILL take effect:
- When Member(s) are participating in Out of District functions and unable / unavailable to immediately respond on Alarm(s), said Member(s) will ONLY receive Department Point Credit and LoSap Point Credit for the function in which the Member(s) is in attendance. These functions include but are not limited to the following; Standby's, Yaphank's, Seminar's, Conference's, CME Classes and all other functions where Member(s) are out of the immediate response area of the Dix Hills Fire District.

2011

11-04 - Chief R. Granahan - 3-16-11

Point Waiver Status

- As of this date March 16, 2011 the following Chief's order WILL take effect:
- Any Member(s) granted a Point Waiver will be exempt from Department Point Credit and Training Requirements during the period of time said Member(s) is on Point Waiver. Upon completion of Point Waiver said Member(s) will be returned to original Point Status and Training Category Status. Said Member(s) will be Required to make up any / all missed Required Trainings in order to be compliant with Dix Hills Fire Department Training Requirements as out lined in SOP 1302.

2011

11-05 - Chief R. Granahan - 3-16-11

Member Living Outside the Dix Hills Fire District Boundaries

- As of this date March 16, 2011 the following Chief's order WILL take effect:
- Any Member(s) Living within the Boundaries of another Fire District or EMS District will follow proper Emergency 911 notification. A notification to Dix Hills Dispatch should be made after initial Emergency 911 call is made. This will prevent any delay in EMS care or fire suppression. Dix Hills Fire Department will contact the Agency of concern and offer assistance.

2011

11-06 - Chief R. Granahan - 3-16-11

Seat Belt Requirement

- As of this date March 16, 2011 the following Chief's order WILL take effect:
- When Member(s) are riding in Dix Hills Fire District Apparatus, First Response Vehicles, Maintenance Vehicles or Any other Motor Vehicle authorized for street use, said Member(s) MUST Comply with New York State Vehicle and Traffic Laws regarding the proper use / wearing of Safety Belts / Seat Belts.

2011

11-07 - Chief R. Granahan - 3-16-11

Sports Policy

- As of this date March 16, 2011 the following Chief's order WILL take effect:
- Member(s) of the Dix Hills Fire Department participating in any organized Sporting event(s) will only do so if said Member(s) are in Good Standing with regard to Department Points and Training Requirements.
- These Sporting events include but are not limited to the following: Softball, Golf, Bowling, Skiing, and all other organized Sporting event.

2011

11-08 - Chief R. Granahan - 10-12-11

ABLE/Medic Response Policy

- As of this date October 12, 2011 the following Chief's Order WILL take effect
- 2-8-ABLE and 2-8-Medic shall respond signal 4 (No warning lights & no audible sirens) to ALL fire alarms. Upon arrival at the incident location all warning lights will be illuminated
- 2-8-ABLE and 2-8-Medic will continue with the policy of ONLY responding after the response of an Engine & will do so under a signal 4
- At NO time shall 2-8-ABLE and/or 2-8-Medic arrive on scene first to any fire alarm

2012

12-01 - Chief R. Granahan - 3-14-12

Null & Void

Remain In Effect

- As of this date March 14, 2012 all previous Chief's Orders will Remain in Effect

2012

12-02 - Chief R. Granahan - 3-14-12

E-Mail Communication

- As of this date March 14, 2012 the following Chief's Order WILL take effect
- The Dix Hills Fire Department has established the following website
  - www.dixhillsfd.org
- Each member of the Department is offered E-Mail access to this website via Username & Password. An E-Mail notification via this website is considered Official Communication of the Dix Hills Fire Department.
- All Members are responsible for viewing their E-Mail accounts periodically for notifications.
- Members are held responsible for all notifications sent via E-Mail.
- These notifications sent via E-Mail include but are not limited to;
  - Messages
  - Events
  - Updates
  - Bylaws or Changes to Bylaws
  - SOP's or Changes to SOP's
  - Chief's Orders
  - District Policies or Changes to District Policies
  - All other notifications

2012

12-02 - Chief R. Granahan - 3-14-12

Null & Void

Communication Failure

- As of this date March 14, 2012 the following Chief's Order WILL take effect
- In the event of a UHF Communication Failure, the following procedure will be instituted
  - If Communication via Apparatus & Dispatch has failed, attempt to contact another Apparatus
  - If Communications via Apparatus & Apparatus has failed, continue to assigned incident location under normal response procedures
  - Upon arrival at incident location, contact Incident Commander or other Apparatus on scene via Fire ground Communication & advise Communication Failure of UHF. If first on scene, take appropriate Fire or EMS action.
  - If NO Chief Officer, the highest ranking Officer on scene should attempt to contact Dispatch via Cellular phone, advise of situation & advise switching to Low Band Radio channel (F1) Town of Huntington Frequency for further Communications.
  - Utilization of Low Band Radio Channel (F1) Town of Huntington Frequency is the Back-up Communication between Apparatus & Dispatch or Apparatus & Apparatus
- This procedure of Switching to Low Band Radio Channel (F1) Town of Huntington should be practiced & tested during Sunday Checkout

CHIEF'S ORDER

2013 – 01

Use of 2-8-12

As of this date April 3, 2013 the following Chief's Order will take effect.

Null & Void

From this date forward 2-8-12 will only be authorized to leave Station One property for an alarm or a training authorized by the chief of department. In addition, at no time shall 2-8-12 be moved from its parked position in the firehouse without the consent of the chief of department.

So Ordered,

Robert Fling

1st Assistant Chief

April 3, 2013

Chiefs Order

2020- 01

The following Chief's Order will remain in effect:

97-04, 10, 12

99-01

01-01

02-02

05-02

07-02

08-01, 03

09-01

10-01, 02

11-03, 04, 05, 06, 07, 08

12-02

13-01

19-02

BY ORDER OF THE CHIEF OF DEPARTMENT

Null & Void
Null & Void
Null & Void

Chief's Order 2020-02

Whereas, immediate response to both medical and firematic calls is the sole mission of the Dix Hills Fire Department, the following order is immediately issued:

1- a rolling crew will be formed by members anytime that a group of members enters a fire station for the purpose of attending a training, meeting or drill. The highest ranking officer or the member with the most seniority will contact the dispatcher and advise that a rolling crew has been established. If there are not enough qualified members to staff both an ambulance and an engine, the crew shall staff the appropriate vehicle depending on the nature of the call.

2- if an alarm is sounded and a member is not available to staff a vehicle, they will immediately exit Dix Hills Fire District property and will not be awarded a response point.

By Order of the Chief of Department

2020-03

Effective immediately, the following changes are made to Assistant Chiefs duties:

30- will be responsible for all new and prospective members, department budget and expenditures, Schools, benevolent, and press affairs, Safety, Decontamination, Board of Fire Commissioners and inter-Department Affairs, Fire Police, Chiefs Orders and overall management of the department both on scene and off scene;

31- will be responsible for processing of charges, points, SOPS and By-laws, medical status of members, investigations, fund drives and other general administrative duties otherwise not designated elsewhere;

32- will be responsible for Fire Training, training points, pre-planning, fire and rescue gear, fire trucks, fire equipment, fire supplies fire and rescue standbys, Fire probation training and tracking;

33- will be responsible for rescue squad supervision, rescue squad training, rescue quality assurance, juniors, fire and rescue drive training and qualification, ambulance and EMS vehicles and equipment, supplies

Null & Void
Null & Void
Null & Void

By Order of the Chief of Department

CHIEFS ORDERS

Chiefs order 2021-3

Use of Face coverings

Null & Void

As has been our policy from the beginning of the Covid-19 Pandemic the Dix Hills Fire Department will follow both CDC and NYS DOH guidelines to the best of our abilities while taking into consideration our own personal safety and the safety of the community we serve. Therefore, the following procedures will take place on Dix Hills Fire District property and on all alarms.

On Dix Hills Fire District property face coverings are optional if you have been vaccinated for a period of two weeks or more with all necessary doses of the Covid-19 Vaccination. If you have not received the vaccination, face coverings are recommended but are not mandatory.

Null & Void

On all EMS alarms face coverings are to be worn by all members regardless of vaccination for the entirety of the alarm.

If you are not feeling well or have any of the sings or symptoms of flu like illness you should not be in the fire house or respond on any alarm. Report your condition to your officer and make notification to the Chiefs and District by emailing this information to covid@dixhillsfd.org, you will then be guided accordingly.

Null & Void

All members who have not already done so should provide the District Manager with proof of vaccination at the email above.

Joseph Williamson

Chief of Department

7/07/2021

2023-01 B. TEPE 1/11/2023

Null & Void

PROGRESSIVE DISCIPLINE AND DEFICIENT POINTS POLICY

In the event a member fails to maintain the monthly point requirement the following disciplinary procedures will follow

First Month of Deficiency

- Verbal Warning by Company Captain and/or Officers.
- Warning is summarized and documented via email and the Chiefs Office are CCed.

Second Month Deficient

- The member will receive a letter from Chief's Office via email.

Third Month Deficient

- Member will be ordered by Chief's Office via departmental email to have a meeting with the Chiefs, Company Officers and if applicable Squad Officers.
- In the meeting member will be given opportunity to explain why they missed the quarter and will be informed that they were given amble time and warnings to make up missed monthly points.
- Members will then be given the following options:
    a. Resign on their own accord and encouraged to return when they have more time.
    b. Charges being filed and a hearing with the Council of Officers which may result in the member being dismissed from the Department.
    c. Signed agreement and Undated Resignation Letter.
        i. Agreement will state that member agrees to the following:
            1. Their points will be reviewed on a monthly basis by the Chiefs' Office
            2. If the member misses any month following the signed agreement within the following 9 months, their resignation letter will be submitted to the Chiefs office and they will have till the Company Meeting night to return all Department issued equipment.

2023-02 – CHIEF B. TEPE – 1/11/2023

CREDIT FOR MISSED POINT(S) / MISSED FINGER READER SIGN IN:

Null & Void

If a member fails to or forgets to sign in for a Department function, meeting, drill, training, or alarm, etc. he/she must use the:

"Alarm Response or Point Credit Form"

Null & Void

This form can be found on the official Dix Hills FD website (www.dixhillsfd.org) under the *"members section"*.

ALL requests for missed points or credit ***MUST*** be done using this form ***ONLY***, and must be submitted ***NO LATER that 72 hours*** after the completion of said event.

Null & Void

If a request is received ***AFTER that time frame it ***WILL NOT*** be awarded.***

Null & Void

Chief's orders made prior to this date

STILL IN EFFECT	NULL AND VOID
97-04 05-02 11-05	97-05
97-10 08-01 11-06	97-1?
97-11 09-01 11-07	08-03
01-01 10-01 11-08	2020-03
01-04 10-02 12-02	
01-06 11-03 2020-02	
02-02 11-04	

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*******IF AN ORDER IS NOT REFERENCED IN THE CHART ABOVE IT IS TO BE CONSIDERED NULL AND VOID.*******

Null & Void

Null & Void

2023-04 B. TEPE 1/11/2023

Apparatus Qualifications

(REPLACING 98-01)

1- All members seeking qualification on any department apparatus shall submit though the chain of command an application to do so.
2- This application will be submitted by the company captain to the chief's office for review, and the applicant's license will be (processed) through the NYS DMV system.
3- After this process is completed the company captain will receive written notice if the member can or cannot proceed to go out on driver training.
4- Once qualified on the ambulance said members may move on to other apparatus regularly assigned to their company without delay (with chief's office approval).

NOTE: The following vehicles are considered "specialty pieces", and ***require*** additional permissions and/or training regardless if they are assigned to the members company who is seeking qualification:

-Quint 2-8-8

-Brush truck 2-8-12

2023-05 B. TEPE 1/11/2023

Alcohol

(REPLACING 99-01)

1- There shall be no consumption of any alcoholic beverage in/on any Dix Hills Fire department/district property without the authorization of the Chief's Office.
2- Any member who has been drinking alcohol SHALL NOT respond to/on any alarm regardless of where the alcohol was consumed.
3- Violation of this ***WILL RESULT*** in immediate suspension.

2023-06 B. TEPE 1/11/2023

Yaphank and Fire Academy Training attendance

(REPLACING 05-03)

1- All 3 companies and the Rescue Squad WILL participate and provide personnel for live fire and fire academy trainings.
2- At least 1 week prior to the training, a list of those attending said training will be given to the chief in charge of training by the Company and Rescue Squad Captains for review.
3- *A **MINIMUM** of 1 full FIRE crew should be supplied by **EACH** company* for each live fire academy evolution.
4- Probationary members SHALL attend ALL events UNLESS properly excused by the company or Rescue Squad Captain(s)
5- The Rescue Squad WILL provide at least 1 ambulance *with* REHAB supplies for ALL field training events.

2023-07 B. TEPE 1/11/2023

Apparatus Response

(REPLACING 07-02)

1- Effective immediately the following will be the response matrix for alarms:

COMPANY 1

CALL TYPE	CO 1 AREA	CO 2 / CO 3 AREA
12-BRUSH	11, 14, 15 OR 5, 8	11, 15 OR 5, 14, 8
13- STRUCTURE OR 13 AFA	8, 14, 5 OR 15	8, 5 OR 15, 14
14- VEHICLE	14, 8, 5 OR 15	14, 5 OR 15, 8
16- EMS	5 OR 15	5 OR 15
16/23- MVA	14, 5 OR 15, 8	5 OR 15, 14, 8
16/23- CO / SERVICE CALL	14, 5 OR 15, 8	14, 5 OR 15, 8
23- HAZMAT	14, 5 OR 15, 8	14, 5 OR 15, 8
23- UNKNOWN	14, 8, 5 OR 15	14, 5 OR 15, 8
26- BOAT	14, 8, 5 OR 15	14, 5 OR 15, 8
27- PLANE / AIRCRAFT	14, 5 OR 15, 8	14, 5 OR 15, 8
24/13- R.I.T.	8, 14	8, 14
24/13- ENGINE TO SCENE	8, 14	8, 14

COMPANY 2

CALL TYPE	CO 2 AREA	CO 1 / CO 3 AREA
12-BRUSH	4, 6, 45, 1	4, 45, 6, 1
13- STRUCTURE OR 13 AFA	1, 6, 45	1, 45, 6
14- VEHICLE	6, 1, 45	6, 45, 1
16- EMS	45	45
16/23- MVA	6, 45, 1	45, 6, 1
16/23- CO / SERVICE CALL	6, 45, 1	6, 45, 1
23- HAZMAT	6, 45, 1	6, 45, 1
23- UNKNOWN	6, 1, 45	6, 45, 1
26- BOAT	6, 1, 45	6, 45, 1
27- PLANE / AIRCRAFT	6, 45, 1	6, 45, 1
24/13- R.I.T.	6, 1	6, 1
24/13- ENGINE TO SCENE	6, 1	6, 1

COMPANY 3

CALL TYPE	CO 3 AREA	CO 1 / CO 2 AREA
12-BRUSH	7, 2, 65 OR 25, 12****	7, 65 OR 25, 2 ,12****
13- STRUCTURE OR 13 AFA	2, 7, 65 OR 25	2, 65 OR 25, 7
14- VEHICLE	7, 2, 65 OR 25	7, 65 OR 25, 2
16- EMS	65 OR 25	65 OR 25
16/23- MVA	7, 65 OR 25, 2	65 OR 25, 7, 2
16/23- CO / SERVICE CALL	7, 65 OR 25, 2	7, 65 OR 25, 2
23- HAZMAT	7, 65 OR 25, 2	7, 65 OR 25, 2
23- UNKNOWN	7, 2, 65 OR 25	7, 65 OR 25, 2
26- BOAT	7, 2, 65 OR 25	7, 2, 65 OR 25
27- PLANE / AIRCRAFT	7, 65 OR 25, 2	7, 65 OR 25, 2
24/13- R.I.T.	7, 2	7, 2
24/13- ENGINE TO SCENE	7, 2	7, 2

*****2-8-12 TO RESPOND **ONLY** IF REQUESTED BY I.C.*

FIRE POLICE

CALL TYPE	RESPONSE
12-BRUSH	NORMAL RESPONSE
13- STRUCTURE OR 13 AFA	NORMAL RESPONSE
14- VEHICLE	NORMAL RESPONSE
16- EMS	SIGNAL 9
16/23- MVA*	NORMAL RESPONSE*
16/23- CO / SERVICE CALL	SIGNAL 4
23- HAZMAT	NORMAL RESPONSE
23- UNKNOWN	SINGAL 4
26- BOAT	NORMAL RESPONSE
27- PLANE / AIRCRAFT	NORMAL RESPONSE
24/13	SIGNAL 9
24 FIRE POLICE TO SCENE	NORMAL RESPONSE

FIRE POLICE **WILL NOT RESPOND TO THE L.I.E OR N.S.P. UNLESS REQUESTED BY THE I.C.*

2023-08 B. TEPE 1/11/2023

RESCUE & EMS RESPONSE/Transport

(REPLACING 97-01)

1- The rescue/EMS crew responding to a request for EMS service shall consist of members whom belong to the Rescue Squad and/or department members who possess qualifications to make up a crew.
2- The rescue/EMS crew shall at all times adhere to NYS DOH, Suffolk County DOH, and Suffolk County REMSCO/REMAC guidelines regarding all matters.
3- The driver of the ambulance MUST be a person who has been properly qualified on said vehicle.
4- ALL rescue/EMS crew members will have all of their department issue rescue gear (jacket, pants, boots, etc.) available to them when on an alarm.

The Dix Hills Fire Department transports to the following hospitals*:

-Good Samaritan

-Huntington Hospital

-South Shore University Hospital

-Northwell Plainview

-St. Catherine's Hospital

-Stony Brook University Hospital

(**Exceptions may be made IF there is a special need to accommodate patient condition/injury **OR** permission is granted on a case by case basis by a Chief Officer to deviate from those facilities listed above)*

5- *AT NO TIME* MAY A NON-ESSENTIAL PERSON(S) BE TRANSPORTED WITH THE PATIENT IN THE AMBULNCE TO THE HOSPITAL UNLESS THERE IS A NEED TO DO SO (I.E. TRANSLATION, GUARDIAN, ETC.) WITHOUT THE EXPRESSED CONSENT OF THE O.I.C. PRESENT ON SCENE.

2023-09 B. TEPE 1/11/2023

Communications

(updates 12/02)

1- All communications to the dispatcher shall be conducted over the main UHF operations frequency for alarms. The MDT can also be used for signals as needed during said time.
2- When arriving on scene ALL units should be monitoring the UHF Fireground -1 channel for instructions/orders from the I.C. (this INCLUDES Rescue/EMS UNITS)
3- UHF Fireground -1 should be monitored by ALL units for the duration of each alarm to ensure no important transmissions are missed.
4- In the event of a catastrophic failure cell phone communications are permitted, and use of the Suffolk 700/800 MHZ radio on the appropriate Huntington Town talk group will be utilized once requested/assigned by FRES.
5- All units should utilize the MDT for *non-essential communications* in order to "keep the air clear" during large scale/serious incidents to ensure critical information can be relayed effectively between the I.C. and the dispatcher.

2023-10 – B. TEPE - 1-11-2023

Non-Department Member Response

(REPLACING 97-12)

At no time is a non Dix Hills Fire Department member to respond on our equipment without the authorization of the Chiefs Office.

2024

24-01 T. Napolitano 1/25/2024

Existing Chiefs Orders Remain in Effect

As of this Date 1/25/24 The following Chiefs Orders WILL remain in effect:

- 97-04
- 97-10
- 97-11
- 01-01
- 01-04
- 01-06
- 02-02
- 05-02
- 08-01
- 09-01
- 10-01
- 10-02
- 11-03
- 11-04
- 11-05
- 11-06
- 11-07
- 11-08
- 12-02
- 20-02
- 23-03
- 23-04
- 23-05
- 23-06
- 23-07
- 23-08
- 23-09
- 23-10

24-02 T. Napolitano 1/25/2024

Removal of Existing Chiefs Orders

As of this Date 1/25/24 The following Chiefs Orders are NO longer in effect:

- 23-01
- 23-02

24-03 T. Napolitano 1/25/2024

(*REPLACING 23-01)*

PROGRESSIVE DISCIPLINE AND DEFICIENT POINTS POLICY

In the event a member fails to maintain the monthly point requirement the following disciplinary procedures will follow

- ***First Month of Deficiency***
  - Verbal Warning by Company Captain and/or Officers.
  - Warning is summarized and documented via email and the Chiefs Office are CCed.

- ***In the event a member is deficient for the second consecutive month***
  - The member will receive a letter from the Chief's Office via email informing them they are not to attend any department, company, and/or squad social events.

- ***In the event a member is deficient in their quarterly requirements the following will occur:***
  - The member will be ordered by the Chief's Office via department email to have a meeting with the Chiefs, Company Officers and if applicable Squad Officers to discuss reasons for deficiency and discuss disciplinary actions.
  - Members will be informed of the following options:
    i. Since they are in violation of DHFD By-Laws Article III Section 8a, charges may be filed against them. They will be given the opportunity to defend said charges at a hearing with the Council of Officers. The Council of Officers, based on the evidence provided, will make their disciplinary recommendation to the Chief of Department, which may result in dismissal from the department.
    ii. Enter an agreement with the Chief's Office under their own free will and without duress.
      (a) Agreement will state that member agrees to the following:
      (b) Their points will be reviewed monthly by the Chiefs' Office
      (c) If the member misses any month following the signed agreement within the following 9 months, a signed undated resignation letter will be submitted to the Chiefs office, and they will have till the Company Meeting night to return all Department issued equipment.

iii. Resign on their own accord.

24-04 T. Napolitano 1/25/24

(Replacing 23-02)

CREDIT FOR MISSED POINT(S) / MISSED FINGER READER SIGN IN:

- If a member fails to or forgets to sign in for any department function, meeting, drill, training, or alarm, etc. he/she must use the:
  - ***"Alarm Response or Point Credit Form"***
  - This form can be found on the official Dix Hills FD website (www.dixhillsfd.org) under the *"members section*".
- ***ALL*** requests for missed points or credit ***MUST*** be done using this form **ONLY *and*** must be submitted ***NO LATER than 72 hours*** after the completion of said event.

If a request is received ***AFTER 72 award of credit will be subjected to approval by the Chiefs Office. ***

24-05 T. Napolitano 1/25/2024

EPCRs

- ALL EPCRs must be completed within a reasonable time set by the NYS Department of Health.
- Failure to comply with this order may result in disciplinary actions.