

2024 Board of Directors Meeting
Huntington Community First Aid Squad
2024 Special Board of Directors Meeting
July 15, 2024

2024 Board of Directors:

President Fiona Witkowski (FW)	Present	Director Robert Franz (RF)	Present
Vice President Seth Fischer (SF)	Present	Director Eric Kramer (EK)	Present
Secretary Brian Canty (BC)	Present	Director Lehti Laas (LL)	Via Phone
Treasurer James Mallilo (JM)	Sick	Director Betty Wood (BW)	Present
Chief William Connolly (WC)	Present		

Guests: Roger Winter, Mary Winter, Tom Lemp, Carol Nucci

Meeting called to order at: 19:31 hours

Motion by Vice-President Seth Fischer and seconded by William Connolly to un-table
SOP change 08-2024 from June 20, 2024.

..... MOTION APPROVED (SF,JM,WC,LL,RF,EK)

Motion to pass SOP change 08-2024

Motion by Vice-President Seth Fischer and seconded by Chief William Connolly to
approve SOP change 08-2024 as amended and changed:

Discussion proceeded.



Huntington Community First Aid Squad, Inc.

2 Railroad Street Huntington Station, NY 11746-1231

Email: davidmohr@yahoo.com

By-Laws & SOP Committee, Chair

David A. Mohr

Proposed SOP Change
08-2024

Proposal:

To update the uniform code.

Background/Justification:

The current uniform code is outdated.

Change (additions are underlined and deletions are ~~stricken~~):

Index

	Page
Index	1
Article II - Member Guidelines	
Section 1 - Member in Good Standing	8
Section 2 - On Duty Crews	8
1. Duty Tours	8
2. Duty Tour Scheduling	9
3. Responsibilities	9
4. Relief Time	9
5. Replacements	10
6. Duty Tour Changes	10
7. Status Changes	10
8. Alternating Overnight	11
9. Company 8	10
10. Explorer Post Members	11
Section 3 – Administrative Personnel	12
Section 4 - Leave of Absence	13
1. Operational, Military or Educational LOA	13
2. Medical Leave of Absences (MLOA)	14
3. Extended Leaves	15
4. Return from LOA	15
Section 5 – Uniform Code	15
1. Overview	<u>TBD</u>
2. Uniform Responsibility	<u>TBD</u>
3. Duty Uniform	<u>TBD</u>
4. Post 215	<u>TBD</u>
5. Dress Uniform	<u>TBD</u>
6. Description	<u>TBD</u>

Article II, Section 5 - Uniform Code:

1. The Uniform Code will describe the uniform to be worn on duty, or at other Squad functions, including items that are required and those optional items that are authorized.

2. Emergency Protection Gear (EPG)

A. EPG is extra uniform protection for the membership and should be worn to all motor vehicle accidents, all fire stand-bys and all industrial site injury calls.

B. EPG must be worn at the direction of the Crewleader or Officer in charge at any scene deemed a potential threat to a crewmember's protection where EPG would help prevent/reduce such threat.

A. Overview

As a first responder to the scene of an emergency, the uniform is usually the first thing the public notices, and identifies you as a member of the Huntington Community First Aid Squad (HCFAS).

The manner in which you wear the uniform will project your professionalism to patients, police, fire personnel, hospital personnel, and bystanders.

Personal appearance must be maintained at a high standard. Members will report for duty in a freshly cleaned, pressed, and proper fitting HCFAS issued uniform. An excessively tight or oversized uniform does not adhere to this code. All patches and insignia will be properly placed and attached as specified in this code. The wearing of jewelry is not recommended while on duty. Members who choose to wear jewelry, do so at their own risk, and are cautioned that doing so may become hazardous to the wearer. Under no circumstances should another departments' clothing be worn when on assigned duty, filling in for another member, or for stand-bys. When performing a back-up call, it is recommended that the outermost garment be HCFAS approved.

A member wearing a uniform item that identifies them as representatives of HCFAS by means of name, insignia, abbreviations, or logos, should not wear such items in places, situations, and areas that may negatively impact the image or perception of HCFAS. All uniform items remain the property of HCFAS. Damaged or excessively worn-out items must be returned and replaced with new items. Members should contact the Uniform Committee or the appropriate Day Captain for replacement of items. All uniform requests shall be accompanied with the appropriate form 118 for Duty Uniform or 118A for Class A uniform. All request forms must have the appropriate signatures prior to any issuance of any uniform item. The Uniform Committee has the sole authority to dispose of, destroy, or discard any unusable uniform item. The Uniform Committee will replace any uniform that becomes damaged while on duty on a one- for- one exchange.

This code describes the uniforms that are to be worn while on duty, or at any other HCFAS function. Members who perform more than their shift requirements may be entitled to additional uniform items with the approval of an Operational Officer. All uniform items require approval from the Board of Directors. The Board of Directors may grant any exception to this code.

B. Uniform Responsibility

Each member will be issued the required uniform items as described in this uniform code. Each member will sign for and be responsible for the upkeep and care of these uniforms, which will remain the property of HCFAS. All items issued to the member must be returned to HCFAS under any of the following conditions:

- A. Resignation – When a member resigns from the HCFAS
- B. Expulsion - When a member is expelled from the HCFAS
- C. Suspension - When a member is suspended for six (6) months or more
- D. Associate/Inactive 20 Year Exempt - When a member is granted Associate Membership or Inactive 20 Year Exempt Membership
- E. Death - A member (active or inactive life) may be buried in their Class A uniform.

Life Members may keep their uniforms.

It will be the responsibility of the First Deputy Chief, the Uniform Committee, in cooperation with the Board of Directors, to ensure that all uniforms and badges are returned to HCFAS. If necessary, unreturned uniform items may be recovered through legal action.

C. Duty Uniform

All HCFAS issued uniforms are available after the appropriate request forms are entirely filled out, along with the appropriate signatures. All members, while on assigned shifts, when filling in for another member, and for all stand-by calls, will wear a duty uniform. It is recommended and encouraged that all back-up personnel wear any apparel that identifies them as a member of HCFAS.

All approved uniform items listed in the code below shall be authorized by The Board of Directors.

No unauthorized patches, insignia, badges, pins, or any other adornments will be placed on any uniform apparel unless otherwise granted or directed by the Board of Directors.

A. Probationary Members

- i. Approved T-shirt – short/long sleeve duty shirt
- ii. Polo Shirt
- iii. EMS Tactical pants
- iv. Lightweight duty jacket – red, windbreaker style
- v. Heavyweight duty jacket – solid yellow reflective
- vi. Shoes – black laced preferred (Non HCFAS issued – non-riding members)
- vii. Boots – black laced*(Once approved for Riding)
- viii. **Socks – black or white (Non HCFAS Issued)**
- ix. **Belt – black preferred (Non HCFAS Issued)**

*Probationary Members A voucher for boots will be issued upon request. No reimbursement will be granted without the request for a voucher.

B. Active Members

- i. Approved T-shirt – short/long sleeve duty shirt
- ii. Polo shirt
- iii. Mock turtleneck
- iv. ¼ Zip EMS Sweatshirt
- v. Lightweight duty jacket – red, windbreaker style
- vi. Heavyweight duty jacket – solid yellow ANSI Level reflective
- vii. EMS tactical pants – (not for Administrative Members)
- viii. Boots – black laced*
- ix. **Socks – black or white (Non HCFAS Issued)**
- x. **Belt – black preferred (Non HCFAS Issued)**
- xi. Hat – baseball hat or Knit Winter cap
- xii. Maternity wear – riding members only **

*Members A voucher for boots will be issued upon request. No reimbursement will be granted without the request for a voucher.

**Members must submit an appropriate form before purchase. If members wish to purchase maternity EMS tactical pants and other maternity type of EMS wear on their own (belly band, custom fitted EMT pants, etc.), they shall be reimbursed, but sales tax will not be reimbursed.

C. Bike Patrol – all HCFAS issued (Contact the Bike committee chairperson for uniform items)

- i. Shirt

- 154 ii. Shorts
- 155 iii. Socks - white
- 156 iv. Helmet
- 157 v. Sunglasses
- 158 vi. Shoes
- 159 vii. Gloves
- 160 viii. Pants – duty pants
- 161 ix. Jacket
- 162 x. Bike bag

163
164 D. Post 215 members participating with HCFAS

- 165 i. Shirt – short sleeve (Post issued)
- 166 ii. Work shirt – optional (Post issued)
- 167 iii. Jacket – (Post issued)
- 168 iv. Pants – plain (dispatchers) EMS Tactical pants (HCFAS issued)
- 169 v. Shoes – black laced preferred (Non HCFAS issued – non-riding members)
- 170 vi. Boots – black laced*(Once approved for Riding – HCFAS issued)
- 171 **vii. *Socks – black or white (Non Post issued)***
- 172 viii. Belt – (Post issued)
- 173 ix. Badge – optional (Post issued)

174
175 *Post 215 Members A voucher for boots will be issued upon request. No reimbursement will be
176 granted without the request for a voucher.

177
178 Uniform items are to remain the same for Post 215 members riding, with the exception of boots.

179
180 E. Dress Uniform

181 Class A and Class B uniforms will be worn at all funerals, parades, and any other special event as
182 deemed necessary by the Chief. No unauthorized patches, insignia, badges, pins, or any other
183 adornments will be placed on Class A or Class B uniforms. All HCFAS authorized adornments
184 will be placed as described under Section 6 and 7.A. Class A

- 185 i. Probationary Members, both riding and non-riding
 - 186 a. White shirt – plain Long/Short sleeve shirt
 - 187 b. Pants – EMS Tactical pants
 - 188 c. Lightweight duty jacket – red, windbreaker style
 - 189 **d. *Black dress shoes (Non HCFAS issued)***
 - 190 **e. *Socks – black (Non HCFAS issued)***
 - 191 **f. *Belt – black preferred (Non HCFAS issued)***
 - 192 **g. *Tie (HCFAS loaned for event)***
 - 193 **h. *Tie/Tie Bar (HCFAS loaned for event)***
 - 194 **i. *Gloves – white (HCFAS loaned for event)***

195
196 ii. Active members

- 197 a. White shirt – short/long sleeve shirt
- 198 b. Dress jacket
- 199 c. Trousers/Pants
- 200 d. Skirt
- 201 e. Shoes/pumps

- f. Socks (non HCFAS issued)
 - g. **Stockings – nude/natural shade (non HCFAS issued)**
 - h. Belt
 - i. Gloves
 - j. Hat with medallion
 - k. Badge
 - l. Tie/Tie Bar
 - m. Ascot/Ascot Pin (for those wearing a skirt)
 - n. Name Plate with Members Since Bar
 - o. Life Member Pin
 - p. 9/11 Pin – approved for those who were members during this incident
 - q. Superstorm Sandy Pin approved for those who participated
 - r. COVID-19 Pin approved for those who participated
 - s. Branch of Service Pins
 - t. Mourning band*
 - u. Approved Additional Pins* (applies to new incidents and situations that may develop)
- *These items are worn when authorized.

B. Class B

- i. Probationary Members
All uniform items are the same as Class A items. The light duty jacket is not worn for these members as part of their Class B uniform unless otherwise noted by the Board of Directors.
 - ii. Active members
 - a. White shirt – short/long sleeve
 - b. Trousers
 - c. Skirt
 - d. Shoes/pump
 - e. **Socks – black (non HCFAS issued)**
 - f. **Stockings – nude/natural shade (non HCFAS issued)**
 - g. Belt
 - h. Badge
 - i. Name plate and members since bar
 - j. Life Member Pin
 - k. 9/11 Pin - approved for those who were members during this incident
 - l. Superstorm Sandy Pin - approved for those who participated
 - m. COVID – 19 approved for those who participated
 - n. Branch of Service Pins
 - o. Approved Additional Pins* (applies to new incidents and situations that may develop)
- *These items are worn when authorized

F. Uniform Descriptions

A. Duty Uniforms

i. Shirts

- a. T-Shirt Short/Long sleeve

The uniform shirt can be any T-shirt authorized by the Board of Directors. Only HCFAS logo and insignia can be worn. Company shirts may be made by Day Captains,

- but must be authorized by the Board of Directors prior to purchasing, distribution, and use.
- b. Polo Shirt
The shirt is a soft type polo shirt, shall be navy in color with HCFAS approved logo on the left breast and approved HCFAS/EMS logo centered on the back.
- c. Mock Turtleneck
The turtleneck will be navy blue in color. It will have an authorized HCFAS logo on the front collar and the approved HCFAS/EMS logo on the back. It may be worn in place of or in addition to the HCFAS shirt or work shirt.
- ii Jacket/Outerwear
- a. Lightweight Jacket
This jacket is a standard design windbreaker type jacket lined with a nylon type material, which is a red color with a fold down collar. The jacket will have silk-screened centered on the back, in reflective white, the approved HCFAS/EMS logo.
- b. Quarter Zip EMS Sweatshirt
The Sweatshirt is made of a heavy material, dark navy color, long sleeved, and collared. It will have The HCFAS circular logo embroidered on the left chest. The approved HCFAS/EMS logo will be silk screened in white and centered on the back.
- c. Other Approved Outerwear
These items compile otherwise not listed approved items, ie incentivized shift sweatshirts, jackets, windbreakers. All outerwear items in this category will be approved items by the Board of Directors and can only be worn on backup calls.
- iii Trousers/EMS Tactical Pants
Pants are straight leg, without cuffs or stripes, EMS tactical style multi-pocket pants. You may use your own if it fits this description. No logos or patches on the pant legs are permitted.
- iv Shoes/Boot
Black laced boot, suitable for EMS work.
- v Hats
- a. Baseball Style
The baseball style hat is a dark blue color cotton hat with adjustable sizing in back. The words "Huntington Community First Aid Squad" with the Star of Life will be embroidered and centered on the front.
- b. Winter Knit Hat
This hat is a dark navy, soft cotton hat, embroidered with HCFAS in white on the fold-over portion of the cap.
- B. Dress Uniform
- i. Short/Long Sleeve Dress Shirt (Class A/B)
The shirt is a button-down style that is white in color. The shirt will have shoulder loops on each side made of the same material as the shirt. The shirt will have two (2) buttoned breast pockets of the same material. The shirt is to be worn with the tails tucked into trousers/skirt. The left sleeve will have the American Flag sewn and centered one (1) inch

below the shoulder on the sleeve crease. The right sleeve will have the HCFAS squad patch sewn and centered one (1) inch below the shoulder crease.

ii. Dress Jacket (Class A)

Military style jacket is navy in color with button down pockets. The jacket will have red, white, and blue piping around the epaulets. Buttons will be silver with the exceptions of Board Directors, Operational Officers, and Chaplains, whose buttons will be gold. Past Presidents and Ex-Chiefs retain their gold buttons after completing one (1) full term. The left jacket sleeve will have the American Flag sewn and centered two (2) inches below the sleeve crease. The right jacket sleeve has the HCFAS squad patch sewn and centered one (1) inch below the sleeves crease.

iii. Trousers

The trousers will be plain, straight legged without cuffs and navy in color.

iv. Skirt

The skirt will have a side zipper, and two (2) front seams that end in pleats at the knees. The skirt will be navy in color and the length will be "mid-knee."

v. Shoes/Pumps

The shoes are plain black, high-gloss oxford style. The pumps are to only be worn with the skirt and are plain black, high-gloss, with one and a half (1½) inch heels.

C. Class A Hat with Medallion (Class A)

i. Members - Hats are navy blue with a black visor, silver medallion, and a silver chinstrap

ii. Board Directors and Chaplain – Issued a navy-blue hat with a black visor, gold medallions, and a gold chinstrap

iii. President – Issued a Field Grade Officers hat with Perma gold adornments on the black visor, gold medallion, and a gold chinstrap

iv. Chief – issued a Field Grade Officers white hat with Perma gold adornments on the black visor, gold medallions, and a gold chinstrap.

v. Chief Line Officer – issued a white hat with a black visor, gold medallions, and a gold chinstrap.

vi. At the end of the terms in office all white hats, gold medallions and gold chin straps are to be returned.

vii. Past Presidents and Ex-Chiefs – Issued a navy-blue Field Grade Officers hat with a blue velvet band, Perma gold adornments on the black visor, gold medallion and a gold chinstrap, after completion of one full term in office.

D. Badges

i. Members – are issued a silver badge. Past President, Ex-Chief, Life Member may keep their badge after becoming an inactive member. A gold top panel showing the highest past elected office held by the member will be authorized after completion of one full term in office or Life Member designation, if applicable.

ii. Board Directors, Officers and Chaplains – are issued a gold badge. At the end of all terms of office, all gold badges are to be returned. After completion of one full term in office, the President will be issued a gold Past President badge and the Chief will be issued a gold Ex Chief badge.

E. Pins

- i. Service pins are issued in five (5) year increments starting with five (5) years of service.

Below is a sample of how everything should be worn on the Class B Dress Shirt. The Class A Jacket should look the same.



Motion by Robert Franz and seconded by Lehti Laas to table SOP change 08-2024.

..... **MOTION NOT APPROVED Yes** - (SF,LL,RF)

..... NO – (BC,WC,EK,BW)

On the Motion:

2/3 Vote Required **MOTION APPROVED** (FW,SF,BC,WC,EK,BW)

..... NO – (LL, RF)

Motion by Vice President Seth Fischer and seconded by Betty Wood to adjourn the meeting at 21:32 hours.

..... **MOTION APPROVED UNANIMOUSLY**

Respectfully Submitted,

Brian Canty
Secretary

Draft sent to Board members: August 5, 2024

Amended and approved: August 22, 2024

MOTION APPROVED UNANIMOUSLY