

Ordinance 6A

Ordinance offered by Mayor Spinello and seconded by _____

BE IT ORDAINED, that Sec. 265-66 Schedule XII: No Stopping, of the Code of Ordinance, is hereby amended as follows:

Add:

| <u>Name of Street</u> | <u>Side</u> | <u>Location</u> |
|------------------------------|--------------------|--|
| Miller Street | West | From Laurel Avenue South for 291 feet |

Ordinance 6B

Ordinance offered by Mayor Spinello and seconded by _____

BE IT ORDAINED, that Sec. 265-47 Schedule XV: No Stopping Certain Hours, of the Code of Ordinance, is hereby amended as follows:

Add:

| <u>Name of Street</u> | <u>Side</u> | <u>Hours/Days</u> | <u>Location</u> |
|------------------------------|--------------------|--|---|
| The Outlook | East | 7:00 a.m. to 5:00 p.m./Monday through Friday | From Robinson Avenue Northerly 283 feet |

Resolution 6C

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESLOVED, that the City Council hereby approves the Glen Cove Volunteer Emergency Medical Services Corps. (EMS) amended By-Laws as indicated on attachment.

(See Attached)

Resolution offered by Mayor Spinello and seconded by _____

**RESOLUTION AUTHORIZING THE CITY OF GLEN COVE
TO SET A PILOP FEE FOR RXR GLEN COVE VILLAGE SQUARE
OWNER LLC**

WHEREAS, on or about March 1, 2017, the Planning Board of the City of Glen Cove (hereinafter the "Planning Board" or "Board") received applications from RXR Glen Cove Village Square Owner LLC (hereinafter the "Applicant"), for an amended site development plan approval, an amended special use permit approval and minor subdivision approval in connection with the mixed use redevelopment of the Glen Cove Village Square area consisting of an approximate 2.62 acre parcel of property (2.85 Glen Cove acres) located west of the intersections of Glen Street, Bridge Street and School Street, which is more particularly identified on the Nassau County Land and Tax Maps as Section 31, Block 85, Lots 3, 4, 13, 16 and 37 (hereinafter the "Premises"); and

WHEREAS, the applications originally proposed the construction of a mixed-use building, approximately four and five stories in height, to contain 146 residential rental apartment units consisting of up to 118 one-bedroom and studio units and 28 two-bedroom units 17,507 square feet of retail space, 171 on-site parking spaces and related site improvements; and

WHEREAS, the property is located in the City's B-1 Central Commercial District and CBD Overlay Commercial District; and

WHEREAS, the City has determined that the parking spaces required are necessary for the successful development, operation and marketing of the RXR Glen Cove Village Square Owner LLC; and

WHEREAS, on August 24, 2010, the City of Glen Cove adopted regulations allowing businesses in the Central Business District Overlay District to make a payment in lieu of providing off-street parking in conformance with the parking requirements of the City of Glen Cove Zoning Local Law (which payment is referred to as-a PILOP); and

WHEREAS, RXR Glen Cove Village Square Owner LLC has made an application to the Planning Board of the City of Glen Cove ("Planning Board") for a special use permit and site plan approval to redevelop the Property for a mixed use development (the formerly "GCVS Project"); and

WHEREAS, said Planning Board by Resolution dated September 7, 2017 (“Resolution”) granted the application of RXR Glen Cove Village Square Owner LLC; and

WHEREAS, based on the standards set forth in the City Code, the Planning Board found that the proposed development requires 240 on-site parking spaces. The Applicant has provided 171 on-site parking spaces resulting in a shortfall of 69 parking spaces. Pursuant to Section 280.65.1(2)(b) of the City Code, the Board finds that a Payment in Lieu of Parking ("PILOP") for the 69 spaces the Applicant intends to utilize in the nearby Brewster Street parking garage is appropriate to meet the Applicant's parking requirements; and

WHEREAS, on August 28, 2012 the City of Glen Cove adopted a resolution setting a fee structure of \$3,000.00 per space for all mixed use applications in the Central Business Overlay District to make a payment in lieu of providing off-street parking in conformance with the parking requirements of the City of Glen Cove Zoning Local Law (which payment is referred to as-a PILOP); and

WHEREAS, the Planning Board has determined that RXR Glen Cove Village Square Owner LLC pursuant to the City Code should remit a payment in lieu of parking fee (“PILOP Payment”) for the 69 parking space difference in the amount of \$207,000.00; and

NOW, THEREFORE, BE IT RESOLVED that the City Council hereby recommends and hereby agrees to accept the following fee for a payment in lieu of parking (PILOP) for RXR Glen Cove Village Square Owner LLC as follows:

1. RXR Glen Cove Village Square Owner LLC shall provide a payment in lieu of parking (PILOP) to the City of Glen Cove for the 69 spaces it has calculated using the within Brewster Street Garage.
2. The City Council shall impose a fee of \$ 3,000.00 per space not to exceed a total of \$207,000.00. This fee herein will be used to fund improvements to the Brewster Street Garage.

Resolution 6E

Resolution offered by Mayor Spinello and seconded by _____

**RESOLUTION APPOINTING A NEW YORK STATE DEPARTMENT OF
TRANSPORTATION (EBO) ADMINISTRATOR**

WHEREAS, the City of Glen Cove is required by the New York State Department of Transportation to have an Administrator appointed to access the Equitable Business Opportunities System (EBO); and

WHEREAS, the City is required to use New York State Department of Transportation Equitable Business Opportunities (EBO) system for capital projects and access to grant funding; and

WHEREAS, Anne LaMorte is currently administering the EBO System for the Ferry and Road projects within the City of Glen Cove; and

NOW, THEREFORE, BE IT RESOLVED AS FOLLOWS:

1. The City Council hereby designates Anne LaMorte as the New York State Department of Transportation Equitable Business Opportunities System (EBO) Administrator;

2. The Mayor is hereby authorized to execute any document necessary to effectuate this resolution.

Resolution 6F

Resolution offered by Mayor Spinello and seconded by _____

RESOLUTION AUTHORIZING THE CITY OF GLEN COVE TO ACCEPT A GRANT IN THE AMOUNT OF \$100,000.00 FROM THE DORMITORY AUTHORITY OF THE STATE OF NEW YORK PROJECT ID# 7059

WHEREAS the Glen Cove Community Development Agency (CDA) applied for a grant with the Dormitory Authority of the State of New York (DASNY) State Municipal Facilities Program (SAM) in order to receive funding for the construction of a World War II Fallen Heroes Monument and the purchase of a Dump Truck in 2015; and

WHEREAS the CDA working in conjunction with The City of Glen Cove has been awarded a grant in the amount of \$100,000.00 from DASNY for the Monument and Truck; and

WHEREAS the CDA will be responsible for administering the grant herein; and

NOW HEREBY BE IT RESOLVED

1. The City of Glen Cove is hereby authorized to accept the grant from DASNY for the construction of a World War II Fallen Heroes Monument and the purchase of a Dump Truck in the amount of \$100,000.00; and
2. The Mayor is hereby authorized to enter into and execute a Grant Disbursement Agreement with DASNY regarding the administration of the grant herein.

Resolution 6H

Resolution offered by Mayor Spinello and seconded by _____

WHEREAS, the Purchasing Agent was authorized to advertise for Street Lighting Contract; and

WHEREAS, Anker's Electric, submitted the lowest responsible bid; and

WHEREAS, it is in the best interest of the City to accept such bid; and

NOW, THEREFORE, BE IT RESOLVED, that the Purchasing Agent is hereby authorized to accept the lowest responsible bid of Anker's Electric, 10 South 5th Street, Locust Valley, New York 11560, in the amount of \$124,450.

Funding: A5110-54381

Resolution 6I

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby authorizes the City Attorney to settle the following claim in full and final settlement:

| <u>Name</u> | <u>Claim Number</u> | <u>Amount</u> |
|---------------|---------------------|---------------|
| Ian Newman | 17-2572 | \$1,140.50 |
| Scott Shaffer | 17-2583 | \$541.28 |

Resolution 6J

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby authorize The Church of St. Rocco to hold their annual “Procession for Our Lady of Fatima”, October 13, 2017, 7:45 p.m. through 8:45 p.m. and the closing of the following certain streets:

3rd Street
Wolfe Street
1st Street

Resolution 6K

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby authorizes Bully Proof Project/HMTC to erect lawn signs September 30, 2017 through October 16, 2017, to advertise their annual “Bully Awareness Walk”.

Resolution 6L

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby authorizes Glen Cove 350th Anniversary Committee to erect lawn signs September 22, 2017 through October 17, 2017, to advertise their event, “350 Golf Outing”.

Resolution 6M

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby authorizes the Glen Cove Chamber of Commerce to erect lawn signs October 13, 2017 through October 30, 2017, to advertise their annual “2017 Gala Celebration”.

Resolution 6N

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby authorizes the Glen Cove Downtown District Management Association, Inc. – Business Improvement District (BID) to hold their annual Halloween Parade, October 28, 2017 and the closing of School Street and Glen Street, 12:30 p.m. through 3:30 p.m.

Resolution 7A

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint the following persons as part-time Youth Service Workers with the Youth Bureau as indicated:

| Name | Hourly Rate | Effective Date | End Date | Budget Line |
|---------------------|------------------|----------------|-----------|-------------|
| Kellie M. Paolillo | \$11.00 per hour | 9/1/2017 | 6/30/2018 | A7050-51120 |
| Jessica M. Reynolds | \$10.00 per hour | 9/1/2017 | 6/30/2018 | A7050-51120 |
| Franklyn Mickens | \$13.00 per hour | 9/1/2017 | 6/30/2018 | A7050-51120 |
| Mozelle L. White | \$12.50 per hour | 9/1/2017 | 6/30/2018 | A7050-51120 |
| Jasmine Rivero | \$16.00 per hour | 9/22/2017 | 6/30/2018 | A7050-51120 |
| Michael Quinones | \$11.50 per hour | 9/11/2017 | 6/30/2018 | A7050-51123 |
| Jesse R. Mayreis | \$9.00 per hour | 9/1/2017 | 6/30/2018 | A7050-51123 |
| Alida Morales | \$9.50 per hour | 9/18/2017 | 6/30/2018 | A7050-51123 |

Resolution 7B

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint Agatha S. Nadel and Celia Alex Moore as part-time Recreation Leaders, with the Senior Center, at \$12.00 per hour effective retroactive to September 6, 2017.

Budget Line: A7035-51120

Resolution 7C

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint Glenn R. Rizzo as part-time Golf Course Ranger, with the Golf Course, at \$8.25 per hour effective September 13, 2017.

Budget Line: CR7180-51120

Resolution 7D

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint Robert A. Breunig as part-time Ordinance Inspection Officer, with Code Enforcement, at \$25.00 per hour effective September 1, 2017.

Budget Line: A3630-51120

Resolution 7E

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint Vincent Purcell as seasonal Laborer, with Department of Public Works, at \$9.00 per hour effective September 21, 2017 through November 30, 2017.

Budget Line: A1490-51120

Resolution 7F

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint Gaurav Chanana, provisionally, as full-time Information Technology Manager, at an annual salary of \$85,000, effective September 27, 2017

Budget Line: A1680-51101

Resolution 7G

Resolution offered by Mayor Spinello and seconded by _____

BE IT RESOLVED, that the City Council hereby appoint Tiffany Vizcarra as part-time Clerk at an hourly salary of \$10.00 per hour effective October 10, 2017.

Budget Line: A1310-51101

**BY-LAWS
OF
THE GLEN COVE VOLUNTEER
EMERGENCY MEDICAL SERVICE CORPS**
REVISED OCTOBER, 2014

| | |
|--|-----------------|
| ARTICLE I: CORPS OFFICERS, ELIGIBILITY, ELECTIONS, VACANCIES & DUTIES..... | 2 |
| SECTION 1. CORPS OFFICERS | 2 |
| SECTION 2. ELIGIBILITY | 2 |
| SECTION 3. NOMINATIONS..... | 3 |
| SECTION 4. ELECTIONS | 3 |
| SECTION 5. VACANCIES | 54 |
| SECTION 6. DUTIES OF OFFICERS | 54 |
| ARTICLE II: COMMITTEES | 76 |
| SECTION 1. COMMITTEES..... | 76 |
| SECTION 2. DUTIES OF COMMITTEES | 76 |
| ARTICLE III: MEMBERSHIP | 87 |
| SECTION 1. APPLICATION AND ELECTION | 87 |
| SECTION 2. MEMBERSHIP STATUS..... | 87 |
| SECTION 3. RESPONSIBILITY OF MEMBERS | 119 |
| SECTION 4. CONFLICT OF INTEREST | 119 |
| ARTICLE IV: MEETINGS | 1240 |
| SECTION 1. ANNUAL MEETING | 1240 |
| SECTION 2. REGULAR AND SPECIAL MEETINGS | 1240 |
| ARTICLE V: DISCIPLINARY PROCEDURES | 1341 |
| SECTION 1. REMOVAL | 1341 |
| SECTION 2. EXPULSION OF MEMBERS | 1341 |
| SECTION 3. RESPONSIBILITY OF MEMBERS | 1341 |
| SECTION 4. PROCEDURE FOR FILING CHARGES..... | 1341 |
| SECTION 5. INVESTIGATION AND DISPOSITION OF CHARGES | 1412 |
| SECTION 6. RIGHT TO APPEAL | 1614 |
| SECTION 7. INTERIM SUSPENSION | 1614 |
| ARTICLE VI: AMENDMENTS | 1715 |

ARTICLE I: CORPS OFFICERS, ELIGIBILITY, ELECTIONS, VACANCIES & DUTIES

SECTION 1. CORPS OFFICERS

The officers of the Corps shall consist of Chief Officers, Line Officers, Administrative Officers, and Trustees. The term of office of Chief Officers, Line Officers, and Trustees is two years. The term for all other officers is one year.

- A. Chief Officers. The Chief Officers of the Corps shall be a Chief, 1st Assistant Chief, and a 2nd Assistant Chief.
- B. Line Officers. The Line Officers of the Corps shall be a Captain and ~~a Lieutenant~~ no more than three (3) Lieutenants. Line Officers are appointed at the discretion of the ~~Chief of Department~~ Chief of the Corps and must meet the eligibility criteria outlined in Article 1, Section 2B.
- C. Administrative Officers. The Administrative Officers shall be an Administrative Manager, Secretary, and a Treasurer.
- D. Trustees. Two members of the Corps shall serve as members of the Board of Trustees.

SECTION 2. ELIGIBILITY

No one shall be eligible to be a candidate for a Chief Officer or Line Officer position unless they are a permanent full time member in good standing as defined by the Policies & Procedures of Glen Cove EMS, ~~and~~ certified as an EMT-B or higher, and have taken an approved Officers Training Course. In order to remain in office, Chief and Line Officers must remain as full-time members in good standing, and maintain, at minimum, an EMT-B Certification.

- A. Chief Officers. No one shall be eligible for the office of ~~Chief~~ Chief of the Corps who is not a full time member and has not served as a Chief or an Assistant Chief. No one shall be eligible for the office of Assistant Chief who has not served as a Chief, Assistant Chief, or Captain.
- B. Line Officers. No one shall be eligible to be appointed as a Line Officer who is not a full time member and has not successfully completed the Officers Training Course. No one shall be eligible to be appointed to the office of Captain who has not served as Lieutenant. No one shall be eligible to be appointed to the office of Lieutenant who has not served as an Administrative Officer.
- C. Administrative Officer. No one shall be eligible for an administrative office who has not been a permanent member for at least one year by the time they take office. ~~Part-Time~~ Part-Time and Full Time members are eligible for any administrative office.
- D. Trustees. No one shall be eligible for the office of Trustee who has not been a permanent member for at least five years by the time they take office.

SECTION 3. NOMINATIONS

Nominations for all officers shall take place at the regular October meeting of the Corps. Nominations for Chief Officers and Trustees shall take place in the year preceding the January in which the Mayor takes office. A person does not have to be present to be nominated, but at the time of nominations must have shown intent, in writing to the Corps, in order to be nominated in their absence. No nominations for any office shall be accepted after the October meeting- unless a quorum was not present at the October meeting.

SECTION 4. ELECTIONS

- A. Elections. Elections for Officers and Trustees shall take place at the regular November meeting of the Corps- from 1900-2030 hours.
- B. Absentee Ballots. ~~Absentee Ballots shall be accepted if signed by the absent member, notarized, and delivered to a member of the Board of Trustees or to the Chief of the Corps, at or prior to the meeting in which the election is to be held.~~ Absentee Ballots shall be accepted if placed in a sealed envelope, and then placed inside a second sealed envelope which shall have the seal signed by the absent member. The absent member may then either hand deliver it to a Chief or Trustee, or send it via certified mail to EMS Headquarters. All absentee ballots must be received prior to the meeting in which the election is held.
- C. Write-In Candidates. Votes for write-in candidates shall be accepted provided that the write-in candidate meets all the requirements for said office. All write-in votes for a non-qualified candidate shall be deemed invalid but shall be counted in the total votes cast.
- D. Election Committee. The current Board of Trustees shall act as the election committee and shall see that the election is carried ~~on~~out in a proper manner. At least two (2) members of the Board of Trustees shall be present at all elections and shall serve as the election committee. They shall be responsible for counting and validating the votes. At the time of elections, the Officers shall provide the election committee with a roll-call sheet containing all members eligible to vote and all members who are eligible to hold office. This committee shall have each member sign a roll-call sheet at the time they cast their ballot.
- E. Election Results. For all offices except Trustee, the winner shall be the candidate that receives a simple majority of the votes cast. In the event of a tie, or if no candidate receives a simple majority of the votes cast, the election shall be suspended for two weeks (fourteen days), at which time a special meeting shall be called – as per Article IV, Sec. 2 C – to continue the election. For the office of Trustee, the two candidates that receive the most votes shall win the election. In the event of a tie for the second office for Trustee, the election shall be suspended for two weeks (fourteen days) at which time a special meeting shall be called – as per Article IV, Sec. 2 C – to continue the election. Absentee ballots shall be permitted at the special meeting. If another tie results, the same procedure shall be repeated until the second Trustee is elected.
- F. Voter Eligibility. No member may cast a vote for an Officer, Trustee or for any By- Law revision unless they are a Full Time or Part-Time member in good standing and have served as permanent member for a total of eight of the last twelve months preceding the election. Up to six months of a permanent member's probationary time may be included in the eight-month requirement if served during said twelve-month period.
- G. Terms. The newly elected and appointed Officers and Trustees shall take office at 0001 hours on the January 1st following the election, and shall serve until their successors take office. Said

Officers and Trustees shall take the oath of office at the ~~Annual~~ Installation Dinner which follows their selection.

SECTION 5. VACANCIES

- A. In the event that an office (other than Chief-of-the-Corps) becomes vacant, other than between July 1st and December 31st of a year when elections are scheduled, the Chief shall notify the members of the Corps within seventy-two hours of the receipt of a resignation and/or official knowledge of such vacancy. Once the Corps has been notified, nominations to fill said vacancy shall take place at the next regular meeting of the Corps. Elections shall be held no earlier than seventy-two hours after nominations – in the event that a special meeting is called pursuant to these By- Laws – but no later than at the next regular meeting following nominations.
- B. In the event that the office of Chief-of-the-Corps becomes vacant other than between July 1st and December 31st of a year when Chiefs' elections are scheduled, the First Assistant Chief shall assume the office of Chief-of-the-Corps until such time as the vacancy is filled.
- C. In the event than an office (other than Chief-of-the-Corps) becomes vacant between July 1st and December 31st of a year when elections are scheduled, a member meeting the qualifications of said office shall be selected by a majority vote of the remaining officers within two weeks of knowledge of the vacancy, and shall serve the remainder of the term.
- D. In the event that the office of Chief-of-the-Corps becomes vacant between July 1st and December 31st of a year when elections are scheduled, the First Assistant Chief shall assume the office of Chief-of-the-Corps for the remainder of the term.

SECTION 6. DUTIES OF OFFICERS

- A. Chief. The Chief shall be the Chief Executive Officer, responsible for the management, administration, and operation of the Corps, and shall regulate and oversee all duties of the Officers. The Chief shall preside over Corps meetings, serve on Board of Trustees, and appoint chairpersons of committees and committee members.
- B. First Assistant Chief. The First Assistant Chief shall assist the Chief in discharge of his/her duties. The First Assistant Chief shall assume the duties of the Chief when the Chief is ill, out of town, or otherwise unable to act.
- C. Second Assistant Chief. The Second Assistant Chief shall assist the Chief in the discharge of his/her duties. The Second Assistant Chief shall assume the duties of the Chief when the Chief and First Assistant Chief are ill, out of town, or otherwise unable to act.
- D. Captain. The Captain shall report to the Chief and shall supervise the Lieutenants in the discharge of their duties. The Captain shall ensure that the emergency ambulance service vehicles are always in a ready condition to respond to calls, that the vehicles are clean, that checklists are completed regularly, and that equipment maintenance and checks are performed regularly. The members of the Corps shall assist the Captain in maintaining the vehicles in a ready-to-respond condition. As per Article II, Section 1A of the Glen Cove V.E.M.S Corps Constitution, the Captain shall be an ex-officio member of the Board of Trustees.

- E. Lieutenant. Each Lieutenant shall be in charge of one ambulance, as assigned by the Captain. The Lieutenants shall ensure that their assigned ambulance is always in a ready condition to respond to calls, that the ambulance is clean, that checklists are completed regularly, and that maintenance checks are performed regularly. The members of the Corps shall assist the Lieutenants in maintaining equipment and vehicles in a ready-to-respond condition. The Lieutenants shall be responsible for manpower assignments for duty crews and standbys for emergencies and public events. The Lieutenants shall verify that checklists are properly completed, and that any problems noted on the checklists are properly resolved.
- F. Administrative Manager. The Administrative Manager shall be responsible for the overseeing of personnel records. ~~The Administrative Manager shall also coordinate the operations of various committees.~~ As per Article II, Section 1A of the Glen Cove V.E.M.S Corps Constitution, the Administrative Manager shall be an ex-officio member of the Board of Trustees.
- G. ~~Vehicle Manager. The Vehicle Manager shall be responsible for the maintenance and repair of all ambulances and emergency ambulance service vehicles.~~
- H.G. Recording Secretary. The Recording Secretary shall keep a correct record of each meeting and of all proceedings of the Corps. The Secretary shall prepare such correspondence and communications, on behalf of the Corps, as may be directed by a Line Officer. The Secretary shall notify all Corps members of special meetings, at least seventy-two (72) hours in advance of said meeting. The records of the ~~Recording Secretary~~ shall be available for inspection by the Board of Trustees and the Mayor of the City of Glen Cove.
- I. ~~Corresponding Secretary. The Corresponding Secretary shall prepare such correspondence and communications, on behalf of the Corps, as may be directed by an Officer. The Corresponding Secretary shall notify all Corps members of special meetings at least seventy two hours in advance of said meeting.~~
- J.H. Treasurer. The Treasurer shall oversee accounts receivable, accounts payable, report the state of funds at each meeting, and render an account annually. The Treasurer shall serve as a fiscal liaison between the Corps and the City of Glen Cove.

ARTICLE II: COMMITTEES

SECTION 1. COMMITTEES

The following Committees and their Chairpersons shall be appointed by the Chief of the Corps in January of each year, unless otherwise specified in the By-Laws:

- A. Membership
- B. By-Laws
- C. Training
- D. Policies and Procedures
- E. Statistics
- F. Such other committees as the Chief authorizes

SECTION 2. DUTIES OF COMMITTEES

- A. **MEMBERSHIP**: The membership Committee shall be responsible for recruiting and screening applicants for membership. Said Committee shall make recommendations to the Corps as to whether an applicant should be accepted as a Probationary member.

During the probationary period, the Committee shall oversee all Probationary members and shall apprise the Officers of the successful completion of each member's probationary period.

- B. **BY-LAWS**: The By-Laws Committee shall review all matters pertaining to the Constitution and may propose such additions and revisions as may be required from time to time.
- C. **TRAINING**: The Training Committee shall be responsible for developing regular training programs for the benefit of the Corps and the community. The First Assistant Chief shall be the Chairperson of the Training Committee.
- D. **POLICIES AND PROCEDURES**: The Policies and Procedures Committee shall be responsible for establishing standard operating procedures for the Corps. The Policies and Procedures shall be written as operational guidelines only and shall never supersede these By-Laws. Any policy or procedure must be approved by two of the three Chief Officers. The Second Assistant Chief shall be the Chairperson of the Policies and Procedures Committee.
- E. **STATISTICS**: The Statistics Committee shall submit a monthly report to the Officers containing pertinent statistical information for each member regarding the number of calls, shift time, drills, meetings attended, and any other information requested by the Officers.

ARTICLE III: MEMBERSHIP

SECTION 1. APPLICATION AND ELECTION

- A. APPLICATION: All ~~applicants- applications~~ for membership shall be submitted to the Membership Committee, which shall investigate and interview each applicant. ~~The Committee shall notify the Corps at the next Said Committee shall then make a recommendation to the Corps at a regular meeting as to- and report their findings on the proposed applicant. whether or not the applicant should be accepted as a Probationary member.~~
- B. ELECTION: ~~Upon hearing the recommendation of~~ At the meeting following ~~notifications by~~ the Membership Committee ~~of the proposed applicant, the Membership Committee shall make a recommendation to accept or reject said proposed applicant. The Corps shall then vote to accept or reject the proposed applicant the Corps shall decide,~~ by a simple majority vote, ~~whether to accept or reject said recommendation.~~

SECTION 2. MEMBERSHIP STATUS

- A. PROBATIONARY: every new Corps member shall require a probationary period of six cumulative active duty months. Said member will be responsible for fulfilling all duty requirements and attending meetings, details, and training sessions. Probationary members may not vote for the election or removal of Officers of the corps or for By-Law changes.

At any time during the probationary period, the Officers of the Corps, in consultation with the Membership Committee, shall review the Probationary member's record and shall then, by a majority vote of the Officers, take one of the following actions:

- 1) Terminate the probationary period and change the Probationary member's status to that of a Permanent member.
- 2) Extend the period of probation up to a maximum of six additional months.
- 3) Expel the Probationary member from the Corps.

In the event that a Probationary member is either expelled from the Corps or the period of probation is extended, the Chief of the Corps shall set forth the reasons therefore in writing. Said Probationary member may appeal in writing to the Board of Trustees, which shall render a final decision within 30 days of receiving such appeal. The member in question shall be notified by the Board of Trustees by certified mail, return receipt requested, within 72 hours of the decision.

Any member who resigns or is asked to leave during their probationary period shall be prohibited from reapplying to the Corps for a period of one year from the date of resignation or expulsion.

- B. PERMANENT- FULL-TIME MEMBER: A ~~Permanent- Full-Time~~ member shall be required to fulfill duty requirements as ~~set forth by the members of the Corps.~~ outlined in the Policies and Procedures of the Glen Cove EMS. Said member shall also be responsible for attending 50% of scheduled meetings and drills annually unless excused by the Chief upon submission of a written request either prior to or within 72 hours following the missed meeting or drill. A ~~Permanent- Full-Time~~ member shall have full voting privileges and is entitled to all benefits of the Corps.

| The status of a ~~Permanent~~ Full-Time member can only be changed for just cause by order of the Chief, following consultations with the other Officers.

- C. ~~PART-TIME~~PART-TIME MEMBER: A ~~Part-Time~~Part-Time member shall be required to meet the following in order to apply for ~~Part-Time~~Part-Time membership or be afforded ~~Part-Time~~Part-Time membership if currently a Permanent member.
- a. A ~~Part-Time~~Part-Time member must commit to 50% of the ~~monthly~~ requirements currently in effect for a permanent member.
 - b. A ~~Part-Time~~Part-Time member must maintain a current valid NYS driver's license.
 - c. Once accepted by the corps, an applying ~~Part-Time~~Part-Time member must obtain a physical in accordance with the current corps physical policy.
 - d. An applying ~~Part-Time~~Part-Time member must become a Driver within their six month probationary period.
 - e. ~~Part-Time~~Part-Time members are urged to attend meetings, drills, and other Corps functions whenever possible; ~~however a~~ A ~~Part-Time~~Part-Time member shall have ~~NO~~ voting privileges.
 - f. A ~~Part-Time~~Part-Time member shall only be eligible for the annual service award program if they meet the current requirements in effect for a permanent member.
 - g. A ~~Part-Time~~Part-Time member is ~~encouraged-required~~ to obtain and maintain CPR Certification and ~~is encouraged to obtain~~ First Aid Certifications which shall be funded by Glen Cove EMS Corp.
 - h. Unless otherwise provisioned in this section, a ~~Part-Time~~Part-Time member will follow the same Bylaws, Policies & Procedures, and other Rules & Regulations set forth by the Glen Cove Volunteer Emergency Medical Services Corps.
 - h.i. The maximum number of Part-Time members shall be no more than twenty-five percent (25%) of the number of active members of the Corp. including members on any leave.

- D. PERSONAL LEAVE OF ABSENCE: Requests for a personal leave of absence must be made in writing to the Chief of the Corps who, in conference with the other Officers, shall accept or reject the request. Leaves will be granted for no longer than three months at a time.

Members on a personal leave of absence are excused from, and may not participate in, any Corps duties or activities while on leave, and are inactive for the duration of the leave.

If a leave of absence needs to be extended, another request must be submitted in writing to the Chief, before the end of the previously granted leave.

Should a member be in need of a leave of absence, which would extend beyond 12 months, the member must resign from the Corps and reapply at a later time. In such cases, the probationary period may be waived, at the discretion of the Chief, upon reapplication.

- E. MEDICAL LEAVE OF ABSENCE: Request for a medical leave of absence must be submitted in writing to the Chief of the Corps who, in conference with the other Officers, shall accept or reject the request. Requests for a medical leave of absence must be accompanied with a letter from a physician stating the approximate time frame of the leave. A maximum time of three months shall be granted at the time of each request. This may be extended a maximum of three times for a total of 12 months. A separate note must be submitted from the member's physician for each additional three months of leave. At the discretion of the ~~Chief of Department~~Chief of the Corps, the Medical Leave may be extended beyond 12 months.

Members on medical leave of absence are excused from, and may not participate in, any Corps duties ~~or activities~~ while on leave, and are inactive for the duration of their leave. A member on medical leave as a result of a Line-of-Duty injury shall be continued on the rolls as a permanent member as long as necessary.

Any member on a medical leave who wishes to return to active duty must submit a clearance letter from their own physician to the Chief of the Corps.

Any member who finds that they cannot return to active duty after 12 months of medical leave (excluding Line-of-Duty medical leave) must either:

- a. Resign from the Corps and reapply when able to return to active duty.
- b. If eligible, apply petition in writing to the Chief of the Corps to become and Exempt Member. A member with a line of duty injury shall automatically become an Exempt Member.
- b.c. Petition in writing to the ~~Chief of Department~~ Chief of the Corps for an additional extension beyond the 12-month Medical Leave.

F. MILITARY LEAVE OF ABSENCE: The Chief of the Corps may grant a military leave of absence to a member entering active military service. In order to be eligible for a military leave of absence, the member must submit a copy of his/her military orders, with the request for a leave of absence to the Chief of the Corps within thirty (30) days of entering active military service. Such leave of absence shall only be for a maximum of four (4) total years of active duty. The member must receive an honorable discharge in order to return to their previous membership status with the Corps. A member will continue to accrue years of service with the Corps while they are on military leave.

A member on Military Leave who is able to complete all LOSAP requirements shall remain eligible for LOSAP participation.

~~F.G.~~ EXEMPT MEMBER: A member may apply, in writing, for an Exempt status after completion of five (5) ten (10) years of active service as a Permanent Member, or exclusive of Part Time Part Time Member, or excluding Personal, or Non Line of Duty Medical Leaves of Absence (medical or personal). No member may apply for exempt status who is not in "Good Standing" at the time of their application, as defined by the GCEMS Policies and Procedures. The application shall be reviewed by the Line Officers of the Corps and shall either be accepted or rejected with explanation.

Exempt members shall be non-voting members, eligible to serve on committees, perform administrative duties under the guidance of an officer, and attend all corps functions, and are prohibited from performing any technician duties, and from responding to, or participating in, any calls of the Corps but may not take part in any EMS alarms. Any Exempt member who is employed as a Full-Time or Part-Time Emergency Medical Technician (BASIC) or Emergency Medical Technician (ADVANCED) with the City of Glen Cove (excluding seasonal employees) must resign from the Corps until they are no longer employed with the City in that capacity. may take part in EMS alarms only while they are employed in their respective capacity.

Members who have joined the Corps prior to the date of approval of this bylaw change (/ /) shall continue to be eligible for exempt status after 5 years of service. Any current or former member who has previously been approved for Exempt status shall remain eligible for Exempt Status no matter their years of service. Any member who rejoins the Corps after the above date with less than ten (10) years of previous service is required to complete ten (10) total

years of cumulative service before being eligible for Exempt status unless any of the above criteria are met.

- H. HONORARY MEMBER: Honorary membership may be granted to any person not a member of the Corps, who has substantially and voluntarily aided and assisted the Corps, or rendered distinctive or valuable service to the Corps.

In order to be considered for Honorary Membership, a person must be nominated by the Chief of the Corps at a regular Monthly Meeting. The Chief of the Corps shall state the reason(s) why the person should be considered for Honorary Membership. The nomination shall be referred to a Committee of at least three (3) active members, to be appointed by the Chief of the Corps, which shall make a recommendation to the membership within two (2) months of the formation of the committee. A vote shall be taken at the meeting when the recommendation of the committee is made. A ninety (90) percent vote of the members present and voting is required to grant an honorary membership.

Honorary Members shall have all rights and privileges of active members in the use of EMS Headquarters, but may not take an active part in any EMS alarms. Honorary members shall have no voice or vote at any meeting(s) they attend. Honorary Members may participate in Parades & Social Events at the discretion of the Chief of the Corps.

- G.I. LIFE MEMBER: Any member may apply for Life Membership status who has been an active member (Full or Part-Time, or any combination of the two) for at least twenty (20) years, excluding all leaves of absence except Medical Leave due to Line of Duty Injury/Illness or the first three (4) years of Military Leave. Life members retain all rights and privileges of a permanent member as stated in Article III, Section 2B.

SECTION 3. RESPONSIBILITY OF MEMBERS

All members shall be responsible for conducting themselves in accordance with the Constitution, By-Laws, and Operating Procedures of the Corps. Said members shall obey all lawful orders of the Officers of the Corps and shall be responsible for fulfilling all duty requirements and attending meetings and training sessions. All members shall be responsible for performing to their level of training in accordance with the New York State Emergency Medical Protocols. and All members are required to be familiar with all equipment pertinent to their level of training. All members shall conduct themselves in a professional manner while representing the Corps and shall not offer any opinion on behalf of the membership of the Corps unless directed by the Chief of the Corps.

SECTION 4. CONFLICT OF INTEREST

Any member who becomes aware that he/she or a member of his/her family holds a position of financial interest in any outside concern which sells goods or services to the Glen Cove Volunteer EMS Corps shall declare such conflict of interest in writing to the Chief of the Corps. Said declaration shall be made known to the members of the Corps at the next meeting of the Corps.

ARTICLE IV: MEETINGS

~~SECTION 1. ANNUAL MEETING~~

~~The annual meeting of the Corps shall be held on the second Thursday in January of each year at 2000 hours at a place to be designated by the Chief of the Corps~~Chief of Department.

SECTION 21. REGULAR AND SPECIAL MEETINGS

- A. Regular meetings of the Corps shall be held on the second Thursday of each month at 2000 hours at a place to be designated by the Chief of the Corps.
- B. The Chief of the Corps may change the date, time, or place of any regular meeting if such change is necessary and would be in the best interest of the Corps.
- C. Special meetings may be called at any time by the Chief of the Corps, First Assistant Chief, the Board of Trustees, or upon written request to the Chief of the Corps by any five Permanent members. Members shall receive seventy-two (72) hours advance notice of any special meeting.
- D. No action may be taken at any regular or special meeting unless a quorum is present. A quorum shall consist of twenty-five (25) percent of the membership of which at least half are Permanent members.
- E. Procedures at meetings shall be governed by these By-Laws and *Robert's Rules of Order* (current edition).

ARTICLE V: DISCIPLINARY PROCEDURES

SECTION 1. REMOVAL

Any elected Officer may be removed from office:

- A. By two-thirds written ballot of the Corps members present and eligible to vote, as per Article I, Section 2, Subsection G, after they have heard the recommendations from the Board of Trustees who will have conducted their own investigation at the written request of ten or more members.
- B. Any officer appointed by the ~~Chief of Department~~Chief of the Corps may be removed from their position at the discretion of the ~~Chief of the Department~~Chief of the Corps in consultation with his/her Assistant Chiefs.
- C. Any officer may be removed by the Mayor for just cause.

Any Officer removed from office shall still remain a member of the Corps unless convicted and expelled by an investigation held pursuant to Article V of these By-Laws.

SECTION 2. EXPULSION OF MEMBERS

No member shall be expelled from the Corps unless convicted and expelled by an investigation held pursuant to this Article, with the exception of the following:

- A. Probationary members may be expelled for just cause, as stated in Article III, Section 2 A.
- B. Any member who fails to respond to Corps correspondence related to their membership status for a period of three months may be deemed an inactive member and may be expelled by a majority vote of the Officers. Said member shall be notified of this action by certified mail, return receipt requested, within seventy-two (72) hours of the vote.
- C. Any member ~~on Part-Time Statues~~ who fails to fulfill the annual Corps requirements ~~for such status~~, as stated in Article III, Section ~~C-2~~ of these By-Laws.

Any member who is expelled from the Corps, for a reason other than attendance, or who resigns while being investigated on charges shall be prohibited from reapplying to the Corps ~~for a period of one year from the date of resignation or expulsion~~. Any member who has been expelled two (2) times for attendance shall be prohibited from reapplying to the Corps.

SECTION 3. RESPONSIBILITY OF MEMBERS

Any member having knowledge of any violation of the By-Laws, Constitution, or Operating Procedures of the Corps by another member shall have the obligation to bring said violation to the attention of the Chief of the Corps or to file written charges against the offending member.

SECTION 4. PROCEDURE FOR FILING CHARGES

- A. All Charges against non-Officers must be submitted in writing to the Chief of the Corps and shall specify the article or section of the By-Laws, Constitution or Operating Procedures, which have allegedly been violated. The time, date and place of the violation must also be specified. The notice of charges must be signed by the member filing said charges.

All charges brought against any Officer must be submitted in writing to the Board of Trustees which shall investigate said charges, pursuant to Article V, Section 4, Subsection E.

- B. Charges must be made within seventy-two (72) hours of obtaining knowledge of any alleged violation, but in no event more than sixty (60) days from the date of occurrence.
- C. The charges against non-Officers shall be presented to the Chief of the Corps, who shall meet with one or both Assistant Chiefs and the By-Law Committee Chairperson to determine, within seventy-two (72) hours, whether the alleged charges, if proven, would constitute a violation of the By-Laws, Constitution, or Operating Procedures.
After a review of the charges, they may direct that the charges be dismissed or that an investigation be conducted. The findings shall be sent to the accused in writing, by certified mail, return receipt requested, by the Chief of the Corps, within ~~seventy-two~~ seventy-two (72) hours of the determination.
- D. In the event that the By-Law Chairperson is brought up on charges, the Chief shall appoint one non-Officer as a substitute and proceed, pursuant to Article V, Section 4, Subsection C.
- E. In the event that charges are filed against any Officer of the Corps, the member filing said charges shall present them to the President of the Board of Trustees. The Board of Trustees shall determine whether the alleged charges, if proven, would constitute a violation of the By-Laws, Constitution, or Operating Procedures. After a review of the Charges, they may direct the charges be dismissed or that an investigation be conducted. The President of the Board of Trustees shall send a copy of the findings to the accused Officer by certified mail, return receipt requested, within seventy-two (72) hours of the determination.

SECTION 5. INVESTIGATION AND DISPOSITION OF CHARGES

- A. If an investigation is warranted against a non-officer, the Chief of the Corps, within ten business days following notification of the accused, shall appoint a Charge Investigation Committee of five members of the Corps, one whom shall be designated as Chairperson. The Chief of the Corps shall provide the accused member with the names of the Charge Investigation Committee. In the event that the accused member objects to any member(s) of the Charge Investigation Committee, the accused may request that the Board of Trustees, for just cause, remove the objected member(s) from the Charge Investigation Committee. If the Board of Trustees removes a member of the Charge Investigation Committee, they must immediately appoint another member to fill the vacancy.
- B. If an investigation is warranted against an Officer, the President of the Board of Trustees shall appoint a Charge Investigation Committee as per Article V, Section 5, Subsection A.
- C. The Charge Investigation Committee shall conduct a preliminary investigation of the charges. The preliminary investigation shall include interviews with the accused, witnesses and involved persons as well as a review of documents and any other evidence pertinent to the charges.
- D. Following the preliminary investigation by the Charge Investigation Committee, the accused member shall be notified within 72 hours, by certified mail, return receipt requested, of the date, time, and place of a hearing. Notice must be given at least ten, but no more than thirty days before

the hearing. The accused member shall be entitled to request a rescheduling of the hearing upon a showing of good cause.

- E. The Chief of the Corps or President of the Board of Trustees (in the case of an accused Officer) may appoint a person from inside or outside of the Corps to assist the Charge Investigation with the hearing process.
- F. At the hearing, the accused member shall have the right to be represented by a person of his/her choice and to review and rebut all evidence gathered by the Charge Investigation Committee. Said member shall also have the right to present witnesses and other evidence on his/her behalf. The Chief of the Corps or President of the Board of Trustees (in the case of an accused Officer), shall appoint a stenographer or secretary to keep a verbatim transcript or tape recording of the proceedings, which shall be available to the accused at his/her request upon completion of the hearing.
- G. Within ten business days following the conclusion of the hearing, the Charge Investigation Committee shall issue a written report in which they shall set forth their decision of innocence or guilt, along with a factual basis to support their finding. Said report shall be sent to the accused by certified mail, return receipt requested, within seventy-two (72) hours of its completion.
- H. If the said member is found guilty, a second meeting with the Charge Investigation Committee shall be scheduled within ten business days from the time of the finding for the purpose of determining the penalty to be imposed. The convicted member shall have the right to present a statement, orally or in writing, which shall be directed only to the nature of the penalty to be imposed. The Charge Investigation Committee shall determine the penalty to be imposed and shall submit this in writing to the Chief of the Corps or the President of the Board of Trustees (in the case of an accused Officer), to officially notify the convicted member of the penalty to be imposed by certified mail, return receipt requested, within five (5) business days. The penalty, as determined by the Charge Investigation Committee, shall take effect immediately upon the mailing of notification.
- I. In the event that the accused member fails to appear at either of the above stated hearings on the date scheduled, without notifying the Charge Investigation Committee in advance of his/her inability to appear and without having requested an alternate date, then the Charge Investigation Committee may, at its discretion, either proceed with the hearings in the absence of the accused member or reschedule the hearing.
- J. In the event that the accused member pleads guilty to the preliminary findings of the Charge Investigation Committee, said member may, in writing, waive his/her right to a hearing and face sentencing pursuant to Article V, Section 5, Subsection H.
- K. In the event that a member is found not guilty of the charges, said member shall be restored completely to the status held prior to charges being brought against him/her and the record shall be expunged of any reference to the charges.
- L. Any other correspondence between the Corps and the accused member, which is not specifically mentioned above, shall be done by certified mail, return receipt requested. All notifications to the accused shall be considered official upon the receiving of the return receipt by the Chief of the Corps or the President of the Board of Trustees, with the exception of the notification of the penalty, as stated in Article V, Section 4, Subsection H.

- M. All written documents pertaining to any hearing are to be officially sealed and kept in a special file with the Chief of the Corps. At the end of the Chief's term, this file shall be handed over to the new chief.

SECTION 6. RIGHT TO APPEAL

A non-officer convicted by the Charge Investigation Committee may appeal his/her conviction to the Board of Trustees by notifying the Chief or either Assistant Chief of the Corps in writing of his/her intention to appeal within thirty (30) days of his/her notification of conviction.

The appeal shall be heard by the Board of Trustees within fourteen (14) days of notification or as soon as it is possible to assemble a quorum. After hearing the member or his/her representative, and reviewing the Charge Investigation Committee's records, the Board may affirm or reverse the conviction. The convicted member will then be sent the Board of Trustees' decision my mail, return receipt requested, within five business days.

Any Officer convicted by the Charge Investigation Committee may appeal his/her conviction directly to the Mayor by notifying the Mayor in writing of his/her intention to appeal within thirty (30) days of his/her notification of conviction. The appeal shall be heard by the Mayor at his/her earliest convenience. After hearing the member or his/her representative, and reviewing the Charge Investigation Committee's records, the Mayor may affirm or reverse the condition. The convicted member will then be sent the Mayor's decision by certified mail, return receipt requested, within five (5) business days.

SECTION 7. INTERIM SUSPENSION

Nothing contained in this Article shall negate the right of the Chief of the Corps or either Assistant Chief to suspend a member if it appears that it would be disruptive and contrary to the best interest of the Corps to allow said member to continue to function as a member of the Corps. No member may be temporarily suspended pursuant to this section for a period of time in excess of ten (10) business days unless, within the suspension period, written charges are filed.

Should written charges be filed during the suspension period, said member shall remain on suspension throughout the duration of the disciplinary process.

Any member on suspension shall be prohibited from any and all Corps activities, to include attending meetings, drills, parades, etc., and riding on the ambulance. Said member shall also be denied access to E.M.S headquarters.

ARTICLE VI: AMENDMENTS

These By-Laws are subject to change or amendment pursuant to the provisions of Article VI of the Constitution of the Glen Cove Volunteer Emergency Medical Service Corps. Members shall be considered eligible to vote for any changes in these By-Laws if they meet requirements as defined in Article I, Section 2, Subsection G of these By-Laws.