

TABLE OF CONTENTS

(Revision 2)

1. CORPORATE COMPLIANCE CHECK LIST.....	1-1
2. OVERVIEW	2-1
TYPES OF FIRE COMPANIES	2-1
MUNICIPAL CONTROL OF FIRE DEPARTMENTS AND FIRE COMPANIES	2-2
FIRE DISTRICTS VS. FIRE PROTECTION DISTRICTS	2-3
JOINT FIRE DISTRICTS	2-3
TOWN FIRE DISTRICTS	2-4
TOWN OWNED FIRE DEPARTMENTS.....	2-5
FUNDING FIRE DEPARTMENTS	2-5
DUTY TO PROVIDE FIRE PROTECTION	2-6
POWER OF RESIDENTS TO PETITION FOR FIRE PROTECTION	2-7
3. CONTRACTS FOR FIRE PROTECTION.....	3-1
POWER TO CONTRACT FOR FIRE PROTECTION.....	3-1
AD VALOREM TAXES	3-1
TAX RATES.....	3-1
TOWN CONTRACTS.....	3-2
VILLAGE, CITY AND FIRE DISTRICT CONTRACTS	3-2
TOWN CONTRACTS FOR FIRE PROTECTION	3-3
VILLAGE CONTRACTS FOR FIRE PROTECTION	3-3
PUBLIC HEARING ON CONTRACT.....	3-4
SAMPLE NOTICE OF PUBLIC HEARING FOR TOWNS AND VILLAGES.....	3-4
LENGTH OF CONTRACT IN CITIES AND VILLAGES	3-5
LENGTH OF CONTRACT IN FIRE PROTECTION DISTRICTS AND FIRE DISTRICTS.....	3-5
RIGHT OF FIRE COMPANIES NOT TO RENEW CONTRACT	3-6
AMENDMENTS OF CONTRACTS.....	3-7
ASSIGNMENT OF CONTRACT PROHIBITED	3-7
PAYMENT OF CONTRACT FEE IN ADVANCE OF SERVICE.....	3-7
PROVISION OF VOLUNTEER FIREFIGHTERS BENEFIT LAW COVERAGE IN CONTRACT.....	3-8
CONSENT OF FIRE COMPANY TO CONTRACT REQUIRED	3-8
CONTRACT TERMS THAT BENEFIT FIRE COMPANY	3-9
MULTIPLE FIRE COMPANIES SERVING ONE DISTRICT.....	3-10
CONTRACTS WITH INDIAN NATIONS	3-10
SENECA NATION TO PROVIDE FIRE PROTECTION.....	3-11

4. CONTRACTS FOR AMBULANCE SERVICES.....	4-1
FIRE DEPARTMENT AMBULANCE SERVICES.....	4-1
MEMBERSHIP IN AN EMERGENCY RESCUE AND FIRST AID SQUAD	4-1
REVIEW THE CERTIFICATE OF INCORPORATION	4-2
OPERATING AUTHORITY OF FIRE DEPARTMENT AMBULANCE SERVICES	4-2
EMERGENCY VS. GENERAL AMBULANCE SERVICES.....	4-2
GENERAL AMBULANCE SERVICES AUTHORIZED WITHIN HOME TERRITORY OF DEPARTMENT	4-2
CONTRACTS FOR AMBULANCE SERVICE OUTSIDE HOME TERRITORY OF DEPARTMENT	4-3
PERMITTED CONTRACTS FOR AMBULANCE SERVICES	4-4
CHART OF PERMITTED AMBULANCE SERVICE CONTRACTS	4-6
LIMITATIONS OF TRANSPORTATION DISTANCES AND LOCATIONS	4-7
FEES AND CHARGES FOR FIRE DEPARTMENT AMBULANCE SERVICES PROHIBITED	4-7
CONSENT REQUIRED FOR GENERAL AMBULANCE SERVICES.....	4-8
PUBLIC HEARING REQUIRED ON CONTRACT FOR GENERAL AMBULANCE SERVICES	4-8
POST HEARING DETERMINATION	4-9
FIRE DEPARTMENT AMBULANCE MUTUAL AID AGREEMENTS	4-10
5. FORMING AND ALTERING DISTRICTS	5-1
ESTABLISHING OR EXTENDING A FIRE PROTECTION DISTRICT ON TOWN'S OWN MOTION.....	5-1
EXTENDING A FIRE PROTECTION DISTRICT IN ADIRONDACK PARK	5-3
ESTABLISHING OR EXTENDING A FIRE DISTRICT ON TOWN'S MOTION.....	5-3
EXTENDING A FIRE DISTRICT SITUATED IN A VILLAGE.....	5-7
PETITION TO ESTABLISH OR EXTEND FIRE PROTECTION DISTRICT OR FIRE DISTRICT	5-10
HEARING AFTER PETITION FOR ESTABLISHMENT OR EXTENSION OF FIRE PROTECTION DISTRICT	
OR FIRE DISTRICT.....	5-11
TOWN BOARD CONSIDERATION AFTER PUBLIC HEARING ON PETITION TO ESTABLISH OR	
EXTEND FIRE PROTECTION DISTRICT OR FIRE DISTRICT	5-13
SAMPLE RESOLUTION OF FIRE COMMISSIONERS TO EXTEND FIRE DISTRICT	5-14
CONSOLIDATION OF ADJOINING FIRE DISTRICTS	5-16
CONSOLIDATION OF FIRE PROTECTION DISTRICTS	5-18
ALTERING FIRE PROTECTION DISTRICT BY EXCLUDING PORTION OF DISTRICT	5-22
CONTRACTS FOR FIRE PROTECTION IN EXCLUDED PORTION OF FIRE PROTECTION DISTRICT.	5-26
ESTABLISHING FIRE DISTRICT IN PLACE OF FIRE PROTECTION DISTRICT	5-27
DISSOLVING FIRE PROTECTION DISTRICTS.....	5-30
PETITION TO DISSOLVE A FIRE PROTECTION DISTRICT	5-30
DISSOLUTION OF FIRE PROTECTION DISTRICT BY TOWN	5-32
DISSOLUTION OF FIRE PROTECTION DISTRICT SITUATED IN MORE THAN ONE TOWN.....	5-33
ESTABLISHING FIRE DISTRICT IN PLACE OF FIRE PROTECTION DISTRICT	5-33

PETITION TO DISSOLVE FIRE DISTRICT	5-33
DISSOLVING FIRE DISTRICT UPON TOWN MOTION	5-35
DISSOLVING FIRE DISTRICTS AND FIRE PROTECTION DISTRICTS LOCATED IN VILLAGE.....	5-36
ALTERING BOUNDARIES OF FIRE DISTRICT	5-37
FORM FOR AUTHENTICATING PETITIONS AS REQUIRED BY ELECTION LAW.....	5-40
ACKNOWLEDGMENT FORM FOR PETITIONS, ALTERNATE FORM.....	5-41
FORMING JOINT FIRE DISTRICT IN TOWNS AND VILLAGES	5-42
6. FIRE DISTRICT FIRE DEPARTMENTS	6-1
POLICIES OF A FIRE DISTRICT	6-1
ELECTION OF MEMBERS.....	6-1
ARSON CONVICTION PROHIBITS MEMBERSHIP	6-1
RESIDENCY REQUIREMENTS OF NEW MEMBERS.....	6-2
LIMITATION OF NUMBER OF NON-RESIDENT FIREFIGHTERS	6-3
APPROVAL OF MEMBERSHIP BY FIRE COMMISSIONERS.....	6-3
RESTRICTION OF NEW MEMBERS' ACTIVITIES	6-4
LEGISLATIVE APPROVAL OF MEMBERSHIP	6-4
CERTAIN DISCRIMINATION PROHIBITED.....	6-5
SUMMARY OF STEPS TO TAKE FOR APPROVAL INTO MEMBERSHIP	6-5
SAMPLE FIRE DISTRICT RESOLUTION FOR APPROVAL OF NEW MEMBER.....	6-6
RESIDENCY REQUIREMENTS WHEN A MEMBER MOVES	6-6
TERMINATION OF MEMBERSHIP UPON FAILURE TO MEET RESIDENCY REQUIREMENTS.....	6-7
FIRE DISTRICT MAY IMPOSE RESIDENCY REQUIREMENTS	6-7
FIRE DISTRICTS ADJOINING OTHER STATES	6-8
TEMPORARY ABSENCE FROM FIRE DISTRICT TERRITORY.....	6-8
PRIVILEGES OF NON-NEW YORK STATE RESIDENT MEMBERS	6-9
LIMIT OF MEMBERSHIP TO ONE FIRE COMPANY OR DEPARTMENT.....	6-10
FIRE DISTRICTS APPROVE CHIEFS AND ASSISTANT CHIEFS	6-10
POWERS OF CHIEFS IN FIRE DISTRICTS	6-11
EXPENSE REIMBURSEMENT OF COMMISSIONERS, EMPLOYEES AND DISTRICT OFFICERS	6-12
REIMBURSEMENT FOR ATTENDANCE AT CONFERENCES	6-12
REIMBURSEMENT FOR ATTENDING TRAINING	6-13
7. CONTROL OF "INDEPENDENT" FIRE DEPARTMENTS BY A TOWN.....	7-1
TOWN CONTROLLED FIRE DEPARTMENTS.....	7-1
INCORPORATION OF TOWN CONTROLLED FIRE DEPARTMENTS.....	7-1
ELECTION OF NEW MEMBERS	7-2
ARSON CONVICTION PROHIBITS MEMBERSHIP	7-2
RESIDENCY REQUIREMENTS OF NEW MEMBERS.....	7-3

LIMITATION OF NUMBER OF NON-RESIDENT FIREFIGHTERS	7-4
APPROVAL OF MEMBERSHIP BY TOWN BOARD	7-4
RESTRICTION OF NEW MEMBERS' ACTIVITY UNTIL APPROVED BY TOWN	7-5
LEGISLATIVE APPROVAL OF MEMBERSHIP	7-5
CERTAIN DISCRIMINATION PROHIBITED.....	7-5
SUMMARY OF STEPS TO TAKE FOR APPROVAL INTO MEMBERSHIP.....	7-6
SAMPLE TOWN RESOLUTION FOR APPROVAL OF NEW MEMBER	7-6
REQUIREMENTS WHEN A MEMBER MOVES OUT OF DISTRICT	7-7
TERMINATION OF MEMBERSHIP UPON FAILURE TO MEET RESIDENCY REQUIREMENTS	7-8
TOWN MAY IMPOSE RESIDENCY REQUIREMENTS	7-8
TOWNS ADJOINING OTHER STATES	7-9
TEMPORARY ABSENCE FROM PROTECTION DISTRICT.....	7-9
PRIVILEGES OF NON-NEW YORK STATE RESIDENT MEMBERS	7-10
LIMIT OF MEMBERSHIP TO ONE FIRE COMPANY OR DEPARTMENT.....	7-10
TOWN MAY CREATE RULES AND REGULATIONS.....	7-11
TOWN MUST CONSENT FOR MEMBERS TO ATTEND A FUNERAL	7-13
8. VILLAGE FIRE DEPARTMENTS.....	8-1
LOCATION OF FIRE COMPANY SUBJECTS IT TO CONTROL BY VILLAGE.....	8-1
CONTROL OF A VILLAGE FIRE DEPARTMENT	8-1
POWERS OF THE VILLAGE BOARD	8-2
VILLAGE BOARD GOVERNS WHEN THERE IS NO BOARD OF FIRE COMMISSIONERS	8-2
COUNCIL OF THE FIRE DEPARTMENT	8-2
POWERS OF THE COUNCIL OF THE FIRE DEPARTMENT	8-3
LIMITATIONS OF THE COUNCIL OF THE FIRE DEPARTMENT	8-4
BOARD OF FIRE COMMISSIONERS.....	8-5
POWERS OF THE BOARD OF FIRE COMMISSIONERS	8-6
PERMITTED EXPENSES OF A VILLAGE FIRE DEPARTMENT	8-8
REIMBURSABLE EXPENSES OF FIRE CHIEF.....	8-9
REIMBURSEMENT FOR ATTENDING TRAINING.....	8-10
REIMBURSEMENT FOR ATTENDANCE AT CONFERENCES	8-11
CREATION OF FIRE COMPANIES	8-12
ELECTION OF MEMBERS.....	8-13
RESIDENCY REQUIREMENTS	8-13
LIMITATION OF NUMBER OF NON-RESIDENT FIREFIGHTERS	8-14
APPROVAL OF MEMBERSHIP	8-14
PROHIBIT ACTIVITY OF NEW MEMBERS UNTIL APPROVAL BY BOARD	8-15
LEGISLATIVE APPROVAL OF MEMBERSHIP	8-15

CERTAIN DISCRIMINATION PROHIBITED.....	8-17
SUMMARY OF STEPS TO TAKE FOR APPROVAL INTO MEMBERSHIP	8-17
SAMPLE VILLAGE RESOLUTION FOR APPROVAL OF NEW MEMBER.....	8-17
REQUIREMENTS WHEN A MEMBER MOVES	8-18
FAILURE OF MEMBER TO MEET RESIDENCY REQUIREMENTS	8-19
VILLAGE MAY IMPOSE RESIDENCY REQUIREMENTS	8-19
VILLAGES ADJOINING OTHER STATES	8-20
TEMPORARY ABSENCE FROM VILLAGE.....	8-20
PRIVILEGES OF NON-NEW YORK STATE RESIDENT MEMBERS	8-21
LIMIT OF MEMBERSHIP TO ONE FIRE COMPANY OR DEPARTMENT	8-22
ANNUAL MEETING OF THE VILLAGE FIRE DEPARTMENT	8-22
ELECTION OF CHIEFS, LINE OFFICERS, WARDENS AND DELEGATES	8-22
RESIDENCY OF CHIEFS AND LINE OFFICERS	8-23
TERMS OF OFFICE OF CHIEFS AND LINE OFFICERS.....	8-23
TERMS OF OFFICE OF WARDENS AND DELEGATE TO CONVENTION	8-23
VACANCIES IN OFFICES OF WARDENS AND DELEGATES	8-23
NOMINATION OF CHIEFS AND ASSISTANT CHIEFS	8-23
DISPENSING WITH THE GENERAL CONVENTION	8-24
NOMINATING UTILIZING THE GENERAL CONVENTION	8-25
CONFIRMATION OF NOMINATIONS BY VILLAGE.....	8-25
DUTIES AND POWERS OF CHIEFS AND ASSISTANT CHIEFS	8-26
FIRE INSPECTION BY A VILLAGE FIRE DEPARTMENT.....	8-27
DISCIPLINE OF MEMBERS AND OFFICERS.....	8-27
ARSON CONVICTIONS PROHIBIT MEMBERSHIP	8-28
CONFLICTS IN OFFICES AND VILLAGE BOARD POSITIONS.....	8-28
ABOLITION OF THE VILLAGE FIRE DEPARTMENT	8-28
EMPLOYMENT OF PAID FIREFIGHTERS	8-29
FUND RAISING BY VILLAGE FIRE COMPANY	8-29
9. CITY FIRE DEPARTMENTS	9-1
RESIDENCY REQUIREMENTS OF NEW MEMBERS IN CITY CONTROLLED FIRE DEPARTMENT	9-1
LIMITATION OF NUMBER OF NON-RESIDENT FIREFIGHTERS	9-2
APPROVAL OF MEMBERSHIP BY CITY	9-2
PROHIBIT ACTIVITIES OF NEW MEMBERS UNTIL MEMBER APPROVED BY CITY.....	9-3
LEGISLATIVE APPROVAL OF MEMBERSHIP	9-3
CERTAIN DISCRIMINATION PROHIBITED.....	9-3
SUMMARY OF STEPS TO TAKE FOR APPROVAL INTO MEMBERSHIP	9-4
SAMPLE FIRE DISTRICT RESOLUTION FOR APPROVAL OF NEW MEMBER.....	9-4

RESIDENCY REQUIREMENTS WHEN A MEMBER MOVES	9-5
TERMINATION OF MEMBERSHIP UPON FAILURE TO MEET RESIDENCY REQUIREMENTS	9-6
CITY MAY IMPOSE RESIDENCY REQUIREMENTS	9-6
REIMBURSEMENT FOR ATTENDING TRAINING	9-7
REIMBURSEMENT FOR ATTENDANCE AT CONFERENCES	9-7
ANNUAL INSPECTION DINNERS	9-9
10. BYLAWS OF THE FIRE DEPARTMENT	10-1
MUNICIPALITY DOES NOT CONTROL BYLAWS	10-1
CHECKLIST OF ISSUES TO ADDRESS IN BYLAWS	10-1
GENERAL ISSUES.....	10-1
MEMBER ISSUES	10-2
DIRECTOR ISSUES	10-4
EXECUTIVE OFFICER ISSUES.....	10-5
CHIEF AND LINE OFFICER ISSUES	10-6
AGENTS & COMMITTEES	10-6
11. THE NOT-FOR-PROFIT CORPORATION LAW AND BYLAW MATTERS	11-1
INCORPORATION.....	11-1
CHECK THE EXISTENCE AND “ACTIVE” STATUS OF CORPORATION WITH THE STATE	11-2
CONFIRM THE CORRECT NAME OF THE CORPORATION.....	11-2
POWERS OF A NOT-FOR-PROFIT CORPORATION	11-2
RESTRICTION OF ACTIVITIES TO CORPORATE PURPOSES	11-4
PROFITS MAY NOT BE DISTRIBUTED.....	11-5
STRUCTURE OF THE CORPORATION.....	11-6
12. MEMBERSHIP ISSUES OF FIRE COMPANIES.....	12-1
ACTIVE MEMBERS	12-1
INACTIVE MEMBERS	12-1
LIFE MEMBERSHIP	12-2
MEMBERS UNDER THE AGE OF 18 YEARS	12-3
AVOID UNAUTHORIZED ACTS	12-3
NOTICE OF REGULAR AND SPECIAL MEMBER MEETINGS	12-3
BYLAWS DO NOT PROVIDE PROPER NOTICE OF MEMBER MEETINGS	12-4
WAIVER OF NOTICE OF MEMBER MEETINGS	12-5
ATTENDANCE OF A MEMBER MAY SERVE AS WAIVER	12-5
QUORUM OF MEMBERS FOR A MEMBER MEETING.....	12-5
APPROVAL OF ACTION BY MEMBERS	12-7
LIMITATION OF THE RIGHT TO VOTE.....	12-7

LIST OF MEMBERS ENTITLED TO VOTE REQUIRED	12-8
RECORD DATE FOR DETERMINING VOTING ELIGIBILITY	12-9
MEMBERS MAY ONLY HAVE ONE VOTE.....	12-9
LIMITATION ON VOTING RIGHTS	12-9
PROXY VOTING.....	12-10
ACTION OF MEMBERS WITHOUT A MEETING	12-11
ABSENTEE BALLOTS NOT PERMITTED BY LAW	12-11
POLLING STATIONS NOT PERMITTED	12-11
ROBERT’S RULES OF ORDER	12-12
APPEALS OF MEMBER ELECTIONS.....	12-12
MEMBER COMMITTEES	12-12
13. ADMISSION OF MEMBERS	13-1
NO PERSON HAS A RIGHT TO MEMBERSHIP	13-1
MEMBERSHIP REQUIREMENTS PERMITTED.....	13-1
APPLICANTS CONVICTED OF ARSON	13-1
MEMBERSHIP PERMITTED IN ONLY ONE FIRE DEPARTMENT OR FIRE COMPANY	13-2
PROBATIONARY PERIOD PERMITTED.....	13-2
ADDITIONAL VOTE AFTER PROBATIONARY PERIOD.....	13-2
SAMPLE BYLAW PROVISION ON PROBATIONARY PERIOD.....	13-3
PERMISSIBLE INTERVIEW QUESTIONS FOR APPLICANTS.....	13-4
14. YOUTH MEMBERS AND JUNIOR MEMBERS.....	14-1
RECKLESS ENDANGERMENT OF A MINOR.....	14-1
YOUTH PROGRAMS.....	14-2
BOY SCOUT EXPLORER PROGRAMS	14-3
MODEL BYLAW PROVISIONS	14-3
15. AUXILIARIES.....	15-1
DOES THE FIRE COMPANY DESIRE AN AUXILIARY?	15-1
NOT FOR PROFIT AND EXEMPT STATUS OF AUXILIARIES	15-1
DETERMINE WHETHER THE AUXILIARY IS INCORPORATED, TAX EXEMPT AND INSURED	15-2
AUXILIARY MEMBERS RESPONDING TO EMERGENCIES	15-4
EXISTENCE OF AN AUXILIARY WITHIN A FIRE DEPARTMENT	15-4
PROPOSED BYLAW FOR AUXILIARY AS A COMMITTEE OF FIRE COMPANY	15-4
16. THE BOARD OF DIRECTORS AND EXECUTIVE OFFICERS	16-1
MANAGEMENT OF THE CORPORATION	16-1
ROLES OF THE BOARD OF DIRECTORS.....	16-1
LIABILITY OF MEMBERS FOR MANAGEMENT OF CORPORATION.....	16-2

MAKE UP OF THE BOARD OF DIRECTORS.....	16-3
NUMBER OF DIRECTORS	16-3
ELECTION AND TERM OF DIRECTORS.....	16-4
CLASSES OF DIRECTORS	16-5
OFFICERS.....	16-5
TERMS OF OFFICERS.....	16-6
RESPONSIBILITIES OF OFFICERS	16-6
BONDING OF OFFICERS.....	16-6
EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS.....	16-6
CHIEFS ON THE BOARD OF DIRECTORS	16-7
AUTHORIZED ACTS.....	16-8
ACTING THROUGH RESOLUTIONS	16-9
REQUIRED NOTICE OF BOARD OF DIRECTOR'S MEETINGS	16-9
ADJOURNMENT OF MEETINGS.....	16-10
QUORUM OF DIRECTORS.....	16-10
MAJORITY VOTE OF BOARD REQUIRED	16-11
ACTION OF THE BOARD WITHOUT A MEETING	16-11
TELEPHONE CONFERENCE CALLS OF DIRECTOR MEETINGS.....	16-12
PLACE AND TIME OF MEETINGS OF THE BOARD	16-12
SPECIAL MEETINGS OF THE BOARD OF DIRECTORS	16-12
DUTY TO ACT IN GOOD FAITH.....	16-12
DUTY OF LOYALTY TO CORPORATION.....	16-13
BUSINESS JUDGMENT RULE.....	16-13
RELIANCE ON OTHERS WHEN MAKING DECISIONS	16-13
ACTS NOT IN GOOD FAITH	16-14
LIABILITY OF DIRECTORS IN CERTAIN CASES.....	16-14
LIABILITY OF DIRECTORS AND OFFICERS	16-15
ACTIONS AGAINST DIRECTORS OR OFFICERS	16-16
LIABILITY FOR ILLEGALLY DISTRIBUTING ASSETS	16-16
LAWSUITS AGAINST THE DIRECTORS AND OFFICERS.....	16-17
DIRECTORS AND OFFICERS LIABILITY INSURANCE	16-17
PROHIBITED ACTIONS OF COMMITTEES OF THE BOARD	16-18
COMMITTEES OF THE BOARD	16-18
FINANCIAL INVESTMENTS	16-19
LIABILITY OF DIRECTORS FOR DECISIONS INVOLVING FINANCES	16-19
LOANS TO DIRECTORS AND OFFICERS	16-20
CONTRACTS WITH INTERESTED DIRECTORS AND OFFICERS	16-20

FIXING SALARIES OF DIRECTORS AND OFFICERS	16-21
REMOVAL OF DIRECTORS	16-22
REMOVAL OF OFFICERS	16-22
LIST OF DIRECTORS AND OFFICERS	16-23
INDEMNIFICATION OF OFFICERS AND DIRECTORS	16-23
17. DUTIES OF THE FIRE CHIEF	17-1
18. ETHICAL OBLIGATIONS OF CHIEFS AND ASSISTANT CHIEFS.....	18-1
19. POLICIES TO ENFORCE ETHICAL BEHAVIOR OF OFFICERS AND DIRECTORS	19-1
PROHIBITION OF FINANCIAL INTERESTS & CODE OF ETHICS	19-1
CODE OF ETHICS POLICY	19-1
PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS	19-7
SAMPLE FIRE COMPANY CREDIT CARD POLICY	19-8
SAMPLE PURCHASING POLICIES OF THE FIRE COMPANY	19-10
20. CONFLICTS IN OFFICES	20-1
CONFLICTS IN FIRE DISTRICTS	20-1
CONFLICTS IN JOINT FIRE DISTRICTS	20-4
CONFLICTS IN VILLAGE FIRE DEPARTMENTS	20-5
MISCELLANEOUS CONFLICT ISSUES	20-6
21. ROLE OF THE FIRE COMPANY SECRETARY	21-1
22. REPORTING REQUIREMENTS OF FIRE DEPARTMENTS AND FIRE COMPANIES.....	22-1
FINANCIAL REPORTING.....	22-1
REPORT TO THE COUNTY CLERK	22-1
IRS FORM 990 AND FEDERAL REPORTING REQUIREMENTS.....	22-2
ANNUAL REPORT OF BOARD OF DIRECTORS	22-4
REPORTING OF FOREIGN FIRE INSURANCE	22-5
MAINTENANCE OF BOOKS AND RECORDS	22-5
RIGHT OF MEMBERS TO INSPECT RECORDS	22-6
MINUTES ARE EVIDENCE OF WHAT OCCURRED	22-7
CHARITIES REPORTING	22-7
23. FOREIGN FIRE INSURANCE FUNDS	23-1
FUNDS MUST BENEFIT MEMBERS	23-1
DISTRIBUTION OF FUNDS IN MULTI-COMPANY FIRE DEPARTMENTS	23-3
TREASURER'S OBLIGATIONS AND BEST PRACTICES	23-3
EXPENDITURES.....	23-4
EXAMPLES OF PERMITTED USAGES	23-4
EXAMPLES OF NON-PERMITTED USAGES	23-5

REPORT TO BE FILED WITH COMPTROLLER	23-6
24. PRACTICES TO PROTECT THE FINANCES OF THE CORPORATION	24-1
CHECK THE CORPORATION'S FEDERAL INCOME TAX EXEMPT STATUS	24-1
IS THE EXEMPTION FROM INCOME TAX STILL IN PLACE	24-1
SAMPLE ANTI-CONFLICT & SELF DEALING RULE	24-2
HOW FUNDS ARE STOLEN FROM THE CORPORATION.....	24-3
METHODS TO PROTECT THE FUNDS OF THE CORPORATION.....	24-4
PROPOSED FINANCIAL RECORD KEEPING POLICY.....	24-8
DONATIONS	24-10
DEPOSITS.....	24-10
FUNDRAISING RECORDS	24-11
REQUIRED AUDIT OF FIRE COMPANIES	24-13
FINANCIAL RECORD KEEPING PRACTICES	24-13
MAINTAIN INVENTORY AND EQUIPMENT LISTS.....	24-15
25. FUNDRAISING	25-1
PERMISSION REQUIRED FOR FUNDRAISING EVENTS	25-1
REPORTING OF FUNDRAISING	25-2
SECURITY PERSONNEL AT FUNDRAISING EVENTS	25-2
26. RAFFLES	26-1
SPONSORING AN UNAUTHORIZED RAFFLE IS A CRIME.....	26-1
DEFINITION OF A RAFFLE.....	26-1
FIRE DEPARTMENTS MAY ORGANIZE RAFFLES	26-1
GAMES OF CHANCE IDENTIFICATION NUMBER REQUIRED	26-2
THREE YEAR EXISTENCE TO QUALIFY FOR GAMING LICENSE	26-2
APPLICATION FOR RAFFLE PERMIT.....	26-2
MUNICIPAL NOTICE AND REGISTRATION.....	26-2
MUNICIPAL CLERK TO RECEIVE FILINGS.....	26-3
LICENSE FEE FOR REGISTERED FIRE DEPARTMENTS	26-3
ADVERTISING OF RAFFLES	26-3
RAFFLE RULES	26-4
TICKETS & EQUIPMENT USED IN RAFFLES	26-6
LIMITATION ON AMOUNT OF PRIZE	26-7
SPECIAL ACCOUNTS FOR DEPOSITS OF RAFFLE PROCEEDS	26-7
LAWFUL USE OF RAFFLE PROFIT REQUIRED.....	26-7
REPORTS TO BE FILED WHERE CUMULATIVE NET PROCEEDS ARE LESS THAN \$30,000.....	26-8
REPORTS TO BE FILED AFTER RAFFLE.....	26-8

ADDITIONAL FEE UPON FILING OF REPORT OF RAFFLE.....	26-9
EXAMINATION OF RECORDS.....	26-9
FORMS.....	26-9
27. SEXUAL HARASSMENT.....	27-1
FEDERAL AND STATE LAWS.....	27-1
APPLICATION OF LAWS TO VOLUNTEER ORGANIZATIONS.....	27-1
REVIEW OF DEPARTMENT ACTIONS AFTER COMPLAINT.....	27-2
SAMPLE SEXUAL HARASSMENT POLICY.....	27-3
28. ALCOHOL SALES AND USE.....	28-1
V.F.B.L. AND ALCOHOL.....	28-1
NO COMMON LAW LIABILITY FOR SALES TO ADULTS.....	28-1
LIABILITY FOR INTOXICATED GUESTS ON FIRE DEPARTMENT PROPERTY.....	28-2
LIABILITY FOR PROVIDING ALCOHOL TO PERSONS UNDER AGE 21.....	28-3
ALCOHOL CONSUMPTION BY MINORS.....	28-4
TYPES OF POLICIES ON ALCOHOL.....	28-4
ZERO TOLERANCE POLICIES REGARDING ALCOHOL USE PRIOR TO SERVICE.....	28-4
SAMPLE ZERO-TOLERANCE POLICY.....	28-4
LIMITED DUTY POLICY.....	28-6
ALCOHOL IN THE FIRE HOUSE.....	28-6
29. SMOKING IN THE FIRE HOUSE.....	29-1
WAIVERS.....	29-2
30. DRUG AND ALCOHOL TESTING.....	30-1
DRUG TESTING OF FIREFIGHTERS IS PERMITTED.....	30-1
DRUG TESTING AND THE CONSTITUTION.....	30-1
DRUG TESTING EVENTS.....	30-2
CERTAIN DRUG TESTING PROGRAMS ARE PERMITTED.....	30-2
PROVIDE NOTICE OF DRUG TESTING POLICY.....	30-2
DRUG TESTING BASED UPON A TRIGGERING EVENT.....	30-3
DRUG TESTING AS A RESULT OF AN OFF-DUTY ACCIDENT.....	30-3
REFUSAL TO SUBMIT TO A DRUG TEST.....	30-4
PENALTIES FOR A POSITIVE DRUG TEST.....	30-4
REQUIRING PERSONS TO RESIGN AFTER DRUG USE.....	30-4
COLLECTIVE BARGAINING AGREEMENTS AND DRUG TESTING.....	30-5
DRUG TESTING PROGRAMS SHOULD BE IN WRITING.....	30-5
PARTICIPATION FORMS FOR DRUG & ALCOHOL POLICY.....	30-5
GENERAL PERFORMANCE OBJECTIVES OF TESTING PROGRAMS.....	30-5

TRAINING ON THE DRUG & ALCOHOL POLICY	30-7
SAMPLE DRUG TESTING PROCESS	30-8
TRAINING OF OFFICERS AND SUPERVISORS	30-9
CHEMICAL AND ALCOHOL TESTING	30-9
POLICIES GOVERNING REMOVAL FROM ACTIVITIES	30-10
ALCOHOL BREATH TESTS	30-11
EMPLOYEE ASSISTANCE PROGRAMS	30-11
PENALTIES AND ACTIONS AFTER A POSITIVE DRUG TEST	30-12
PROTECTION OF INFORMATION	30-13
THE REHABILITATION ACT	30-14
CONSIDERING PAST DRUG USE UPON ADMISSION OR HIRING	30-14
31. EXPENSES FOR APPEARANCE AT COURT PROCEEDINGS	31-1
32. DISCRIMINATION BY A FIRE DEPARTMENT OR FIRE COMPANY	32-1
REMEDY FOR THOSE DISCRIMINATED AGAINST	32-1
33. EMERGENCY VEHICLE DRIVING ISSUES	33-1
NO SPECIAL LICENSE FOR OPERATING FIRE VEHICLES REQUIRED	33-1
DEFINITION OF EMERGENCY VEHICLE	33-1
FIRE DEPARTMENT OWNED AMBULANCES	33-2
EMERGENCY LIGHTING ON PERSONAL VEHICLES	33-2
USING PERSONAL VEHICLES AS EMERGENCY VEHICLES	33-2
LIABILITY WHILE DRIVING A PERSONAL VEHICLE	33-3
INSURANCE COSTS OF PERSONAL VEHICLES AFTER ACCIDENTS	33-3
RIGHTS OF EMERGENCY VEHICLES	33-4
REQUIREMENTS FOR ENGAGING IN EMERGENCY OPERATIONS	33-4
DRIVING WITH DUE REGARD	33-5
PASSING STOPPED SCHOOL BUSES	33-5
LIABILITY FOR INJURIES CAUSED BY EMERGENCY VEHICLES	33-5
FIRE DISTRICT LIABILITY	33-6
RECKLESS DRIVING DEFINED	33-6
DEPARTMENT POLICIES	33-7
AVOID IMPLEMENTING N.F.P.A. DRIVING STANDARD	33-7
CELLULAR PHONES	33-8
USE OF SEATBELTS IN FIRE APPARATUS	33-9
MONITORING DRIVERS' DRIVING HISTORY	33-9
SAMPLE POLICY FOR IMPLEMENTATION OF LENS PROGRAM	33-10
TAXATION OF FIRE CHIEF'S USE OF VEHICLE	33-10
SAMPLE POLICY FOR USE OF FIRE CHIEF'S VEHICLE	33-11

34. PROCEDURES AFTER AN ACCIDENT INVOLVING AN EMERGENCY VEHICLE.....	34-1
35. WARNING EQUIPMENT ON VEHICLES	35-1
BLUE LIGHTS.....	35-1
ADDITIONAL REQUIREMENTS FOR BLUE LIGHTS	35-2
36. FINANCING OPTIONS FOR FIRE DEPARTMENTS AND FIRE COMPANIES.....	36-1
FIRE DEPARTMENTS QUALIFY FOR FINANCING	36-1
REQUIREMENTS FOR APPROVAL OF BOND FINANCING.....	36-2
N.Y.S. REVOLVING LOAN FUND.....	36-3
THERMAL IMAGING CAMERA GRANT PROGRAM.....	36-6
37. TITLES OF OPERATING PROCEDURES.....	37-1
UTILIZE THE TERM “BEST PRACTICE GUIDELINES”	37-1
38. FIREFIGHTERS’ RIGHT TO KNOW ABOUT HAZARDOUS MATERIALS	38-1
39. REPORTING FIREFIGHTER INJURIES, DISABILITIES AND DEATH	39-1
O.S.H.A. ’S RECORDKEEPING RULE AND THE O.S.H.A. 300 LOG.....	39-1
RECORDING INJURIES AND ILLNESSES	39-1
FORMS USED FOR RECORDING INJURIES AND ILLNESSES	39-3
FLOW CHART FOR DECIDING WHETHER INJURIES SHOULD BE REPORTED.....	39-3
NON-REPORTABLE INJURIES.....	39-4
ISSUES OF PRIVACY AND RECORDING INJURIES AND ILLNESSES	39-5
ALL FIREFIGHTERS AND PERSONNEL ARE COVERED.....	39-6
REQUIREMENT TO POST THE ANNUAL SUMMARY.....	39-6
PERSONNEL MUST BE INVOLVED	39-6
DISCRIMINATION PROHIBITED.....	39-7
RELEASE OF INFORMATION TO GOVERNMENT REPRESENTATIVES	39-7
40. O.S.H.A. BLOODBORNE PATHOGEN REGULATIONS	40-1
BLOODBORNE PATHOGEN DEFINITION.....	40-1
UNIVERSAL PRECAUTIONS	40-1
EXPOSURE DETERMINATION REQUIRED	40-2
HAND WASHING REQUIRED	40-4
NEEDLES	40-4
CONTAINERS FOR CONTAMINATION.....	40-5
EATING AND OTHER ACTIVITIES NEAR EXPOSED AREAS	40-6
CONTAMINATED EQUIPMENT	40-6
LAUNDRY.....	40-7
PERSONAL PROTECTIVE EQUIPMENT.....	40-7
WORK ENVIRONMENT	40-9

TRAINING	40-10
CONTENTS OF TRAINING PROGRAM	40-11
HEPATITIS B VACCINATION	40-12
POST-EXPOSURE EVALUATION AND FOLLOW-UP	40-13
INFORMATION PROVIDED TO THE HEALTHCARE PROFESSIONAL	40-14
HEALTHCARE PROFESSIONAL'S WRITTEN OPINION	40-14
MEDICAL RECORDKEEPING	40-15
LABELS AND SIGNS	40-16
TRAINING RECORDS	40-17
TRANSFER OF RECORDS OF DEFUNCT DEPARTMENT/COMPANY	40-17
SHARPS INJURY LOG	40-17
RECORDING EXPOSURES FROM SHARPS	40-18
41. TRAINING AND QUALIFICATION OF FIREFIGHTERS.....	41-1
FEDERAL REGULATIONS GOVERNING FIREFIGHTING	41-1
REQUIRED POLICIES	41-1
PHYSICAL FITNESS OF FIREFIGHTERS	41-2
TRAINING OF FIREFIGHTERS.....	41-2
FIREFIGHTING CERTIFICATIONS.....	41-3
N.Y.S. FIREFIGHTER RECRUIT II.....	41-4
INSPECTION OF S.C.B.A. AND EQUIPMENT	41-5
PROTECTIVE CLOTHING.....	41-5
RESPIRATORY PROTECTION DEVICES	41-5
S.C.B.A. FIT TESTING.....	41-6
BEARDS MAY BE PROHIBITED ON INTERIOR FIREFIGHTERS	41-8
INTERIOR FIREFIGHTING AND THE FEDERAL REGULATIONS	41-8
42. HAZARDOUS MATERIALS TRAINING	42-1
REQUIRED TRAINING	42-1
EXCEPTIONS FOR TRAINING OF RESPONDERS	42-1
NON-MANDATORY HAZARDOUS MATERIAL TRAININGS.....	42-2
RESPONSE LEVELS TO WHICH RESPONDERS MUST BE TRAINED	42-3
REFRESHER TRAINING OF FIRST RESPONDERS	42-11
POST EXPOSURE MEDICAL CONSULTATION.....	42-11
43. LIVE FIRE TRAINING IN ACQUIRED STRUCTURES	43-1
THE NEED FOR TRAINING.....	43-1
N.I.O.S.H. RECOMMENDATIONS FOR LIVE FIRE TRAINING	43-1
N.F.P.A. 1403's USE IN CRIMINAL COURTS	43-2

N.F.P.A. USE IN CIVIL LAWSUITS	43-2
N.F.P.A. 1403 STANDARDS.....	43-2
CRIMINAL PENALTIES FOR CAUSING INJURIES WHILE TRAINING	43-4
KNOWN RISKS OF SERIOUS HARM.....	43-5
USE OF LIVE VICTIMS PROHIBITED	43-6
44. JOINT TRAINING PROGRAMS	44-1
45. DISABILITY ISSUES IN FIRE DEPARTMENTS.....	45-1
NEW YORK STATE LAW PROHIBITS DISCRIMINATION.....	45-1
APPLICATION OF DISCRIMINATION LAW TO VOLUNTEERS.....	45-1
EXAMPLES REGARDING THE DISABILITY DISCRIMINATION LAWS.....	45-1
DEFINITION OF DISABILITY UNDER STATE LAW	45-2
CREATE PHYSICAL FITNESS REQUIREMENTS TO AVOID DISCRIMINATION CLAIMS	45-3
BONA-FIDE SKILLS AND QUALIFICATIONS PERMITTED	45-4
LEGITIMATE REASONS FOR NOT ACCEPTING PERSONS WITH DISABILITIES	45-4
MEDICAL AND PHYSICAL EXAMINATIONS BEFORE ACCEPTANCE AS VOLUNTEER OR EMPLOYEE	45-6
PREGNANCY	45-6
46. ARSON BACKGROUND CHECKS	46-1
47. EXEMPT FIREFIGHTERS	47-1
48. LEAVES OF ABSENCE FOR VOLUNTEER FIREFIGHTERS DUE TO MILITARY SERVICE	48-1
49. DISCIPLINE OF FIREFIGHTERS BY FIRE COMPANIES	49-1
RIGHT TO DUE PROCESS	49-1
LIMITED DUE PROCESS FOR PROBATIONARY MEMBERS	49-1
VIOLATIONS WARRANTING DISCIPLINE.....	49-1
SUSPENSIONS	49-2
RESTRICTIONS OF SUSPENDED MEMBERS	49-2
DUE PROCESS FOR MEMBERS	49-3
“DEEMED RESIGNED” IS NOT ACCEPTABLE	49-4
APPEALS OF DISCIPLINE.....	49-4
RESIGNATIONS OF MEMBERS	49-5
VIOLATIONS OF NON-WRITTEN POLICIES	49-5
50. DISCIPLINE OF FIREFIGHTERS AND FIRE OFFICERS BY MUNICIPALITIES.....	50-1
SAMPLE MUNICIPAL DISCIPLINE POLICY	50-1
VIOLATIONS OF NON-WRITTEN POLICIES	50-4

51. VOLUNTEER FIREFIGHTERS' BENEFIT LAW	51-1
V.F.B.L. BENEFITS.....	51-1
QUALIFIED ACTIVITIES FOR V.F.B.L. COVERAGE.....	51-2
LIABILITY FOR V.F.B.L. BENEFITS.....	51-6
V.F.B.L. AND MUTUAL AID RESPONSES	51-8
FIRE DEPARTMENTS NOT LIABLE FOR BENEFITS	51-9
COUNTY RESPONSIBILITY FOR BENEFITS	51-9
V.F.B.L. AS EXCLUSIVE REMEDY FOR FIREFIGHTERS.....	51-10
52. PAYMENTS TO VOLUNTEER FIREFIGHTERS	52-1
"VOLUNTEER" DEFINED IN FAIR LABOR STANDARDS ACT.....	52-1
FIREFIGHTERS PROHIBITED FROM VOLUNTEERING FOR EMPLOYER.....	52-1
CERTAIN COMPENSATION OF VOLUNTEERS PERMITTED	52-2
NOMINAL FEES AND "PAID ON CALL" RULES	52-3
IMPERMISSIBLE RECRUITMENT AND RETENTION BENEFITS	52-4
DEATH AND DISABILITY BENEFITS.....	52-5
53. FIRE POLICE AND FIRE POLICE SQUADS	53-1
POWERS OF FIRE POLICE AS PEACE OFFICERS	53-1
ORGANIZING FIRE POLICE SQUADS	53-5
FIRE POLICE NEED NOT BE FIREFIGHTERS	53-6
FIRE POLICE OATH.....	53-6
TRAINING REQUIRED	53-6
REGISTRATION OF PEACE OFFICERS REQUIRED.....	53-6
54. CONTROL OF EMERGENCY SCENES	54-1
55. RIGHT OF FIREFIGHTERS TO ENTER BUILDINGS AND RIGHT OF WARRANTLESS ENTRY	55-1
56. OBSTRUCTION OF FIREFIGHTING OPERATIONS	56-1
57. MUTUAL AID BY FIRE COMPANIES	57-1
MUNICIPALITY MAY RESTRICT FIRE PROTECTION AND TRAINING TO HOME TERRITORY	57-1
LIABILITY FOR DAMAGE CAUSED DURING MUTUAL AID SERVICES.....	57-2
WAIVERS OF LIABILITY FOR DAMAGES AND EXPENSES	57-3
58. MUTUAL AID PROVIDED BY FIREFIGHTERS	58-1
FIREFIGHTERS RESPONDING FREQUENTLY WITH FIRE DEPARTMENTS IN WHICH THEY ARE NOT MEMBERS.....	58-1
UNPLANNED RESPONSE OF VOLUNTEER FIREFIGHTER WITH OTHER FIRE DEPARTMENTS	58-2
MUNICIPALITY MAY PROHIBIT SERVICE BY NON-MEMBERS.....	58-2

59. AMBULANCE SERVICE ISSUES.....	59-1
PATIENT REFUSAL ACKNOWLEDGEMENTS	59-1
WHEN TO OBTAIN A PATIENT REFUSAL	59-1
LARGE SCALE INCIDENTS WITH NUMEROUS PATIENTS	59-2
PATIENTS PERMITTED TO REFUSE CARE	59-2
COMPETENCY OF PATIENTS.....	59-2
CAPACITY OF PATIENTS	59-3
MINORS MAY NOT REFUSE	59-3
PARENTAL RIGHT TO REFUSE CARE FOR MINOR.....	59-4
POLICE POWER TO FORCE TRANSPORTATION OR TREATMENT	59-4
MEDICAL CONTROL ASSISTANCE WITH REFUSING PATIENTS.....	59-5
PROVIDERS PERMITTED TO COMPLETE A P.C.R.	59-5
CONTENTS OF A PATIENT REFUSAL	59-5
AGENCIES SHOULD CREATE OWN REFUSAL FORM.....	59-6
MEDICAL DIRECTOR AGREEMENTS	59-8
SAMPLE MEDICAL DIRECTOR AGREEMENT.....	59-8
60. E.M.T. - PATIENT PRIVILEGE OF COMMUNICATIONS	60-1
61. MANDATED REPORTING OF SUSPECTED CHILD ABUSE.....	61-1
DUTY TO REPORT SUSPECTED CHILD ABUSE	61-1
MAKING A REPORT OF SUSPECTED CHILD ABUSE	61-2
ACTIONS TAKEN BY E.M.T. IN ADDITION TO REPORTING.....	61-3
PENALTIES FOR FAILING TO REPORT SUSPECTED CHILD ABUSE.....	61-4
62. LIABILITIES OF MUNICIPALITIES, FIRE DEPARTMENTS AND FIREFIGHTERS.....	62-1
MUNICIPAL LIABILITY.....	62-1
STANDARD OF LIABILITY FOR VILLAGES, CITIES AND TOWNS	62-2
MUNICIPAL LIABILITY FOR NEGLIGENT DRIVING OF PAID FIREFIGHTERS	62-3
LIABILITY OF CONTRACTING MUNICIPALITY	62-3
LIABILITIES OF TOWNS.....	62-3
LIABILITY OF FIREFIGHTERS	62-4
LIABILITY OF FIRE COMPANIES.....	62-5
REQUIREMENTS TO FILE LAWSUITS AGAINST MUNICIPALITIES & FIRE DISTRICTS	62-5
TIME LIMIT TO SUE MUNICIPALITIES FOR ACTS OF FIREFIGHTERS	62-6
SPECIAL DUTY RULES	62-6
REQUIREMENT TO FORM A SPECIAL DUTY	62-7
APPLICATION OF THE SPECIAL DUTY RULE.....	62-7
DEFENSE AND INDEMNIFICATION OF OFFICERS, EMPLOYEES AND VOLUNTEERS	62-8

63. PROPERTY TAXES AND IMPROVEMENT DISTRICT TAXES	63-1
PROPERTY OWNED BY A BENEVOLENT ASSOCIATION	63-3
64. FUEL TAXES	64-1
65. FIRE HOUSES OWNED BY TOWNS.....	65-1
66. FIRE DEPARTMENT EXEMPTION FROM MUNICIPAL ZONING	66-1
67. STATE DISASTERS AND CONTROL OVER FIRE DEPARTMENTS	67-1
68. FREEDOM OF INFORMATION LAW	68-1
FIRE DEPARTMENTS MUST COMPLY WITH FOIL.....	68-1
POLICIES REQUIRED BY DEPARTMENT	68-1
PUBLIC DOCUMENTS DEFINED.....	68-2
DOCUMENTS WHICH ARE NOT PUBLIC.....	68-2
RIGHT TO PROTECT PERSONAL PRIVACY	68-4
NO REQUIREMENT TO CREATE DOCUMENTS	68-5
PROCEDURES UPON RECEIVING FOIL REQUEST	68-5
APPEALS OF DENIALS TO RECORDS	68-6
RECORDING MEETINGS	68-6
69. OPEN MEETINGS LAW	69-1
FIRE DEPARTMENTS SHOULD ABIDE BY THE OPEN MEETINGS LAW	69-1
POLICY OF THE OPEN MEETINGS LAW.....	69-1
EVERY MEETING IS OPEN TO THE PUBLIC	69-1
PUBLIC NOTICE OF MEETINGS	69-2
EXECUTIVE SESSIONS.....	69-2
PERMISSIBLE REASONS FOR AN EXECUTIVE SESSION.....	69-3
MINUTES AT OPEN MEETINGS AND HEARINGS	69-4
REMEDIES FOR VIOLATIONS OF OPEN MEETINGS LAW	69-4
70. FINES IMPOSED FOR CALLING FIRE DEPARTMENTS TO FALSE ALARMS	70-1
71. VEHICLE AND TRAFFIC VIOLATIONS OF THE PUBLIC	71-1
VIOLATION FOR DRIVING OVER HOSE	71-1
DISPLAY OF WORDS ON VEHICLE SUCH AS “FIRE DEPARTMENT” ARE AN INFRACTION	71-1
FOLLOWING FIRE VEHICLES NOT PERMITTED	71-1
YIELDING TO FIRE VEHICLES REQUIRED.....	71-2
DUTY OF DRIVERS TO REDUCE SPEED NEAR EMERGENCIES.....	71-2
72. RECORD RETENTION	72-1
73. RIDE ALONG PROGRAMS	73-1
RIDE ALONG ISSUES	73-1
SAMPLE RIDE ALONG POLICY.....	73-1

74. MISCELLANEOUS MATTERS.....	74-1
ABANDONED INFANT PROTECTION ACT	74-1
EXEMPTION FROM MORTGAGE RECORDING FEE	74-1

