



FIRE DEPARTMENT • CITY OF NEW YORK

Department Order No. 48

June 29, 2015



1.1

With regret, the Department announces the death of Firefighter *Thomas R. O'Donnell*, E-303 (appointed May 31, 2005), which occurred on June 28, 2015.



FF Thomas R. O'Donnell

65-2

Funeral will take place from Cecere Funeral Home, 2283 Grand Avenue, Baldwin, NY, on Thursday, July 2, 2015, followed by a Mass of Christian Burial at 1100 hours, St. Christopher's RC Church, 11 Gale Avenue, Baldwin, NY.

Viewing Hours:

Wednesday, July 1, 2015

1400 Hours to 1600 Hours
and

1900 Hours to 2100 Hours

Members of the Department who are off-duty are requested to attend the funeral in regulation uniform as a mark of respect to the deceased.

2.1

AUC 323

All Unit Circular 323, dated June 10, 2015 titled *Probationary Firefighters Development Program* is **amended** as follows: Under Section 2.1 **Add:** New 2nd Paragraph, to read:

Probationary firefighters get three (3) attempts to pass each quiz. If a passing mark is not attained after the third attempt, the program will be temporarily locked and will require the company officer to contact the Probationary Firefighters Development Program Group via email to 323PDGrp@fdny.nyc.gov to re-activate.

Affected pages 1-2 (Rev. 06/29/15) reflecting this change have been **issued** and forwarded to all Bureaus and Divisions for equal distribution to all units under their command, one to each unit.

2.2

AUC 205, ADDENDUM 1

All Unit Circular 205, Addendum 1, dated February 1, 2015 titled *Request for Spray Caps* is **amended** as follows: **Add:** Individual DEP Hydrant Number

Affected pages 1-2 (Rev. 06/29/15) reflecting this change have been **issued** and forwarded to all Bureaus and Divisions for equal distribution to all units under their command, one to each unit.

2.3

HOLIDAY COMPENSATORY REIMBURSEMENT

Payment of unused Holiday Compensatory Time earned on Veterans Day 2014 to eligible Officers, Firefighters and Fire Marshals who submitted requests for monetary reimbursement will be made on the July 2, 2015 payroll. Remuneration will appear on affected members' pay stubs as "Regular Pay Amount Earned Prior Period". Inquiries concerning this payroll shall be submitted to Bureau of Payroll and Timekeeping in written form only.

2.4

PAYROLL AND CHECKS

The Bi-Weekly Payroll of July 2, 2015, includes payment of overtime for the period of *June 7, 2015* through *June 20, 2015*. Inquiries may be submitted to the Bureau of Payroll in written form only.

2.5

QUARTERMASTER CLOSING

The Quartermaster store at Fort Totten will be **closed** for business on Thursday, July 9, 2015 and Friday, July 10, 2015 to size and outfit the new class of probationary EMTs. Personal Protective gear will be distributed for emergency replacement only. The store will reopen for business on Monday, July 13, 2015. The satellite store on Randall's Island will maintain normal operations during this time. Also note both Quartermaster locations will be closed on Friday, July 3, 2015 for observance of the 4th of July Holiday.

2.6 CHANGES TO HEALTH BENEFITS USING ESS

Employees are reminded that Employee Self Service (ESS) eBenefits can be used to make changes to health benefit records for a qualifying life event (i.e. adding a newborn, adding a spouse for the first time or dropping a spouse or child). However, documentation (e.g. birth or marriage certificate, or divorce decree, and/or proof of other insurance) for such entries must be submitted to the Health Benefits Unit at FDNY Headquarters within 30 days of the qualifying event. The only exception to the 30 day cutoff is for submission of a birth certificate for a newborn child. Transactions will not be officially updated until appropriate documentation is received. The required information can be faxed to the Health Benefits Unit at (718) 999-7139. Indicate your name, Employee ID number, and that you have used the Employee Self Service account and wish to update your information. You may check the status of your request on the Employee Self Service (ESS) within a few days of submitting your documentation to the Health Benefits Unit. Unfortunately, the Health Benefits Unit CANNOT confirm faxes received so please utilize the program for your convenience.

2.7 EMPLOYEE SELF-SERVICE (ESS)

The City of New York Employee Self-Service (ESS) is a tool for employees to track personal, payroll, tax and benefits information. With a few easy steps you can set up an account and have quick and secure access to information you may need or want to change at any given time on an array of topics.

CATEGORIES:

1. **PERSONAL DATA:** Update personal information such as address, emergency contacts, e-mail addresses, birth of a child, and a marriage or domestic partnership to your profile.
2. **PAYROLL AND TAX:** Information at a glance – including direct deposit information, electronic pay stubs, deductions history and W-2 data.
3. **HEALTH BENEFITS:** Review key plan information which allows you to enroll in different health plans during the annual transfer period in the fall of each year. Get a head start to find out the best plan for you and your family! Add or delete dependents from your health plans as circumstances change.
4. **CAREER ADVANCEMENT:** Provides real time access to job postings.

ACCESS IS SIMPLE:

1. Go to the FDNY Intranet on your computer and drop down to the workplace related section and highlight and click on the category - Employee Self-Service. From outside a city office use www.nyc.gov/ess and follow the prompts.
2. Use your USER ID, a 7 digit Employee ID/PMS Reference on your pay stub, which you are already using for CITY TIME applications to access information.
3. Password set up is detailed in the ESS section of either site or via help at employeesupport@dcas.nyc.gov.

2.8 ENGINE COMPANY CHAUFFEUR CLASS 12-2015

The following members, having satisfactorily completed the course of instruction in the care and operation of Motors and Pumps at the Bureau of Training on June 25, 2015, are hereby designated Engine Company Chauffeurs:

Firefighter	Engine	Firefighter	Engine
Henry Gullotti	8	Eric P. Yanega	230
George E. Jones	92	Andrew J. Trotta	249
Rodney L. Colon	156	Santino V. DeGregorio	271
Dominic LaForgia	165	Frank S Miscioscia	293
Paul M. Parr	214		

These members have satisfactorily completed the *National Traffic Safety Institute's Traffic Survival Workshop*. Firefighter *Santino V. DeGregorio*, E-271, achieved the highest ratings in the class.

2.9 MILITARY LEAVE WITHOUT PAY

Military Leave of Absence Without Pay is granted to the following member. Leave is effective 0900 hours.

Firefighter	Unit	Activation Date
Joseph A. Spadavecchia	E-68	07-03-15

2.10 MILITARY LEAVE WITHOUT PAY - ACTIVATION AND RETURN

The following member has been activated and returned from military duty at 0900 hours on the dates indicated:

Firefighter	Unit	Activation Date	Return from Activation
Jamaal A. Harris	E-211	05-08-15	07-03-15

By Order of: **Daniel A. Nigro**, Fire Commissioner
James E. Leonard, Chief of Department