



FIRE DEPARTMENT • CITY OF NEW YORK

Department Order No. 73 with Supplements 34 & 35

June 9, 2023

Edited Online Edition



1.1 With regret, the Department announces the death of retired Firefighter *Jeffrey C. Popken* appointed June 26, 1963, retired May 25, 1998, formerly of E-70, residing in Carmel, NY, which occurred on April 12, 2023.

1.2 With regret, the Department announces the death of retired Firefighter *Svend M. Jansen* appointed May 27, 1967, retired May 31, 1994, formerly of L-53, residing in Ridgefield, CT, which occurred on April 13, 2023.

1.3 With regret, the Department announces the death of retired Battalion Chief *John C. Griffin* appointed January 1, 1953, retired May 1, 1987, formerly of B-52, residing in Oviedo, FL, which occurred on April 14, 2023.

1.4 With regret, the Department announces the death of retired Firefighter *Anthony C. Zambito* appointed December 1, 1959, retired September 10, 1986, formerly of E-153, residing in Staten Island, NY, which occurred on April 14, 2023.

2.1 SUPPLEMENTS TO DEPARTMENT ORDER

The following Supplements to Department Order No. 73 are forwarded to all units:

Supplement No. 34, relative to "*Retirements*"

Supplement No. 35, relative to "*Firefighter Transfers*"

2.2 REGULATIONS REMINDER – DOGS HOUSED IN QUARTERS

All members are reminded to comply with Regulations, Chapter 19, Section 19.3.3; which states:

19.3.3 Company Commanders shall comply with the New York City Health Code pertaining to the control and welfare of dogs housed in quarters. They shall require the following:

- A. Dog is licensed and immunized in accordance with Department of Health guidelines.
- B. Dogs shall not be permitted to leave quarters unless escorted and effectively restrained by a leash or chain not more than 6 feet long.
- C. Dogs shall not ride on company apparatus.
- D. Dogs in occupied quarters shall be under restraint or control to prevent accidental injury to any visitors.
- E. Dogs left in unoccupied quarters when apparatus responds may be permitted to remain free of control provided that security of quarters is maintained.
- F. Whenever a dog has bitten a person, New York City Health Department shall be notified immediately. In such instances, the Officer-on-duty shall be guided by the Health Department's directions. Medical attention shall be provided for the person bitten. Battalion Chief and Deputy Chief on duty shall be notified.
- G. A report of the incident giving full particulars shall be forwarded by the Officer-on-duty to the Chief of Operations.

Note: Chief and company officers shall ensure compliance with above directive.

2.3 2024 FISCAL LEAP YEAR CALCULATION

2024 Fiscal Leap Year begins on July 1, 2023, through June 30, 2024. During the new Fiscal Year commencing with pay periods covering on or after July 1, 2023, through June 30, 2024, Pay Cycles will be calculated on a Leap Year basis. This change in calculation during the Fiscal Leap Year will result in a slight decrease in gross wages. Annual salaries and additional compensation will be calculated utilizing 366 days formula for the Fiscal Leap Year beginning on July 1, 2023 and ending on June 30, 2024.

For example, **bi-weekly** paycheck July 7, 2023, covering the regular gross period of June 18, 2023, to July 1, 2023, for employees with annualized salaries (and other forms of annual recurring Additional Compensation) will be calculated as follows:

- 06/18/23 - 06/30/23 @ $13/365 \times$ Annual Salary (or Annual Recurring Additional Compensation)
- 07/01/23 @ $1/366 \times$ Annual Salary (or Annual Recurring Additional Compensation)

2.4

PAYROLL AND CHECKS

The Bi-Weekly Payroll of June 9, 2023, includes payment of overtime for the period of *May 14, 2023*, through *May 27, 2023*. Inquiries may be submitted to the Bureau of Payroll in written form only.

By Order of: **Laura Kavanagh**, *Fire Commissioner*
John J. Hodgens, *Chief of Department*