

**POLICY MANUAL
OF THE
BOARD OF TRUSTEES
OF THE
ALGONQUIN – LAKE IN THE HILLS FIRE PROTECTION DISTRICT**



**Adopted by the Board of Trustees
April 18, 2005**

**Revised
January 27, 2010
June 24, 2015
November 16, 2016**

ALGONQUIN – LAKE IN THE HILLS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES POLICY MANUAL

DISCLAIMER

THE CONTENTS OF THESE POLICIES ARE PRESENTED FOR EMPLOYEES' INFORMATION. UNLESS OTHERWISE INDICATED IN A WRITTEN CONTRACT BETWEEN THE EMPLOYEE AND THE DISTRICT, A COLLECTIVE BARGAINING AGREEMENT, OR THE ILLINOIS FIRE PROTECTION DISTRICT ACT, ALL PERSONNEL ARE CONSIDERED EMPLOYEES AT-WILL.

NOTHING IN THESE POLICIES IS INTENDED TO, OR SHALL, CREATE ANY CONTRACTUAL OBLIGATIONS OF ANY KIND. NO POLICY, BENEFIT OR PROCEDURE IMPLIES OR MAY BE CONSIDERED TO IMPLY AN OBLIGATION OF THE DISTRICT OR AN EMPLOYMENT CONTRACT. NO PROMISE OF EMPLOYMENT OR EMPLOYMENT-RELATED BENEFIT(S) FOR ANY SPECIFIC PERIOD OF TIME IS OFFERED, ESTABLISHED OR TO BE IMPLIED IN OR FROM ANYTHING IN THESE POLICIES.

NO REPRESENTATIVE OF THE DISTRICT HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR REMUNERATION OR ANY OTHER BENEFIT OF EMPLOYMENT, EXCEPT THE BOARD OF TRUSTEES, AND EVEN THEN ONLY IF THE AGREEMENT IS IN WRITING AND IS SIGNED BY THE BOARD OF TRUSTEES AND THE EMPLOYEE. ANY ORAL OR WRITTEN STATEMENTS OR PROMISES TO THE CONTRARY ARE EXPRESSLY DISAVOWED AND SHOULD NOT BE RELIED UPON BY ANY EXISTING OR PROSPECTIVE EMPLOYEE.

EVERY POLICY AND PROVISION CONTAINED HEREIN IS SUBJECT TO REPEAL OR MODIFICATION WHENEVER THE BOARD OF TRUSTEES DEEMS IT NECESSARY OR IN THE BEST INTEREST OF THE DISTRICT. THE POWER TO RESCIND, ALTER OR AMEND THESE POLICIES IS VESTED BY STATUTE IN THE BOARD OF TRUSTEES. THE EMPLOYEE RECOGNIZES THAT THE BOARD MAY AMEND OR ALTER ANY OF THE PROVISIONS CONTAINED HEREIN WITHOUT PROVIDING CONSIDERATION OF ANY KIND TO THE EMPLOYEE.

Employee Signature

Date

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BOARD OF TRUSTEES POLICY MANUAL

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CHAPTER ONE – GENERAL PROVISIONS

1.01 INTRODUCTION

The Algonquin-Lake in the Hills Fire Protection District has been established to provide the citizens of the District with professional fire prevention, fire suppression, and rescue services. To this end, the District must constantly strive to attain, as well as maintain, the confidence and respect of the community that it serves. This can only be accomplished through the constant and earnest endeavors of all District employees to perform all duties and assignments in an efficient, honest and professional manner. The Board of Trustees, as the governing authority of the Algonquin-Lake in the Hills Fire Protection District, has the power to supervise, control, regulate and manage the District and to make and enforce all necessary and desirable rules and regulations pursuant to the statutes of the State of Illinois.

In its role as the corporate authority of the Algonquin-Lake in the Hills Fire Protection District, the Board of Trustees has developed the following policies to outline the Board's duties and responsibilities, as well as to give guidance to the administration and the employees of the District. Every policy, rule, regulation, general order, direction or any provision herein contained or otherwise issued or made, is subject to repeal, or modification from time to time whenever in the judgment of the Board of Trustees, it is deemed in the best interest of the District. The power to rescind, alter or amend these rules and regulations is vested by statute in the Board of Trustees. As necessary, requests for interpretations of these policies may be made to the Fire Chief or the Board of Trustees, where appropriate.

These policies cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligations and duties of the officials of the Algonquin-Lake in the Hills Fire Protection District.

These policies are not designed nor intended to limit any member in the exercise of his or her judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much by necessity must be left to the loyalty, integrity and discretion of the member. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of his or her duty, the District will measure up to the high standard required of the service.

FORMAT OF MANUAL

RELATIONSHIP WITH REGULATIONS AND OTHER RULES: As a means of implementing these policies and providing for the orderly operation of the District, the Fire Chief is authorized to adopt administrative regulations, standard operating guidelines and standard operating procedures (collectively referred to as “regulations”) as needed to implement these policies. These regulations are deemed interpretations of the policies set forth in this manual.

1.02 DEFINITIONS

The following terms shall have the meanings indicated in this section for the purpose of these policies unless otherwise specifically stated.

- A. **Board:** The Board of Trustees is the governing body of the District as defined by statute.
- B. **Board of Fire Commissioners or Commission:** Three officials appointed by the Board of Trustees pursuant to 70 ILCS 705/16.01 et seq.
- C. **Civilian Personnel:** At-will employees who do not perform firefighting and/or paramedic duties.
- D. **Commissioned Personnel or Firefighters:** Any full-time sworn or member firefighter, or full-time officer of the District.
- E. **District or Department:** The Algonquin-Lake in the Hills Fire Protection District, McHenry and Kane Counties, Illinois.
- F. **Employees:** All members, POPs and civilian personnel, as defined by these policies.
- G. **Member:** Any full-time sworn or commissioned firefighter, or full-time officer appointed by the District.
- H. **Officer:** Personnel of the District who are promoted or appointed to a rank above Firefighter by the Board of Fire Commissioners, and the ranks of Fire Chief and Assistant Fire Chief who are appointed by the Board of Trustees.
- I. **Paid-On-Premise Personnel (POP):** Part-time, at-will employees who perform firefighting and other related duties, and are paid when on premise.
- J. **Sworn Employees:** Firefighters or officers that are sworn into their position by the Board of Fire Commissioners.
- K. **Seniority:** Priority based on length of service and applies only to permanent employees.

1.03 SOURCES OF AUTHORITY

Pursuant to the laws of the United States of America and the State of Illinois, and any applicable common law, the Board of Trustees of the Algonquin-Lake in the Hills Fire Protection District has established these policies to guide and govern the District and its employees. The following sources of authority governing the District shall be recognized where applicable:

- A. Constitution, statutes and common law of the United States and the State of Illinois;

- B. Ordinances, resolutions, policies, rules and regulations of the Algonquin-Lake in the Hills Fire Protection District; and
- C. Orders and memoranda issued by the Fire Chief or chief officers.

1.04 OATH OF OFFICE

All sworn members shall take the following oath at a meeting of the Board of Trustees prior to becoming a member:

“I _____, do so solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Illinois, and the rules and regulations of the Algonquin-Lake in the Hills Fire Protection District and that I will faithfully discharge the duties of the Office of _____ according to the best of my ability.”

Signed _____, subscribed and sworn to before me this _____ day of _____, A.D., 20____.

1.05 EQUAL OPPORTUNITY EMPLOYER

No District official, agent or employee shall in any way discharge, refuse to employ, or discriminate against any person in regard to tenure, terms or conditions of employment, promotional opportunities, training or the like to any person otherwise qualified on the basis of race, religion, sex, color, creed, marital status, physical or mental disability, age, national origin, ancestry, order of protection status, sexual orientation, military status, pregnancy, or unfavorable discharge from military service. All applicants or employees shall be considered only on the basis of qualifications as required by the position being sought or held relative to experience, training, physical fitness, ability, skills, knowledge, and personal characteristics and integrity as a proper representative of the District. (775 ILCS 5/1-101 et seq.; 29 U.S.C. §621; 29 U.S.C. §706, 791; 42 U.S.C. §12101; 42 U.S.C. §2000e)

1.06 FREEDOM OF INFORMATION

It is the policy of the Board of Trustees of the Algonquin-Lake in the Hills Fire Protection District to permit access to and copying of public records in accordance with the Illinois Freedom of Information Act, balanced, however, by the limited exceptions recognized in the Act to safeguard individual privacy and the efficient operation of the District. The Fire Chief shall insure that the District complies with the Act through execution of the District's regulations adopted pursuant to this policy. (5 ILCS 140/1 et seq.)

1.07 RESPONDING TO REQUESTS FOR INTERVIEWS, WRITTEN STATEMENTS AND TESTIMONY

A. Generally

1. Purpose

This policy statement is intended to guide members of the Algonquin-Lake in the Hills Fire Protection District in responding to requests from certain parties outside the District for interviews, written statements and testimony relative to incidents in which District employees participated in or witnessed while on duty, or which a District employee otherwise has knowledge of because of his or her position with the District. This policy is established because comments or statements made by District members could adversely prejudice the employee's legal rights and the District's legal rights.

This policy is in no way intended to inhibit the right of the District members to free speech but rather to offer the District members advice prior to making statements which could have legal consequences adverse to the District employee and/or the District.

Situations which involve privileged or confidential information should be handled in accordance with the District's policy on privileged or confidential information.

2. Applicable Requests

A "request" as used in this policy shall be deemed to mean a subpoena, letter or other communication requesting an interview, deposition, statement, testimony or the like, from any attorney, administrative agency, board of police or fire commissioners, coroner, or insurance company regarding an incident in which a District employee participated in or witnessed while on duty, or which a District employee otherwise has knowledge of because of his or her position with the District.

This policy shall apply to requests which, at the discretion of the District, may have legal consequences to the District or members who are the subject of the request or to the District. This policy shall not apply to casual conversation of District members or the District members' exercise of their right of free speech.

B. Procedure

District employees shall report to the Fire Chief or his designee all such requests regarding any incident in which the District employee participated in or witnessed while on duty, or which a District employee otherwise has knowledge of because of his or her position with the District. The Fire Chief shall have the discretion to offer the services of the District's legal counsel to the District employee in receipt of the request. The Fire Chief or his

designee may also require the District employee to consult with the District's legal counsel in preparation for any such requested interview, written statement, testimony or notice to produce.

C. District Members' Rights

If the request is made to a District member through the District, the District shall use its best efforts to respect the individual's privacy and to keep confidential the existence of the request. A District employee shall not be summoned off-duty by the District in response to a request except where absolutely necessary. A District employee's residence address and telephone number shall not be disclosed without the consent of the District employee. District employees shall in all cases have the opportunity to seek advice of their own personal attorney in addition to the District's legal counsel.

1.08 PRIVILEGED OR CONFIDENTIAL INFORMATION

A. General Prohibition

No District Board member, officer, employee, agent or representative shall reveal to third parties privileged or confidential information of which he or she has knowledge because of his or her position with the District.

B. Definitions

1. "Privileged" or "Confidential"

"Privileged" or "confidential" information is defined as information in any form that, if disclosed, would constitute a clearly unwarranted invasion of personal privacy, or information in any form that is otherwise not subject to disclosure in public record form under the Freedom of Information Act (5 ILCS 140/1 et seq.). This shall include, but not be limited to:

- a. Information in any form maintained by the District with respect to persons who have received services from District personnel or other public bodies' personnel.
- b. Personnel files and personnel information maintained with respect to employees, appointees or elected officials of the District, or applicants for those positions.
- c. Information revealing the identity of persons who file complaints with or provide information to the District for purposes of administrative, investigative or law enforcement matters, provided, however, that identification of witnesses to traffic accidents, traffic accident reports, and rescue reports may be provided by the District, except in a case for which a criminal investigation is ongoing, without constituting a clearly unwarranted per se invasion of personal privacy.

- d. Records compiled by the District for administrative enforcement proceedings or for internal matters of the District, but only to the extent that disclosure would:
 - i. interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by a law enforcement agency;
 - ii. interfere with pending administrative enforcement proceedings conducted by the District;
 - iii. deprive a person of a fair trial or an impartial hearing;
 - iv. unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source;
 - v. disclose unique or specialized investigative techniques other than those generally used or know or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct;
 - vi. constitute an invasion of personal privacy, as outlined above;
 - vii. endanger the life or physical safety of law enforcement personnel or any other person; or
 - viii. obstruct an ongoing criminal investigation.
- e. Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that specific information shall not be privileged or confidential when the information is publicly cited and identified by the Board of Trustees or Fire Chief of the District.
- f. Proposals and bids for any contract, grant, or agreement, including information which if it were disclosed would frustrate procurement or give an advantage to any person proposing to enter into a contractor agreement with the District, until an award or final selection is made. Information by or for the District in preparation of a bid solicitation shall not be disclosed until an award or final selection is made.
- g. Valuable formulae, designs, drawings and research data obtained or produced by the District when disclosure could reasonably be expected to produce private gain or public loss.
- h. Test questions, scoring keys or other examination data used to determine the qualifications of an applicant for employment or promotion.
- i. Architects' plans and engineers' technical submissions for projects not constructed or developed in whole or in part with public funds and for

projects constructed or developed with public funds, to the extent that disclosure would compromise security.

- j. Minutes of District Board meetings closed to the public as provided in the Open Meetings Act (5 ILCS 120/1 et seq.) until the District Board makes the minutes available to the public under that Act.
- k. Communications between the District and an attorney or auditor representing the District that would not be subject to discovery in litigation, and materials, prepared or compiled by or for the District in anticipation of a criminal, civil or administrative proceeding upon request of an attorney advising the District, and materials prepared or compiled with respect to internal audits of the District.
- l. Administrative or technical information associated with automated data processing operations, including but not limited to software, operating protocols, computer program abstracts, file layouts, source listings, object modules, load modules, user guides, documentation pertaining to all logical and physical design of computerized systems, employee manuals, and any other information that, if disclosed, would jeopardize the security of the system or its data or the security of materials that may not be disclosed.
- m. Documents or materials relating to collective negotiating matters between the District and its employees or representatives, except that any final contract or agreement shall be subject to inspection and copying.
- n. Drafts, notes, recommendations and memoranda pertaining to the financing and marketing transactions of the District. The records of ownership, registration, transfer, and exchange of municipal debt obligations, and of persons to whom payment with respect to these obligations is made.
- o. The records, documents and information relating to real estate purchase negotiations until those negotiations have been completed or otherwise terminated. With regard to a parcel involved in a pending or actually and reasonably contemplated eminent domain proceeding under Chapter VII of the Code of Civil Procedure (735 ILCS 5/7-101 et seq.), records, documents and information relating to that parcel shall be exempt except as may be allowed under discovery rules adopted by the Illinois Supreme Court. The records, documents and information relating to a real estate sale shall be exempt until a sale is consummated.
- p. Any and all proprietary information and records related to the operation of an intergovernmental risk management association or self-insurance pool or jointly self-administered health and accident cooperative or pool.

- q. Information related solely to the internal personnel rules and practices of the District.
- r. Insurance or self-insurance (including any intergovernmental risk management association or self-insurance pool) claims, loss or risk management information, records, data, advice or communications.
- s. Manuals or instruction to staff that relate to establishment or collection of liability for any state tax or that relate to investigations by a public body to determine violation of any criminal law.
- t. Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

2. **“Third Parties”**

"Third parties" shall include persons who are not Board members, officers, employees, agents or representatives of the District and who do not have knowledge of the privileged or confidential information at issue. However, a "third party" shall also include Board members, officers, employees, agents or representatives of the District where those persons are not given access to the privileged or confidential information at issue.

C. **Rights of District Employees**

This policy is in no way intended to inhibit the right of District Board members, officers, employees, agents or representatives to free speech, but rather to preserve privileged and confidential information where the District has a legitimate interest in the confidentiality of its internal affairs and in the protection of privacy of individuals as required by law.

Where the information already has been properly disseminated to third parties outside the District, that information shall not be subject to the restrictions of this policy.

1.09 COMMUNICATIONS AND CORRESPONDENCE

A. **Private Use**

- 1. Employees may not use departmental letterhead for private correspondence.
- 2. Employees may not use any District address as a mailing address or an address on any vehicle registration, operator’s or chauffeur’s license for other than District-owned apparatus.
- 3. Employees may not use any District electronic communications equipment or copy machines for personal reasons without permission from their immediate supervisor.

B. Official Communications

While acting within their official capacities, employees shall abide by the following guidelines:

1. No correspondence may be sent out of the District over an employee's signature without the permission of the Fire Chief.
2. Communications to be distributed as official District business shall be prepared on letterhead. All correspondence directed outside the District shall also be on letterhead.
3. Correspondence between personnel which will not be distributed shall be prepared on plain white paper or on interoffice memoranda forms.
4. Any employee receiving written communication for transmission to higher command shall in every case forward such a communication to higher command.
5. In communicating with outside agencies, District employees must respect the chain of command of the other agencies. Therefore, contact should be maintained with the normal contact person unless the Fire Chief authorizes contact to an outside superior officer or director of a unit/agency.

1.10 CLEAN INDOOR AIR ACT POLICY

A. Generally

In accordance with the Illinois Clean Indoor Air Act (410 ILCS 80/1 et seq.) and to provide a safe and healthy environment for employees and visitors, smoking is prohibited throughout the work place. For purposes of this policy, smoking shall be defined as the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted or non-lighted smoking equipment, and any other forms of smoking and non-smoking materials including chewing tobacco and vaping electronic cigarettes. This policy shall be applied to:

- All areas of buildings and facilities occupied, owned, or operated by the District.
- All District-sponsored off-site events, conferences, and meetings.
- All vehicles owned, leased, or operated by the District.
- All visitors to District premises.
- All contractors, consultants, vendors, and/or their employees working on District premises.
- All District employees and student interns.

B. Smoking and Tobacco Ban

All District facilities and equipment shall be smoke free and District employees shall not smoke or use tobacco products in District facilities or equipment.

C. Enforcement

In the interest of personal health and public image, the Fire Chief shall make reasonable efforts to prevent smoking or the use of tobacco products in the District facilities by posting appropriate signs, contacting a law enforcement office if necessary, or other appropriate means. (410 ILCS 80/1 et seq.)

1.11 SEXUAL HARASSMENT POLICY

A. Generally

It is the policy of the Algonquin-Lake in the Hills Fire Protection District to strictly prohibit sexual harassment in the work place. No employee shall be harassed by another employee or supervisor on the basis of sex. No action shall be taken affecting an employee (either favorably or unfavorably) on the basis of conduct that is not related to work performance. Any officer or employee who is found, after appropriate investigation, to have engaged in sexual harassment of another employee will be subject to appropriate disciplinary action, depending on circumstances, up to and including termination.

B. Definition of Sexual Harassment

1. In the case of sexual harassment of any employee by another employee, sexual harassment means any:
 - a. Unwelcomed sexual advances;
 - b. Request for sexual favors; or
 - c. Any conduct of a sexual nature when (i) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, or (ii) submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individual, or (iii) such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.
2. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.

3. The following are examples of sexual harassment:
 - a. Verbal: sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
 - b. Non-verbal: making suggestive or insulting noises, leering, whistling, giving letters, gifts, and/or materials of a sexual nature, or making obscene gestures;
 - c. Physical: touching, pinching, brushing the body, coercing sexual intercourse, exposing oneself, or assault.

C. **Complaints**

Complaints alleging a violation of this policy are encouraged and must be brought to the attention of the appropriate District officials as soon as possible after the alleged incident of sexual harassment. All complaints of sexual harassment are to be brought to the Fire Chief. However, in the event the Fire Chief is involved in the harassment, the complaints shall be brought to the President of the Board of Trustees.

However, employees may choose to file a charge with the Illinois Department of Human Rights/Illinois Human Rights Commission, 100 W. Randolph St., Suite 10-100, Chicago, IL 60601, 312-814-6200, or with the federal Equal Employment Opportunity Commission, 500 W. Madison St., 28th Floor, Chicago, Illinois 60661, 312-353-2713.

Complainants are entitled to confidentiality and respect during the investigation process and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action. (42 U.S.C. §2000e-2; 29 C.F.R. §1604.11; 775 ILCS 5/2-101(E), 2-102(D) and 2-105).

1.12 AMERICANS WITH DISABILITIES ACT

The Algonquin-Lake in the Hills Fire Protection District shall comply with the Americans With Disabilities Act in the delivery of its services, programs and activities, by making reasonable accommodations for people with disabilities, such as the removal of architectural, transportation, and communication barriers; by changing its rules, policies, and practices; and by providing auxiliary aids or services for the enhancement of communication with people with hearing or sight impairments, when such accommodations will enable people with disabilities to meet essential eligibility requirements for services, programs and activities provided by the District.

1. TEST

- a. All contracts entered into by the District which shall result in the delivery of services, programs, and activities are to be delivered without discrimination on the basis of disability, in a manner consistent with the Act and the rules.
- b. The District shall evaluate its current services, policies, and practices, including its facilities, to identify barriers in the environment and in the provision of services which may result in the exclusion of people with disabilities or in the provision of a less effective service for people with disabilities.
- c. The District designates its Fire Chief as the employee responsible for the coordination of compliance with the Act and for investigation of any complaint against the District alleging noncompliance with the Act.
- d. A procedure for the prompt resolution of complaints against the District, alleging noncompliance with the Act, shall be maintained by the Fire Chief in the administrative regulations.

1.13 DRUG AND ALCOHOL POLICY

A. Generally

It is the policy of the Algonquin-Lake in the Hills Fire Protection District that the public has the right to expect that persons employed by the District will be free from the effects of drugs and alcohol. The District has the right to expect its employees to report for work fit and able for duty and to set a positive example for the community. The purpose of this policy shall be achieved in such manner as not to violate any established constitutional rights of the employees of the District.

The District will strive to maintain an alcohol and drug-free workplace. A drug-free workplace prohibits the manufacture, distribution, dispensing, possession, or use of controlled substances and associated paraphernalia. This includes the misuse or abuse of prescription drugs. It also includes attempting to enter or being in the workplace under the influence of alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on District property, any worksite throughout the District, including the parking lot, driveway, or any other District premises or work site. This includes District vehicles and any private vehicles parked on District premises or work sites.

Any violation, or outside involvement in illegal drug activities leading to arrest and resulting in anything other than a “not guilty” verdict, will cause disciplinary action to be taken, up to and including termination.

B. Prohibitions

1. consuming alcohol within the previous eight (8) hours, or if still noticeably impaired by alcohol consumed prior to the eight (8) hours, he/she must voluntarily remove himself/herself from the activities and functions of the Fire Protection District;
2. possessing, using, selling, purchasing, or delivering any illegal drug at any time and at any place or abusing any prescription drug, except as may be necessary in the performance of duty;
3. failing to report to the employee's supervisor any known adverse side effects of medication or prescription drugs which the employee may be taking.

C. Drug and Alcohol Testing

1. Drug and alcohol testing permitted where the District has reasonable suspicion to believe that:
 - i. an on-duty employee is being adversely affected or influenced by the use of alcohol; or
 - ii. an on-duty employee is being adversely affected or influenced by the abuse of prescription drugs; or
 - iii. is using illegal drugs on or off duty, the District shall have the right to require the employee to submit to alcohol or drug testing as set forth in this policy. Reasonable suspicion exists where specified objective facts and circumstances warrant rational inferences that an employee is using and/or is physically impaired due to being under the influence of alcohol or controlled substances.
2. The foregoing shall not limit the right of the District to conduct any tests it may deem appropriate for persons seeking employment prior to their date of hire.
3. In addition to such reasonable suspicion testing, employees shall be subject to alcohol and/or drug testing when ordered, if:
 - i. an employee is involved in an accident, while operating a District vehicle, that either results in damage to such vehicle, or involves a member of the general public; or
 - ii. an employee incurs an injury while on duty which requires medical attention by a physician.

1.14 COMPLAINTS AND SUGGESTIONS FROM CONSTITUENTS

A. Generally

The Board of Trustees and all employees shall be receptive to hear complaints and suggestions from any of their constituents.

B. Procedure

The following procedure shall apply to issues not covered by another more specific policy, procedure, or guideline.

1. When constituents have concerns, suggestions or complaints, they are to be addressed first at the level closest to the source.
2. If the concern remains unresolved, it may be advanced level by level through the Fire Chief to the Board of Trustees.
3. The Board will hear the complaint where necessary as soon as its regular schedule of meetings and business permits.

1.15 MEDIA RELATIONS

A. Generally

Members of the media may cover events in the District, as long as the emergency services of the District are not disrupted nor the privacy of its employees or patients invaded. The Fire Chief shall be responsible for determining when and how access will be granted to news media members in accordance with the District's policies.

B. Official Channel of Communication

Members of the media may contact the District's Administrative offices to receive information regarding meetings of the Board of Trustees, schedules of public events in the District, and news releases. If a member of the media wants access to a District facility, he or she shall contact the Fire Chief.

C. Coverage of Emergency Incident

At the scene of an emergency, media may contact the Public Information Officer or the Fire Chief. Estimates of monetary loss or other issues are not encouraged.

D. Coverage of Events in the District

Members of the media are encouraged to attend all scheduled public events in the District. In the event of a non-scheduled newsworthy event, members of the news media shall

follow the District's policies and the instructions of the Fire Chief for access to District facilities.

1.16 COMMUNITY USE OF DISTRICT FACILITIES (LIMITED OPEN FORUM)

A. Generally

The Board of Trustees supports the idea that the District may from time to time permit the use of part of its facilities by community-based, non-for-profit organizations (Organizations) for purposes that are consistent with the mission of the District. Use of the facilities presupposes no conflict with the activities, duties or operational needs of the District, or its employees. Should a conflict exist or arise, priority for the use of District facilities shall follow these guidelines:

1. District activities and operations.
2. District affiliated organizations.
3. Group sponsored by District affiliated organizations.
4. EMS and Fire service groups or organizations.
5. Not-for-profit, non-political, non-religious, community-based cultural, social, or civic groups, organizations, or individuals.

Once scheduled, events shall not normally be cancelled or rescheduled. However, the District retains the right to cancel/reschedule any community meeting or event in order to accommodate the unforeseen business of the District or its employees. Every effort will be made to make early notification and to reschedule cancelled events in a manner agreeable to all parties.

B. Use of Facilities

District facilities may be provided for use by any community-based cultural, social or civic non-profit and non-political group, organization, or individual. Such use shall be under the following general conditions:

1. Use of the District's facilities shall not interfere with the provisions of emergency services or with the District's activities and events.
2. The proposed use of the District's facilities shall not be inconsistent with purposes of the District or detrimental to the District's properties.
3. The proposed use of the District's facilities shall be consistent with local, state and federal law, and users shall follow the policies and restrictions of the District, as may be revised from time to time on the authority of the Fire Chief.
4. The facilities shall not be used for any activity that may violate the canons of good morals, manners or taste, or be injurious to the buildings, grounds, equipment, or supplies of the District.

C. Procedure

An Organization seeking use of the facilities of the District must complete an “Application for Facility Use and Waiver of Liability Agreement” and submit it to the District Fire Chief no less than thirty (30) days prior to the date for which the facilities are being requested. A person authorized to speak on behalf of, and assume responsibility/liability for, the Organization (“Representative”) should execute and submit the application. Given the nature of the District’s facilities and equipment, the Organization agrees that any members or guests of the Organization present and using the facilities or equipment, who are under the age of eighteen (18), will be supervised by an adult who is present at the facility. Furthermore, neither alcohol nor smoking is permitted in District facilities.

The Fire Chief (or his designee) will review the application for completeness and appropriateness and make a determination as to whether or not the request may be accommodated. Additional documentation, including but not limited to Certificates of Insurance, etc. may be required at the discretion of the Fire Chief. The Fire Chief (or his designee) will return a copy of the application to the applicant organization’s representative, noting approval or denial on the request. The determination of the Fire Chief is final. Space will not be reserved until the appropriate fee is paid in full. Organizations shall be charged according to the following fee schedule.

- Twenty-five (\$25) dollars per occurrence for use of a meeting room or rooms on weekday evenings (after business hours).
- Fifteen (\$15) dollars per hour for use of a meeting room or rooms on weekdays during business hours, on weekends, and on recognized District holidays.

The Fire Chief, on behalf of the District, reserves the right to alter or waive the fee schedule at his/her discretion to meet the needs of the District.

1.17 VISITORS TO DISTRICT FACILITIES

The Board welcomes and encourages residents of the community and other persons who are interested in the District to visit its facilities. In order to minimize undue interference with the day-to-day business of the District, the District requires that all persons who are not employees who desire to visit a District facility report directly to the Fire Chief for permission to visit the facility. The Fire Chief or his appointed representative is authorized to give such permission. The Fire Chief or his appointed representative may place such terms and conditions upon the visit as he or she deems necessary for efficient operation of the District.

All employees are authorized to make reasonable requests upon visitors to identify themselves and state their purpose. Upon such request, all persons must identify themselves and state the purpose for their business. Visitors may not interrupt drills or the administration or operation of the District’s business.

1.18 ANTI-VIOLENCE POLICY

A. General Prohibition

The Algonquin-Lake in the Hills Fire Protection District believes violence in the workplace is contrary to the basic respect and consideration of others. The District is committed to preventing workplace violence and to maintaining a safe work environment for all employees and visitors. The safety and security of all sworn and civilian personnel and District guests are very important. Threats, threatening behavior, acts of violence or other forms of physical and verbal aggression, intimidation, or harassment will not be tolerated.

B. Definitions

1. “Threat”

A communicated intent to inflict physical or other harm on any person or property.

2. “Threatening Behavior”

Any behavior that disrupts others, is unsafe, or which by its very nature could cause physical or other harm to any person or property. It may or may not include an actual physical contact.

3. Violence

The use of physical force with the intent to injure, damage, intimidate or abuse another person or property, including but not limited to the actual or attempted striking of another person by any means or object including any part of the offender’s body.

C. District Response to Violence

The District will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities. Any person who makes threats, exhibits threatening behavior or engages in violent acts in the workplace is subject to removal from the workplace pending the outcome of an internal investigation. The immediate supervisor of the offending employee will ensure that the offending employee is removed from the location of the alleged act. If deemed necessary, the District will consider placing the offending employee on administrative leave or detailing the employee to a different assignment. Individuals who commit such acts may be subject to disciplinary action, criminal penalties or both.

D. Employee Notification

The District encourages employees to bring disputes or differences with other employees to the attention of their immediate supervisor, Battalion Chief, or the Director of Management Services before the situation escalates into potential violence. The District desires to assist in the resolution of employee disputes, and will not discipline or retaliate against employees for simply raising such concerns. All employees are responsible for notifying their supervisor of any threats which they have witnessed or received.

Employees must also report any behavior they have witnessed which they regard as threatening or violent or which might be carried out against persons or property in connection with District employment. If the situation is deemed an emergency, the employee should immediately contact the local law enforcement agency for assistance. No reprisals will be taken against employees who report incidents of violence in the workplace.

1.19 POLICY FOR CONTRACTING WITH ARCHITECTS, ENGINEERS AND LAND SUREYORS

Unless the District has a satisfactory relationship for architectural, engineering, or land surveying services with one or more firms, the District shall follow the procedures outlined in the Local Governmental Professional Services Selection Act (50 ILCS 510/0.01 *et seq.*) whenever a project requiring these services is proposed. The District shall permit architect, engineering, and land survey firms to annually file a statement of qualifications and performance data with the District.

1.20 PURCHASING POLICY

Refer to Fire District Manual SOG ADM 05.001 – Purchasing Manual

1.21 CAPITALIZATION POLICY

A. Fixed assets, comprised of land, land improvements, buildings, major movable equipment, vehicles, and infrastructure represent a substantial investment by governments. Establishing an auditable property record and maintaining the integrity of the data base assists in the overall financial management of the public entity. A few benefits of good property records are as follows:

1. Facilitates financial reporting in accordance with generally accepted accounting principles;
2. Enhances fixed assets accountability and stewardship;
3. Improves property management relating to capital budgeting, cost analysis, resource allocation, and replacement forecasting; and
4. Improves property insurance program management; specifically, insurance, replacement, and potential proof of loss assistance.

B. Financial Statement Presentation and Disclosure

The presentation of assets capitalization in either the District inventory or the proprietary funds includes the following disclosures:

1. Detail of fixed assets such as land, buildings, equipment, and infrastructure.
2. The basis for valuing assets, for example, the cost or estimated historical cost.
3. Whether accumulated depreciation is reported and, if so, the depreciable lives and methods of depreciation.

C. Capitalization Policy of Fixed Assets

It is essential to maintain records to demonstrate accountability for capital assets acquired by the District. To maintain adequate accountability, the District conducts a periodic physical inventory for fixed assets and adjusts the records accordingly. This inventory is conducted annually towards the end of the District's fiscal year.

General fixed assets are assets other than those used in proprietary fund or trust fund activities and generally support the activities of the governmental funds. As expenditures are made in governmental fund types for capital assets acquired, the amount of the expenditure is capitalized in the District's inventory report at cost of estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation. Also, interest incurred during construction is not capitalized on general fixed assets.

Fixed assets or proprietary activities and trust funds are recorded in the fund for which they are used. Acquisitions are recorded in a fixed asset account, and depreciation accounting is required.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not included in the inventory or capitalized in the proprietary funds.

Property, plant and equipment in the proprietary funds of the District are recorded at cost. Property, plant and equipment donated to these proprietary fund operations are recorded at their estimated value at the time of donation.

Major outlays for capital assets and improvements are capitalized in proprietary funds as projects are constructed. Interest incurred during the construction phase of proprietary fund fixed assets is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

Assets in the inventory and proprietary funds are depreciated using the straight-line method over the following estimated useful lives:

<i>Assets</i>	<i>Years</i>
Buildings & Improvements	10 – 40
Equipment	5 – 15
Vehicles	7 – 20

Disposal of capital assets is authorized by the Board of Trustees as required by law. Disposal is done through sale, by public auction, or declared of no useful value and salvaged. Authorization is accomplished by ordinance. When assets are disposed of, their cost is removed from the inventory. Proceeds received from the disposal normally are recorded in the general fund.

D. Capitalization Criteria

This policy, for purposes of cost measurement, establishes criteria with respect to capitalization of tangible assets as follows:

1. The acquisition cost of tangible capital assets meeting the capitalization policy shall be capitalized.
2. Capitalization shall be based upon a written policy that is reasonable and consistently applied.
3. Only those capital assets having a service life of more than one year shall be capitalized.
4. Only those capital assets having a minimum acquisition cost of \$10,000 or more on an individual asset basis (i.e., smallest component that can be replaced) shall be capitalized.
5. This policy covers betterments and improvements to capitalized assets that may be lower than the minimum capitalization amount.
6. Costs incurred subsequent to the acquisition of a tangible capital asset, which results in extending the life, or increasing the productivity of that asset, (e.g., betterments and improvements) shall be capitalized. However, costs incurred for repairs and maintenance to a tangible capital asset which either restore the asset to, or maintain it at, its normal or expected service life or production capacity shall be treated as expenditures of the current period and not capitalized.

1.22 ACCOUNTS RECEIVABLE

- A. **Purpose:** To allow for the disposition of uncollectible and immaterial accounts receivable balances.

B. Procedures:

1. An account is considered uncollectible when all reasonable collection efforts have failed and the account is over 365 days old, statute of limitations has expired, bankruptcy has been discharged, business no longer exists, or individual is deceased.
2. Immaterial accounts are also considered uncollectible due to the cost involved in pursuing remedy. An account is immaterial if it is inactive with a credit balance less than \$10 or debit balance less than \$25.
3. On a quarterly basis, a list of uncollectible accounts will be presented to the Board for approval to remove them from the accounts receivable ledgers.

CHAPTER TWO – GENERAL POLICIES

2.01 INTRODUCTION

As the corporate authority of the Algonquin-Lake in the Hills Fire Protection District (the "District"), the Board of Trustees (the "Board") governs the District. The Board has the power to supervise, control, regulate and manage the District and to make and enforce all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board for carrying into effect the objectives for which the District was formed. Such powers are subject to the provisions of the statutes of the State of Illinois and the ordinances of the Algonquin-Lake in the Hills Fire Protection District.

2.02 MEMBERSHIP, POWERS, AND DUTIES

The Board of Trustees shall consist of five (5) persons who shall be elected for six (6) year terms, and until his or her successor has been duly elected and qualified. The Trustees shall give a bond as required by statute. The Board shall perform such duties and have such powers as may be delegated to it by statute. (70 ILCS 705/1 et seq.)

2.03 COMPENSATION AND EXPENSES

The members of the Board of Trustees shall be compensated pursuant to Resolution 2016-112 A Resolution Adopting the Local Government Travel Expense Control Act Policy (adopted on November 16, 2016) for the performance of their duties as Trustees. Board authorized expenses of Trustees shall be paid by the District. (50 ILCS 150/1 et seq.)

2.04 VACANCIES

In the event a vacancy on the Board of Trustees occurs by death, resignation, refusal to qualify, ceasing to be an inhabitant of the District or for any other reason, the vacancy shall be filled according to the procedures established by statute. (70 ILCS 705/5)

2.05 OFFICERS

At the first meeting of the Board of Trustees following the commencement of the term of any Trustee, the Board shall elect one of its number as President, one of its number as Secretary, and one of its number as Treasurer, for one-year terms or until a new appointment is made, whichever occurs first.

The President shall preside at all meetings, shall perform such duties as are imposed upon him or her by law or by action of the Board of Trustees, and shall have a vote on all matters. The Secretary shall be responsible for insuring all resolutions, ordinances, reports, communications and any other papers presented to or acted upon by the Board are carefully filed and preserved, and shall perform such duties as are imposed upon him or her by law or by action of the Board of Trustees. The President and Secretary shall sign and witness all resolutions and ordinances adopted by the Board, and all contracts entered into by the Board.

The Treasurer shall be the custodian of District funds, shall be responsible for monitoring all District accounts and overseeing payment of District bills, and shall prepare, or cause to be prepared, financial reports for each regular Board meeting. (70 ILCS 705/6)

2.06 TRUSTEE ETHICS

Each Trustee shall agree that as a Trustee, he or she shall do his or her utmost to represent the public interest as Trustee by adhering to the following commitments:

- A. He or she will represent all Algonquin-Lake in the Hills Fire Protection District constituents honestly and equally and refuse to surrender his or her responsibilities to special interest or partisan political groups.
- B. He or she will avoid any conflict of interest or any appearance of impropriety that could result from his or her position and shall not use his or her Board membership for personal gain or publicity.
- C. He or she will recognize that a Trustee has no legal authority as an individual and that decisions can be made only by a majority vote at a Board of Trustees meeting.
- D. He or she will take no private action that might compromise the Board of Trustees of the Algonquin-Lake in the Hills Fire Protection District and will respect the confidentiality of privileged information.
- E. He or she will abide by majority decisions of the Board while retaining the right to seek changes through ethical and constructive channels.
- F. He or she will encourage and respect the free expression of opinion of fellow Trustees and others who seek to be heard before the Board of Trustees.
- G. He or she shall faithfully and diligently perform the duties of Trustee, including attendance at all Trustee meetings and other functions of the District where Trustee attendance is required.

2.07 AUTHORITY OF TRUSTEES

The Board may act only in a properly convened meeting, and no Trustee shall have the authority to act for the Board or under the title of his or her Board position unless specifically authorized by statute or by the Board. Any act delegated to a Trustee by the Board must be ratified by the Board.

2.07A BOARD – FIRE CHIEF RELATIONS

The Board shall assign the administration and operation of the District to its Fire Chief, who shall serve as the primary administrative officer of the District. The written policies of the Board

shall guide the Fire Chief in the administration of the District. The relationships of the Board and Fire Chief shall be conducted on a level of mutual confidence and respect with each recognizing the role and responsibility of the other.

2.08 COMMITTEES

The President may appoint ad hoc committees to study and evaluate specific issues and to report their recommendations to the Board. All committees shall keep minutes, and no committee recommendations shall be implemented without approval by the Board. Other committees may be appointed at the discretion of the Board. All committees shall be formed subject to the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

2.09 WRITTEN COMMUNICATIONS

Written communications to the Board may be submitted to the Fire Chief, the President, or the Secretary at any time. Such communications shall be brought to the attention of the Trustees of the Board at their next meeting and will be acknowledged in the minutes as having been received.

A copy of all written communications made on behalf of the Board shall be provided to each Trustee.

2.10 REGULAR MEETINGS

Regular meetings of the Board of Trustees shall, be held in accordance with the notice of regular meetings issued by the Board at the beginning of each calendar year. Meetings shall be held monthly at 7:00 p.m. at the headquarters fire station. All meetings shall comply with the provisions of the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

2.11 SPECIAL MEETING

A special meeting may be called by the President of the Board or any two Trustees upon at least 48-hour notice to all Trustees. Such call shall state the time and place of holding the special meeting, and the purpose for which it is called. A special meeting may also be called for a future date at any meeting of the Trustees by a majority vote of the Trustees attending the meeting. Notice and the agenda of all special meetings shall be provided pursuant to the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

2.12 QUORUM

Three Trustees of the Board shall constitute a quorum to do business. All meetings shall be held only with a quorum of the Board present. An affirmative vote of three Trustees is required to adopt or pass action by the Board.

2.13 MINUTES

A. Generally

The Secretary or his or her administrative designee shall attend all meetings of the Board and prepare minutes of those meetings. The keeper of minutes shall keep, or cause to be kept, a true and correct copy of all transactions of the Board in regular and special meetings, open or closed, and committee meetings. The keeper of minutes shall include the date, time and place of the meeting; the members of the Board as either present or absent; a general description of all matters proposed, discussed or decided; and a record of any votes taken, including the Trustees making the motion, the second and the results of the voting.

The minutes of the proceedings of the Board at a regular or special meeting shall be prepared in draft form and copies shall be mailed or delivered to all Trustees along with the notice of the next regular business meeting. The minutes of the preceding meeting, with any changes made by a motion properly made and carried or as directed by the President without objections, shall be approved by the Board and signed by the President and Secretary at the next business meeting.

The official minutes of the Board shall be made available to citizens for inspection during regular business hours at the District's administration building within seven (7) days of approval. (5 ILCS 120/2.06; 5 ILCS 140/3)

B. Verbatim Record of Closed Meetings

The Secretary of his or her administrative designee shall audio record all closed meetings. After the closed meeting, the person making the audio recording shall label the recording with the date and store it in a secure location.

After eighteen (18) months have passed since the audio recording was made of the closed meeting, it shall be destroyed, provided that the Board has approved its destruction and approved written minutes of the particular closed meeting.

Requests for access to a recording of a closed meeting will be denied unless the Board has found that the recording no longer requires confidential treatment. Individual Trustees may listen to verbatim recordings when that action is germane to their responsibilities, e.g., in order to check the accuracy of minutes or to determine if the recordings no longer require confidential treatment. (5 ILCS 120/2.06 (c))

C. Review of Closed Session Minutes

The Board shall periodically, but not less than semi-annually, review the minutes of all closed sessions. At such a meeting, a determination shall be made and reported in open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. (5 ILCS 120/2.06 (c))

2.14 RULES OF ORDER

- A. **Rule 1. Agenda:** In general, all regular meeting agendas shall be prepared pursuant to the following outline:

AGENDA
REGULAR MEETING
ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
(date, time and location)

- I. Call to Order
- II. Pledge of Allegiance and Moment of Silence
- III. Roll Call
- IV. Agenda Approval
- V. Special Presentation
- VI. Public Forum (not more than 3 minutes per speaker)
- VII. Secretary's Report – Approval of Minutes
- VIII. Treasurer's Report
- IX. Accounts Payable
- X. Correspondence
- XI. Attorney Report
- XII. Fire Chief's Report
- XIII. Old Business
- XIV. New Business
- XV. Closed Session
- XVI. Action Items
- XVII. Adjournment

Prior to each regular meeting, the Secretary or his or her administrative designee shall prepare an agenda. Any Trustee of the District may place items on the regular meeting agenda by submitting a written request to the Secretary or his or her administrative designee by 4:00 p.m. on the Friday before the regularly scheduled monthly meeting. Agendas and other information for each regular meeting shall be available to each Trustee prior to the meeting.

During a regular meeting, any Trustee may place an item on the agenda for discussion purposes only by a majority vote of the Trustees attending the meeting. Items where final action is required must be specifically listed on the agenda.

- B. **Rule 2. Presiding Officer:** The President of the Board of Trustees shall serve as presiding officer at all meetings. If the President is absent, the Board of Trustees shall elect a president pro tempore who shall act in the President's stead. The President may call on any Trustee to perform the duties of presiding officer during any meeting. A pro tempore appointment shall not extend beyond the adjournment of the particular meeting.

The President shall preserve order and decorum and may speak to points of order subject to an appeal by any two (2) members.

- C. **Rule 3. Voting:** The ayes and nays shall be taken on all votes. All ayes and nays taken shall be recorded in the meeting's minutes. A concurrence of a majority of all Trustees present at a meeting and numbering at least 3 shall be necessary to the passage of any such proposition unless otherwise provided by law.
- D. **Rule 4. Questions Before the Board:** Every question before the Board of Trustees shall be distinctly stated by the President before it is open for debate. A motion shall be reduced to writing before a vote if so requested by any Trustee.

Trustees discussing a question shall address the President, and no Trustee shall be deemed to have the floor until recognized by the President. If any question under consideration contains several distinct propositions, the Board may, by a majority of the Trustees present, divide such questions.

- E. **Rule 5. Ordinances and Resolutions:** All ordinances and resolutions, as well as amendments thereto, shall be reduced to writing before action shall be taken on them. The title of ordinances and resolutions shall be read aloud before a vote is taken, except when any Trustee present requests that it be read in its entirety.
- F. **Rule 6. Addressing the Board:** Except during the public comment portion of the regular Board agenda, or as stated in this rule, no person other than the Fire Chief or his designee, or the District's attorney may address the Board of Trustees.

A portion of every regular Board of Trustees meeting shall be provided for public comment. The person wishing to speak shall raise his or her hand in a signal to the President. The speaker must be designated and authorized to speak by the President. After such recognition, the speaker must state his or her name and may state his or her address. Each speaker shall limit his or her public participation to a period of three (3) minutes or less so that all persons shall have an adequate opportunity to make their statement to the Board.

The purpose of public participation is to allow the public the opportunity to make a statement to the Board of Trustees. The purpose of public participation is not to provoke a debate with the Board. Once an individual has spoken, that individual may not speak on the same issue again. Any limitation regarding addressing the Board may be waived by a majority vote of the Board of Trustees.

2.15 REMOTE ATTENDANCE OF MEETINGS

A trustee, or key District staff member or advisor, may attend a properly convened open or closed meeting as permitted by Section 7 of the Illinois Open Meetings Act (5 ILCS 120/7) in accordance with the following rules.

- A. Rules Statement. Any trustee of the Board of Trustees (Board) may attend any open or closed meeting of the Board via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.
- B. Prerequisites. A trustee may attend a Board meeting electronically if the trustee meets the following conditions: a quorum of the Board is physically present at the location of the meeting throughout the meeting; and, a majority of the trustees present at the meeting site approves the trustee's electronic attendance of the meeting.
- C. Procedure.
 - 1. The trustee should notify the District Fire Chief, Assistant Fire Chief or Director of Management Services at least forty-eight (48) hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements for the necessary communications equipment will result in denial of a request for electronic attendance.
 - 2. The trustee seeking to attend the meeting remotely must assert one of the following three reasons why he or she is unable to physically attend the meeting: (a) he or she cannot attend because of personal illness or disability; or (b) he or she cannot attend because of employment purposes or the business of the Algonquin-Lake in the Hills Fire Protection District, Board of Fire Commissioners, or Firefighters Pension Fund; or (c) he or she cannot attend because of a family or other emergency.
 - 3. The District Fire Chief, Assistant Fire Chief or Director of Management Services after receiving the electronic attendance request shall inform by e-mail the remaining Board trustees of the request for electronic attendance.
- D. Voting Procedures. After a roll call establishing that a quorum of the Board is physically present at the subject meeting, the presiding officer shall poll trustees at the meeting on the question of allowing the requesting trustee to attend the meeting electronically after specifying the reason entitling the absent trustee to attend electronically. Concurrence of a consensus of a majority of the trustees present is required to allow electronic attendance of the meeting by the requesting trustee.
- E. Adequate Equipment Required. The trustee participating electronically and other Board trustees actually present at the meeting site must be able to communicate clearly and

effectively, and members of the audience at the meeting site (if any) must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the presiding officer, assisted as needed by the District Fire Chief and Administrative Assistant, shall ensure the presence and functional operation of communications equipment adequate to accomplish this objective at the meeting site.

- F. Minutes. The minutes shall reflect consensus of the trustees present to allow remote attendance by the requesting trustee. Any trustee attending a meeting electronically shall be considered an off-site attendee. The remotely attending trustee shall be counted as present electronically for that meeting. The meeting minutes shall reflect and state specifically whether each trustee is physically present at the meeting or present and attending by electronic means. If all trustees are physically present at the meeting site, this distinction need not be made and recorded: physical presence at the meeting site is presumed unless otherwise noted.
- G. Rights of Remote Attendee. A trustee permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those trustees physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The trustee attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Secretary, assisted by the Administrative Assistant as needed, and placed in the minutes for the corresponding meeting. A trustee attending electronically may leave a meeting and return as in the case of any trustee, provided the trustee attending electronically shall announce his or her departure and return. The minutes shall reflect the time of the departure and return of any trustee, whether physically present at the meeting site or attending the meeting remotely.
- H. Committees, Boards and Commissions. These rules shall apply to all committees, boards and commissions established by authority of the Board of Trustees.
- I. Remote Attendance by Key District Staff and Advisors. These rules for remote attendance by a trustee shall also apply to key District Staff members, including but not limited to the District Fire Chief, Assistant Fire Chief, Director of Management Services, legal and financial advisors and consultants, and accountants

CHAPTER THREE – JOB DESCRIPTIONS

3.01 FIRE CHIEF

- I. Job Summary:
 - a. This is an administrative and technical position in the direction of all personnel and activities of the Algonquin-Lake in the Hills Fire Protection District.
 - b. Directs all firefighting activities and prevention activities of the District including the development, through consultation with District Officers, of recommendations and plans for the protection of life and property within the District.
 - c. The work requires a broad knowledge of fire department administration, modern firefighting, prevention methods and techniques in making proper decisions on varied work problems encountered.

- II. Essential Job Functions:
 - a. Plan, coordinate, direct and evaluate Fire and EMS operations.
 - b. Establish policies and procedures for District personnel.
 - c. Supervise both long and short range plans.
 - d. Direct and coordinate the preparation and presentation of an annual budget; is responsible for overseeing the District's budgets; plan for and review specifications for new or replaced equipment; control the expenditure of departmental appropriations.
 - e. Enforce fire prevention ordinances and direct the inspection of buildings and other properties for fire hazards.
 - f. Set standards of conduct and discipline; handle grievances as third step in process.
 - g. Work with committees on the preparation of specifications on major vehicle purchases and supervise all purchases.
 - h. Supervise the maintenance of all records on personnel, equipment, training and any other aspect of the District.
 - i. Direct the preparation of special orders, instructions, notices and other forms of communication, and direct and prepare Standard Operating Guidelines for use by the District.
 - j. Review and plan for future stations, as well as manpower and equipment for the new stations.
 - k. Respond to and take command at major incidents and personally direct the firefighting through his officers and support personnel.
 - l. Oversee the direction of a comprehensive program for fire prevention including fire inspections of various types of construction.
 - m. Prepare and plan for the protection of all personnel through the Risk Care Management System and conduct education programs on the prevention of injury.
 - n. Attend meetings and seminars to keep abreast of the latest developments in firefighting to coordinate methods to improve training and exchange other ideas.
 - o. Address civic groups regarding activities of the District and to explain and promote public safety.

III. Other Job Functions:

- a. Operate listed tools and equipment.
- b. Perform the duties of command personnel as needed.
- c. Serve as a member of various committees.
- d. Perform other duties as required or assigned by the Board of Trustees.

IV. Proficiency In:

- a. Public administration of a mid-sized operation (100 employees).
- b. Using quantitative skill.
- c. Performing quantitative analysis and forecasting.

V. Working knowledge of:

- a. the principles, practices and techniques of modern firefighting and fire prevention and an ability to apply this knowledge in the line of his duties.
- b. all Algonquin-Lake in the Hills Fire Protection District rules and regulations, policies and guidelines and all ordinances with the District and the villages served.
- c. Leadership in both fire ground and administration and have the ability to work with the personnel on the Algonquin-Lake in the Hills Fire Protection District.

VI. Ability To:

- a. Plan, schedule, advise and direct all District operations.
- b. Develop, supervise, evaluate, train and discipline subordinates.
- c. Communicate effectively in writing and orally.
- d. Read, comprehend and analyze in a timely manner large quantities of complex materials, draw conclusions and develop plans of action.
- e. Deliver presentations, address audiences and convey information to various sized groups.
- f. Evaluate all aspects of the District and compose, execute and coordinate necessary changes and improvements.
- g. Analyze, refine and coordinate the annual budget.
- h. Read, write, speak and comprehend the English language.
- i. Establish and maintain effective working relationships with employees, supervisors, Village officials, civic groups, vendors and the general public.

VII. Tools and Equipment Used:

Emergency equipment, fire apparatus, fire pumps, staff cars, first aid equipment, hand tools, gas powered saws, radios, pagers, personal computer, telephone, fax machines and writing utensils.

VIII. Physical Demands:

- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.
- b. While performing the duties of this job, the employee:

- i. Regularly – sits, talks, hears, writes, and reads to perform managerial duties.
- ii. Frequently – stands, walks, uses hands, reaches with arms or hands and lifts up to ten pounds.
- iii. Occasionally – climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incident.

IX. Work Environment:

- a. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- b. Work is performed primarily in an office setting and occasionally performed in vehicles, outdoor settings, extreme weather conditions, and during day and night hours. Work is occasionally performed in emergency and stressful situations. Individual is exposed to hearing alarms and to hazards associated with rendering emergency medical assistance and fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- c. Work is occasionally performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- d. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

X. Experience and Training:

- a. Extensive experience in firefighting, fire prevention, and training.
- b. High school diploma or equivalency.
- c. Bachelor's degree in Fire Administration or equivalent discipline.
- d. Public Administration, Management or related field or an equivalent combination of education and experience.

XI. Similar Duties:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

3.02 ASSISTANT FIRE CHIEF

I. Job Summary:

The Assistant Chief Administration is an at will, exempt status member of the senior staff management team who will assist the Fire Chief in planning, directing, organizing and administrating activities of the Algonquin-Lake in the Hills Fire Protection District. The Assistant Chief exercises his/her command over the complete District administration in the absence of the Fire Chief. The Assistant Chief shall work with the Chief for the interest of the employer, to recommend procedures to hire, transfer, suspend, terminate, promote, reward, discipline and/or adjust grievances. The Assistant Chief Administration assists the Chief in achieving Board Policy, goals, and legislative mandates of the District. This position reports to the Fire Chief.

II. Essential Job Functions:

- a. Provide immediate supervision to the Fire Prevention Bureau Director, Radio Frequency Fire Alarm program, Information Systems Officer and Administrative personnel.
- b. Supervise, train and develop subordinate employees, monitor productivity of employees and set goals to meet the mission of the District.
- c. Perform qualitative analysis, refine, develop and implement District policies.
- d. Assist with large scale fire and EMS incidents as summoned by the Assistant Chief of Operations. Respond to Mutual Aid Calls as summoned. Attend conferences, seminars and read independently to keep abreast of current trends in the fire service.
- e. Attend District, Village and any other meetings as designated by the Chief.
- f. Analyze, prepare and submit departmental capital improvement and budget requests.
- g. Review departmental reports, purchase orders and correspondence for accuracy and adherence to departmental objectives.
- h. Oversee and coordinate the EMS billing program for the District.
- i. Enforce and ensure the observation of District policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel.

III. Other Job Functions:

- a. Serves as an assistant and confidential aide to the Fire Chief. Consults and advises in an honest, frank, tactful and timely manner, promotes harmonious and effective working relationships with the Board of Trustees, District personnel, and in contact with members of the community. Investigates complaints and takes appropriate action.
- b. Provide back up to and for the Fire Chief, and apprise the Chief of significant developments and issues relating to assets, budget, contracts, and agreements, fiscal policies and procedures.
- c. Type and process reports and general correspondence.
- d. Serve as a member of various employee committees.
- e. Perform other duties as required or assigned.

- IV. Minimum Requirements:
- a. Minimum 5 years at Battalion Chief or comparable rank within a similar size organization.

- V. Working knowledge of:
- a. Modern fire suppression and prevention and emergency medical services principles and procedures, techniques and equipment.
 - b. The principles and practices of personnel, operations and budgetary processes.
 - c. Management and supervisory principles and practices.
 - d. Emergency fire ground command concepts.
 - e. Fire apparatus usage and maintenance.
 - f. Rules, regulations, and ethical standards of the Fire District.
 - g. Budgetary and capital improvement standards and regulations.

- VI. Ability To:
- a. Review, audit and set goals for the District.
 - b. Manage the Fire Prevention Bureau and assigned personnel.
 - c. Prepare and supervise the preparation of clear, accurate and comprehensive reports and recommendations.
 - d. Set goals, solve problems, evaluate and maintain priorities.
 - e. Communicate effectively orally and in writing using the English language.
 - f. Establish and maintain effective working relationships with co-workers, supervisors and members of other governmental agencies.
 - g. Follow verbal and written instructions.
 - h. Respond to and interact with residents, employees, and others within and outside of the organization in a professional and effective manner.

- VII. Tools and Equipment Used:

Emergency equipment, fire apparatus, fire pumps, staff cars, first aid equipment, hand tools, gas powered saws, radios, pagers, personal computer, telephone, fax machines and writing utensils.

- VIII. Physical Demands:
- a. The physical demands described are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.
 - b. While performing the duties of this job, the employee:
 - i. Regularly – sits, talks, hears, writes, and reads to perform managerial duties.
 - ii. Frequently – stands, walks, uses hands, reaches with arms or hands and lifts up to ten pounds.
 - iii. Occasionally – climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incident.

IX. Work Environment:

- a. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- b. Work is performed primarily in an office setting and occasionally performed in vehicles, outdoor settings, extreme weather conditions, and during day and night hours. Work is occasionally performed in emergency and stressful situations. Individual is exposed to hearing alarms and to hazards associated with rendering emergency medical assistance and fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.
- c. Work is occasionally performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- d. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

X. Experience and Training:

- a. Must possess a valid Illinois Driver's License.
- b. High School Education or equivalency, and
 - a. Fire Officer III Certification, or
 - b. College Degree in Fire Science Administration or closely related field, or
 - c. Five year's experience at the officer level in the fire and EMS fields specifically at the paramedic level, or
 - d. Experience in management, supervision and command of a public safety organization, or
 - e. any equivalent combination of education and experience.

XI. Proficiency In:

- a. Current and accepted management techniques.

XII. Similar Duties:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related or a logical assignment to the position.

3.03 DIRECTOR OF MANAGEMENT SERVICES

I. Job Summary:

The Director of Management Services serves as an at will, exempt position and a member of the Fire District management staff team under the general supervision of the Fire Chief. The Director assists the Fire Chief in planning, directing, organizing, and coordinating activities of the Algonquin-Lake in the Hills Fire Protection District to ensure the efficient and effective administration of programs and services to the community. The Director is responsible for the supervision of assigned subordinate employees; assists other supervisors/officers as necessary to facilitate District initiatives; and shall work with the Fire Chief for the interest of the District to achieve Board policy, goals, and legislative mandates.

II. Essential Duties and Responsibilities:

a. Standard

- i. Takes personal responsibility to provide exceptional service to the public and to promote and maintain a positive District image, constructive working environment, and foster professionalism in the workplace and community.
- ii. Supervises, trains, and develops subordinate employees; monitors productivity of employees and sets goals to meet the mission of the District.
- iii. Manages the development and maintenance of human resource programs and processes; performs research regarding human resource issues and programs including classification, compensation, performance evaluation, employee benefits.
- iv. Formulates, recommends, implements, and enforces personnel policies; directs policy interpretation and application; counsels District officials and employees regarding personnel policies.
- v. Conducts investigations of complaints of District personnel or practices by members of the public or District employees; maintains appropriate liaison with the Assistant Chief of Support Services.
- vi. Coordinates and administers employee benefits programs; responsible for insurance policy implementation and renewals including group medical, general liability, property, and worker's compensation; negotiates with third-party vendors; coordinates with third-party administrators; communicates information to employees; analyzes claims and develops programs for reducing losses.
- vii. Administers employee recruitment of those positions not under the jurisdiction of the Board of Fire Commissioners; assists and supports the Board of Fire Commissioners in coordinating certain aspects of the hiring and promotional processes; interviews applicants, evaluates qualifications, conducts reference check and background checks
- viii. Coordinates and conducts new employee orientations.
- ix. Participates in the development of collective bargaining strategies; participates in negotiation of labor agreements; assists in the administration of labor contract.

- x. Oversees information technology system processes, and staff; prepares and maintains related systems, records, and files.
- xi. Coordinates network systems, personal computers, and peripheral equipment operations and maintenance; coordinates with the District's IS vendors and contractors.
- xii. Participates in the development and administration of the District annual budget.
- xiii. Maintains detailed records; prepare and present staff reports and other necessary correspondence; participates in providing technical presentations to the Board of Trustees, the Board of Fire Commissioners, and various other groups.
- xiv. Continuously monitors and evaluates the efficiency and effectiveness of service delivery methods and processes; assesses and monitor work load, administrative support systems, and internal reporting relationships; identifies opportunities for improvement and review with the Fire Chief.
- xv. Completes special assignments for the Fire Chief as assigned.

b. Administrative

- i. Serves as an assistant and confidential aide to the Fire Chief; consults and advises in an honest, frank, tactful, and timely manner; promotes a harmonious and effective working relationship with the Board of Trustees, District personnel, and members of the community.
- ii. Assists in strategic planning for the District.
- iii. Attends conferences, seminars and reads independently to keep abreast of current trends in the fire service.
- iv. Attends District, Village and any other meetings as designated by the Fire Chief.
- v. Provides back-up to and for the Fire Chief.
- vi. Serves as a member of various employee committees.
- vii. Performs other duties as required or assigned.
- viii. Perform other duties as required or assigned by the Fire Chief or immediate supervisor.

III. Minimum Requirements:

Must possess the following licenses and certifications:

- a. Minimum 3-5 years of progressively responsible experience in human resources administration, preferably in a local government setting.
- b. Demonstrated experience in developing and maintaining information technology systems.

IV. Other Skills and Abilities

- a. Proficiency in:
 - i. Current and accepted management techniques.
 - ii. Effective interpersonal communication skills for interaction with elected and appointed officials, employees, agencies, other governmental units, and the public.

iii. Effective skills in negotiating, public speaking, and conflict resolution.

b. Working Knowledge of:

- i. Human resources management principles, personnel practices, and organizational and time management techniques.
- ii. Firefighting, emergency medical, and rescue principles and practices.
- iii. District policies, rules, and regulations.
- iv. Knowledge of local geography and special hazards within the community.
- v. Budget and purchasing standards and regulations.
- vi. Incident Command Principles through NIMS 400.

c. Ability to:

- i. Demonstrated ability to handle confidential material and information in an ethical, professional manner and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.
- ii. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.
- iii. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.
- iv. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.
- v. Ability to develop work methods and procedures with initiative and good judgment, and to use resourcefulness and tact in meeting new challenges.
- vi. Ability to communicate clearly effectively, verbally and in writing in an office environment and to speak effectively before groups of members of the public or employees.
- vii. Ability to read, write, comprehend and speak English, and to demonstrate, at a minimum, twelfth grade reading skills.
- viii. Ability to compose proofread and edit routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.
- ix. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.
- x. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
- xi. Ability to manage emergency incidents and deal with situations of extreme stress without loss of productivity.
- xii. Ability to supervise, train and evaluate personnel, and to formulate plans, procedures, and policies.

V. Education and Experience:

- a. Bachelor's degree in human resources, public administration, business administration or a related field required.
- b. PHR or SPHR or other related certification preferred.
- c. Must possess a valid Illinois Driver's License.
- d. Any equivalent combination of education and experience.

VI. Physical Demands:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.
 - ii. Physical ability to reach items with arms and hands and manual dexterity; fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
 - iii. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.
 - iv. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
- b. While performing the duties of this job, the employee:
 - i. Regularly: sits, talks or hears, writes and reads to perform managerial duties.
 - ii. Frequently: stands, walks, uses hands, reaches with arms or hands and lifts up to 20 pounds.
 - iii. Occasionally: climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incidents.

VII. Work Environment:

- a. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- b. Work is performed primarily in an office setting where the employee is subjected to the customary indoor environment with no unusual chemical, noise, or fluctuating temperature levels expected.

VIII. Similar Duties

The above duties are an illustration of the various work-tasks that may be accomplished. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.04 BATTALION CHIEF

I. Job Summary:

This position performs a variety of administrative, supervisory and technical work in the supervision and administration of fire suppression, emergency aid and hazardous materials. This position reports to the Assistant Fire Chief of Support Services and is a management position.

II. Essential Duties and Responsibilities:

a. Standard

- i. Supervise Captains and Lieutenants and subordinate staff in their assigned duties as directed. Monitor and observe departmental activities to ensure that conduct and performance conform to District standards. Ensure that District orders, directives, procedures and rules and regulations are understood and followed by all personnel. Investigate, supervise, evaluate, and make recommendations on all disciplinary matters involving personnel assigned to his/her shift.
- ii. Make recommendations and suggestions regarding hiring, promoting, transferring, suspending, rewarding, or disciplining personnel under his/her command.
- iii. Review all reports, shift correspondence and paperwork completed during his/her assigned shift; check for completeness and accuracy; make comments and remarks as necessary.
- iv. Respond to alarms as needed; assume command until relieved by a superior officer.
- v. Participate in the operation of departmental in-service training activities and assist in the coordination and scheduling of all in-service training assigned shift personnel. Instruct and drill shift personnel as necessary in various subjects. Ensure that subordinate personnel receive necessary remedial training and are provided with educational opportunities that can be addressed through the department budget.
- vi. Prepare a variety of reports and records including daily rosters, payroll reporting information, purchase requisitions and any other reports requested.
- vii. Assists in formulating long and short range plans and procedures, SOG's and updates as needed.
- viii. Perform yearly written evaluation of Captains and Lieutenants assigned to his/her shift. Evaluations are to be completed by April 30 of each year.
- ix. Maintain the proper shift manning level minimums established by the District.
- x. Attend staff meetings and other meetings as required by the Assistant Chief or the Fire Chief.

b. Administrative

- i. Will be assigned a specialty area from within the District to administer, maintain and operate and be responsible for the preparation of that division's annual budget request as well as the proper expenditures of budget monies allowed.
- ii. Assist in planning of the overall District operations.
- iii. Attend conferences and meetings to keep abreast of current trends in the field; represent the District in a variety of local, county, state and other meetings.
- iv. Maintain contact with the general public, District officers and other District officials in the performance of fire district activities.
- v. Supervise and perform minor repairs to District equipment.
- vi. Follow District safety rules and practices.
- vii. Perform other duties as required or assigned.

III. Minimum Requirements:

Must possess the following licenses and certifications:

- a. Must meet the criteria and requirements as set by the Fire Commission.
- b. Must possess a valid Illinois Driver's License.

IV. Other Skills and Abilities:

- a. Proficiency in:
 - i. Understanding the operation of the District's equipment.
 - ii. Interpersonal skills.
 - iii. Personnel management.
 - iv. Operation of the listed tools and equipment.
- b. Working Knowledge of:
 - i. Modern fire suppression and prevention and emergency medical services principles and procedures, techniques and equipment.
 - ii. Fire aid and resuscitation techniques and their application.
 - iii. Applicable laws, village ordinances, District standard operating procedures and regulations.
- c. Ability to:
 - i. Train and supervise subordinate personnel.
 - ii. Perform work requiring good physical condition.
 - iii. Produce clear and comprehensive reports.
 - iv. Analyze problems or situations and make quick and effective decisions to handle emergency and non-emergency situations.
 - v. Exercise sound judgement in evaluating situations and in making decisions.
 - vi. Plan, assign, instruct and review the work of subordinates.
 - vii. Communicate effectively either verbally or in writing.
 - viii. Read, write, speak and comprehend the English language.

V. Education and Experience:

- a. Seven (7) years of documented experience in the areas of fire suppression, fire service training and fire service management. Documented progressive advancement through promotion or appointment within the ranks of the fire service.
- b. Diploma from an accredited four-year college with course work in fire service, public or business administration or related field is highly desirable.
- c. Fire Department Safety Officer Certification required within one-year of appointment.
- d. State of Illinois Office of the State Fire Marshal Fire Instructor III/Training Program Manager certification required within one-year of appointment.
- e. Complete training in Incident Management through NIMS 400.
- f. An equivalent combination of experience and education that provides the required knowledge, skills, and abilities will be considered.

VI. Physical Demands:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 - i. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.
 - ii. Physical ability to reach items with arms and hands and manual dexterity; fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
 - iii. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.
 - iv. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
- b. While performing the duties of this job, the employee:
 - i. Regularly: sits, talks or hears, writes and reads to perform managerial duties.
 - ii. Frequently: stands, walks, uses hands, reaches with arms or hands and lifts up to 20 pounds.
 - iii. Occasionally: climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incidents.
- c. Heavy physical activity includes:
 - i. Ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a hazardous situation.
 - ii. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds up or down stairs with a minimum of one person to assist.
 - iii. Ability to walk or stand for an hour or more at a time.
 - iv. Ability to identify and distinguish colors.

- v. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions.
- vi. Ability to perform unpleasant duties or deal with hazardous materials.
- vii. Ability to work in a restricted area for two or more hours at a time.
- viii. Ability to perform duties requiring extreme precautions to avoid illness or injury.
- ix. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
- x. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
- xi. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods.
- xii. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work.
- xiii. Ability to operate hand and power tools in both emergency and non-emergency situations.
- xiv. Ability to advance and drag fire hoses fully charged with water of up to 2 ½ inches in diameter limited distances both horizontally and vertically.
- xv. Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
- xvi. Ability to use a telephone/radio to receive and send communications.
- xvii. Ability to lift and position people or victims.
- xviii. Ability to safely operate a motorized vehicle under emergency conditions.
- xix. Ability to spend extensive time outside exposed to the elements, and to work effectively in wet, icy, and/or muddy areas.
- xx. Ability to tolerate extreme fluctuations in temperature while performing duties. Perform physically demanding work in hot (up to 400 degrees F) and humid (up to 100% humidity) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
- xxi. Ability to operate in areas of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces, all the while performing tasks demanding physical exertion and intense concentration.

VII. Work Environment:

- a. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- b. Work is frequently performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- c. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

VIII. Similar Duties:

The above duties are an illustration of the various work-tasks that may be accomplished. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.05 CAPTAIN

I. JOB SUMMARY:

Assist through the chain of command in planning and administrating the activities of the District. This position reports directly to the Battalion Chief assigned to his/her shift.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

These duties and responsibilities are intended to be descriptive and not restrictive. An individual performing in this classification may perform any of the duties listed, however, these examples do not include all the duties which an individual may be expected to perform.

A. Standard

1. Exercise command during assigned calls and in the absence of superior officers.
2. Maintain discipline among his/her subordinates by following the rules and regulations of the Algonquin-Lake in the Hills Fire Protection District.
3. Responsible for all matters pertaining to his/her shift assignments.
4. Supervises the work of his/her subordinates. Responsible for work assigned to or work completed by his/her subordinates.
5. Assigns station duties appropriate to his/her subordinates.
6. Follows the cleaning schedule and makes sure all work is completed.
7. Requests supplies through normal channels.
8. Responsible for assisting in training personnel in his/her assignment.
9. Attends community programs assigned.
10. Handles personnel grievances and reports same through the chain of command.
11. Ensure that all reports are filled out correctly, such as (but not limited to) NIFIRS, accident reports, workers compensation, etc. Forwards these reports to the shift Battalion Chief for approval.
12. Prepares fire/EMS pre-plans and address information for computer input.

B. Administrative

1. Performs yearly evaluations of the firefighters assigned to his/her shift. Evaluations to be completed by April 1 of each year.
2. Communicates with the other officers on various assignments. In the absence of a superior officer, with regard to seniority, takes command of District duties and incidents as trained.
3. Responsible for training and schooling for his/her assignment and is to submit written requests for permission to attend outside schools to the Training Officer through the chain of command.
4. Makes recommendations for manning and calendar maintenance.
5. Responsible for his/her subordinates maintaining their EMS status and attending re-certification classes.
6. Participates in the department budgetary process.
7. In the absence of a higher ranking officer, shall be responsible for the operation of all stations and responds to mutual aid calls as the Chief Officer.
8. Knowledge in all areas of the Fire Prevention/EMS and review with Company all changes and additions in roads and subdivisions, in general all growth.
9. Assist in department supervisory and administrative activities as assigned.
10. Supervise and perform minor repairs to District equipment.
11. Provide back-up to other related positions.
12. Follow and enforce District-wide and departmental safety rules and practices.
13. Perform other duties as required or assigned.

III. MINIMUM REQUIREMENTS:

Must possess the following licenses and certifications:

- A. Comprehensive knowledge of fire/EMS methods and administration.
- B. Knowledge of controlling laws and the Policies and Guidelines of the Algonquin-Lake in the Hills Fire Protection District.
- C. Demonstrate dependability and the ability to command the respect of subordinates, direct and supervise the work of subordinates, deal courteously with the public, and use good judgement on all occasions.
- D. Maintain good physical condition so as to be able to perform all essential duties;

must meet yearly fit for duty examination provided by the District's medical evaluator.

- E. Keep abreast of new skills and techniques for firefighting and EMS.

IV. **OTHER SKILLS AND ABILITIES:**

A. **Proficiency in:**

1. Operating the listed tools and equipment.
2. Interpersonal skills.
3. Personnel management.

B. **Working Knowledge of:**

1. Modern fire suppression and prevention and emergency medical services principles and procedures, techniques and equipment.
2. Building, electrical, mechanical, and fire codes.
3. Inspection techniques.

C. **Ability To:**

1. Train and supervise subordinate personnel in the duties for their position.
2. Plan, assign, instruct, and review the work of subordinates.
3. Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques.
4. Perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
5. Act effectively in emergency and stressful situations.
6. React quickly and calmly under stressful situations that may be encountered at a fire or emergency medical incident.
7. Follow verbal and written instructions.
8. Communicate effectively orally and in writing.
9. Read, write, speak and comprehend the English language.
10. Establish effective working relationships with employees, other agencies, and the general public.

V. **EDUCATION AND EXPERIENCE:**

- A. Seven (7) years of documented experience in the areas of fire suppression, fire service training and fire service management. Documented progressive advancement through promotion or appointment within the ranks of the fire service.
- B. Diploma from an accredited four-year college with course work in fire service, public or business administration or related field is highly desirable.

- C. Fire Department Safety Officer Certification required within one-year of appointment.
- D. State of Illinois Office of the State Fire Marshal Fire Instructor III/Training Program Manager certification required within one-year of appointment.
- E. Complete training in Incident Management through NIMS 400
- F. An equivalent combination of experience and education that provides the required knowledge, skills, and abilities will be considered.

VI. PHYSICAL DEMANDS:

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
 1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.
 2. Physical ability to reach items with arms and hands and manual dexterity; fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.
 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.

- B. While performing the duties of this job, the employee:
 1. **Regularly:** sits, talks or hears, writes and reads to perform managerial duties.
 2. **Frequently:** stands, walks, uses hands, reaches with arms or hands and lifts up to 20 pounds.
 3. **Occasionally:** climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incidents.

- C. Heavy physical activity includes:
 1. Ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a hazardous situation.
 2. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds up or down stairs with a minimum of one person to assist.
 3. Ability to walk or stand for an hour or more at a time.

4. Ability to identify and distinguish colors.
5. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions.
6. Ability to perform unpleasant duties or deal with hazardous materials.
7. Ability to work in a restricted area for two or more hours at a time.
8. Ability to perform duties requiring extreme precautions to avoid illness or injury.
9. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
10. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
11. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods.
12. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work.
13. Ability to operate hand and power tools in both emergency and non-emergency situations.
14. Ability to advance and drag fire hoses fully charged with water of up to 2 ½ inches in diameter limited distances both horizontally and vertically.
15. Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
16. Ability to use a telephone/radio to receive and send communications.
17. Ability to lift and position people or victims.
18. Ability to safely operate a motorized vehicle under emergency conditions.
19. Ability to spend extensive time outside exposed to the elements, and to work effectively in wet, icy, and/or muddy areas.
20. Ability to tolerate extreme fluctuations in temperature while performing duties. Perform physically demanding work in hot (up to 400 degrees F) and humid (up to 100% humidity) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
21. Ability to operate in areas of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces, all the while performing tasks demanding physical exertion and intense concentration

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

VII. WORK ENVIRONMENT:

- A. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- B. Work is frequently performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- C. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

VIII. SIMILAR DUTIES:

The above duties are an illustration of the various work-tasks that may be accomplished. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.06 CAPTAIN – TRAINING

I. JOB SUMMARY:

Work involves the responsibility for implementing, supervising, and coordinating assigned activities of the Support Services Division and the Bureau of Safety and Training. The Training Captain also functions as the District Health and Safety Officer. This position also involves supervisory and skilled firefighting work and requires full competency in all the aspects of the Fire Captain position and other important duties

Duties include responsibility for the development, coordination, and implementation of the Fire District safety and training programs. Work involves directing and supervising the activities of training participants, securing all apparatus and equipment after completion of training for emergency operations, conducting drills and training sessions, evaluating participant performance, and providing feedback. The incumbent shall be directly responsible for curricula development, outline content, and program delivery.

The position is assigned to a 40-hour week and is subject to recall or hold-over.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Standard

1. Take personal responsibility to provide exceptional service to the public and to promote and maintain a positive District image, constructive working environment, and foster professionalism in the workplace and community.
2. Responds to emergency incidents as directed and assists with incident command or incident safety officer as appropriate.
3. Adhere to all District guidelines and policies.
4. Operate successfully both as a member of a team and independently in and office environment and at emergency incidents.

B. Administrative

1. Provide a well-rounded training program for the District which develops and maintains the proficiency of employees consistent with applicable standards as appropriate (i.e., Federal Regulations, National Fire Protection Association (NFPA), Illinois Office of the State Fire Marshal (OSFM), Insurance Service Office (ISO), and District Rules, Regulations and Standard Operating Guidelines).
2. Develop, plan, organize, and coordinate all firefighter/EMS certification.
3. Develop, plan, organize, deliver, coordinate, and schedule monthly training. Produce and distribute monthly training packets.

4. Ensure that information on outside schools and seminars is available, encourage participation and monitor attendance. Arrange and schedule all schools and seminars.
5. Maintain required training records and files on all personnel. Complete all necessary forms and materials necessary to insure that the District receives reimbursement from the Office of the State Fire Marshal.
6. Maintain records relating to the operation of the District Safety Committee.
7. Prepare and submit the annual Training Program Budget to the Fire Chief in the time frame prescribed. Throughout the fiscal year, manage the training funds approved to ensure that the resources approved are not exceeded (without the approval of the Assistant Fire Chief). Provide budget reports, on a quarterly basis, during the fiscal year to the Assistant Fire Chief showing the status of the Training Program funds and expenditures.
8. Serves as the Fire District Health and Safety Officer; maintains the Fire District safety program.
9. Assist in the development of guidelines and policy recommendations for the Fire District.

C. Operational

1. Maintain knowledge of and proficiency in new information, technologies, strategies, tactics and methods which develop in the areas of firefighting, special operations/rescue, EMS, safety, fitness and related fields.
2. Maintain knowledge and proficiency in fire service training methodologies and techniques.
3. Provide resources for training, such as manuals, books, audio/visual equipment, and so on.
4. Attend daily briefings and scheduled staff meetings. Attend meetings for the purpose of improving training and safety procedures. Attend meetings of Boards and Commissions, Chamber of Commerce and business groups as directed.
5. Promote and maintain positive community relations: maintain harmonious working relationships with supporting agencies.
6. Maintain productive liaison with other ancillary training and safety organizations (i.e., Illinois Fire Service Institute, Illinois Department of Labor, OSHA, MABAS).
7. Serve as Fire District representative in the event of an OSHA or IDOL inspection.

8. Follow District safety rules and practices.

Perform other duties as required or assigned by the Fire Chief or immediate supervisor.

III. SUPERVISORY RESPONSIBILITIES:

- A. Carry out supervisory responsibilities in accordance with the District's guidelines and applicable laws.
- B. Set goals to meet the training mission of the District, and manage and participate in the work of the Company Officers and other members assisting with the delivery of training. Plan, organize and supervise the work of subordinate instructors.
- C. Meet monthly with each of the Station Captains to discuss: training program goals and objectives, program effectiveness and future training needs and adherence to training requirements
- D. Supervise compliance of District personnel with organizational training requirements.
- E. Ensure adherence to District policies, rules, regulations and ethical standards in the performance and conduct of personnel under his/her direction or observation.
- F. Chair the District Safety Committee. Schedule and conduct quarterly Safety Committee meetings. Prepare agenda, lead the meeting.
- G. Evaluate safety program effectiveness, generate reports, and maintain pertinent records.
- H. Conduct investigations of reported accidents, injuries, and close calls.
- I. Coordinate annual employee medical exam program.
- J. Serve as District Respiratory Protection Compliance Officer.

IV. MINIMUM REQUIREMENTS:

Must possess the following licenses and certifications:

- A. Valid Illinois Driver's License (non-CDL Class B minimum).
- B. State of Illinois Office of the State Fire Marshal Fire Officer II certification.
- C. State of Illinois Office of the State Fire Marshal Fire Instructor II certification.

V. OTHER SKILLS AND ABILITIES:

A. **Proficiency in:**

1. Current and accepted fire service management techniques.
2. The ability to express ideas clearly, both orally and in writing.
3. Proficient knowledge in personal computer skills, electronic mail, record keeping, database activity, and word processing.
4. Possess a willingness to work as part of a team and foster the team approach with the assigned personnel.
5. Operating typical fire service tools.
6. Effective interpersonal communication skills for interaction with employees, and representatives of other governmental units, and the public.
7. File maintenance and organizational skills.

B. **Working Knowledge of:**

1. The principles and practices of contemporary fire district administration and fire science.
2. The ordinances and statutes affecting the operation of the Fire District and the Bureau of Training and Safety.
3. The State Fire Marshal certification and testing process and its reimbursement program.
4. Management principles, personnel practices, and organizational and time management techniques.
5. Incident command principles as well as the demonstrated ability to organize, deploy, and manage District resources in both emergency and non-emergency situations.
6. Fire District policies, rules, and regulations.
7. Thorough knowledge of local geography and special hazards within the community.

C. **Ability To:**

1. Demonstrated ability to handle confidential material and information in an ethical, professional manner and willingness to receive, handle, and complete confidential submissions, records, reports, and data with utmost honesty, integrity, and confidentiality.
2. Demonstrated ability to handle multiple tasks simultaneously and in a timely manner.
3. Demonstrated ability to perform basic mathematical calculations, including the ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals, and to compute percentages.
4. Ability to function under general supervision and operate within policy guidelines using independent judgment in achieving assigned objectives.

5. Ability to develop work methods and procedures with initiative and good judgment, and to use resourcefulness and tact in meeting new challenges.
6. Ability to communicate clearly effectively, verbally and in writing in an office environment and to speak effectively before groups of members of the public or employees.
7. Ability to read, write, comprehend and speak English, and to demonstrate, at a minimum, twelfth grade reading skills.
8. Ability to compose proofread and edit routine correspondence and routine reports in a clear, concise, logical, and effective manner, utilizing proper grammar, spelling, punctuation, sentence structure, and tone.
9. Ability to collect, logically organize, and analyze information, and make appropriate decisions or recommendations within scope of position responsibilities.
10. Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals.
11. Ability to manage emergency incidents and deal with situations of extreme stress without loss of productivity.
12. Ability to supervise, train and evaluate personnel, and to formulate plans, procedures, and policies.

VI. EDUCATION AND EXPERIENCE:

- A. Seven (7) years of documented experience in the areas of fire suppression, fire service training and fire service management. Documented progressive advancement through promotion or appointment within the ranks of the fire service.
- B. Diploma from an accredited four-year college with course work in fire service, public or business administration or related field is highly desirable.
- C. Fire Department Safety Officer certification required within one-year of appointment.
- D. State of Illinois Office of the State Fire Marshal Fire Instructor III/Training Program Manager certification required within one-year of appointment.
- E. Complete training in Incident Management through NIMS 400
- F. An equivalent combination of experience and education that provides the required knowledge, skills, and abilities will be considered.

VII. PHYSICAL DEMANDS:

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.
 2. Physical ability to reach items with arms and hands and manual dexterity; fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
 3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.
 4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
- B. While performing the duties of this job, the employee:
1. **Regularly:** sits, talks or hears, writes and reads to perform managerial duties.
 2. **Frequently:** stands, walks, uses hands, reaches with arms or hands and lifts up to 20 pounds.
 3. **Occasionally:** climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incidents.
- C. Heavy physical activity includes:
1. Ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a hazardous situation.
 2. Ability to lift and carry a stretcher with an adult patient weighing at least 150 pounds up or down stairs with a minimum of one person to assist.
 3. Ability to walk or stand for an hour or more at a time.
 4. Ability to identify and distinguish colors.
 5. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions.
 6. Ability to perform unpleasant duties or deal with hazardous materials.
 7. Ability to work in a restricted area for two or more hours at a time.
 8. Ability to perform duties requiring extreme precautions to avoid illness or injury.
 9. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.

10. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
11. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods.
12. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work.
13. Ability to operate hand and power tools in both emergency and non-emergency situations.
14. Ability to advance and drag fire hoses fully charged with water of up to 2 ½ inches in diameter limited distances both horizontally and vertically.
15. Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
16. Ability to use a telephone/radio to receive and send communications.
17. Ability to lift and position people or victims.
18. Ability to safely operate a motorized vehicle under emergency conditions.
19. Ability to spend extensive time outside exposed to the elements, and to work effectively in wet, icy, and/or muddy areas.
20. Ability to tolerate extreme fluctuations in temperature while performing duties. Perform physically demanding work in hot (up to 400 degrees F) and humid (up to 100% humidity) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
21. Ability to operate in areas of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces, all the while performing tasks demanding physical exertion and intense concentration

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

VIII. WORK ENVIRONMENT:

- A. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- B. Work is performed primarily in an office setting and frequently performed in vehicles, outdoor settings, extreme weather conditions, and during day and night hours. Work is occasionally performed in emergency and stressful situations. Individual is exposed to hearing alarms and to hazards associated with rendering emergency medical assistance and fighting fires, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils.

- C. Work is frequently performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- D. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

IX. SIMILAR DUTIES:

The above duties are an illustration of the various work-tasks that may be accomplished. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.07 LIEUTENANT

I. JOB SUMMARY:

Protect life and property by supervising and performing firefighting, emergency aid, hazardous materials mitigation and fire prevention duties. Supervises and assists with the maintenance of fire equipment, apparatus, and facilities.

II. ESSENTIAL DUTIES AND RESPONSIBILITIES:

A. Standard

1. Supervise and perform firefighting activities including laying hose, performing fire combat, containment, extinguishment, rescue and overhaul tasks, and utilizing related equipment.
2. Supervise and perform emergency aid activities including administering first aid and providing other assistance as required.
3. Instruct classes in assigned subject area.
4. Lead and participate in fire drills, attend classes in firefighting, emergency medical, hazardous materials, and related subjects.
5. Receive and relay fire calls and alarms. Operate radio and other communication equipment.
6. Supervise the company inspection of buildings, hydrants, and other structures.
7. Supervise and perform general maintenance work in the upkeep of fire facilities and equipment; clean and wash walls and floors; care for grounds around station; make minor repairs; wash, hang and dry hose, wash, clean, polish, maintain and test apparatus and equipment.
8. Assist in developing plans for special assignments such as emergency preparedness, hazardous communications, training programs, firefighting, hazardous materials, and emergency aid activities.
9. Present programs to the community on safety, medical, and fire prevention topics.
10. Responsible for the efficient performance of the personnel under his/her supervision, and for the training of all Firefighters under his/her command.
11. Coach and counsel assigned personnel on attitude, demeanor, efficiency or performance-related matters.
12. Review all reports prepared and submitted by subordinates.

13. Assist in the development and implementation of training, physical fitness, community relations, and other District programs.
14. Perform the duties normally assigned to the Shift Commander in the absence of the Shift Commander.
15. Function as a Fireground Commander at all incidents responded to as the first-in company until relieved by a superior officer.
16. Remain cognizant of the conditions at an emergency incident and maintain the well-being of the personnel working under his/her command.

B. Administrative

1. Assist in department supervisory and administrative activities as assigned.
2. Supervise and perform minor repairs to District equipment.
3. Provide back-up to other related positions.
4. Follow and enforce District-wide and departmental safety rules and practices.
5. Perform other duties as required or assigned.

III. MINIMUM REQUIREMENTS:

Must possess the following licenses and certifications:

- A. Must meet the criteria and requirements as set by the Fire Commission.
- B. Must possess a valid Illinois Driver's License.

IV. OTHER SKILLS AND ABILITIES:

A. **Proficiency in:**

1. Operating the listed tools and equipment.
2. Interpersonal skills.
3. Personnel management.

B. **Working Knowledge of:**

1. Modern fire suppression and prevention and emergency medical services principles and procedures, techniques and equipment.
2. Building, electrical, mechanical, and fire codes.
3. Inspection techniques.

C. **Ability To:**

1. Train and supervise subordinate personnel in the duties of their position.
2. Plan, assign, instruct, and review the work of subordinates.
3. Apply standard firefighting, emergency medical aid, hazardous materials, and

fire prevention techniques.

4. Perform strenuous or peak physical effort during emergency, training, or station maintenance activities for prolonged periods of time under conditions of extreme heights, intense heat, cold or smoke.
5. Act effectively in emergency and stressful situations.
6. React quickly and calmly under stressful situations that may be encountered at a fire or emergency medical incident.
7. Follow verbal and written instructions.
8. Communicate effectively orally and in writing.
9. Read, write, speak and comprehend the English language.
10. Establish effective working relationships with employees, other agencies, and the general public.

V. PHYSICAL DEMANDS:

A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

1. Physical ability to sit, stand, walk, climb, balance, stoop, kneel or crouch.
2. Physical ability to reach items with arms and hands and manual dexterity; fine motor skills sufficient to perform all essential and additional job functions and basic requirements listed above.
3. Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.
4. Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.

B. While performing the duties of this job, the employee:

1. **Regularly:** sits, talks or hears, writes and reads to perform managerial duties.
2. **Frequently:** stands, walks, uses hands, reaches with arms or hands and lifts up to 20 pounds.
3. **Occasionally:** climbs, balances, stoops, kneels, crouches, crawls, tastes or smells, lifts and/or moves up to 100 pounds to coordinate and direct large scale fire and EMS incidents.

C. Heavy physical activity includes:

1. Ability to rescue, by carrying or dragging, an adult weighing at least 150 pounds from a hazardous situation.
2. Ability to lift and carry a stretcher with an adult patient weighing at least 150

- pounds up or down stairs with a minimum of one person to assist.
3. Ability to walk or stand for an hour or more at a time.
 4. Ability to identify and distinguish colors.
 5. Ability to work in an area that is very uncomfortable due to dirt, drafts, fumes, noise, lighting, temperature variation, or other conditions.
 6. Ability to perform unpleasant duties or deal with hazardous materials.
 7. Ability to work in a restricted area for two or more hours at a time.
 8. Ability to perform duties requiring extreme precautions to avoid illness or injury.
 9. Ability to wear personal protective equipment that weighs approximately 50 pounds while performing various strenuous firefighting, rescue, and other related tasks.
 10. Ability to perform physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.
 11. Ability to make rapid transitions from rest to near maximal exertion without warm-up periods.
 12. Ability to raise, climb, and work from ground and aerial ladders, without fear of heights inhibiting work.
 13. Ability to operate hand and power tools in both emergency and non-emergency situations.
 14. Ability to advance and drag fire hoses fully charged with water of up to 2 ½ inches in diameter limited distances both horizontally and vertically.
 15. Ability to perform limited mechanical work involved in maintaining fire apparatus, equipment, and tools.
 16. Ability to use a telephone/radio to receive and send communications.
 17. Ability to lift and position people or victims.
 18. Ability to safely operate a motorized vehicle under emergency conditions.
 19. Ability to spend extensive time outside exposed to the elements, and to work effectively in wet, icy, and/or muddy areas.
 20. Ability to tolerate extreme fluctuations in temperature while performing duties. Perform physically demanding work in hot (up to 400 degrees F) and humid (up to 100% humidity) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
 21. Ability to operate in areas of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces, all the while performing tasks demanding physical exertion and intense concentration

The employee must be available and present for work as scheduled. The employee must perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.

VI. WORK ENVIRONMENT:

- A. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of the job, with or without reasonable accommodations.
- B. Work is frequently performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- C. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.
- D. Occasionally is exposed to wet humid conditions, fumes or airborne particles, risk suppressing fires and rendering emergency medical assistance, including smoke, noxious odors, fumes, chemicals, liquid chemicals, solvents and oils, may stand or walk on slippery, uneven surfaces, and works near moving mechanical parts and in high, precarious places.

VII. SIMILAR DUTIES:

The above duties are an illustration of the various work-tasks that may be accomplished. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.08 FIREFIGHTER / PARAMEDIC

I. Job Summary:

Protect life and property by performing a variety of complex functions, including fire fighting, emergency medical services, rescue operations, handling hazardous materials incidents, maintaining fire equipment, apparatus and facilities, fire prevention and education, and establish good working relationships with the community.

II. Essential Job Functions:

- A. Fight fires, which includes: Contain and extinguish fire, receive and relay fire calls and alarms, operate radio and other communication equipment, correctly handle hazardous materials, drive fire apparatus, operate aerial devices, operate pumps and related equipment and lay hose.
- B. Give advanced life support emergency medical assistance and perform rescue operations.
- C. Participate in fire drills; attend classes in firefighting, emergency medical, hazardous materials, and related subjects.
- D. Inspect buildings, hydrants and other structures in fire prevention programs.
- E. Perform maintenance in and around facilities and equipment; clean living area and wash walls and floors, care for grounds around station; make minor repairs; wash and dry hose; wash, clean, polish, maintain and test fire apparatus and equipment.
- F. Present programs to the community on safety, medical, and fire prevention topics.
- G. Operate listed tools and equipment.

III. Other Job Functions:

- A. Serve as a member of various employee committees.
- B. Follow District safety rules and practices.
- C. Perform other duties as required or assigned.

IV. Minimum Requirements:

- A. High School Diploma or equivalency.
- B. Age 21 or older at time of application.
- C. Valid Class B Illinois Driver's License, or obtain within first year of employment.
- D. U.S. Citizenship.
- E. No felony convictions or disqualifying criminal histories.
- F. Illinois State Fire Marshal Firefighter II certificate, or obtain within first two years of employment.
- G. Illinois Department of Public Health Paramedic (EMT-P) certification, or obtain within first two years of employment.
- H. Illinois State Fire Marshal Technical Rescue Awareness (TRA) certification, or obtain within first two years of employment.

- I. Illinois State Fire Marshal Hazardous Materials Operations certification, or obtain within first two years of employment.
 - J. Illinois State Fire Marshal Fire Service Vehicle Operator certification, or obtain within first two years of employment.
 - K. In employment years three through five, obtain Illinois State Fire Marshal Firefighter III certification.
 - L. In employment years three through five, obtain Illinois State Fire Marshal Fire Apparatus Engineer (FAE) certification.
- V. Proficiency In:
- A. Operating the listed tools and equipment
- VI. Working Knowledge Of:
- A. Driver safety.
 - B. Advanced Life Support.
 - C. Firefighting.
- VII. Ability To:
- A. Apply standard techniques of firefighting, emergency aid, and fire prevention; handle hazardous materials.
 - B. Exert peak physical effort during emergency or training activities at extreme heights for prolonged periods of time under conditions of intense heat, cold, smoke, vibration, flying debris, fumes or chemicals.
 - C. Use sound judgment and take verbal and physical control in hazardous or life threatening situations, which may involve instantaneous decision-making.
 - D. Evaluate situations, draw conclusions, and make decisions.
 - E. Remain alert, calm and composed under pressure.
 - F. Communicate effectively orally and in writing using the English language.
 - G. Establish and maintain effective working relationships with employees, supervisors, other departments and the general public.
 - H. Follow verbal and written instructions, and adhere to the Chain of Command.
 - I. Learn the District's geography.
- VIII. Tools and Equipment Used:
- A. Fire engine, fire truck, ambulance, staff car, squad, tanker, fire apparatus
 - B. Pumps, hoses, ladders
 - C. First Aid equipment
 - D. Small tools
 - E. Hammers, wrenches, ball cock, shovels, axes
 - F. Power tools
 - G. Drill, chain saw
 - H. Generator
 - I. Map / Hydrant books
 - J. Physical fitness equipment

- K. Vacuum cleaner
- L. Radio, pager
- M. Personal computer, telephone
- N. Writing utensils, and clipboard

IX. Physical Demands:

- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.
- B. While performing the duties of this job, the employee:
 - 1. **Regularly** - talks, hears, uses hands to finger, handle, or feel objects, tools, or controls, reaches with hands and arms, stands and walks.
 - 2. **Frequently** - climbs, balances, stoops, kneels, crouches, crawls, pushes, pulls, lifts, drives, reads, writes.
- C. While performing the duties of this job, the employee is required to move from the sedentary position to a highly active or strenuous activity in only a few seconds or minutes to respond to a routine assignment or an emergency. Duties include hazardous conditions which may be life-threatening or dangerous. In performing fire suppression, rescue operations, training or drills, heavy work (exerting up to 100 pounds of force) and heavy, protective clothing (in excess of 50 pounds) is required. However, in non-fire suppression or non-rescue operations, light work (exerting up to 20 pounds) is required.

X. Work Environment:

- A. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job, with or without reasonable accommodations.
- B. While performing the duties of this job, the employee frequently works outdoors and is exposed to wet and/or humid weather conditions, extreme cold, extreme heat, vibration, flying debris, chemicals, fumes or other pollutants. Work is occasionally performed near moving mechanical parts or in high, precarious places.
- C. The noise level in the work environment is usually moderate. The noise level during fire suppression and from sirens and horns while responding to emergency situations is extremely high.

XI. Similar Duties:

The duties listed above are illustrations of the various types of work that may be performed. The omission of specific job functions and requirements does not exclude them from the position if the work is similar, related, or a logical assignment to the position.

3.09 FIRE PREVENTION BUREAU DIRECTOR

I. Job Summary:

The Fire Prevention Bureau Director conducts technical as well as supervisory work in the District's Fire Prevention Bureau. He/she is responsible for supervising and participating in the actual field enforcement of all state and local laws and ordinances as they relate to fire prevention. Considerable effort is expected in correcting fire hazards and special emphasis is placed upon public assembly area inspections as well as in those areas where special hazards exist. The Bureau Director is granted considerable latitude for independent judgment and is reviewed through the observation of the results which are obtained.

II. Essential Job Functions:

- A. Supervise, train, and develop subordinate employees, monitor productivity of employees, manage and participate in the work of the Fire Prevention Bureau.
- B. Oversee fire/life safety inspections of all possible occupancies for compliance with codes.
- C. Review plans of construction for new and existing occupancies for compliance with building and fire codes; assist architects, engineers, and contractors in meeting code compliance; conduct inspections and tests of fire detection and suppression systems; review plans and oversee inspection of underground tanks.
- D. Investigate the cause and origin and circumstances of fire incidents occurring in the District; collect evidence, interview witnesses and prepare reports.
- E. Provide statistical information to the state Fire Marshal as per State requirements.
- F. Provide statistical data regarding future fire service requirements; conduct research and prepare reports on topics related to fire prevention; is responsible for improvements in staffing, organization, procedures and general operations of the Fire Prevention Bureau; stay abreast of new trends of technology. Also make recommendations for the annual budget as it pertains to fire prevention.
- G. Promote and maintain positive community relations; maintain harmonious working relationships with supporting agencies.
- H. Ensure adherence of District policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel.

III. Other Job Functions:

- A. Attend meetings of Village Boards and Commissions, Chamber of Commerce and business groups as directed by the Chief.
- B. Perform other duties as required or assigned.

IV. Qualifications:

- A. Must possess a valid Illinois Driver's License
- B. Graduation from High School,
- C. Minimum 5 years experience in are of Fire Prevention Code Enforcement,

- D. Office of the State Fire Marshal Firefighter III,
 - E. Office of the State Fire Marshal Certified Instructor II,
 - F. State of Illinois Office of the State Fire Marshal Fire Prevention Officer I.
 - G. Office of the State Fire Marshal Fire Officer II,
 - H. Office of the State Fire Marshal Fire Investigator,
 - I. Associates Degree in Fire Science, or Bachelors Degree from an accredited 4-year college with course work in Fire Science, Public Administration, or related field,
 - J. Any equivalent combination of education and experience,
 - K. Experience with Radio Frequency Fire Alarm (RFFA) Systems.
- V. Proficiency In:
- A. Interpersonal skills.
 - B. Working with deadlines.
- VI. Working Knowledge of:
- A. Modern fire prevention principles, procedures, techniques and equipment.
 - B. Building, electrical, mechanical and fire codes.
 - C. Inspection Techniques.
 - D. Fire suppression techniques and equipment.
 - E. Firefighting tactics.
- VII. Ability to:
- A. Effectively apply standard fire prevention techniques.
 - B. Act effectively in stressful situations.
 - C. Understand and follow oral and written instruction.
 - D. Communicate effectively both verbally and in writing.
 - E. Respond to and interact with residents, employees and others within and outside the organization in a professional and effective manner.
 - F. Establish successful working relationships with other employees, supervisors and other governmental agencies.
 - G. Read, write, speak and comprehend the English language.
- VIII. Special Requirements:
- A. Must be twenty-one (21) years of age or older.
 - B. Must have no felony convictions or disqualifying criminal histories.
 - C. Must be a United States citizen or legally be able to work in the United States.
- IX. Tools and Equipment used:

District vehicle, telephone, cellular phone, radio, pager, personal computer, calculator, pens and pencils, Pitot gauge, flow meter, video camera, digital camera, 35mm camera as necessary.

- X. Physical Demands:
- A. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodation.
 - B. While performing the duties of this job, the employee:
 - 1. **Regularly** - maintains balance, climbs stairs or ladders, stoops, stands, walks, talks and hears.
 - 2. **Frequently** - lifts and/or moves up to 20 pounds, reads, writes, reaches with one or both hands and arms, sits and crouches.
 - 3. **Occasionally** - lifts and/or moves up to 50 pounds, drives to various locations within the District, kneels, pushes or pulls, and crawls to inspect small areas.
- XI. Work Environment:
- A. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of this job, with or without reasonable accommodation.
 - B. The duties are divided between an office setting and outdoor work. In the office setting the employee is subjected to the customary indoor environment with no unusual chemical, noise or fluctuating temperature levels expected.
 - C. While performing the duties of this job the employee is frequently exposed to outdoor work to inspect building exteriors and during fire call-outs may be exposed to wet and/or humid weather conditions, extreme cold, extreme heat, high winds, severe snow or rain storms, and during inside residential or commercial facilities the employee may be exposed to fumes, odors, dusts, mists, restaurant cooking oil, gases or poor ventilation.
- IX. Similar Duties:

The above duties are illustrations of the various work that may be done. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.10 ADMINISTRATIVE ASSISTANT – AR

PURPOSE/SCOPE:

This is a staff-level administrative position that works under general supervision of the Fire Chief. Performs a variety of activities ranging from routine to varied and complex clerical, secretarial, and administrative work in conjunction with keeping official records, providing administrative support, and assisting in the administration of the standard operating policies and procedures of the District.

DUTIES/RESPONSIBILITIES:

1. AR (25%)
 - a. Create, print, and process approved invoices and other documents relating to Accounts Receivable. Including RFFA monthly invoices and late fees; false alarm invoices, and plan review fee invoicing.
 - b. Create deposit slips and process bank deposits.
 - c. Print transaction sheet from our online banking account and process electronic deposits in MSI program.
 - d. Check E-Pay website daily for any transactions made, including; CPR class payments, RFFA payments and plan review fee payments.
 - e. Tabulate, record, and distribute petty cash.
 - f. Work closely with auditor during preparation of the annual Fire Protection District audits.
 - g. Maintain EMS billing reports and communicate weekly with Andres Medical Billing. Reconcile monthly invoice from Andres Medical Billing.

2. Human Resources (10%)
 - a. Process new employee paperwork; ensuring all Federal and Illinois state required documentation is completed and filed.
 - b. Issue staff ID cards.
 - c. Interact with staff, elected officials and the general public in person or by telephone in order to respond to inquiries, receive complaints, and resolve problems.
 - d. Maintain attendance records of full-time personnel.
 - e. Create and update information necessary for employee information and distribution.
 - f. Maintain Personnel Directives
 - g. Work Comp administration
 - h. Insurance administration
 - i. Expiration Reports – run expiration reports monthly for staff member driver’s license and paramedic license renewals.

3. Notary Public (5%)
 - a. Provide Notary Public service for District

- b. Election Information and Processing
4. Meeting Minutes (10%)
- a. Take and transcribe minutes for Board of Trustee meetings, Fire Commission meetings, Pension Board meetings, and any other District meetings as needed. Prepare and distribute all necessary agendas, reports, printouts (board packets) for the Trustees, Attorney and other District members prior to these meetings.
 - b. Compile Chief's Monthly Report for the Regular Board Meeting packets.
5. Maintain Records (10%)
- a. Maintain filing system of correspondence, records, forms and similar material according to established file classification system in order to ensure quick retrieval.
 - b. Gather, sort and check material to be filed.
 - c. File and retrieve various items as requested.
6. General Secretarial / Customer Service (40%)
- a. Answer inquiries from employees, the general public, and other agencies received in person, by telephone, or in writing and refer to appropriate person.
 - b. Answer questions regarding departmental procedures and ensure that requester's concerns are brought to the attention of the appropriate person.
 - c. Format and type letters, memos, forms, reports, fliers, contracts, bills and other correspondence on a computer program when needed.
 - d. Enter and retrieve routine to complex information on a computer in order to update records, process transactions, or respond to requests for information.
 - e. Compose routine correspondence under general direction or on own initiative to expedite the processing and completion of work.
 - f. Order supplies and equipment for the office by preparing requisitions, and interacting with vendors regarding specifications and availability of supplies and equipment.
 - g. Anniversary recognition and proclamations.
 - h. Website administration/updates.
 - i. Ibid listing website; list items that are to be auctioned on IBid website. Prepare bill of sale and invoice.

OTHER JOB FUNCTIONS:

- a. Serve as backup for the Administrative Assistant (Payroll – AP) position:
 - i. Prepare and process bi-weekly payroll
 - ii. Review new deductions and other changes to payroll
 - iii. IMRF and AFLAC reporting
 - iv. Employee termination processing
 - v. Accrual reconciliation/payroll
 - vi. Maintain attendance records of full-time personnel

- b. Copy, fax and distribute departmental information, as required.
- c. Follow District safety rules and practices.
- d. Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- a. High School Diploma or equivalency and;
- b. At least five (5) years experience working in an office environment, preferably in a fire service organization.

ABILITY TO:

- a. Accurately type at sixty (60) words per minute.
- b. Communicate effectively, both orally and in writing, with other District personnel and the general public.
- c. Perform arithmetic computations accurately and quickly.
- d. Perform multiple tasks simultaneously.
- e. Work independently.
- f. Read, write, speak and comprehend the English language.
- g. Use tact, discretion, initiative and independent judgment within established guidelines.
- h. Organize work, set priorities, meet deadlines, and follow up assignments within established guidelines.
- i. Understand, interpret and apply ordinances, District rules and policies.
- j. Accept constructive criticism in a mature fashion and utilize suggestions.
- k. Operate general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.
- l. Initiate, compose, prepare and type complex documents such as reports and charts that may contain numerical information.
- m. Accurately proofread copy with accompanying knowledge of grammar, punctuation and spelling.
- n. Use a computer to accurately and rapidly enter and retrieve data and information.

TOOLS AND EQUIPMENT:

Personal computer with keyboard and mouse, Microsoft Office Suite, general office equipment, calculator, multi-line telephone, printer, copier, fax machine, writing utensils.

PHYSICAL DEMANDS:

- a. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.
- b. While performing the duties of this job, the employee:

1. Regularly – sits, uses hands to depress keys on keyboard to enter text and numbers, finger, grasp, handle or feel objects, tools or controls; reads, writes, talks and hears.
2. Occasionally – lifts and/or moves up to ten pounds, walks, stoops, kneels, crouches, and reaches with hands or arms while performing clerical tasks.

WORK ENVIRONMENT:

- a. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of this job, with or without reasonable accommodations.
- b. The duties are primarily in an office setting where the employee is subjected to the customary indoor environment with no unusual chemical, noise or fluctuating temperature levels expected.

SIMILAR DUTIES:

The above duties are illustrations of the various work that may be done. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

3.11 ADMINISTRATIVE ASSISTANT – AP

PURPOSE/SCOPE:

This is a staff-level administrative position that works under general supervision of the Fire Chief. Performs a variety of activities ranging from routine to varied and complex clerical, secretarial, and administrative work in conjunction with keeping official records, providing administrative support, and assisting in the administration of the standard operating policies and procedures of the District.

DUTIES/RESPONSIBILITIES:

7. AP (20%)
 - h. Review and process invoices, purchase orders, and other documents relating to Accounts Payable. Print Accounts Payable checks on a semi-monthly basis.
 - i. Work closely with auditor during preparation of the annual Fire Protection District audits.
 - j. Insurance invoice processing.

8. Payroll administrator (20%)
 - a. Prepare and process bi-weekly payroll.
 - b. Maintain personnel records, provide all documents necessary for new hires, and administer all personnel and payroll related issues.
 - c. Review new deductions and other changes. (wage garnishments, child support deductions, etc.)
 - d. IMRF and AFLAC reporting.
 - e. HSA processing in payroll.
 - f. Employee termination processing.
 - g. Accrual Reconciliation/Payroll.

9. Human Resources (10%)
 - a. Interact with staff, elected officials and the general public in person or by telephone in order to respond to inquiries, receive complaints, and resolve problems.
 - b. Maintain attendance records of full-time personnel.
 - c. Create and update information necessary for employee information and distribution.
 - d. Work Comp Administration.

10. Notary Public (5%)
 - a. Provide Notary Public service for District.
 - b. Election Information and Processing.

11. Meeting Minutes (10%)

- a. Take and transcribe minutes for Board of Trustee meetings, Fire Commission meetings, Pension Board meetings, and any other District meetings as needed. Prepare and distribute all necessary agendas, reports, printouts (board packets) for the Trustees, Attorney and other District members prior to these meetings.

12. Maintain Records (5%)

- a. Maintain filing system of correspondence, records, forms and similar material according to established file classification system in order to ensure quick retrieval.
- b. Gather, sort and check material to be filed.
- c. File and retrieve various items as requested.

13. General Secretarial / Customer Service (30%)

- a. Answer inquiries from employees, the general public, and other agencies received in person, by telephone, or in writing and refer to appropriate person.
- b. Answer questions regarding departmental procedures and ensure that requester's concerns are brought to the attention of the appropriate person.
- c. Format and type letters, memos, forms, reports, fliers, contracts, bills and other correspondence on a computer program when needed.
- d. Enter and retrieve routine to complex information on a computer in order to update records, process transactions, or respond to requests for information.
- e. Compose routine correspondence under general direction or on own initiative to expedite the processing and completion of work.
- f. Order supplies and equipment for the office by preparing requisitions, and interacting with vendors regarding specifications and availability of supplies and equipment.
- g. Website administration/updates

OTHER JOB FUNCTIONS:

- e. Serve as backup for the Administrative Assistant (HR – A/R):
 - i. A/R
 - ii. Insurance
 - iii. Processing new employee paperwork; ensuring all Federal and Illinois state required documentation is completed and filed.
 - iv. Issue staff ID cards
 - v. Daily bank deposits
 - vi. Daily electronic deposit posting and EPay deposit posting
 - vii. Petty cash
 - viii. EMS Billing
 - ix. Maintain Personnel Directives
- f. Copy, fax and distribute departmental information, as required.
- g. Follow District safety rules and practices.
- h. Perform other duties as assigned.

EDUCATION AND EXPERIENCE:

- c. High School Diploma or equivalency and;
- d. At least five (5) years experience working in an office environment, preferably in a fire service organization.

ABILITY TO:

- o. Accurately type at sixty (60) words per minute.
- p. Communicate effectively, both orally and in writing, with other District personnel and the general public.
- q. Perform arithmetic computations accurately and quickly.
- r. Perform multiple tasks simultaneously.
- s. Work independently.
- t. Read, write, speak and comprehend the English language.
- u. Use tact, discretion, initiative and independent judgment within established guidelines.
- v. Organize work, set priorities, meet deadlines, and follow up assignments within established guidelines.
- w. Understand, interpret and apply ordinances, District rules and policies.
- x. Accept constructive criticism in a mature fashion and utilize suggestions.
- y. Operate general office machines such as copiers, facsimile machines, telephone systems, and two-way radio base stations.
- z. Initiate, compose, prepare and type complex documents such as reports and charts that may contain numerical information.
- aa. Accurately proofread copy with accompanying knowledge of grammar, punctuation and spelling.
- bb. Use a computer to accurately and rapidly enter and retrieve data and information.

TOOLS AND EQUIPMENT:

Personal computer with keyboard and mouse, Microsoft Office Suite, general office equipment, calculator, multi-line telephone, printer, copier, fax machine, writing utensils.

PHYSICAL DEMANDS:

- c. The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job, with or without reasonable accommodations.
- d. While performing the duties of this job, the employee:
 - 3. Regularly – sits, uses hands to depress keys on keyboard to enter text and numbers, finger, grasp, handle or feel objects, tools or controls; reads, writes, talks and hears.
 - 4. Occasionally – lifts and/or moves up to ten pounds, walks, stoops, kneels, crouches, and reaches with hands or arms while performing clerical tasks.

WORK ENVIRONMENT:

- a. The work environment characteristics described here are representative of those which an employee encounters while performing the essential functions of this job, with or without reasonable accommodations.
- b. The duties are primarily in an office setting where the employee is subjected to the customary indoor environment with no unusual chemical, noise or fluctuating temperature levels expected.

SIMILAR DUTIES:

The above duties are illustrations of the various work that may be done. The omission of specific job functions and requirements does not exclude them from the position if the work is similar or a logical assignment to the position.

CHAPTER FOUR – NON-SWORN PERSONNEL

4.01 APPOINTED NON-SWORN POSITIONS

The Board of Trustees shall be responsible for hiring and/or appointing personnel to non-sworn positions as may be necessary for the District. These non-sworn positions shall include, but are not limited to, the following:

Director of Management Services
Fire Prevention Bureau Director
Administrative Assistant
Part-Time Firefighter

The Board of Trustees may delegate some or all aspects of the hiring and/or appointment authority of non-sworn positions. Appointed non-sworn positions may be held by sworn personnel. The Board of Trustees at all times reserves the right to determine the number of non-sworn personnel to be employed in any position, the number of non-sworn positions, and the need to hire, promote or layoff non-sworn personnel.

The Board of Trustees shall also be responsible for defining and describing the duties and responsibilities of all non-sworn positions in the District. The definitions and descriptions shall include statements of expected job duties, prerequisites for qualifications, and relationship of the position to other positions in the District

4.02 DISCIPLINE OF NON-SWORN PERSONNEL

Non-sworn personnel serve at the will of the District. Certain acts or omissions by a non-sworn employee shall result in disciplinary action. Disciplinary action may include oral warning, written reprimand, suspension, involuntary transfer to another position, classification, station and/or department, reduction in compensation without change in position, classification or grade, or dismissal. Nothing in this policy shall be construed in any way to require the use of progressive discipline. Rather, the level and severity of any disciplinary action shall be in the sole discretion of the employee's supervisor.

4.03 RESIDENCY REQUIREMENTS FOR NON-SWORN PERSONNEL

None