

ORDINANCE NO. 2015-14

**AN ORDINANCE AMENDING THE RULES AND REGULATIONS
OF ADDISON FIRE PROTECTION DISTRICT NO. 1**

WHEREAS, the Addison Fire Protection District No. 1 ("District") is a fire protection district duly organized under the laws of the State of Illinois; and

WHEREAS, the Board of Trustees of the District has the full power to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board of Trustees of the District for carrying into effect the objects for which the District was formed under 70 ILCS 705/6; and

WHEREAS, the Board of Trustees has determined that there is a need to amend its rules and regulations.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of Addison Fire Protection District No. 1 as follows:

Section One: That the Board of Trustees hereby amends the Rules and Regulations of the Board of Trustees of Addison Fire Protection District No. 1 by revising Chapters 4, Section 4.27 – Safety Program as set forth fully in Exhibit A attached hereto.

Section Two: This Ordinance shall supersede any ordinances, resolutions, or motions, or parts of ordinances, resolutions, or motions in conflict with any part herein, and any such ordinances, resolutions, motions, or parts thereof, are hereby repealed.

Section Three: If any section, paragraph, or provision of this Ordinance shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Ordinance.

Section Four: That this Ordinance shall be in full force and effect from and after its passage and approval.

ADOPTED this 5th day of November, 2015, by a roll call vote as follows:

AYES: 3

NAYS: 0

ABSENT: 0



Michael J. Super
President, Board of Trustees
Addison Fire Protection District No. 1

Chad Super
Secretary, Board of Trustees
Addison Fire Protection District No. 1

STATE OF ILLINOIS)
) SS
COUNTY OF DUPAGE)

SECRETARY'S CERTIFICATE

I, CHARLES BAXA, JR, the duly qualified and acting Secretary of the Board of Trustees of Addison Fire Protection District No. 1, DuPage County, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

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which Ordinance was duly adopted by said Board of Trustees at a meeting held on the 5th day of November, 2015.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 5th day of November, 2015.





Secretary, Board of Trustees
Addison Fire Protection District No. 1

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CHAPTER FOUR - EMPLOYEES IN GENERAL

4.27 SAFETY PROGRAM

The Fire Chief shall by directive establish a policy for a Safety Program to be followed by all District employees. The failure of any employee to comply with such directed Safety Program shall be grounds for disciplinary action.

1. ~~1.~~ Generally

~~As a member of our organization, you automatically accept a moral obligation to your fellow employees and an economic obligation to the organization to see that operations under your care, custody and control are carried out in an efficient and safe manner.~~

~~Along with other responsibilities, safety consciousness must always exist in an employee's thinking and planning. Because of this obligation, employees must not only prevent obvious unsafe acts on the part of other, but also must anticipate potential hazards. After an accident occurs, it is too late to prevent it. All employees must recognize that working in an unsafe manner is counter productive. Most important, each employee is encouraged to demonstrate leadership ability by setting a good example.~~

~~To make our approach to safety more effective and uniform throughout the organization, supervisors will be outlining and formalizing our Safety Program. The program is a useful tool to help in understanding and discharging our mutual responsibilities.~~

2. ~~2.~~ Department Responsibilities

A. ~~A.~~ Fire Chief

~~The key to implementing and maintaining a successful Loss Control Program is leadership. The Fire Chief must be committed to achieving the lowest possible accident rate. When employee safety is a priority with the upper level of management, it will also be a priority item at the lower management levels. Since loss control is a management function, it must have a high priority for results to be achieved. This priority is not only achieved through written and oral communications, but also by active involvement by the Fire Chief in the program.~~

B. ~~B.~~ Management Responsibility ~~The Fire Chief or designee shall demonstrate management's commitment to the Safety Program by engaging in the following actions:~~

- ~~i. Issues to the employees a signed policy statement on the need for a strong Loss Control Program.~~
- ~~ii. Serves as Chairman of the accident review/safety committee.~~

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- ~~iii. At least twice a year conduct a tour of the facilities with emphasis on employee safety.~~
- ~~iv. Monitor progress of Loss Control Programs for the department. The monitoring can be achieved through regularly scheduled meetings.~~
- ~~v. Sets specific goals for Loss Control Program performance.~~
- ~~vi. Assign a safety director for the District.~~

~~C.~~ Shift Officer Responsibilities

~~Each Shift Officer has the full authority and total responsibility for maintaining safe and healthful working conditions within his or her jurisdiction. Whether at an emergency call or in the fire station, personnel problems and hazards vary from day to day, and it is expected all officers will work at all times to control injuries. Shift Officers shall:~~

- ~~i. Assume full responsibility for safety and healthful working areas for his or her employees under his or her jurisdiction.~~
- ~~ii. Insure that all management policies and procedures herein are fully implemented for maximum efficiency of each job.~~
- ~~iii. Take the initiative in recommending correction of deficiencies noted in the station, work procedures, employee job knowledge or attitudes that adversely affect loss control efforts.~~
- ~~iv. Insure that each employee is fully trained for the job he/she is assigned to do; and that he/she is familiar with department work rules and certifies, in writing, that he/she understands compliance is necessary.~~
- ~~v. Continuously demonstrate concern over the entire safety program and set a good example by working safely himself.~~
- ~~vi. Observe working conditions and methods to prevent development of possible safety hazards.~~
- ~~vii. Make sure all accidents and safety hazards are promptly reported, regardless of the extent of injury or property damage.~~
- ~~viii. Instruct all employees regarding disciplinary policy for violation of safety rules and insure impartial, positive enforcement.~~
- ~~ix. Supports the Safety Committee in the promotion of the Committee's activities.~~

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~~D.~~ Duties of the Safety Director

~~The Deputy Chief will serve as the Safety Director for the Addison Fire Protection District. The Safety Director is management's representative in all safety activities. He will develop, implement, and administer the complete Loss Control Program in accordance with management's policies. The duties include, but not be limited to, the following:~~

- ~~i. Provides the leadership and stimulation necessary to assure and maintain full employee interest and participation.~~
- ~~ii. Becomes familiar with all job operations to the degree that unsafe conditions can be recognized, discussed and corrected.~~
- ~~iii. Organizes a safety committee, in accordance with all department policies and collective bargaining agreements. The Safety Director should be a permanent member of this committee.~~
- ~~iv. Encourages and coordinates safety training activities for employees.~~
- ~~v. Establishes procedures for the completion and handling of accident reports and follow-up.~~
- ~~vi. Organizes an internal self survey schedule for the departments.~~
- ~~vii. Cooperates with and assists the IPRF, Loss Control Consultant on all survey tours and service calls.~~
- ~~viii. Reviews and selects applicable safety materials for display or distribution.~~
- ~~ix. Advises the Fire Chief on the development and progress of the Loss Control Program.~~

~~3.~~ Purpose of the Safety Committee

~~The Safety Committee is organized for the following purposes:~~

- ~~i. To arouse and maintain the interest of the personnel in helping them comprehend that safety is important in all aspects of their working environment.~~

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- ii. ~~To convince personnel they are the most important part of the safety plan.~~
- iii. ~~To make safety activities an integral part of operating policies and methods a function of operation.~~
- iv. ~~To provide an opportunity for free discussion of accident problems and preventative measures.~~
- v. ~~To help the Safety Director evaluate safety suggestions.~~
- vi. ~~To improve the cooperative spirit between management and employees, because without the collaboration of either one, no safety program will function effectively.~~

~~The committee members' activities are to be well defined. Each member's performance is individualized and no member should attempt to handle a situation she/he is not qualified to do, nor should she/he attempt to practice authority over another supervisor.~~

D. ~~Organization of the Safety Committee~~

1. ~~Committee Members~~

- i. ~~The Safety Committee is a team that consists of various integrated members who include personnel from full time personnel.~~
- ii. ~~All personnel should participate. The committee should include:~~
 - a. ~~1 Safety Director/Chair Person (Deputy Fire Chief)~~
 - b. ~~1 Secretary (selected from the member category)~~
 - c. ~~4 Members consisting of:~~
 - a) ~~1 Administration (representing civilian personnel)~~
 - b) ~~1 Battalion Fire Chief~~
 - c) ~~1 Firefighter, Firefighter/Paramedic or Lieutenant (representing union personnel)~~
 - d) ~~1 Contract Paramedic~~

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- e. ~~Each member as previously stated should be on a voluntary basis. The length of time of service will be pre-determined. Each member should be assigned specific duties to maintain their interest and participation.~~

E. Duties

1. Chairperson

- i. ~~Arrange for meeting place.~~
- ii. ~~Notify members of the meeting, which can be done by sending each member an individual memo with the preliminary agenda.~~
- iii. ~~Arrange for program, an outside speaker, videotape, subcommittee report, or other educational tool to increase meeting interest.~~
- iv. ~~Arrange seating for all members and finalize meeting agenda.~~
- v. ~~Cooperate closely with the training of supervision in the safety training of employees.~~
- vi. ~~Make personal inspections for the purpose of discovering and correcting unsafe conditions or unsafe work practices before they cause accidents.~~
- vii. ~~Making certain that the District or its personnel comply with Federal, State, or local laws, ordinances, or orders bearing on safety.~~
- viii. ~~Initiate activities that will stimulate and maintain employee interest.~~
- ix. ~~Direct the activities of the staff so the Accident Prevention Program will be efficiently operated.~~
- x. ~~Set standards for safety equipment to be used by personnel.~~

F. Secretary

- i. ~~Take minutes of the meetings and attendance (noting those members absent or in attendance.)~~

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- ii. ~~See that the minutes are prepared, approved by Safety Director and distributed.~~
- iii. ~~Report status of recommendations~~

E. ~~Functions of the Safety Committee~~

~~The basic function of the Safety Committee is to create and maintain an active interest in safety and assist in reducing accidents. All the members officially enlisted shall be on a volunteer basis.~~

~~The first and most important duty for each member of the committee is the carrying out of various responsibilities for the good of the total safety program. He/she is required to know general safety and the organization's own safety rules. He/she should be responsible for passing on safety instructions to members. He/she should report to the appropriate officer noted safety concerns and make suggestions regarding unsafe conditions and unsafe practices.~~

~~Any methods used to encourage thought and cooperation for safety among workers may be adopted by a suggestion system. The Safety Committee is organized to carry out accident prevention. For that reason, the safety committee should carry out the following:~~

- 1. ~~Discuss and formulate safe policies and recommend their adoption by management.~~
- 2. ~~Work to obtain results by having the District approve recommendations.~~
- 3. ~~Discover unsafe conditions and practices and determine their remedies.~~
- 4. ~~Teach safety to the committee; who would then teach safety to all other personnel.~~

F. ~~Safety Committee Meetings~~

~~Meetings should be conducted according to simple rules of order. Every member is free to openly discuss anything that is brought up in the meeting regarding safety issues. Meetings are conducted as follows:~~

- 1. ~~Meeting is called to order by the chairperson who presides.~~

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2. ~~All present sign in as requested by the chairperson. Members who cannot attend should notify the Safety Director in advance. The reasons for absenteeism should be noted in the minutes.~~
3. ~~All visitors will be introduced.~~
4. ~~Minutes of the previous meeting are reviewed, discussed, and approved.~~
5. ~~Old business: All matters on which definite decisions have not been made should be brought up for reconsideration.~~
6. ~~Review of accidents and statistics, as well as committee reports for the following activities:~~
 - i. ~~Accident statistics~~
 - ii. ~~Review of safety rules, practices, etc., for possible revision.~~
7. ~~Each member should be asked to present any discussions he/she has had with other employees in regard to safety their attitude, suggestions, what subject was discussed etc. This should also be recorded in the minutes.~~
8. ~~Members should be encouraged to participate, bring in new suggestions, or anything else of interest or pertaining to better understanding of safety.~~
9. ~~New business: discussed.~~
10. ~~Adjournment: The meeting would usually be adjourned with the notation to every one of the next meeting date, time, what the program may consist of, or any special item of interest which may be coming up.~~

G. Accident Review

1. Objectives

The Accident Review process is to review those accidents resulting in significant loss or those minor incidents that have potential for significant loss. The purpose of the review is to:

- i. ~~Keep management and employees aware of accidents in all areas.~~
- ii. ~~Insure thorough accident investigations, the prompt removal of accident causes where practical.~~

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2. Types of Accidents to Review

- i. Any accident resulting in lost time from the job.
- ii. Any injury requiring more than first aid treatment.
- iii. Any accident causing property damage greater than \$50.
- iv. Any other accident determined to need review by the Fire Chief.

3. Operating Procedure

The frequency with which the committee meets is dependent on the number of accidents that occur. When the meeting takes place, there should be an agenda and minutes taken. Copies of the minutes taken should be distributed to committee members.

Safety Committee members should thoroughly review each accident presented. Questions should be directed to the Supervisor of where the accident occurred. It is best to follow the approach described in the accident investigation procedure, concentrating on: 1) why the unsafe acts were committed? 2) why were the unsafe conditions present? and 3) what has been done to prevent the accident from recurring?

Accidents involving Fire District vehicles should be reviewed somewhat differently. When operating a vehicle, employees should drive defensively. This means they should drive so as to prevent accidents in spite of the incorrect actions of others and adverse conditions. In an accident review, the Committee should determine if the accident was preventable. A preventable accident is one in which the operator failed to do everything he/she reasonable could have done to prevent it. This does not mean who was legally right and wrong, but involves focus on whether any reasonable action by the operator could have prevented the accident.

4. Agenda for an Accident Review Meeting

- i. Call to order.
- ii. Roll call.
- iii. Introduction of visitors.

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- iv. ~~Review of accident including all written reports. Visitation of the site of accident may be necessary.~~
 - v. ~~Interview applicable personnel.~~
 - vi. ~~Identify unsafe acts and/or negligence for all applicable personnel.~~
 - vii. ~~Prepare a written report of findings.~~
 - viii. ~~Recommendations to prevent this accident from happening in the future.~~
- ~~Adjournment.~~

~~H.~~ Overview

~~The Addison Fire District is extremely interested in the safety and welfare of all its employees. Sometimes when an Accident occurs the employee(s) involved is subjected to unnecessary pains and anxieties. All accidents cost money, but normally the one who pays the most is the injured employee. Physical pain, lost wages, and time away from the family are just a few of the prices paid by the employee injured person. It also costs time and money to train an employee to replace the injured one. This hurts the fire district's operating costs, which hurts each employee.~~

~~Because of this, while employed by the Addison Fire District, employees are required to follow General Safety Rules. Supervisors will explain any rules to employees who do not understand safety rules of their work assignments. Failure to follow these rules, will be subject to disciplinary action, up to and including dismissal.~~

~~Employees are reminded to work in a safety conscious way at all times, and encourage follow workers do the same to foster a safe, more efficient work place.~~

ADOPTED: FEBRUARY 4, 2015