

ORDINANCE NO. 2016-09

**AN ORDINANCE AMENDING THE RULES AND REGULATIONS
OF THE ADDISON FIRE PROTECTION DISTRICT NO. 1 REGARDING RESIDENCY
RESTRICTIONS FOR THE FIRE CHIEF, 1ST DEPUTY FIRE CHIEF, AND THE 2ND
DEPUTY FIRE CHIEF**

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 of the Addison Fire Protection District #1 to modify the residency restrictions for the District's Fire Chief, 1st Deputy Fire Chief, and 2nd Deputy Fire Chief.

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 the Addison Fire Protection District No. 1 by revising Chapter 3, Sections 3.03(1), 3.04(A)(1) and 3.04(B)(1) 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motions in conflict with any part herein, and any such ordinances, resolutions, motions, or parts thereof, are hereby repealed.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 7th day of December, 2016, by a roll call vote as follows:

AYES: 3

NAYS: Ø

ABSENT: Ø



ATTEST

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

Chad Saxe
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:

ORDINANCE NO. 2016-09


**AN ORDINANCE AMENDING THE RULES AND REGULATIONS
OF THE ADDISON FIRE PROTECTION DISTRICT NO. 1 REGARDING RESIDENCY
RESTRICTIONS FOR THE FIRE CHIEF, 1ST DEPUTY FIRE CHIEF, AND THE 2ND
DEPUTY FIRE CHIEF**

which Ordinance was duly adopted by said Board of Trustees at a meeting held on the 7th day of December, 2016.

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 7th day of December, 2016.





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

Ordinance 2016-09 Exhibit A

CHAPTER THREE - JOB DESCRIPTIONS

3.03 FIRE CHIEF

1. Nature and Scope

The Fire Chief, as chief executive/administrative officer of the District, shall be responsible for overseeing all activities of the District. The Fire Chief shall be responsible to the Board of Trustees and shall perform his or her duties under the Board's general direction, while working independently in supervising the District's operations. The Fire Chief shall assume the responsibility for the duties charged and delegated to him or her by law or ordinance or by the policies and regulations of the District.

The Fire Chief shall be responsible for the direction of all firefighting/paramedic and fire prevention bureau activities of the District, including the development of recommendations and planning for the protection of life and property in the District. All officers of the District shall report to the Fire Chief through the chain of command.

The Fire Chief shall reside within a ten (10) mile ~~radius~~ of Addison, Illinois, as specifically measured from ~~Mill and Army Trail Road~~ the jurisdictional boundaries of the Addison Fire Protection District #1.

2. Duties and Responsibilities

The Fire Chief shall, where applicable, perform the essential duties and possess the skills and qualifications of the firefighter's job description set forth in Section 3.02. In addition, the essential duties and responsibilities of the position of Fire Chief shall include, but are not limited to, the following:

A. Supervisory and Leadership Duties

- i. Organize and direct the administration of all services and programs provided by the District. Continually review and identify the requirements of the community and develop and implement an effective fire service program to protect the lives and property in the District. Conduct or cause to be conducted department investigations.
- ii. Develop short and long term objectives designed to maintain the continued protection of life and property within the community. Develop a mission statement that is in accordance with nationally recognized standards. Include such areas as fire suppression, paramedic ambulance service, pre-fire planning, public education, fire prevention inspection, and fire investigation when identifying objectives. Develop the District's goals and objectives by continually

Ordinance 2016-09 Exhibit A

reviewing the requirements of the District and the availability of new fire prevention and suppression techniques.

- iii. Direct the development of District procedures and policies and oversee their implementation.
- iv. Ensure the District is properly staffed according to established policy and the approved budget. Review and approve the monthly staffing schedule, vacation schedules, and overtime requests of all District employees.
- v. Evaluate the performance of all District employees.
- vi. Ensure compliance with all District ordinances, resolutions, policies, and rules and regulations. Oversee disciplinary action and recommend promotions, demotions and or dismissal of District employees to the Board of Fire Commissioners or the Board of Trustees.
- vii. Hire civilian administrative personnel as provided for in the annual budget, with the approval of the Board of Trustees.

B. Fire Suppression/Prevention

- i. Ensure that commissioned members receive the proper training by reviewing and approving the District's annual training programs.
- ii. Study firefighting trends and direct planning to meet the new trends. Attend meetings, seminars, and conferences to keep apprised of the latest developments in firefighting methods and administration.
- iii. Direct allocation of staffing and equipment for maximum effectiveness with due regard to safety.
- iv. Respond to, take command or assist with command at major fire alarms. Direct firefighting activities through subordinate officers.
- v. Recommend and direct the preparation of changes to the District's Fire Prevention Code.
- vi. Assure professional inspection of all schools, public buildings, manufacturing, industrial and commercial facilities, and multi-family dwellings.
- vii. Assure professional investigation of each fire to determine its cause, and in cases of suspected arson, secure and preserve all evidence in cooperation with the police authorities.

Ordinance 2016-09 Exhibit A

C. Organizational Support

- i. Develop and implement a pro-active risk care management program that will prevent and protect the District and its employees from possible injury or liability.
- ii. Direct the preparation of the District's annual budget, including a review of each component. Submit a recommended budget to the Board of Trustees for approval.
- iii. Oversee the maintenance of all District records and ensure compliance with all applicable local, state, and federal laws.
- iv. Meet with representatives of other fire districts and departments, other governmental agencies, and private companies to discuss and resolve various issues pertaining to District matters. Coordinate intergovernmental agreements, mutual aid plans, and hazardous materials teams with neighboring fire districts and departments.
- v. Supervise the procurement of material, supplies, and equipment and the maintenance of same. Coordinate the repair and maintenance of all District vehicles and apparatus.
- vi. Actively participate in fire service organizations locally and at state and national levels.
- vii. Promote public awareness of the District through speeches, presentations, and attendance at meetings in the community.
- vii. Attend all meetings of the Board of Trustees, Board of Fire Commissioners, Pension Board, and other special meetings, as needed. Prepare written reports to the Board of Trustees, as required.
- xi. Develop and maintain an effective communications system in the District.

3. Qualifications

- A.** Candidates for Fire Chief should meet the following desired prerequisites:
- i. Bachelors and/or Master's degree in Fire Science, Fire Administration, Business or Public Administration.
 - ii. Certified as Firefighter Advanced and Chief Fire Officer.
 - iii. Fire service experience.
 - iv. Supervisory or command experience.

Ordinance 2016-09 Exhibit A

1. The Fire Chief shall have and maintain the following knowledge and skills:
 - a. Comprehensive knowledge of modern methods and skills of fire department operations and administration.
 - b. Comprehensive knowledge of modern firefighting, emergency medical techniques and problems, and application thereof. Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply, and communications.
 - c. Considerable skill in the evaluation of tactical and operation requirements and conflagration situations.
 - d. Considerable knowledge of District policies and rules and regulations.
 - e. Excellent oral and written communications skills. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public. Excellent judgment skills.
 - f. Considerable skill in the application of administrative and management methods and procedures to departmental activities.
 - g. Comprehensive knowledge of labor/management relations and the collective bargaining process.
 - h. The Fire Chief shall set the pace of the organization through professionalism and enthusiasm.

ADOPTED: FEBRUARY 4, 2015

Ordinance 2016-09 Exhibit A

CHAPTER THREE - JOB DESCRIPTIONS

3.04 DEPUTY CHIEFS

A. 1st DEPUTY FIRE CHIEF

1. Nature and Scope

The 1st Deputy Chief is a responsible administrative and supervisory position which encompasses planning, organizing, and directing the programs of the District under the directions of the Fire Chief. The Deputy Chief shall be responsible for assisting in the administration and coordination of department operations and the general direction of fire suppression, rescue, and EMS activities of the District. Duties also include the general administrative responsibility of assisting in the planning, developing and implementing of the budgets, fire prevention programs, training programs, records reporting systems and other important coordination and management functions.

The 1st Deputy Chief shall reside within a ten (10) mile ~~radius~~ of Addison, Illinois, as specifically measured from ~~Mill and Army Trail Road~~ the jurisdictional boundaries of the Addison Fire Protection District #1.

2. Duties and Responsibilities

The 1st Deputy Chief shall meet the requirements of Section 3.02 where applicable and:

- A. Be subordinate in rank to the Chief, and in the absence of the Chief, assume control of the District and perform the duties and exercise the powers incidental to the office of the Chief in their area in such order of precedence as may be designated, and shall be paid on a salary basis.
- B. Comprise the general staff of the Chief and assist in the formulation and administration of the policy, rules and regulations, practices and procedures governing personnel and operations of the District.
- C. Within his or her command, be responsible for the enforcement of all policy, rules and regulations, practices and procedures of the District, as adopted by the Board of Trustees.
- D. Designate commissioned members to act in the absences of other officers.
- E. Respond to alarms and special calls when dispatched and assume command of operations according to the operating procedures of the District.
- F. Be on duty of periods to be determined by the Chief as the needs of the District may require.
- G. Recommend to the Chief the tools, appliances and equipment of the District and their manner of care and use.

Ordinance 2016-09 Exhibit A

3. **Qualifications**

A. Candidates for 1st Deputy Fire Chief should meet the following desired prerequisites:

- i. Bachelor's and/or a Master's degree in Fire Science, Fire Administration, Business or Public Administration.
- ii. Office of the Illinois State Fire Marshal Certification as a Chief Fire Officer (Provisional allowed.)
- iii. Emergency Medical Services experience to include Illinois Department of Public Health License as a Paramedic and active status with the district's current EMS provider.
- iv. Supervisory or command experience with a minimum level of three years' experience as a Battalion Fire Chief.

B. The 1st Deputy Chief shall have and maintain the following knowledge and skills:

- i. Comprehensive knowledge of modern methods and skills of fire department operations and administration.
- iii. Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof. Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply and communications.
- iv. Considerable skill in the evaluation of tactical and operation requirements and conflagration situations.
- v. Considerable knowledge of District policies, and rules and regulations.
- vi. Excellent oral and written communications skills. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public. Excellent judgment skills.
- vii. Considerable skill in the application of administrative and management methods and procedures to departmental activities.
- viii. Comprehensive knowledge of labor/management relations and the collective bargaining process.

Ordinance 2016-09 Exhibit A

B. 2nd DEPUTY FIRE CHIEF

1. Nature and Scope

The 2nd Deputy Fire Chief is a responsible administrative and supervisory position which encompasses planning, organizing, and directing the programs of the District under the directions of the Fire Chief. The 2nd Deputy Fire Chief shall be responsible for assisting in the administration and coordination of district's accreditation, training, health, safety and compliance programs and the general direction of fire suppression, rescue, and EMS activities of the District. Duties also include the general administrative responsibility of assisting in the planning, developing and implementing of the budgets, fire prevention programs, training programs, records reporting systems and other important coordination and management functions.

The 2nd Deputy Fire Chief shall reside within a ten (10) mile radius of Addison, Illinois, as specifically measured from ~~Army Trail Road and Mill Avenue~~ the jurisdictional boundaries of the Addison Fire Protection District #1.

2. Duties and Responsibilities

The 2nd Deputy Fire Chief shall meet the requirements of Section 3.02 where applicable and:

- A. Be subordinate in rank to the Fire Chief, and in the absence of the Fire Chief, assume control of the District and perform the duties and exercise the powers incidental to the office of the Fire Chief in their area in such order of precedence as may be designated, and shall be paid on a salary basis.
- B. Comprise the general staff of the Fire Chief and assist in the formulation and administration of the policy, rules and regulations, practices and procedures governing personnel and operations of the District.
- C. Within his or her command, be responsible for the enforcement of all policy, rules and regulations, practices and procedures of the District, as adopted by the Board of Trustees.
- D. Designate commissioned members to act in the absences of other officers.
- E. Respond to alarms and special calls when dispatched and assume command of operations according to the operating procedures of the District.
- F. Be on duty of periods to be determined by the Fire Chief as the needs of the District may require.
- G. Recommend to the Fire Chief the tools, appliances and equipment of the District and their manner of care and use.

3. Qualifications

Candidates for 2nd Deputy Fire Chief should meet the following desired prerequisites:

- A. Bachelor's degree in Fire Science, Fire Administration or Public Administration.
- B. Office of the Illinois State Fire Marshal Certification as a Chief Fire Officer (Provisional allowed.)
- C. Emergency Medical Services experience to include Illinois Department of Public Health License as a Paramedic and active status with the district's current EMS provider.
- D. Supervisory or command experience with a minimum level of three years' experience as a Battalion Fire Chief.

Ordinance 2016-09 Exhibit A

4. The 2nd Deputy Fire Chief shall have and maintain the following knowledge and skills:

- A. Comprehensive knowledge of modern methods and skills of fire department operations and administration.
- B. Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof. Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply and communications.
- C. Considerable skill in the evaluation of tactical and operation requirements and conflagration situations.
- D. Considerable knowledge of District policies, and rules and regulations.
- E. Excellent oral and written communications skills. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public. Excellent judgment skills.
- F. Considerable skill in the application of administrative and management methods and procedures to departmental activities.
- G. Comprehensive knowledge of labor/management relations and the collective bargaining process.

ADOPTED: JUNE 1, 2016