



Addison Fire Protection District

Rules and Regulations

Board of Trustees

Donald E. Markowski, Fire Chief

2/4/2015

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CHAPTER ONE - GENERAL PROVISIONS**1.01 INTRODUCTION**

The Addison Fire Protection District #1 has been established to provide the citizenry of the District with professional fire prevention, fire suppression, public education, and emergency medical service. 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. It is equally important that all employees realize that, through exemplary conduct, we must continually strive to foster and enhance the realization that the Addison Fire Protection District #1 is an important requisite to the well-being of the entire community.

LEGAL REF.: 70 ILCS 705/1

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.02 DEFINITIONS**

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

1. **Acting Officer:** An employee that holds a temporary rank or position. All documents that are signed by this employee must be signed as "Acting Officer."
2. **Apparatus Driver:** An employee who drives or controls any Fire District vehicle.
3. **Board:** The Board of Trustees is the governing body of the District as defined by statute.
4. **Board of Fire Commissioners:** Three officials appointed by the Board of Trustees pursuant to 70 ILCS 705/16.01 *et seq.*
5. **Chain of Command:** Chain of command shall be as outlined in Section 1.03(D) of these policies.
6. **Chief:** The chief administrative officer of the District.
7. **Chief Officers:** Fire Chief, Deputy Chief, and Battalion Chief.
8. **Civilian Personnel:** At-will employees who do not perform firefighting and/or paramedic duties.
9. **Commanding Officer:** The officer or acting officer who is the immediate superior of the members or part-time firefighters in the chain of command.
10. **Commissioned Personnel or Firefighters/Paramedics:** Any full-time sworn or member firefighter and/or paramedic, or full-time officer of the District
11. **Company:** A piece of fire apparatus or an ambulance and the employees assigned to them, e.g., Engine Company, Truck Company, etc.
12. **District or Department:** The Addison Fire Protection District.
13. **Duty Officer:** Officer that is in charge of a fire station during a tour of duty.
14. **Employees:** All Commissioned, appointed and civilian personnel, as defined by these policies.
15. **EMS System:** The Good Samaritan Hospital System or current District EMS system.
16. **Line Officers:** Lieutenants
17. **Line Personnel:** Commissioned Lieutenants, firefighters, firefighter/paramedic and contracted firefighter/paramedics.
18. **May:** Indicates a recommended requirement which shall be enforced at the discretion of the officer in charge.

19. **Member:** Any full-time sworn or commissioned firefighter and/or paramedic, or full-time officer appointed in the District.
20. **Must:** Indicates a mandatory requirement.
21. **Non-Member or Non-Sworn Employees or Personnel:** All contracted and civilian personnel.
22. **Officer:** A member who holds the rank of acting officer, lieutenant, battalion chief, deputy chief or chief.
23. **On Duty:** A condition wherein an employee is actively engaged in a function of the District.
24. **Part-Time Personnel :** Part-time, at-will employees who perform duties as assigned by the fire chief or his/her designee.
25. **Quarters:** Any engine house, dormitory, department, building, office, storeroom, workroom, station, shop or place wherein employees are assigned and employed during a tour of duty.
26. **Ranking Officer:** An officer who stands in rank above another.
27. **Shall:** Indicates a mandatory requirement.
28. **Shift:** Daily on duty staff consisting of one or more employee classifications.
29. **Shift Officer, Station Officer or Shift Commander:** Officer who is in charge of the fire station and is in command of all the shift personnel during a tour of duty.
30. **Shift Personnel:** Employees that are on duty during a twenty-four (24) hour period starting at 0800 hours and ending at 0800 hours.
31. **Should:** Indicates a recommended requirement which shall be enforced at the discretion of the officer in charge.
32. **Special Detail:** An assignment to perform a particular service.
33. **Subordinate:** An employee who stands in rank below another.
34. **Sworn Employees:** Firefighters, firefighter/paramedics or officers that are sworn into their position by the Board of Fire Commissioners.
35. **Tour:** Anything done by regular order, or a shift.
36. **Will:** Indicates a mandatory requirement.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.03 DISTRICT STRUCTURE AND ORGANIZATION****1. Generally**

- A. The responsibility for proper and efficient management, administration, supervision and control of the daily operations of the District is delegated to the Fire Chief. The Fire Chief shall be accountable to the Board of Trustees for all management decisions affecting the operations of the District. The Fire Chief may issue orders and directives in accordance with the District's policies and shall be responsible to develop and implement administrative regulations and rules in accordance with District policy. The chain of command shall be from line personnel to line officers to chief officers.
- B. The Fire Chief shall develop an organizational chart indicating the chain of command and the channels of authority for District personnel. These channels shall be followed, and no level should be bypassed except in unusual situations. All personnel should refer matters requiring administrative action to the responsible administrator or officer.

C. Fire and Emergency Medical Services Organization

- i. Fire Chief
- ii. Deputy Chief
- iii. Battalion Fire Chief
- iv. Lieutenants
- v. Commissioned Firefighters
- vi. Commissioned Firefighter/Paramedics
- vii. Contracted Firefighter/Paramedics

D. Fire Prevention Bureau Organization

- i. Fire Chief
- ii. Deputy Chief
- iii. Fire Marshal
- iv. Fire Inspectors

E. Order of Positions and Authority/Chain of Command

1. Chief Officers: Fire Chief, 1st Deputy Fire Chief, 2nd Deputy Fire Chief, Battalion Fire Chief.
2. Line Officers: Lieutenants
3. Line Personnel: Commissioned Firefighters, Commissioned Firefighter/Paramedics and Contracted Firefighter/ Paramedics

F. Administrative Organization

- i. Fire Chief
- ii. Deputy Chief(s)
- iii. Fire Marshal
- iv. Fire Inspectors(s)
- v. Administrative Assistant
- vi. Administrative Secretary(s)
- vii. I/T Director
- viii. Chaplain

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.04 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 Addison 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:

1. Constitution, statutes, and common law of the United States and the State of Illinois
2. Ordinances, resolutions, policies, rules and regulations of the Addison Fire Protection District
3. Orders and memoranda issued by the Fire Chief, the Deputy Chief, a Battalion Chief, a Lieutenant or an acting officer.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS

1.05 OATH OF OFFICE

All Commissioned or Appointed members shall take the following oath:

I do solemnly swear that I will support the Constitution of the United States of America and the Constitution of the State of Illinois; that I will familiarize myself with and be obedient to the policies, rules and regulations, and orders of the Addison Fire Protection District; and that I will faithfully serve the Addison Fire Protection District in the discharge of my duties as a firefighter (and/or paramedic or officer) to the best of my knowledge and ability.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.06 FREEDOM OF INFORMATION**

It is the policy of the Board of Trustees of the Addison 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 Administrative Deputy Chief, who is hereby appointed the District's Freedom of Information Officer, shall insure that the District complies with the Act through execution of the District's regulations adopted pursuant to this policy. A copy of this policy shall be posted on the District's website.

LEGAL REF.: 5 ILCS 140/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**AR1.06 FREEDOM OF INFORMATION****1. Introduction****A. Brief Description of the District**

Addison Fire Protection District, DuPage County, Illinois, is a fire protection district organized pursuant to the Illinois Fire Protection District Act (70 ILCS 705/1 *et seq.*) to provide fire protection and other emergency services to the residents of the District. The District's operating budget is comprised of tax collections for both fire and ambulance services along with grants, donations, and other misc. forms of revenue. The District's headquarters fire station is located at 10 S. Addison Rd, Addison IL. 60101.

The District employs approximately sixty (60) full-time employees.

The Board of Trustees consisting of the following members governs the District:

Michael S. Super, President
Bernadette (Dee) LaRocca, Treasurer
Charles Baxa Jr., Secretary

The District's Board of Fire Commissioners consists of the following members:

John Humes, Chairman
Joseph Saverino, Secretary
Dr. Daniel LeHoux

The Firefighters' Pension Board consists of the following five members:

Timothy Deutschle, President
Timothy Scott, Secretary
Michael S. Super
Leigh Fabbri
John Rice

B. **Brief Description of the Method to Request Information**

All public requests for information and/or records will be processed through the administrative offices of the District, located at 10 South Addison Road, Addison, Illinois. The Deputy Fire Chief serves as the Freedom of Information Officer for the District. Requests shall be directed to the Deputy Fire Chief of the District (as noted below) pursuant to the District's administrative regulations at the address noted above. The first 50 black and white copies are free. Thereafter, each page will be charged \$.15 per page. Electronic, color or oversized copies will be charged at \$.25 per letter-sized page.

For any additional information, the administrative office is open Monday through Friday, 8:00 a.m. to 4:30 p.m. The telephone number is (630) 628-3100.

Department FOIA Officer – Deputy Chief Joseph Leone

Other FOIA Designees: Chief Don Markowski
Deputy Chief Scott Walker
Fire Marshal Mike Toika
Administrative Assistant Jean Gugliuzza
Secretary Laurie Warfield
Secretary Judy Markowski
Inspector Mark Spoo

2. **Public Access to Records**

A. **Generally**

The District shall make available its public records to any person requesting access pursuant to the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 et seq.) (the "Act"), as well as other applicable law. The District shall not provide access to public records or portions thereof that are exempt from disclosure under the Act or as provided by other applicable law. Denials of requests for records will contain a detailed factual basis for the denial.

B. **Nonexempt Materials Contained in Exempt Records**

The District shall delete any information which is exempt from disclosure under Section 7 of the Act (5 ILCS 140/7) from a public document which contains nonexempt material, and make the remaining information available for inspection and copying.

C. **Denial of Request for Public Records; Appeal**

Any person denied access to inspect or copy any public record may appeal the denial to the Office of the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois; telephone (312) 814-3000.

3. General Materials Available

The following information will be made available to the public:

A. List of all Types or Categories of Records Under the District's Control.**i. Financial records**

- Budget
- Levy resolution and certificate of tax levy
- Audit
- Bills
- Receipts for revenue
- Bills payable
- Cancelled checks
- Labor agreements

ii. General Records

- Board minutes
- Board resolutions and ordinances
- Bidding specifications
- Board policies and administrative procedures
- Administrative instructions to staff
- Personnel names, salaries, titles and dates of employment
- Office equipment
- Insurance
- Capital equipment
- Real estate
- Legal notices
- Application for contracts, permits, grants or agreement
- Consulting contracts
- Contracts for capital equipment
- Contracts for office supplies
- Contracts for maintenance and repair
- Number of employees

**B.. Organizational Chart, Map of the District and Description of the District
(See Appendix A)**

4. Request Procedures**A. Initiation of Request**

Any person wishing to inspect or copy a District's public record shall submit a written request to the Deputy Fire Chief. While the use of a specific form is not required, the District will provide a form upon request. (see Form 1). Requests are accepted via personal delivery, mail, facsimile or email if directed to ADMIN@ADDISONFIRE.ORG. Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.

5. Response to Request

- A. Upon receipt, the Deputy Fire Chief or designee shall mark the date received upon the request, along with the date a response is due.
- B. The District shall either comply with or deny the written request for public records within five (5) working days after its receipt. (see Forms 2, 3 and 4.) Denial shall be by letter as provided below and contain a detailed factual basis for the denial. Failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.
- C. The District's time for response may be extended for not more than five (5) additional working days for any of the following reasons (see Form 5):
 - i. The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
 - ii. The request requires the collection of a substantial number of specified records;
 - iii. The request is couched in categorical terms and requires an extensive search for the records responsive to it;
 - iv. The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
 - v. The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the Act or should be revealed only with appropriate deletions;
 - vi. The request for records cannot be complied with by the District within five (5) working days without unduly burdening or interfering with the operations of the public body;

- vii. There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of the District having a substantial interest in the determination or in the subject matter of the request.
- D. When additional time is required for any of the reasons listed, the District shall notify by letter the person making the written request within five (5) working days of receipt of request (see Form 5).
- E. The response times contained in this Section may be extended with the written agreement of the requestor; and
- F. The Deputy Fire Chief or his designee shall maintain a copy of each request, response and written communications with the requestor and all documents submitted.

6. Procedure for Inspection or Copying

- 1. Inspection of District public records not excluded from inspection under the Act shall be permitted between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday, on days the District office is open for business.
- B. Inspection must be made at the District office, and records are not to be removed from the District office.
- C. The Fire Chief or his designee shall be present during inspection of District records.
- D. Inspection will not be allowed when records are in immediate use by persons exercising official duties which require use of the records.
- E. Copies of requested records will be provided by District employees within the limitations of District copying equipment.

7. Fees

- A. Letter-sized, black and white copies are charged at \$.15 per page after the first 50 copies. Each color copy will be charged at \$.25 per page. Persons requesting electronic or oversized copies of District public records shall reimburse the District for its actual cost for reproducing public records, as determined by the Fire Chief or his designee. Each record certified shall cost \$1.00.
- B. Documents shall be furnished without charge or at a reduced charge, as determined by the Board of Trustees, if the person requesting the documents states the specific purpose for the request and indicates that a "waiver or reduction of the fee is in the public interest" pursuant to Section 6(b) of the Act (5 ILCS 140/6(b)). In setting the amount of the waiver or reduction, the District shall take into consideration the amount of materials requested and the cost of copying them.

- C. Records may be produced electronically, if requested. The District will email records where practicable. When requests are unable to be sent via email or the requestor does not desire emailed copies, the District shall purchase appropriate electronic media and copy the documents to the electronic media. The requestor will pay the actual cost of the media. In no event may the District accept electronic media from a requestor.

8. Unduly Burdensome Request Exemption

- A. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the District and there is no way to narrow the request, and the burden on the District outweighs the public interest in the information.
- B. Before invoking this exemption, the District shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions.
- C. The District shall invoke this exemption in writing to the person making the request specifying the reasons why it would unduly burden the District and the extent to which compliance would so burden the operations of the District.
- D. Repeated requests for the same public records by the same person shall be deemed unduly burdensome under this provision.
- E. The Fire Chief or his designee shall be present during inspection of District records.
- F. Inspection will not be allowed when records are in immediate use by persons exercising official duties which require use of the records.
- G. Copies of requested records will be provided by District employees within the limitations of District copying equipment.

9. Documents Containing Personal Information

- A. When a requested document contains information of a highly personal nature or whose release would be objectionable to a reasonable person, the Deputy Fire Chief must determine if the subject's right to privacy outweighs and legitimate public interest. If the Deputy Fire Chief determines the legitimate public interests outweigh privacy interests, the Deputy Fire Chief shall release the documents.
- B. If the Deputy Fire Chief determines the right to privacy outweighs any legitimate public interest, the Deputy Fire Chief shall seek an advisory opinion from the Public Access Counselor pursuant to the procedures adopted by that body.

- C. If the Deputy Fire Chief believes the advisory opinion is in error, with the consent of the Board of Trustees, the Deputy Fire Chief may seek judicial review of the decision.

10. Preliminary Drafts and Similar Documents

- A. When the Deputy Fire Chief (or designee) determines that a requested document is exempt under Section 7(1)(f) as a preliminary draft or other document exempted under this section, he shall initiate the advisory opinion procedures of the Public Access Counselor.
- B. If the Deputy Fire Chief believes the advisory opinion is in error, the consent of the Board of Trustees, the Deputy Fire Chief may seek judicial review of the decision.

11. Commercial Requests

- A. Prior to responding to a request for records, the Deputy Fire Chief shall determine whether the requested records will be used in any sale, resale, solicitation or advertisements for sales or services. If the Deputy Fire Chief determines that the request is for one of these purposes, it shall be deemed a commercial request and response shall be governed by this section. Requests received from news media, non-profit, scientific or academic organizations shall not be considered commercial requests.
- B. When a request is for a commercial purpose, the Deputy Fire Chief shall respond to the requestor within five (5) business days, informing the requestor that the request is considered commercial.
- C. Within twenty-one (21) business days after the receipt of the commercial purpose request, the Deputy Fire Chief shall respond to the requestor. Such response shall either: 1) provide an estimate of the time required to provide the records, including a requirement that the requestor pay for the copies; 2) deny the request pursuant to one or more exemptions found in the Freedom of Information Act; 3) notify the requestor that the request is unduly burdensome and extend an opportunity to the requestor to reduce the request to manageable proportions, or 4) provide the requested records.
- D. When estimating the time required for responding to a commercial records request, the Deputy Fire Chief should consider the size and complexity of the request. Priority shall be given to non-commercial requests.

8. Emergency Medical Service Records

Records regarding performance of emergency medical services are not subject to disclosure under the Freedom of Information Act. Disclosure of such records is governed by the disclosure procedures found in 735 ILCS 5/8-802.

FORM 1

**ADDISON FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
WRITTEN REQUEST FOR RECORDS**

Dear Deputy Fire Chief (or designee):

(I), (We), are hereby requesting that (I) (We)

_____ Inspect the following records at the Addison Fire Protection District's Administrative Office.

_____ Receive copies of the following records from the Addison Fire Protection District.

(Please be specific in listing records.)

_____ Will the records received or requested or the information derived thereof be used in any form of sale, resale, or solicitation or advertisement for sales or services?

_____ Yes

_____ No

I understand that if I request that the records be copied, I may be charged a fee due in full before the copies are made.

Signature(s) of Requester(s)

Date of Request

(For office use only)

Date Request Received: _____

Signature: _____

Date Response Due: _____

FORM 2

**ADDISON FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
APPROVAL FOR REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

FROM: _____

Addison Fire Protection District

10 South Addison Road

Addison, Illinois 60101

Phone: 630-628-3100 Fax: 630-543-9742

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

PHONE NUMBER _____

FAX _____

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ and received by us on _____ for the above captioned records has been approved.

_____ The documents will be made available at the District Administrative Office on (Date) _____
_____ upon payment of copying costs in the amount of _____

_____ Copy (s) of document (s) are attached

_____ No records found

Deputy Fire Chief or Designee_____
Date

FORM 3

**ADDISON FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
DENIAL OF REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

FROM: _____

Addison Fire Protection District
10 South Addison Road
Addison, Illinois

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

(_____) _____

PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS: _____

Your request dated _____ and received by us on _____ for the above captioned records has been denied:

_____ The request creates an undue burden on the public body in accordance with Section 3(f) of the Freedom of Information Act, and we were unable to negotiate a more reasonable request.

_____ The materials requested are exempt under Section 7__ of the Freedom of Information Act for the following reasons: _____

The individual(s) who were responsible for the denial are:

You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois,, and by placing the words "Freedom of Information Act Appeal" on the face of the envelope, if sent by mail. In submitting your notice of appeal, you must include a copy of your original request and this denial, and state the reasons why you feel your appeal should be granted.

Deputy Fire Chief or Designee_____
Date

FORM 4

**ADDISON FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

FROM: _____

Addison Fire Protection District
10 South Addison Road
Addison, Illinois

NAME _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

(_____) _____
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

Your request dated _____ for the above captioned records has been partially approved. Those parts of your request that have been approved:

_____ will be made available at District Administrative Offices on (Date) _____
_____ upon payment of copying costs in the amount of _____
_____.

_____ may be inspected at _____
on _____
DATE

The following portions of your request have been denied for the reasons cited:

The individual(s) who were responsible for the denial are:

You have the right to appeal the denial of that portion of the records you have requested to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois. In submitting your notice of appeal, you must include a copy of your original request and this partial denial, and state the reasons why you feel this appeal should be granted.

Deputy Fire Chief or Designee

Date

FORM 5

**ADDISON FIRE PROTECTION DISTRICT
FREEDOM OF INFORMATION ACT
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS**

DATE: _____

TO: _____

NAME _____

ADDRESS _____

CITY _____

STATE _____

ZIP _____

(_____) _____

PHONE NUMBER

FROM:

Addison Fire Protection District

10 South Addison Road

Addison, Illinois 60101

Phone: 630-628-3100 Fax: 630-628-3104

DESCRIPTION OF REQUESTED RECORDS: _____

The response to your request dated _____ and received by us on _____ for the above captioned records must be delayed. Pursuant to Section 3(d) of the Freedom of Information Act, the delay in responding to your request is for the following reason(s):

_____ We store the requested records in whole or in part at another location(s).

_____ Responding to the request requires that we collect a substantial number of specified records.

_____ The request is couched in categorical terms and requires that we conduct an extensive search for the records responsive to it.

_____ In order to determine whether the requested records are exempt under Section 7 of FOIA or must be redacted in part before they are disclosed.

_____ We cannot comply with the request for records within the 5 business day time limit without unduly burdening or interfering with our operations.

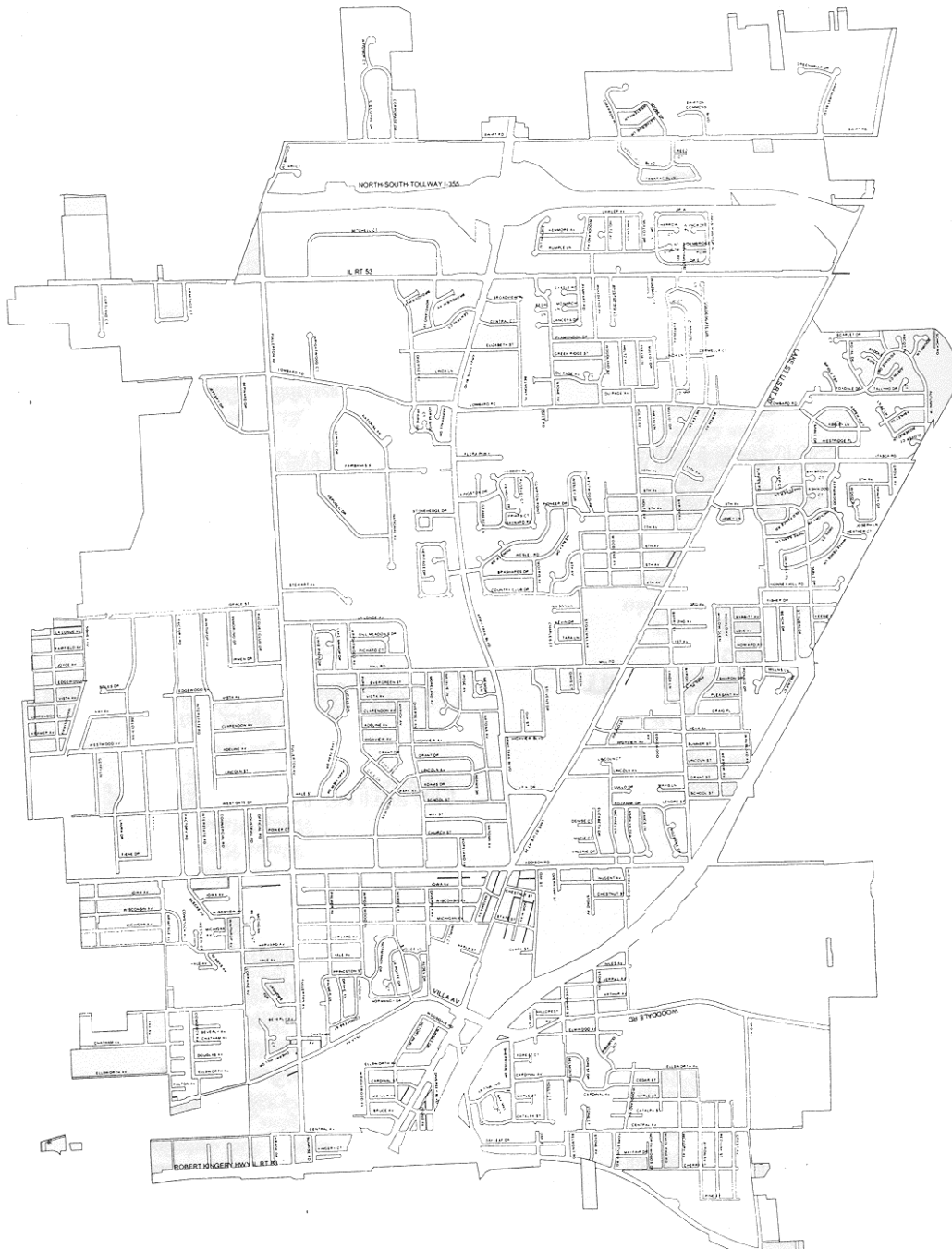
_____ Before we can determine whether to provide the documents in response to your FOIA request, we must consult with **[name of other public body]** which has a substantial interest in the determination of how to respond to this request because **[reason that other public body is involved]**.

You will be notified by _____ as to the action taken on your request.
Date

Deputy Fire Chief or Designee_____
Date

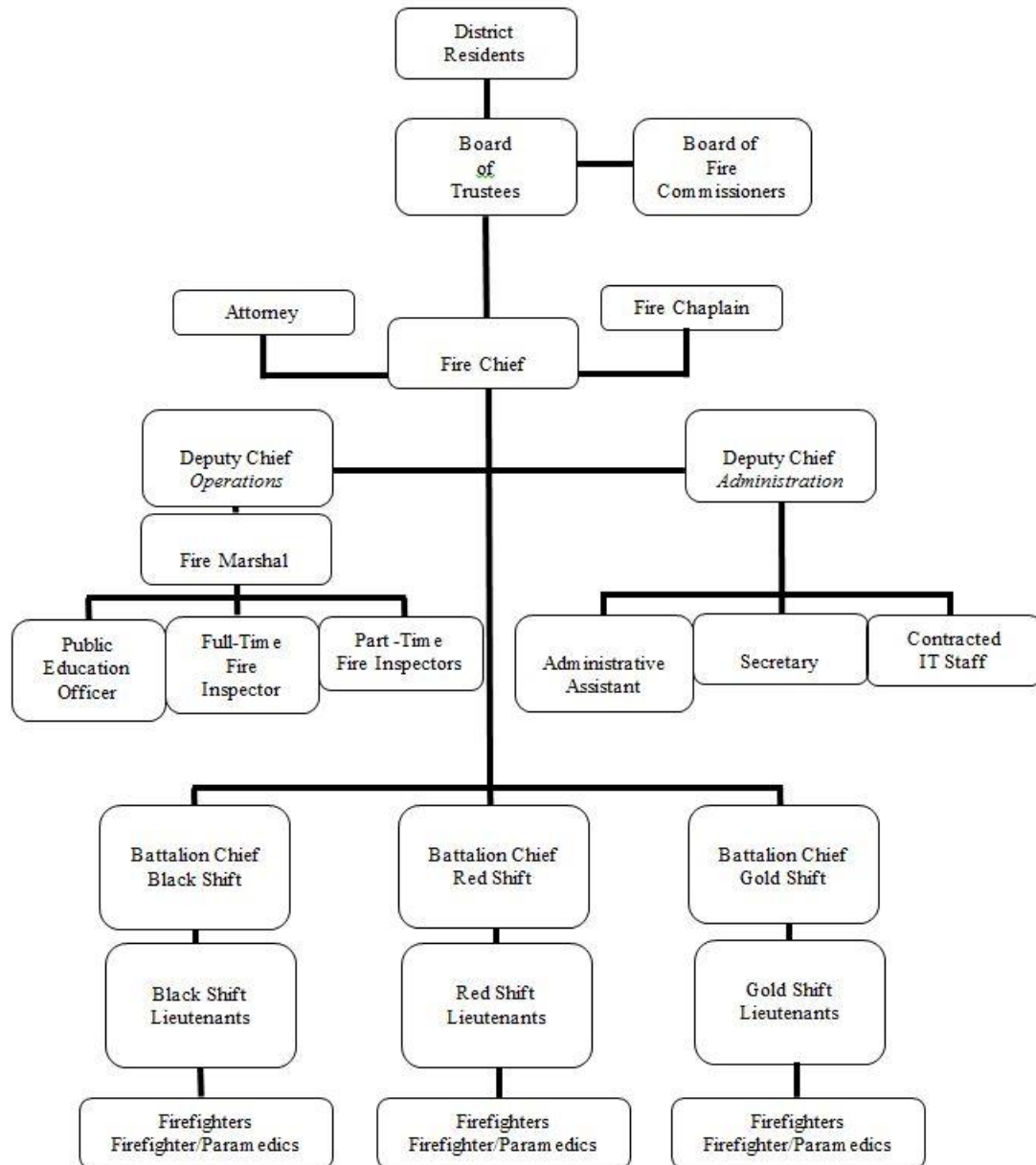
ADDISON FIRE PROTECTION DISTRICT

Map of District



ADDISON FIRE PROTECTION DISTRICT

ORGANIZATIONAL CHART



CHAPTER ONE - GENERAL PROVISIONS**1.07 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, citizenship status, use of lawful products while not at work, being a victim of domestic or sexual violence, physical or mental disability, age, national origin, ancestry, military status 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.

Persons who believe they have not received equal employment opportunities should report their claims pursuant to the District's uniform grievance procedure. No employee or applicant will be discriminated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or state or federal laws, provided the employee or applicant did not make a knowingly false accusation nor provide knowingly false information.

The Fire Chief shall also use reasonable measures to inform employees and applicants that the District is an equal opportunity employer, such as by posting required notices.

LEGAL REF.: 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; 29 CFR Part 1601; 29 U.S.C. § 206(d); 8 U.S.C. § 1324a *et seq.*; 775 ILCS 35/5; 820 ILCS 105/1 *et seq.*)

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.08 RESPONDING TO REQUESTS FOR INTERVIEWS, WRITTEN STATEMENTS AND TESTIMONY****1. Generally****A. Purpose**

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

This policy is in no way intended to inhibit the right of District employees to free speech but rather to offer District employees legal advice prior to making statements which could have legal consequences adverse to District employees and/or the District. Situations that involve privileged or confidential information should be handled in accordance with the District's policy on privileged or confidential information.

B. 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 which a District employee participated in or witnessed while on duty, or which a District employee otherwise has knowledge of due to his or her position with the District.

This policy shall apply to requests that, at the discretion of the District, may have legal consequences to the District employee who is the subject of the request or to the District. This policy shall not apply to casual conversation of District employees or District employees right to freedom of speech.

2. Procedure

District employees shall report to the Fire Chief or his designee all such requests regarding any incident which the District employee participated in or witnessed while on duty, or which a District employee otherwise has knowledge of due to his or her position with the District. The officer 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.

3. **District Employees Rights**

If the request is made to a District employee through the District, the District shall use its best efforts to respect the employee'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 when absolutely necessary. A District employee's residence address and telephone number shall not be disclosed without the consent of the District employee. In all cases District employees shall have the opportunity to seek the advice of their personal attorney in addition to the District's legal counsel.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.09 PRIVILEGED OR CONFIDENTIAL INFORMATION****1. General Prohibition**

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

2. Definitions**A. 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:

- i. Information in any form maintained by the District with respect to persons who have received services from District personnel or other public bodies' personnel.
- ii. Personnel files and personal information maintained with respect to employees, appointees or elected officials of the District.
- iii. Information required of any taxpayer in connection with the assessment or collection of any tax unless disclosure is otherwise required by state statute;
- iv. 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 of an ongoing criminal investigation, without constituting a clearly unwarranted per se invasion of personal privacy under this subsection;
- v. Records compiled by the District for administrative enforcement proceedings or for internal matters of the District, but only to the extent that disclosure would:
 1. interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by a law enforcement agency;
 2. interfere with pending administrative enforcement proceedings conducted by the District;

3. deprive a person of a fair trial or an impartial hearing;
 4. unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source;
 5. disclose unique or specialized investigative techniques other than those generally used or known;
 6. constitute an invasion of personal privacy, as outlined above;
 7. endanger the life or physical safety of law enforcement personnel or any other person; or
 8. obstruct an ongoing criminal investigation.
- vi. 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 Chief of the District.
- vii. Proposals and bids for any contract, grant, or agreement, including information which if 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.
- viii. 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.
- . Test questions, scoring keys or other examination data used to determine the qualifications of an applicant for employment or promotion.
- ix. 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.
- x. 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.

- xi. 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 the request of an attorney advising the District, and materials prepared or compiled with respect to internal audits of the District.
- xii. 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.
- xiii. 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.
- xiii. 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.
- xiv. 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 Article 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.
- xv. 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.
- xvi. Information related solely to the internal personnel rules and practices of the District.
- xvii. 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.
- xviii. Information the disclosure of which is exempted under Section 80 of the State Gift Ban Act (5 ILCS 425/80).

B. 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 include board members, officers, employees, agents or representatives of the District if those persons are not given access to the privileged or confidential information at issue.

3. 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 when 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.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.10 CLEAN INDOOR AIR ACT POLICY****1. Generally**

In accordance with the Illinois Clean Indoor Air Act (410 ILCS 80/1 *et seq.*), no person shall smoke in any District facility except in any area designated by the Board of Trustees as a smoking area in compliance with Section 5 of the Act (410 ILCS 80/5). There will be no smoking while operating any district vehicles while en-route to emergency calls or for non-emergency use.

2. Designated Smoking Areas

Smoking is only permitted in areas where canisters are provided outside of the fire station. The Fire Chief shall utilize existing physical barriers, ventilation systems, and other physical elements of the premises to prevent the infusion of smoke into areas where smoking is not permitted.

3. Enforcement

The Fire Chief shall make reasonable efforts to prevent smoking in the District facilities by posting appropriate signs, contacting a law enforcement officer, if necessary, or by other appropriate means.

LEGAL REF.: 410 ILCS 80/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.11 GENERAL ANTI-HARASSMENT POLICY****1. Generally**

The Addison Fire Protection District is committed to recognizing the respect and dignity of all employees of the District and members of the community. The District believes it should foster a work environment that is free from harassment on the basis of the protected categories and traits listed herein. The District will not tolerate harassment in any form. The terms of this policy are meant to supplement the terms of the District's sexual harassment policy. This policy applies to all officers, employees, members, contract employees, and officials of the Addison Fire Protection District.

2. Definition of Harassment

Harassment is verbal or physical conduct that denigrates or shows hostility toward an individual because of his or her race, color, gender, religion, national origin, age, employee classification (i.e. full-time, part-time, contract, union, non-union, administrative), sexual orientation or disability or that of his or her relatives, friends or associates, and that:

- A. has the purpose or effect of creating an intimidating, hostile or offensive working environment;
- B. has the purpose or effect of unreasonably interfering with an individual's work performance; or
- C. otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes, but is not limited to, the following:

- A. epithets, slurs, negative stereotyping, or threatening, intimidating or hostile acts that relate to race, color, gender, religion, national origin, age, sexual orientation or disability, and
- B. written or graphic materials that denigrates or shows hostility or aversion toward an individual or group because of race, color, gender, religion, national origin, age, sexual orientation or disability and that is placed on walls, bulletin boards, lockers or elsewhere on the employer's workplace, or is otherwise circulated in the workplace.

3. Reporting Procedure

You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conflict known should it exist.

Complaints alleging a violation of this policy must be brought to the attention of the appropriate District officials as soon as possible after the alleged incident of harassment. All complaints shall be directed to the Fire Chief. However, if the complaint involves the Fire Chief, the complaint shall be directed to the Board of Trustees pursuant to the District's uniform grievance procedure.

Employees may also opt to file a charge with the Illinois Department of Human Rights/Illinois Human Rights Commission, 100 W. Randolph St., Suite 10-100, Chicago, Illinois 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. The District prohibits retaliation made against any member who alleges a good faith complaint of harassment or who participates in any related investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination. 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.

LEGAL REF.: 42 U.S.C. §2000e-2; 29 C.F.R. §1604.11; 775 ILCS 5/2-101(E), 2-102(D) and 2-105

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**AR1.11 GENERAL ANTI-HARASSMENT COMPLAINT PROCEDURE****1. Complaint Procedure****A. Step 1**

Any employee who feels that he or she is the victim of harassment should immediately report the matter in writing to his or her duty shift officer or immediate supervisor. The lieutenant or supervisor shall take steps to investigate the matter and take any appropriate action deemed necessary and inform the employee in writing of the action. If disciplinary action is warranted, the lieutenant or supervisor shall take the matter to the proper District official for action.

B. Step 2

If the complainant is not satisfied with the determination or action by their duty shift officer or immediate supervisor, he or she may request in writing that the Fire Chief or his/her designee review the matter. The complainant must submit the request to the Fire Chief or designee within ten (10) working days of the date of receipt of the lieutenants or supervisors determination at Step 1.

The Fire Chief or designee shall review the matter and take any action deemed appropriate within ten (10) working days of receipt of the request for review and inform the employee in writing of the action.

C. Step 3

If the complainant is not satisfied with the decision rendered by the Fire Chief or designee, the matter may be appealed to the Board of Trustees. Notice of intent to appeal to the Board must be submitted to the Fire Chief within ten (10) working days of the receipt of the Fire Chief or designee's decision. Upon receipt from the complainant of written notice of intent to appeal to the Board, copies of the complaint and any written materials prepared during the investigation at any prior level of review shall be forwarded by the Fire Chief to the Board.

The Board shall review all of the relevant documents no later than the second regularly scheduled meeting after the receipt of the notice of intent to appeal and shall render its written decision or take a course of action within ten (10) working days of the date upon which the review is held.

2. **Guidelines for Investigations**

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. However, grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

If the complainant's lieutenant is the subject of the grievance, then the complainant shall report the matter to the Battalion Fire Chief. In all other cases, if the decision maker at any step of the procedure is the subject of the grievance, then that step shall be bypassed and the complainant shall proceed to the next step of the complaint procedure.

LEGAL REF.: 42 U.S.C. 2000e-2; 29 C.F.R. 1604.11; 775 ILCS 5/2-101(E), 2-102(D) and 2-105

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.12 SEXUAL HARASSMENT POLICY****1. Generally**

It is the policy of the Addison 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 upon circumstances, up to and including termination.

2. Definition of Sexual Harassment

- A. In the case of sexual harassment of any employee by another employee, sexual harassment means any:
- i. Unwelcome sexual advances;
 - ii. Request for sexual favors; or
 - iii. 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.
- B. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct that has the effect of humiliation, embarrassment or discomfort. Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If anyone expresses concern that your behavior may have violated this policy, please respect his or her concerns. Regardless of your intent, how others interpret your behavior is important. This policy is not meant to interfere with or discourage friendships among employees. However, employees must be sensitive to acts or conduct that may be considered offensive by other employees.
- C. The following are examples of sexual harassment:
- i. Verbal: sexual innuendo, suggestive comments, insults, threats, and jokes about gender-specific traits or sexual propositions;

- ii. Nonverbal: making suggestive or insulting noises, leering, whistling, giving letters, gifts, and/or materials of a sexual nature or making obscene gestures;
- iii. Physical: touching, pinching, brushing the body, coercing sexual intercourse, exposing oneself or assault.

D. Employees are strongly discouraged from seeking a romantic or amorous relationship with another employee. Under no circumstances may an employee repeatedly ask another employee to date, apply pressure to have a relationship, or retaliate in any way due to an employee's decision not to date or have a relationship.

3. **Complaints**

You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conflict known should it exist.

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. If you are aware of workplace conflict or wrongdoing taking place, you must immediately discuss your questions, problems, complaints or reports with your direct supervisor. If you feel uncomfortable doing so or if your direct supervisor is the source of the problem, condones the problem, or ignores the problem, immediately report to your supervisor's supervisor. If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints or reports to the Fire Chief.

The Fire Chief shall establish a complaint procedure pursuant to this policy. 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, Illinois 60601, 312-814-6200, or with the federal Equal Employment Opportunity Commission, 500 W. Madison St., 28th Floor, Chicago, Illinois 60661, 312-353-2713. The District will make every effort to ensure that those named in the report or who are too closely associated with those involved in the report will not be part of the investigative team. The District reserves the right and hereby provides notice that third parties may be used to investigate sexual harassment claims.

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. The District prohibits retaliation made against any member who alleges a good faith complaint of sexual harassment, or who participates in any related investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination.

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.

4. **Harassment Prevention Training**

The District shall train and educate members regarding its intention to prevent harassment and discipline those found to have committed it. This District shall document:

- A. Who conducted the training;
- B. A list of trainees;
- C. Signed acknowledgment forms from the attendees indicating their comprehension of the information;
- D. How often members are trained; and
- E. Materials distributed and utilized in training sessions.

LEGAL REF.: 42 U.S.C. 2000e-2; 29 C.F.R. 1604.11; 775 ILCS 5/2-101(E), 2-102(D) and 2-105

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.13 VIOLENCE IN THE WORKPLACE****1. General Prohibition**

The Addison Fire Protection District believes violence in the workplace to be contrary to the basic respect and consideration of others. 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 aggression will not be tolerated by the District.

2. Definitions**A. “Threat”**

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

B. “Threatening Behavior”

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

C. “Violence”

Unjustified or unwarranted use of physical force so as to injure, damage or abuse a person or property.

3. District Response to Violence

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.

4. **Employee Notification**

All employees are responsible for notifying their supervisor of any threats that 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.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE – GENERAL PROVISIONS**1.14 WEAPONS**

At no time shall a firearm be displayed or concealed during any function, emergency or non-emergency, representing or sponsored by the Addison Fire Protection District #1. Any District personnel who have obtained a concealed and carry license are prohibited from carrying or possessing a firearm into any district building. A concealed carry license holder must lock his or her firearm in his or her own personal vehicle or in a locked container within their personal vehicle. At no point will District personnel be permitted to bring their personal firearm into District owned apparatus, regardless of their status as a concealed carry license holder. The District prohibits, forbids, and does not tolerate other visible or concealed weapons on District property or at any District-related activity, even in cases where the owner has the necessary permits, unless specifically authorized by the Fire Chief for purposes of performing District-related duties. Weapons include, but are not limited to, fire arms, personal knives with a blade longer than three inches, explosive materials including fireworks, or any other object that could be used to harass, intimidate, or injure another individual, member, volunteer, officer or supervisor. Violations of this policy are subject to disciplinary action, up to and including discharge.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE – GENERAL PROVISIONS**1.15 DRUG AND ALCOHOL POLICY****1. General Statement of Policy**

The use of illegal drugs and the abuse of legal drugs and alcohol by employees of the District present unacceptable risks to the safety and well-being of other employees and the public, in addition to being unlawful in some cases. Therefore, it is the policy of the District that the manufacture, distribution, dispensation, possession or use of a controlled substance or alcoholic beverage, or the abuse of legal substances which may impair or adversely affect an employee's ability to perform his or her job, is prohibited on all District properties at any time by any employee or guest, and at all times and places wherever any employee is performing employment duties for the District. In addition, all employees are prohibited from entering District property or from being at any place at any time when performing employment duties for the District, while under the influence of alcohol or any controlled substances. The district shall utilize a random and annual drug and alcohol testing program to support this policy for all non-union personnel.

2. Definitions

- A. Drugs or controlled substances shall include, but not be limited to, alcohol, any controlled substance defined in the Illinois Controlled Substances Act (720 ILCS 570/100 *et seq.*) or the Cannabis Control Act (720 ILCS 550/1 *et seq.*); any controlled substance listed in Schedules I through V of 21 U.S.C. §812; and any look-alike substance, designer drugs, or any substance, such as glue, which may have adverse effects on perception, judgment, alertness, memory or coordination.
- B. Impair or adversely affect shall mean causing a condition in which the employee is or may be unable to properly perform his or her duties due to the effects of drugs or alcohol in his or her body. When impairment exists or is presumed, incapacity for duty shall be presumed.

3. Violations of Policy

Employees who violate this policy shall be subject to disciplinary action, up to and including dismissal, or may be required to satisfactorily participate in a drug abuse assistance or rehabilitation program. Guests who violate this policy shall be asked to leave and/or referred to law enforcement authorities, when appropriate.

4. **Voluntary Requests for Assistance**

The District shall take no initial adverse employment action against any employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem unless the employee is found impaired on the job. The District shall assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation are required and in indicating that a trained referral team is in place.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.16 COMPLAINTS AND SUGGESTIONS FROM CONSTITUENTS**

The Board of Trustees shall be receptive to complaints and suggestions from any of its constituents. The following procedure shall apply to issues not covered by another more specific policy and/or procedure. When constituents have concerns, suggestions or complaints, they are to be addressed first at the level closest to the source. If the concern remains unresolved, it may be advanced level by level through the Fire Chief to the Board of Trustees. The Board will hear the complaint as soon as its regular schedule of meetings and business permits.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**AR1.16 CITIZEN COMMENT FORM**

To better serve our community, the fire district has adopted a citizen comment form (GD481) This form is to be utilized whenever we receive a complaint, comment, or other noted information. The form shall be completed in its entirety. A Chief officer will follow up on all complaints.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.17 UNIFORM GRIEVANCE PROCEDURE****1. Generally**

It shall be the policy of the Addison Fire Protection District, insofar as possible, to prevent the occurrence of grievances and complaints and to deal promptly with those that occur. Unless covered by a separate procedure, employees or community members should notify the District pursuant to the following procedure if they believe the Board of Trustees, District employees, or its agents have violated their rights guaranteed by the State or federal constitution, State or federal statute, or Board policy.

A grievance is defined herein as any dispute regarding the meaning, interpretation, application or alleged violation of any of the District's policies or general orders. A complaint is defined herein as any unreasonable, inequitable, ill-founded, unsafe or malicious imposition upon an employee by a superior, co-worker or subordinate, or upon a community member by an employee of the District.

2. Procedure

In the presentation of grievances, complaints, and/or appeals at any level in compliance with the established procedure, employees shall be free of negative coercive tactics, discrimination, or reprisal. No grievances or complaints shall be taken directly by employees to members of the Board of Trustees. Such action may subject the grieving party to disciplinary action, up to and including dismissal. The term business day means Monday through Friday, excluding weekends and legal holidays. Any of the time limits specified herein may be extended by mutual agreement of the parties involved.

The District sets forth the following procedure(s) for processing all grievances and complaints brought before it:

Non-Union Personnel

Step 1 An individual having a grievance or complaint should first present his or her grievance to his or her immediate superior or the District employee responsible within three (3) business days after the occurrence of the problem. Every effort shall be made to resolve the grievance or complaint at this level through discussions with the involved parties. If the complaint is of a criminal nature, the supervisor or District employee shall immediately notify the Fire Chief.

Step 2 If the grievance or complaint cannot be satisfactorily reconciled in Step 1, the individual may refer the grievance or complaint to the Fire Chief within three (3) business days following Step 1 above. Written communications must include specific circumstances and state the remedial action requested. The Chief shall investigate and document the matter and render his decision, in writing, within ten (10) business days of receipt of the request.

Step 3 In the event Step 2 does not satisfactorily reconcile the problem, the individual and/or Chief shall forward an appeal to the President of the Board of Trustees within ten (10) business days. The Board of Trustees will make the final decision concerning the problem at its next monthly Board meeting following receipt of the appeal.

Union Personnel

All union personnel shall utilize the steps to resolve a grievance as outlined in their collective bargaining agreement.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.18 MEDIA RELATIONS****1. Generally**

Members of the media may cover events in the District, as long as the emergency services of the District are not disrupted or 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.

2. Official Channel of Communications

Members of the media may contact the District's Administrative offices to receive information regarding meetings of the Board of Trustees or Board of Fire Commissioners, 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.

3. 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.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.19 USE OF DISTRICT FACILITIES****1. Generally**

Because of the emergency-oriented nature of the Addison Fire Protection District's facilities, it is the policy of the Board of Trustees of the District that all of the District's facilities are closed forums and are not available for use by individuals, groups or organizations outside the District, except that the meeting room and parking lot are available to:

- A. Community-based, cultural, social or civic not-for-profit and non-political groups;
- B. District-sponsored or District related/affiliated organizations or groups; and
- C. Not-for-profit, non-political emergency service or public safety related groups or organizations.

2. Conditions for Use

Use of the above facilities shall be under the following general conditions:

- A. Use of the District's facilities shall not interfere with the provision of emergency services or with the District's scheduled activities.
- B. The proposed use of the District's facilities shall not be inconsistent with the purposes of the District or detrimental to the District's properties.
- C. The proposed use shall be consistent with local, state, and federal law, and the users shall follow the policies and regulations of the District.
- D. The facilities shall not be used for promulgating any theory or doctrine subversive to the laws of the United States or any political subdivision thereof, or advocating governmental changes by violence, or 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.
- E. Use of the District's facilities shall be permitted only on a temporary basis.

3. **Administrative Regulations**

The Fire Chief shall establish and maintain administrative regulations under which the above District facilities may be used. The Addison Professional Fire Fighters Local 4727 shall be allowed access to district facilities as agreed to in their collective bargaining agreement.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**AR1.19 COMMUNITY USE OF DISTRICT FACILITIES****1. Applications****A. Requests**

All requests for use of facilities or equipment shall be submitted to the Fire Chief on a District form no less than thirty (30) days before the date for which the facilities are requested. Applications must be completed and signed by a responsible head of the organization. The Fire Chief shall grant or deny the request no later than fourteen (14) days before the date for which the facilities are requested, upon advice of the Fire Chief and the Board of Trustees.

B. Non-Transferable

Applications upon which favorable action has been taken are non-transferable.

C. Continued / Future Use

Continued or future use of facilities by any organization or individual(s) (the "user") shall be contingent upon following all of the policies, rules and regulations as prescribed by the District and upon following all applicable law. Uses in excess of fifteen (15) consecutive working days shall be entered into through a formal lease, but still subject to the applicable policies and regulations.

D. Authority

The Board of Trustees shall have the final authority for granting or refusing any request for use of facilities and may waive or amend current policies or regulations affecting such use without prior notification.

E. Cancellation

Any use agreement for facilities may be terminated without notice by the District for violation of the intent of the application or agreement, or if it becomes necessary for the District to use the facilities. The Board shall be the sole judge of any violation. An applicant must give notice of cancellation of an approved application at least seven (7) days in advance of the scheduled date, or will otherwise be responsible for any rental fees.

2. **Eligible Users**

- A. Community-based, cultural, social or civic not-for-profit and non-political groups;
- B. Not-for-profit, non-political District-sponsored or District related or affiliated organizations or groups; and
- C. Not-for-profit, non-political emergency service or public safety related groups or organizations. Facilities shall not be available for private use.

3. **Priority of Use**

Priority of use of facilities and equipment shall be in the following order:

- A. District activities
- B. District affiliated organizations
- C. Groups sponsored by District affiliated organizations
- D. Fire service groups or organizations
- E. Other cultural, social or civic groups

Where a request is in conflict with another request made by an organization with the same priority, the applications shall be considered and allowed on the basis of time received.

4. **Responsibility of Users (Hold Harmless and Indemnification Agreement)**

A. **Hold Harmless / Indemnification**

Users requesting use of facilities or equipment agree to indemnify and hold harmless Addison Fire Protection District, the Board of Trustees, its members, employees and agents, in their official and individual capacities, from any claim, cause of action, loss, judgment, injury or expense, including but not limited to attorneys' fees and expenses of litigation arising out, and incidental to, the use of facilities or equipment. As well, the user agrees to defend against any lawsuit, claim or cause of action brought against the District, the Board, its members, employees and agents, in their official or individual capacity, arising out of, or incidental to, the use of facilities or equipment.

It is further understood and agreed that the District assumes no obligation or responsibility in connection with the use of the requested facilities or equipment. In addition, the user shall covenant not to sue the District, the Board, its members, employees and agents, in their official or individual capacities for any alleged loss, judgment, injury, or expense that arises as a result of the use of facilities or equipment. The user further shall agree to assume all costs for repair or damage to the facilities or their contents during the period of use of facilities. The user further shall agree to abide by the rules, regulations and policies of the Board.

B. **Insurance**

The Board may require that the user obtain public liability, property damage and contractual liability insurance. If required, the user agrees to furnish, upon request, a certificate of insurance to guarantee the payment of any claim for injuries or damages to persons or property that occur during, or as a result of, this use. Where required, the coverage shall insure renting organization in amounts not less than \$500,000 combined single limit for bodily injury and property damage including damage to District property.

Where required, a certificate of insurance or copy of the endorsement shall be submitted to the District giving evidence of the coverage and naming the District as an additional insured and shall be filed with the District before the user enters upon the facilities or takes possession of equipment under the terms of this use. The insurance hereby required shall not be cancelable without thirty (30) days written notice to the District.

C. **Opening and Closing of Facilities**

Doors to facilities will be opened not more than fifteen (15) minutes prior to the time of scheduled use and will in no instance be opened unless an employee of the District is present or unless the District has granted an exception in writing. All users shall be required to vacate the facilities within twenty (20) minutes after the approved ending time of the use agreement. All events must be concluded so that facilities will be vacated by 10 p.m.

District personnel are not permitted to extend the closing times or permit access to additional facilities that have not been authorized in the use agreement.

D. **Equipment, Fixtures, Furniture, or Materials**

Equipment, fixtures, furniture, or materials shall not be brought into the facilities without written permission by the District, granted at the time of approval of the request to use the facilities. Such equipment, furniture or materials brought into the facilities must be removed from the premises at the conclusion of the use agreement, and those items remaining must be stored. The storage must be in a manner prescribed by the District so as to prevent any interference of normal operations or the use of the facilities by the District or other organizations or individuals.

District equipment, fixtures, furniture, or materials shall not be moved within or removed from the area of normal use without written permission granted at a time of approval of the request for use of the facilities. Movable equipment shall not be used outside the facilities. Users agree to accept full responsibility for repairing or replacing any damages or losses to the equipment while in their possession.

E. **Building Regulations**

1. **Smoking**

Smoking shall be prohibited in all facilities at all times, except as provided by District policy. Unauthorized smoking shall be sufficient justification for immediate cancellation of the current use agreement or the prohibition of further use by the offending organization or individual(s).

2. **Alcohol and Controlled Substances**

The use or possession of alcoholic beverages or controlled substances on District property is strictly prohibited and will result in immediate cancellation of the use agreement.

3. **Refreshments**

Organizations serving refreshments during the course of their meeting shall furnish all necessary consumable supplies and it shall be the responsibility of the organization to place all evidence of food or beverage in appropriate waste containers provided by the District. Sale of food or beverages in any form is not permitted in the facilities for any event, except by special approval at the granting of the application. Insurance for the use in these cases should include coverage for the sale of food and beverages.

4. **Employee Present**

A District employee must be present in the facilities at any time it is used unless the District has granted a written exception.

5. **Keys**

No key or key card for the facilities shall be provided for persons other than District employees.

6. **Heating**

Regulation of heating controls shall be by District personnel only.

7. **Fire Exits**

Fire exits and doorways must be kept clear and all hallways made passable at all times.

8. **Supervision**

Persons under eighteen (18) years of age shall not be allowed in the facilities without proper adult supervision.

F. **Bond Requirements**

The Board may, at its discretion, demand the posting of bond to provide against damage to any of the facilities and/or equipment. The Board may require the user's officer to sign a contract making the group responsible for any abnormal damage.

G. **Rental Rates and Fees**

Rental rates and charges are approved by the Board and are available from the District upon request. All rates and charges are subject to adjustment due to the specifics of the use agreement. The District reserves the right to make the final decision as to whether an organization will receive rental privileges or not, and to the classification and charge. Rental charges may be waived at the discretion of the Fire Chief and the Board of Trustees.

ADOPTED: FEBRUARY 4, 2015

**ADDISON FIRE PROTECTION DISTRICT
APPLICATION FOR USE OF FACILITIES**

This application must be submitted no less than thirty (30) days prior to the date for which the facilities are requested. If approved, any required Certificate of Insurance and fees must be submitted and paid to the District at least twenty-four (24) hours prior to the use. Please carefully read the administrative regulations governing the use of facilities before submitting the application. Please answer each question on the application and carefully review the hold harmless/indemnification at the end. The application must be signed by a responsible supervisor of the organization over the age of 21.

ORGANIZATION MAKING REQUEST

Name of organization_____

Address_____ Phone No._____

Contact Person_____

Address_____ Phone No. _____

FACILITIES AND EQUIPMENT REQUESTED

Facility Requested_____

Section of Facility to be Used_____

Alternate Choice_____

Equipment Required_____

Date Requested_____

Alternate Date_____

Time Requested_____ to _____

NATURE/PURPOSE OF USE

Nature/Purpose of Use_____

Refreshments to be served_____

Extra equipment and supplies to be brought in_____

Special services required_____

Registration fee, collection or charge for event_____

Total number of persons expected to attend_____

Number of persons under the age of twenty-one (21)_____

Any User requesting use of the Facilities agrees to indemnify and hold harmless ADDISON Fire Protection District, DuPage County, Illinois (the "District"); the Board of Trustees (the "Board"), its members, employees and agents, in their official and individual capacities, from any claim, cause of action, loss, judgment, injury or expense, including but not limited to, attorneys' fees and expenses of litigation arising out, and incidental to the use of facilities. As well, the User agrees to defend against any lawsuit, claim or cause of action brought against the District, the Board, its members, employees and agents, in their official or individual capacity, arising out of, or incidental to, the use of facilities.

It is further understood and agreed that the District assumes no obligation or responsibility in connection with the use of the requested facilities. In addition, the User covenants not to sue the District, the Board, its members, employees and agents, in their official or individual capacities for any alleged loss, judgment, injury, or expense that arises as a result of the use of facilities. Lessee further agrees to assume all costs for repair or damage to the facilities or their contents during the period of use of facilities. The User further agrees to abide by the rules, regulations and policies of the Board that are incorporated herein by reference.

I HAVE READ THE AGREEMENT AND REGULATIONS AND UNDERSTAND THAT THE USER MUST FULLY ADHERE TO THE REGULATIONS OR THE USE AGREEMENT MAY BE IMMEDIATELY TERMINATED BY THE DISTRICT. IN ADDITION, I AM FULLY AWARE AND UNDERSTAND THE RESPONSIBILITIES AND OBLIGATIONS OF THE HOLD HARMLESS AND INDEMNIFICATION AGREEMENT SET FORTH IN THE REGULATIONS.

Name

Position

Organization

Dated:_____

CHAPTER ONE - GENERAL PROVISIONS**1.20 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 and who desire to visit a District facility must report directly to the Fire Chief or his or her designee for permission to visit the facility. The Fire Chief or his or her appointed representative is authorized to give such permission. The Fire Chief or his or her appointed representative might place such terms and conditions on the visit as he or she deems necessary for the efficient operation of the District. The Fire Chief or his or her appointed representative shall establish rules and regulations pertaining to visitation of family members of employees who are on duty. Visitors may not interrupt drills or the administration or operation of the District's business.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.21 PHYSICAL FITNESS, WORKOUT ROOM, AND EQUIPMENT POLICY**

Since our role in the fire service can be physically and mentally demanding, the Fire District is providing all personnel with an opportunity to maintain their wellness and fitness. All workout equipment is available for all member of the department while on or off duty. The equipment should be used as recommended by the Manufacturer and the Fire District physical fitness trainer. No equipment other that provided by the Fire District is to be used unless approved by the Fire Chief. All personnel are encouraged to work within the guidance of the Fire Districts physical fitness trainer. Whenever any off duty personnel are utilizing the workout room, the Shift Officer shall be notified and the employee shall log in and out noting the use of the room on the log page located in the room. The workout room and its equipment shall be returned to a clean and usable condition after every use.

All personnel are encouraged to use the physical fitness equipment provided by the department. Use of the workout equipment is only for Addison Fire Department employees, contracted personnel and elected and appointed officials. Because of inherent liability, no friends, relatives, retired personnel, or civilians are allowed to use the equipment.

There are booklets and or posted signs in the workout room explaining how to use the equipment. Please read them before using a piece of equipment. Also, only department-furnished equipment shall be used in the room. Use of any non-authorized equipment may cause injury to you or damage the physical fitness equipment. Anyone wanting to use special equipment shall receive permission from the Fire Chief prior to using it.

Department issued clothing shall be used when working out. If you are responding to a call in turn out gear, it is not necessary to change to a station uniform. However, ambulance personnel, when responding to an ambulance call, will have to put on their station uniform. Each member must exercise in the designated area. Any member not on duty who utilizes the exercise fitness room or equipment must be logged in the logbook. The exercise facility must be kept in a neat and orderly fashion at all times. Any injury occurring during an exercise period will be considered job related and will be subject to workers compensation. No member shall exceed the manufactures recommendation on the proper use of the exercise equipment. Any competitive exercises or fitness training is strictly prohibited. All personnel shall work within the guidelines of the Fire District fitness trainer.

In an effort to encourage use of the physical fitness equipment, the department will allow on duty personnel to workout providing all station duties are complete and the duty officer has given approval. Anyone not working out should be doing some type of constructive work for the department until 5:00 P.M.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.22 USE OF BATHROOM/SHOWER FACILITIES**

All fire stations have bathrooms and shower facilities. All personnel shall be provided access and privacy in the use of these facilities. Public visitors shall be restricted to use of the public restrooms located in each fire station only. Employees may only use a restroom for their specific gender. No public visitor may utilize a restroom or shower facility designated for assigned personnel without the permission of a chief officer.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.23 AMERICANS WITH DISABILITIES ACT**

Addison Fire Protection District shall comply with the Americans With Disabilities Act in the delivery of its services, programs, and activities, by reasonably accommodating people with disabilities. Reasonable accommodation includes, but is not limited to the removal of architectural, transportation, and communication barriers; the revision of rules, policies, and practices; and the installation of 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. 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 a disability, in a manner consistent with the Act and the rules.
2. 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 less effective service for people with disabilities.
3. The District designates its Fire Chief as the employee responsible for the coordination of compliance with the Act, and for the investigation of any complaint against the District alleging noncompliance with the Act. The name of the current Fire Chief shall be made available to all interested individuals, and he or she may be reached at (630) 628-3100 or by writing to Addison Fire Protection District, 10 S. Addison Rd., Addison IL. 60101.
4. The Fire Chief shall maintain a procedure for the prompt resolution of complaints against the District, alleging noncompliance with the Act, in the administrative regulations.

LEGAL REF.: 42 U.S.C. §12101 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**AR1.23 AMERICANS WITH DISABILITIES ACT PROCEDURE FOR GRIEVANCES****1. Submission of Grievance**

Any person who has a grievance against the District regarding alleged violations of Title II, Subpart A of the Americans With Disabilities Act (the "Act"), shall submit the following information in writing to the Fire Chief as his or her grievance:

- A. The complainant's name, address and phone number;
- B. The relationship of the complainant to the District;
- C. The basis of the complaint;
- D. The provisions of the Act and implementing regulations allegedly violated;
- E. The date(s) of the alleged violation;
- F. The remedy or relief sought.

2. Conference and Review

Upon receipt of the grievance, the Fire Chief shall contact the complainant within ten (10) working days to arrange a conference with the complainant. The Fire Chief shall thereafter review the allegations of the complaint to the extent necessary to properly address and act on the complaint.

The Fire Chief shall notify the complainant in writing within ten (10) working days following the conference with the complainant of what, if any, action has been, or will be taken regarding continued review of the complaint.

3. Action and Appeal

At the conclusion of the review, the Fire Chief shall advise the complainant within forty-five (45) days of the receipt of the complaint in writing of any final action to be taken on the complaint. If the complainant does not accept the action taken by the Fire Chief or does not accept the action proposed by the Fire Chief, the complainant may appeal in writing to the Board of Trustees. The Board shall review the appeal within thirty (30) calendar days of receipt of the same and notify the complainant of its concurrence or rejection of the Fire Chief's decision in writing, including any alternate resolution it wishes to implement. If the complainant does not agree with the decision of the Board of Trustees, he or she may contact the Office of Americans With Disabilities, Civil Rights Division, Department of Justice, P.O. Box 66118, Washington, D.C., 20035-6118.

LEGAL REF.: 42 U.S.C. §121.01 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.24 EMERGENCY MEDICAL SERVICES RECORDS****1. Generally**

It is the intent of the Board of Trustees of the Addison Fire Protection District to maintain the confidentiality of records while following the law with respect to disclosure of emergency medical services records. All records regarding emergency medical services ("EMS") will be kept in strict confidentiality, unless otherwise provided by law.

2. Requests for Medical Records

- A. If a patient requests to inspect or copy his or her own EMS records, he or she must make a formal request under the Freedom of Information Act
- B. If the records of a patient are requested by subpoena *duces tecum*, the party requesting the records must either:
 - i. Submit a notarized release signed by the patient, or
 - ii. Certify under oath that the subpoena is lawfully issued and that the situation meets one of the exceptions for release of information set forth pursuant to HIPAA and Section 8-802 of the Illinois Code of Civil Procedure. (735 ILCS 5/8-802) The District shall review the nature of the court action at issue and determine whether the subpoena meets one of the exceptions for release of medical records. If the District determines that the records may be released, it shall seal such records in an envelope and deliver them directly to the court for an *in camera* inspection.
- C. If an individual or organization other than the patient wants to inspect or copy the records of the patient, the requestor must make a formal request under the Act and follow all District policies and procedures regarding such a request.
- D. Upon receipt of the required documents, the Chief shall release the identified records to the person or organization stated on the release.
- E. If the record has any information regarding the medical condition or treatment of another person, the Chief shall delete or mask this information before releasing the record. Statements by or information regarding District personnel, police officers or other public employees performing official duties shall be left in the record. Furthermore, the identification of witnesses to traffic accidents, traffic accident reports, and rescue reports may be provided.

3. **Administrative Regulations**

The Chief shall adopt administrative regulations to implement this policy.

LEGAL REF.: 5 ILCS 140/1 *et seq.*; 210 ILCS 50/1 *et seq.*; 410 ILCS 50/0.01 *et seq.*; 735 ILCS 5/8-802

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**AR1.24 DISCLOSURE OF EMERGENCY MEDICAL SERVICES RECORDS****1. Receipt of Request**

Upon receipt of a request for the disclosure of emergency medical services ("EMS") records ("Records"), the District will notify the person requesting records ("Requestor") of the District's policy on such disclosure.

2. Response to Request

If an individual provides the District with a Freedom of Information Act (FOIA) request form and a properly signed and notarized "Authorization to Release Individual Records" (See **Form 1**), by the person who is the subject of the records, the District may release the records in accordance with all applicable law.

3. Requests by Person Other Than Subject of Record

- A. If the Requestor is not the subject of the records, the District will first confirm that the proper documentation has been submitted, i.e. HIPAA and FOIA request form, "Certification of Lawful Subpoena for Records," and/or Affidavit of Relationship.
- B. The District will then determine if the Requestor has stated a lawful basis for receiving the records.
- C. In the case that a Patient's Records are requested by a subpoena *duces tecum*, an attorney or other representative must state on oath that the subpoena has been lawfully issued and that the situation meets one of the exceptions for release of information set forth under HIPAA and Section 8-802 of the Illinois Code of Civil Procedure (735 ILCS 5/8-802). The District shall review the nature of the court action at issue and determine whether the subpoena meets one of the exceptions for release of medical records. If the District determines that the records may be released, it shall seal such records in an envelope and deliver them directly to the court for an *in camera* inspection. (See **Form 2**)
- D. If the Records are not requested by subpoena and are not requested by the Patient, the Requestor must submit an "Affidavit of Relationship" that sets forth a lawful basis for receiving the records. (See **Form 3**)
 - i. For purposes of this policy, the Affidavit of Relationship must establish that disclosure of the records would not be privileged under Section 8-802 of the Illinois Code of Civil Procedure on "Physician and Patient" (735 ILCS 5/8-802). The District chooses not to disclose any information acquired in attending any patient, except in the following situations:

- ii. For purposes of this policy, the parent or guardian of a minor or incompetent adult is authorized to receive the Patient's records.
- iii. For purposes of this policy, the following are authorized to receive a Patient's records:
 - a. The party making treatment decisions if the patient is incapable of making decisions regarding the health services provided.
 - b. Those parties directly involved with providing treatment to the patient or processing the payment for that treatment (for example, paramedics and EMTs).
 - c. Those parties responsible for peer review, utilization review, and quality assurance (for example, the EMS coordinator).
 - d. Those parties required to be notified under the Abused and Neglected Child Reporting Act, the Illinois Sexually Transmissible Disease Control Act or where otherwise authorized or required by law.

4. Complying With The Request

If the record has any information regarding the medical condition or treatment of the medical condition or treatment of another person, the District shall delete or mask this information before releasing the record. Statements by or information regarding District personnel, police officers or other public employees performing official duties should be left in the record. Furthermore, the identification of witnesses to traffic accidents, traffic accident reports and rescue reports may be provided.

LEGAL REF.: 5 ILCS 140/1 *et seq.*; 210 ILCS 50/1 *et seq.*; 410 ILCS 50/0.01 *et seq.*

ADOPTED: FEBRUARY 4, 2015

FORM 1

**ADDISON FIRE PROTECTION DISTRICT
AUTHORIZATION TO RELEASE INDIVIDUAL RECORDS**

I, _____, hereby authorize the ADDISON

Fire Protection District to release to:

Name _____

Address _____

City, State, Zip _____

Phone _____

those records indicated below that were prepared by the Addison Fire Protection District or its agents, employees or representatives in the course of providing emergency medical services or other emergency services to me on the date indicated below and that are kept in the normal course of business.

Type of incident: _____

Date of service: _____

Incident number (if known): _____

Title or description of record(s): _____

I hereby release the Addison Fire Protection District (the "District") its agents, employees and representatives from any liability for providing or releasing the above-described records ("records") and any information requested in interpreting information contained in the records.

I affirmatively represent that I am the subject of the records. _____

Signed this _____ day of _____, 20____.

Signature

Subscribed and Sworn to before me
this _____ day of _____, 20____.

Notary Public

FORM 2

**ADDISON FIRE PROTECTION DISTRICT
CERTIFICATE**

I, _____, hereby certify on oath that the attached Subpoena for the
Records of _____ (the "Patient") has been lawfully issued in the action
of _____ (the "Lawsuit"). I further certify that the
Patient is a party to the Lawsuit and has put his/her medical condition at issue in the Lawsuit.

Signed this _____ day of _____, 20____.

Signature

SUBSCRIBED and **SWORN** to
before me this _____
day of _____, 20____.

Notary Public

FORM 3

ADDISON FIRE PROTECTION DISTRICT

STATE OF ILLINOIS)
)
COUNTY OF _____) SS

I, _____, on oath state:

1. _____ (insert name of person) is the subject of an emergency services record(s) prepared and kept by THE ADDISON FIRE PROTECTION DISTRICT.
2. _____ (insert name of person) is unable to lawfully execute a release for these records because: (explain reason - for example, minor, incapacitated, death)

3. My relationship to _____ (insert name to person or property) is as follows: (explain relationship - for example, attorney-in-fact, executor or beneficiary of estate, parent, legal guardian, etc.)

4. Attached are copies of any documents evidencing this relationship (list documents; if none, please write "not available" or "not applicable"):

FURTHER SAYETH AFFLIANT NOT.

(Signature)

(Print Name)

SUBSCRIBED and **SWORN** to
before me this _____ day of _____, 20____.

Notary Public

CHAPTER ONE - GENERAL PROVISIONS**1.25 ETHICS****1. Prohibited Political Activities**

- A. No officer or employee shall intentionally perform any prohibited political activity during any compensated time, as defined herein. No officer or employee shall intentionally use any property or resources of the Addison Fire Protection District in connection with any prohibited political activity.
- B. At no time shall any officer or employee intentionally require any other officer or employee to perform any prohibited political activity (a) as part of that officer or employee's duties, (b) as a condition of employment; or (c) during any compensated time off (such as holidays, vacation or personal time off).
- C. No officer or employee shall be required at any time to participate in any prohibited political activity in consideration for that officer or employee being awarded additional compensation or any benefit, whether in the form of a salary adjustment, bonus, compensatory time off, continued employment or otherwise, nor shall any officer or employee be awarded additional compensation or any benefit in consideration for his or her participation in any prohibited political activity.
- D. Nothing in this Section prohibits activities that are permissible for an officer or employee to engage in as part of his or her official duties, or activities that are undertaken by an officer or employee on a voluntary basis which are not prohibited by this policy.
- E. No person either (a) in a position that is subject to recognized merit principles of public employment or (b) in a position the salary for which is paid in whole or in part by federal funds and that is subject to the Federal Standards for a Merit System of Personnel Administration applicable to grant-in-aid programs, shall be denied or deprived of employment or tenure solely because he or she is a member or an officer of a political committee, of a political party, or of a political organization or club.

2. Definitions

For purposes of this policy the following terms shall be given these definitions:

- A. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.

- B. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).
- C. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
- D. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but for purposes of this Ordinance, does not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
- E. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
- F. "Contribution" has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
- G. "Employee" means a person employed by the Addison Fire Protection District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.
- H. "Employer" means the Addison Fire Protection District.
- I. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
- J. "Leave of absence" means any period during which an employee does not receive (a) compensation for employment, (b) service credit towards pension benefits, and (c) health insurance benefits paid for by the employer.
- K. "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.

- L. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.
- M. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
- N. "Prohibited political activity" means:
- i. Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
 - ii. Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
 - iii. Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
 - iv. Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - v. Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
 - vi. Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
 - vii. Soliciting votes on behalf of a candidate for elective office or a political organization, or for or against any referendum question or helping in an effort to get voters to the polls.
 - viii. Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office, or for or against any referendum question.

- ix. Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
- xj. Preparing or reviewing responses to candidate questionnaires.
- xi. Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
- xii. Campaigning for any elective office or for or against any referendum question.
- viii. Managing or working on a campaign for elective office or for or against any referendum question.
- xiv. Serving as a delegate, alternate, or proxy to a political party convention.
- xv. Participating in any recount or challenge to the outcome of any election.

O. "Prohibited source" means any person or entity who:

- i. is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
- ii. does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;
- iii. conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee; or
- iv. has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee.

3. Gift Ban

A. Generally

Except as permitted by this policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined herein, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this policy.

B. Exceptions

The above prohibition is not applicable to the following:

- i. Opportunities, benefits, and services that are available on the same conditions as for the general public.
- ii. Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- iii. Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- iv. Educational materials and missions.
- v. Travel expenses for a meeting to discuss business.
- vi. A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- vii. Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

- viii. Food or refreshments not exceeding \$75 per person in value on a single calendar day; provided that the food or refreshments are (i) consumed on the premises from which they were purchased or prepared or (ii) catered. For the purposes of this Section, "catered" means food or refreshments that are purchased ready to consume which are delivered by any means.
- ix. Food, refreshments, lodging, transportation, and other benefits resulting from outside business or employment activities (or outside activities that are not connected to the official duties of an officer or employee), if the benefits have not been offered or enhanced because of the official position or employment of the officer or employee, and are customarily provided to others in similar circumstances.
- x. Intra-governmental and inter-governmental gifts. For the purpose of this Act, "intra-governmental gift" means any gift given to an officer or employee from another officer or employee, and "inter-governmental gift" means any gift given to an officer or employee by an officer or employee of another governmental entity.
- xi. Bequests, inheritances, and other transfers at death.
- xii. Any item or items from any one prohibited source during any calendar year having a cumulative total value of less than \$100.

Each of the exceptions listed in this policy is mutually exclusive and independent of every other.

C. **Disposition of gifts**

An officer or employee, his or her spouse or an immediate family member living with the officer or employee, does not violate this Ordinance if the recipient promptly takes reasonable action to return a gift from a prohibited source to its source or gives the gift or an amount equal to its value to an appropriate charity that is exempt from income taxation under Section 501 (c)(3) of the Internal Revenue Code of 1986, as now or hereafter amended, renumbered, or succeeded.

4. **Ethics Advisor**

- A. The President of the Board of Trustees, may, at its option, with the advice and consent of the Board of Trustees designate an Ethics Advisor for the Addison Fire Protection District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Addison Fire Protection District unless the Addison Fire Protection District has created the position as an office.

- B. The Ethics Advisor shall provide guidance to the officers and employees of the Addison Fire Protection District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Addison Fire Protection District.

5. Penalties

- A. A person who intentionally violates any provision of Section B of this policy may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- B. A person who intentionally violates any provision of Section C of this policy is subject to a fine in an amount of not less than \$1,001 and not more than \$5,000.
- C. Any person who intentionally makes a false report alleging a violation of any provision of this policy to the local enforcement authorities, the State's Attorney or any other law enforcement official may be punished by a term of incarceration in a penal institution other than a penitentiary for a period of not more than 364 days, and may be fined in an amount not to exceed \$2,500.
- D. A violation of Section B of this policy shall be prosecuted as a criminal offense by an attorney for the Addison Fire Protection District by filing in the circuit court any information, or sworn complaint, charging such offense. The prosecution shall be under and conform to the rules of criminal procedure. Conviction shall require the establishment of the guilt of the defendant beyond a reasonable doubt.

A violation of Section B of this policy may be prosecuted as a quasi-criminal offense by an attorney for the Addison Fire Protection District, or, if an Ethics Commission has been created, by the Commission through the designated administrative procedure.

- E. In addition to any other penalty that may be applicable, whether criminal or civil, an officer or employee who intentionally violates any provision of Sections B or C of this policy is subject to discipline or discharge.

LEGAL REF.: 5 ILCS 430/1-1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.26 COMPUTER EQUIPMENT****1. Use of District Owned Computer Equipment/Software**

Use of any District-owned computer equipment (i.e. computers, system terminals, printers or other peripherals), or any software, shall be for District business purposes only. The employee consents to the employer's monitoring of all data, documents, and electronic mail messages. The District reserves the right to monitor data, documents, and electronic mail (e-mail) messages at any time, with, or without notice to the employees. The District may periodically audit the storage devices of all computers and reserves the right to clear any and all data not related to District business. Employees may be disciplined up to and including discharge for improper use of District-owned equipment or software.

2. Installation of Software on District-Owned Equipment

The District with the consent of the Fire Chief shall install all software installed on any District-owned computer system. All software shall be scanned for viruses prior to installation on either the District's computer networks or any District-owned computer equipment.

3. Personal Computer Back-Up Policy

For the protection of the District's employees, all data, documents, and e-mail messages shall be stored on the District's computer networks. If the employee desires to store documents on diskette, flash drive, tape, local hard disk or other media attached to a personal computer, it is the employee's responsibility to make back-up copies of the data, documents or e-mail messages. All District data, documents, emails and other related matter shall be stored on District owned equipment.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.27 ELECTRONIC MAIL (E-MAIL)**

The District operates and maintains an e-mail system to communicate with employees and other outside agencies and individuals through the Internet. All employees shall have access to the District's internal e-mail system. Employees shall have use of the Internet's e-mail system with the consent of the Fire Chief only. The use of any e-mail system shall be for District business purposes only. Employees should be aware that deleting data, documents or e-mail messages does not eliminate the data, document, or e-mail message from the system. Employees may be disciplined up to and including discharge for improper use of the e-mail system including the use of any form of derogatory language. All employees shall check and respond to any appropriate emails throughout their shift.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.28 INTERNET****1. Generally**

The Internet is a useful research and communication resource that is provided to District employees for District related business. Access to the Internet provides e-mail capabilities for contacting outside resources and access to databases for research and informational purposes. This policy is intended to prevent the misuse of Internet access, specifically as it pertains to the following unacceptable practices:

- A. Improperly downloading files that contain viruses that may contaminate District information systems and databases.
- B. Accessing objectionable or improper material.
- C. Use of work time to access non-work related information or to "surf" the Internet.
- D. Misrepresenting an individual's opinion as District policy.

Each employee is responsible for the appropriate use of this resource as described in the Employee Internet Policy. Each officer is responsible for ensuring that each employee is familiar with the contents of this policy. The Internet must be treated as a formal communications tool similar to telephone, radio, and video communications. Therefore, each employee is responsible for complying with this policy and all other relevant policies when using the District's equipment to access the Internet. Violation of this policy or other applicable District policies is grounds for disciplinary action.

2. Employee Access

- A. Employee Internet access must be authorized by appropriate supervisory officers of the District.
- B. Access to the Internet via District equipment may only be used for District-related business. The employee cannot disrupt or interfere with work performed by other employees of the District's computer system or misrepresent the interest of the District. Internet access for personal use is a privilege granted by the Fire Chief. This privilege may be removed to all personnel, all members of a shift or individuals at the sole discretion of the Fire Chief.
- C. All use of the Internet via District equipment must be in compliance with all applicable laws and policies, federal, state, and local laws, in addition to District policies. Internet access via District equipment, therefore, must not be used for illegal, improper or illicit purposes.

- i. Employees shall not use District equipment for any unauthorized use, or interfere with another employee's legitimate use of any internal or external computer.
 - ii. Employees shall not create, install or knowingly distribute a computer virus of any kind on any District computer, regardless of whether any demonstrable harm results.
- D. Use of the Internet by District employees must be consistent with the District personnel rules and regulations regarding employee conduct and ethical standards as described in the District's policy manual.
- E. The safety and security of the District's computer system and resources must be considered at all times when using the Internet. Employees shall not share any password for any District computer with any unauthorized person or obtain any other employee's password by any unauthorized means. The District shall obtain appropriate anti-virus software for the use of Internet-authorized employees. Employees are responsible for adhering to this policy when downloading resources from the Internet.
- F. A wide variety of information is available on the Internet. Some individuals may find some information on the Internet offensive or otherwise objectionable. Individuals should be aware that the District has no control over and, therefore, is not responsible for the content of information available on the Internet
- G. No employee without specific authorization shall read, alter or delete another employee's computer files or e-mail. This regulation applies regardless of whether the computer's operating system permits these acts.

3. **Safety**

- A. Departments shall be responsible for ensuring that all employees know and understand safe computing practices. At a minimum, this shall include the following:
 - i. Performing frequent backups on data files consistent with the District's personal computer backup policy.
 - ii. Using anti-virus software to scan for viruses on all files that are downloaded to disk from BBS's, the Internet or any other outside source.
- B. Employees shall report all virus outbreaks that have extended beyond a single personal computer to the Fire Chief. The District shall be charged with logging all such outbreaks and the eradication methods used by employees and will notify other employees in the event of a virus outbreak.

- D. In the event of a serious virus outbreak, or in the event of a continued breach of this policy by an employee, that employee will be disconnected from the Internet and the District's other computer systems until compliance with the employee Internet policy is reestablished.

4. **Disclaimer**

At all times employees must be aware of and attempt to prevent potential District liability in their use of the Internet. For that reason, all outgoing messages that do not reflect the official position of the District must include the following disclaimer:

"The opinions expressed here are my own and do not necessarily represent those of the Addison Fire Protection District. The information contained in this e-mail message may be privileged, confidential, and protected from disclosure. If you are not the intended recipient, any further disclosure or use, dissemination, distribution, or copying of this message or any attachment is strictly prohibited. If you think that you have received this e-mail message in error, please delete it and notify the Addison Fire Protection District at (630) 628-3100 or admin@addisonfire.org."

5. **Resources and Information**

- A. Resources which are not used for a clear District purpose must not be accessed or downloaded.
- B. Resources of any kind for which there is a fee must not be accessed or downloaded without prior approval of an officer.
- C. No one shall copy, install or use any software or data files in violation of applicable copyrights or license agreements.
- D. E-mail messages and the transfer of information via the Internet are not secure. Any employee preparing to transmit confidential information must do so in writing.

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.29 INVESTMENTS****1. Purpose and Scope**

The investment of monies for the District is the responsibility of the Board of Trustees. The purpose of this investment policy is to outline the rules and regulations for the investment of funds. This investment policy applies to all transactions involving the financial assets and related activity of the District.

2. Delegation of Authority

Management of the investment program is the responsibility of the Board. The Board may delegate some of the management of the investments to the Fire Chief. The Treasurer of the District shall be responsible for all transactions undertaken and shall establish a system for internal controls.

3. Objectives

The Board has a fiduciary responsibility to its duties with respect to the District solely in the interest of the participants and beneficiaries as set forth in the Illinois Public Funds Investment Act (the "Act") (30 ILCS 235/0.01 *et seq.*). Safety of principal and maintenance of purchasing power are the foremost objectives of the Board. The Board will make investments consistent with constraints imposed by its safety objectives and the Illinois state laws that restrict the investment of public funds. The Board may utilize discretionary outside investment managers. All actions of the Board shall be in accordance with the Act.

4. Prudence and Indemnification

The standard of prudence to be used by investment officials shall be that of the "prudent investor rule". Investments shall be made with judgment and care, under circumstances then prevailing, which persons of prudence, discretion, and intelligence exercise in the management of their own affairs, not for speculation, but for investment, considering the objectives of safety as well as the attainment of market rates of return. The members of the Board and other employees acting in good faith, in accordance with this investment policy, the Act and exercising due diligence shall be relieved of personal responsibility for an individual security's credit risk or market price changes.

5. Ethics and Conflicts of Interest

The members of the Board of Trustees, and all other employees, agents, officials, or representatives of the District involved in the investment process shall avoid any transactions prohibited by federal, state, or local law, particularly as set forth in Section 2 of the Illinois Public Funds Investment Act (30 ILCS 235/2). All such persons shall avoid any personal business activity that, directly or indirectly, may cause personal financial benefit as a result of the District's investment program, that may cause financial loss to the District's program, or that would cause an appearance of impropriety.

6. **Internal Controls**

The Treasurer of the Board shall establish a written document detailing a system of internal controls. The independent auditor shall review the internal controls. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, misrepresentation by third parties, or imprudent actions by employees and officers of the Board. The Treasurer shall be authorized to act in accordance with the Act.

7. **Reporting: Interim and Annual**

The Treasurer shall submit to the Board a quarterly investment report that summarizes recent market conditions, economic developments and anticipated investment conditions. The report shall summarize the investment strategies of the Board's plan, its risks and rewards, and describe the portfolio. Upon the completion of the reviewing process conducted by the Board, an annual report of the proceeds shall be presented to the Board of Trustees.

8. **Accounting**

The Board will maintain its accounting records in accordance with generally accepted accounting principles as promulgated by the Government Accounting Standards Board.

9. **Instruments**

As a unit of local government in the State of Illinois, the District is restricted to investing assets in securities, notes, bonds, accounts, and investment vehicles as permitted by the Public Funds Investment Act (30 ILCS 235/0.01 *et seq.*).

10. **Financial Institutions**

The following criteria, in addition to the Public Funds Investment, Act shall apply in the selection of receiving financial institutions:

- A. Insurance – District Funds shall be deposited only in financial institutions insured by the Federal Deposit Insurance Corporation (FDIC), the Federal Savings and Loans Insurance Corporations (FSLIC), or the National Credit Union Administration (NCUA).
- B. Denominations – Except as provided in paragraph C hereof, deposits will not be allowed to exceed the applicable federal deposit insurance limits for principal and interest.

- C. Collateralization – District assets may be invested in savings accounts or certificates of deposit of a national or state bank, even if District assets on deposit in such institution will exceed federal deposit insurance or guarantee limits for invested principal and accrued interest, but only if the amount by which the District's investment exceeds such insurance or guarantee limits is collateralized by the bank which shall be maintained and credited to the District on the records of the custodial bank. The District shall have a perfected security interest in such securities which shall be free of any claims to the rights to these securities other than any claims by the custodian which are subordinate to the fund's claims to rights to these securities.
- D. Size – The Investment Committee will not select, deposit or invest any fund assets in any bank or financial institution unless the bank or institution has first complied with this policy hereof; provided further that the amount of all District assets of deposit with such bank or institution shall not exceed 50% of the institution's capital stock and surplus at the time the deposit is made.
- E. Disclosure – Prior to receipt of any District assets, and annually thereafter, each financial institution receiving District assets for investment shall furnish the Board with copies of the last two sworn statements of resources and liabilities which it is required to furnish to the Commissioner of Banks and Trust Companies or the Controller of Currency.

11. **Custody of Assets**

Pursuant to the Illinois Public Funds Investment Act, all investments of the District shall be clearly held and accounted for to indicate ownership by the District.

LEGAL REF.: 30 ILCS 235/0.01 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.30 PURCHASING****1. Purpose**

The purpose of this policy is to provide procedures for soliciting, processing, and awarding bids, proposals and quotations. These guidelines are for purchases of equipment, supplies, materials and services for the operational requirements of the District and are created to ensure competitive and unbiased selection of qualified and cost effective vendors and suppliers. This policy applies to all District purchases and any additional purchase procedures as may be required for capital improvements.

Purchasing decisions generally involve the Fire Chief, other authorized employees and the Board of Trustees. Generally, the Fire Chief will review the purchases to confirm that they are in compliance with District fiscal and budgetary parameters. The District's legal counsel will also review all legal documents. In addition, the Fire Chief will review purchases to confirm that they are consistent with the goals and objectives that will be accomplished through the purchase.

2. Fire District Purchasing Procedures

In general, District purchasing procedures for operational purposes is a cooperative effort involving the input and assistance of the Board of Trustees, the Fire Chief and other authorized District employees. Although the Fire Chief will administer and coordinate District purchasing procedures, the Fire Chief may delegate authority to other District officers or employees regarding specific purchasing decisions. The Board of Trustees has the duty to maintain responsible purchase practices District-wide.

The Fire Chief will work with the Board of Trustees and staff members to provide assistance and direction, and to answer questions regarding District-wide purchasing procedures. In reviewing and approved purchases, the Fire Chief will focus on compliance with fiscal issues, applicable laws, accounting procedures, and the approved budget.

3. Methods of Purchase Procurement

- A. **Verbal Quotations:** a verbal response by a vendor to a District inquiry on a specific product or service
- B. **Written Quotations:** a written response by a vendor to a District inquiry on a specific product or service
- C. **Requests for Proposals (RFPs):** a District created outline of a specific District service or need. The vendor proposes a way to meet the District defined service or need and outlines the costs associated with the proposal. A proposal may, in the discretion of the District, be subject to further negotiations, modifications and rejections until the District accepts the proposal.

- D. **Bids:** a written response to a vendor to a District created list of specified products or services

4. **Selection of Vendors**

A. **Preference for Economical Purchasing**

Where a competitive market exists for a particular purchase, the District shall endeavor to select the vendor with the lowest responsible bid, proposal or quote, as the case may be, for goods and services.

B. **Preference for Local Vendors**

Purchase recommendations are to be made using vendors located within the corporate limits of the District where two or more bids, quotes or proposals are substantially equal in quality, other material elements and price.

C. **Product Specifications Based on Function**

Product designation or specification must be reasonably related to the function or purpose to be served by the item selected. Specifications shall not limit the selection to a particular brand or vendor, either expressly or by effect, or exclude the use of recycled materials, unless required to serve a particular need or objective. When a brand is used as a reference, such as compatibility, the phrase “or equivalent” will be included in the specifications.

D. **Standardized Forms**

The Fire Chief may develop and periodically update forms and materials for use in District-wide purchasing, including bidding and RFP checklists, documents, as well as electronic documents that will be stored on the District’s computer network. The primary form that will be used to facilitate purchases will be the purchase order request form.

E. **Fiscal Review and Recommendations**

The Fire Chief or designee will review purchase orders and District Board action items prior to submission for final approval for compliance with the District purchasing policy, grant requirements, budget considerations and accounting procedures. The District’s attorney may be required to review all legal documents prior to submission to the Board of Trustees. The Fire Chief may request additional information and offer suggestions and modifications related to any purchase to ensure that the purchase complies with all the above. The Fire Chief has the authority to reject any proposed purchase that he/she determines is not in conformance with this directive, applicable laws, grant requirements, or approved budgetary limits.

5. **Standard Competitive Purchasing**

A. **Generally**

The Board of Trustees of the District maintains the sole discretion to determine whether purchases will be subject to a formal competitive bidding process.

B. **Purchasing Assistance**

The Fire Chief and his/her designee will provide administrative support when requested by the area or operating areas for obtaining quotes, preparing and/or reviewing bids and requests for proposals (RFPs), arranging for appropriate advertising, conducting pre-bid conferences and bid openings.

C. **Quotations, Bids and Request for Proposals**

The appropriate solicitation of quotations, written quotes, bids or proposals is based on the dollar value and the type of material or service desired.

D. **Bids**

Fire protection districts, including the District, are not required by law to engage in a formal bidding process for purchasing. However, the District recognizes the value of the public bidding process. When and if the Board of Trustees determines that it is necessary or advantageous for the District to engage in a competitive bidding process for the purchase of goods or services, the Board of Trustees shall ensure that all necessary legal bidding requirements are complied with, including adhering to written specifications, advertising, and awarding bids to the lowest responsible bidder as defined by Illinois law.

6. **Credit Card Purchasing**

District credit cards are maintained to allow for limited, specific purchase situations where providing a credit card to a vendor speeds, or otherwise facilitates the purchase. The District will allow the Fire Chief and other authorized members to make purchases using District credit cards or through "house charge" accounts only on a limited basis. To ensure proper authorization and accounting of such incidental purchases, the following shall be followed:

- A. All proposed purchases by employees other than the Fire Chief must be verbally authorized in advance by the Fire Chief and his/her designee. All proposed purchases by the Fire Chief in an amount of \$25,000.00 or greater shall be preauthorized by the Board of Trustees.
- B. After the purchase is completed, a written receipt and a completed purchase order request form shall be completed and turned into the District's administrative assistant.

LEGAL REF.: 50 ILCS 505/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER ONE - GENERAL PROVISIONS**1.31 DEPARTMENT REFUSE CONTAINER**

The fire district garbage dumpster, like your household pick up service, is subject to allowable refuse. Paint, tires, and major appliances will not be accepted by our scavenger service. Fire district members can utilize the district dumpster on the rare occasions when their home trash containers are full, provided it is allowable refuse. Permission to use the container shall be received from a chief or shift officer prior to disposal of any trash in the department dumpster.

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.01 INTRODUCTION**

As the corporate authority of the Addison Fire Protection District, the Board of Trustees governs the District. The Board of Trustees 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 objects 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 Addison Fire Protection District.

LEGAL REF.: 70 ILCS 705/6

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.02 MEMBERSHIP, POWERS, AND DUTIES**

The Board of Trustees shall consist of three (3) 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.

LEGAL REF.: 70 ILCS 705/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.03 COMPENSATION AND EXPENSES**

The Trustees shall be compensated pursuant to statute for the performance of their duties as Trustees. Board authorized expenses of Trustees shall be paid by the District. The District shall also pay incurred spousal/significant other expenses for approved department conferences or functions for all Trustees, Commissioners, and Administrative Chief Officers. A reasonable cash advance or use of a district credit card will be furnished for any such function. (70 ILCS 705/6) The District will pay authorized expenses for the Trustees, Commissioners, and Chief Officers when attending any retirement functions.

LEGAL REF.: 70 ILCS 705/6

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.04 VACANCIES**

In the event a vacancy occurs on the Board of Trustees due to 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.

LEGAL REF.: 70 ILCS 705/5

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**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 (1) of its number as President, one (1) of its number as Secretary, and one (1) of its number as Treasurer for two (2) year terms.

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 the Secretary shall sign and witness all resolutions and ordinances adopted by the Board, all contracts entered into by the Board, and all minutes of Board meetings.

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. The Treasurer shall give such bond as may be required by the Board.

LEGAL REF.: 70 ILCS 705/6

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.06 BOARD-FIRE CHIEF RELATIONS**

The Board of Trustees shall assign the administration and operation of the District to its Fire Chief, who shall also serve as Chief Administrator of the District. The written policies of the Board shall guide the Fire Chief in the administration of the District. The relationship of the Board and the Fire Chief shall be conducted on a level of mutual confidence and respect with each recognizing the role and responsibility of the other.

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.07 TRUSTEE ETHICS**

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

1. He or she will represent all Addison Fire Protection District constituents honestly and equally and refuse to surrender his or her responsibilities to special interest or partisan political groups.
2. 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.
3. 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.
4. He or she will take no private action that might compromise the Board or administration of the Addison Fire Protection District and will respect the confidentiality of privileged information.
5. He or she will abide by majority decisions of the Board while retaining the right to seek changes through ethical and constructive channels.
6. 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.
7. 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.

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.08 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. The Board must ratify any act delegated to a Trustee by the Board.

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.09 COMMUNICATIONS**

Communications to the Board from the public may be submitted to the Fire Chief, the President or the Secretary. 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.

If contacted individually, Board members will refer the person to the appropriate channel of authority, except in unusual situations. Board members will not take private action that might compromise the Board or administration.

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.10 COMMITTEES****1. Generally**

Committees of the Board of Trustees of the Addison Fire Protection District may be established for the purpose of promoting vision, leadership, and responsibility while assisting the administrative staff in carrying out the goals and objectives of the organization and maintaining a balance between daily operations and the agreed upon contents of the District's short and long range plans.

All committees are established only by majority vote of the Board of Trustees. Any committee member shall serve he or she decides to withdraw from the committee or is removed by the Board from the committee.

2. Committee Meetings

- A. A committee chairperson may call a meeting of his or her committee at any time at his or her discretion. All committee meeting notices and agendas shall comply with the Open Meetings Act and be posted at least forty-eight (48) hours prior to the meeting. All other members of the committee must be notified by phone or postmarked letter regarding the time and the date of the meeting. The posting shall include the reason or subject of the meeting.
- B. No final decisions shall be made at a committee meeting. When appropriate, the committee chairperson may request that any committee items be included on a Board meeting agenda, if it is his or her intention to have the proposal reviewed and/or approved at the next Board meeting.
- C. The committees shall keep minutes of all meetings in compliance with the Open Meetings Act (5 ILCS 120/1 *et seq.*).

LEGAL REF.: 5 ILCS 120/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.11 REGULAR MEETINGS**

Regular meetings of the Board of Trustees shall be held on the first Wednesday of every month at 7:00 p.m. at the District's headquarters fire station located at 10 S. Addison Road, Addison Illinois. All meetings shall comply with the provisions of the Illinois Open Meetings Act.

LEGAL REF.: 5 ILCS 120/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.12 SPECIAL MEETINGS**

A special meeting may be called by the President of the Board or any two (2) Trustees upon at least forty-eight (48)-hour notice to all Trustees. Such call shall state the time and place of holding the special meeting, the purpose for which it is called, and the names of the person or persons requesting the special meeting. 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.

LEGAL REF.: 5 ILCS 120/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.13 QUORUM**

Two (2) Trustees of the Board shall constitute a quorum to do business. All meetings shall only be held with a quorum of the Board present. A Trustee may attend a meeting via phone or video conference but they may not count towards obtaining the minimum quorum for the meeting. They will be granted all privileges in the meeting including voting while attending via internet or phone.

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.14 MINUTES****1. Generally**

The Secretary of the Board or his or her administrative designee shall keep a true and correct copy of all transactions of the Board in regular and special meetings, open or closed, and committee meetings. The minutes shall include the date, time, and place of the meeting; the members of the Board as either present or absent; a summary of discussion on all matters proposed, deliberated or decided; and a record of any votes taken, including the member making the motion, the second, and the results of the voting.

The minutes of the proceedings of the Board at regular or special meetings shall be prepared in draft form and copies shall be mailed or delivered to all Board members along with the notice of the 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 Secretary at the next meeting. The official minutes of the Board shall be kept in the Board's files at the District's administrative offices and shall be made available to citizens for inspection during regular business hours at the District's administrative offices within seven (7) days of approval. (5 ILCS 120/2.06)

2. Verbatim Record of Closed Meetings

The Secretary or 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 being made, the audio recording of a closed meeting 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 needs confidential treatment. Individual Board members 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 whether the recordings no longer require confidential treatment. (5 ILCS 120/2.06(c))

3. Semi-Annual Review of Minutes

The Board shall periodically, but no less than semi-annually, meet to review minutes of all closed meetings. At such meetings, a determination shall be made, and reported in open session that the need for confidentiality still exists as to all or part of those minutes or that the minutes or portions thereof no longer require confidential treatment and are available for public inspection.

During the Board's semi-annual meetings to review the closed session minutes, the Board will also review the audio recordings of closed meetings in order to determine whether (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio recording be released that would violate state or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) an employee's or applicant's personnel file and personal information, (2) communications between the Board and an attorney representing the Board, and (3) all information exempted from disclosure under the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*).

LEGAL REF.: 5 ILCS 120/2.02, 2.03 and 2.06

ADOPTED: FEBRUARY 4, 2015

CHAPTER TWO - BOARD OF TRUSTEES**2.15 RULES OF ORDER**

1. **Rule 1. Agenda:** All regular meeting agendas shall be generally prepared with following agenda items. Some of these items may be deleted from time to time. Some of these items may be combined in a consent agenda for the purposes of accelerating the meeting.
 - A. Call to Order
 - B. Pledge of Allegiance
 - C. Roll Call
 - D. Announcements and Recognitions
 - E. Approval of Minutes
 - F. Financial Report
 - G. Correspondence
 - H. Public Comments and Questions
 - I. Reports from Administration
 - i. Fire Chief
 - ii. Attorney
 - iii. Fire Commissioner
 - iv. Pension Fund
 - v. Special Projects
 - J. Old Business
 - K. New Business
 - L. Other Business
 - M. Closed Session
 - N. Adjournment

Prior to each regular meeting, the Fire Chief or his designee shall prepare an agenda. Any Trustee or administrator of the District may place items on the regular meeting agenda by submitting a written request to the Fire Chief or his designee before the close of business on the Friday immediately preceding the regular meeting. Agendas and other information for each regular meeting shall be delivered to each Trustee on the Friday preceding the meeting.

During a regular meeting, any Trustee may place an item on the agenda for discussion only by a majority vote of the Trustees attending the meeting.

2. **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 Trustees present at the meeting shall elect a President *pro tempore* who shall be another officer of the Board or 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 three (3) members.
3. **Rule 3. Voting:** The ayes and nays shall be taken on all votes. All aye and nay votes shall be taken in the following order: the motioner shall vote first, the Trustee seconding the motion shall vote second and the remaining Trustee last. 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 shall be necessary to the passage of any such proposition unless otherwise provided by law.
4. **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.
5. **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 presents requests that it be read in its entirety.
6. **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, the Deputy Chief, 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 sign in and raise his or her hand in a signal to the President. The speaker must be designated and authorized to speak by the President. 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.

In the absence of any objection by a Trustee of the Board, the Fire Chief may authorize an employee of the District to address the Board. Under special circumstances, the President may recognize employees or agents of the District on specific agenda items during the discussion of those items. Employees on duty shall not be allowed to speak during this time unless specifically given permission by the Fire Chief.

7. **Rule 7. Temporary Suspension of Rules:** These rules may be temporarily suspended by an affirmative vote of three (3) Trustees.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.01 INTRODUCTION**

The employees of the District shall be divided into specific job or task areas that include shifts, companies, bureaus, and special task assignments. The responsibility for determining these areas rests solely with the Fire Chief. The Fire Chief also has the responsibility and authority to compile and disseminate job descriptions for all employees of the District with the approval of the Board of Trustees. Nothing in this chapter shall be construed as limiting the authority of the Fire Chief to assign functions or responsibilities he believes are necessary to establish and maintain maximum District efficiency and professionalism.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.02 COMMISSIONED OR CONTRACTED FIREFIGHTER AND FIREFIGHTER/PARAMEDIC****1. Nature of Work**

Skilled emergency firefighting and emergency medical services work. Work involves responsibility for participating in the provision of emergency medical services, performance of rescue and fire suppression, and prevention, as well as all duties delegated by law, ordinance, rule or regulation, or practice or procedures. Work involves the operation of fire and emergency medical services equipment, and the maintenance of equipment, apparatus, and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions that may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness, and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, and maintaining department property and equipment. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

2. Functions and Responsibilities**A. Station and Apparatus Maintenance**

- i. Responsible for the cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair.
- ii. Responsible to his or her shift officer for the proper care, working condition, and appearance of fire engines, trucks, squads, and ambulances to which he or she is assigned.
- iii. Responsible for the cleanliness and proper maintenance of the buildings and grounds to which he or she is assigned.
- iv. Responsible for and particularly observant of the operating efficiency of apparatus or vehicle assigned to his or her care and promptly informs his or her shift officer of any difficulties or irregularities which may affect operation or immediate response.
- v. Responsible for a daily inventory check to ensure an adequate supply of all tools, appliances, and supplies on the apparatus assigned to his or her station.

B. Fire Suppression

- i. Reacts and responds to orders during medical, fire, and other emergency calls in accordance with Departmental Standard Operating Procedures.
- ii. Directs and/or supervises others at the scene of an emergency when directed.
- iii. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders, and other fire suppression and rescue equipment.
- iv. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.
- v. Becomes and remains familiar with pre-plans, geographic locations, target and special hazards within the response area.
- vi. Becomes and remains familiar with the standard operating procedures of fire ground operations, high-rise operations, and elevator operations.

C. Emergency Medical Services

- i. Becomes and remains familiar with the policy and procedures manual of the emergency medical services system.
- ii. Becomes and remains familiar with the standard operating procedures of the emergency medical services system.
- iii. Conducts inspections and inventory of ambulances on a scheduled basis.
- iv. Collects patient information and acts upon it.
- v. Prepares written Emergency Medical Service reports and supplemental reports as needed. Becomes and remains familiar with the districts electronic reporting systems.
- vi. Provides emergency medical care to those in need or when called upon under the direction of the resource hospital.
- vii. Develops and remains familiar with the skills of gaining access to and disentangling victims of entrapment.
- viii. Communicates patient status to physician by radio or cellular phone.
- ix. Stabilizes patients and transports them to emergency facilities.

D. Organizational Support

- i. Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned. Participates in company fire inspections and in pre-fire surveys.
- ii. Develops and maintains required skills and certifications associated with areas of special instruction and expertise such as but not limited to:
 - a. Certified Firefighter (Basic and Advanced)
 - b. Hazardous Materials Operations
 - c. Emergency Medical Technician - Paramedic
 - d. Fire Apparatus Engineer
 - e. National Incident Management System (NIMS)
 - f. Vehicle Machinery Operator
- iii. Prepares clear, accurate, and complete reports logs and documents on any and all activities performed.
- iv. Becomes and remains familiar with the use of the computer and data entry.
- v. May perform desk duties (telephone, computer terminal, and radio) and assist with data processing and filing.

E. Risk Care Management

- i. Develops and maintains required skills in the operation and use of respiratory equipment and apparatus.
- ii. Develops and maintains a required knowledge of safety with regard to the operation of small tools.
- iii. Corrects or reports all unsafe conditions or hazards to his or her supervisor.
- iv. Develops and maintains knowledge of nationally recognized safety standards and Illinois Department of Labor Standards.
- v. Develops and maintains a required skill of all safety procedures of the Addison Fire Protection District.

F. **Fire Prevention and Education**

- i. Conducts fire education seminars and classes and promotes good public relations by participating in community activities.
- ii. Makes presentations to groups and individuals on subjects related to safety, fire prevention, and education.
- iii. May conduct housekeeping inspections.
- iv. Conducts pre-plan surveys of buildings and other locations.

G. **Technical**

- i. Develops and maintains the required skill to operate a pumper and calculates the flow quantity of water required through each length of hose being applied.
- ii. Develops and maintains the required skill to operate an aerial ladder during critical operations.

H. The above list of duties and responsibilities is not intended to be all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as remove any duties and responsibilities at its discretion.

3. **Equipment**

The position requires the ability to operate the following equipment:

- A. Fire apparatus and ambulances reasonably and safely during routine and emergency conditions, sometimes for lengthy periods of time.
- B. Basic office equipment including but not limited to typewriter, telephones, computers, printers, fax machines, copier machines, etc.
- C. Basic fire and rescue tools and equipment necessary to perform job tasks and functions including but not limited to axes, pike poles, hydraulic and pneumatic tools, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, power saws, and atmospheric monitoring detectors.
- D. Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O2 kit, trauma kit, childbirth kit, mobilization splints, stretcher operations, and cellular phone.

4. **Environmental and Working Conditions**

- A. The essential functions of the position are performed in and affected by the following environmental factors:
- i. Operates as part of a team and independently at incidents of uncertain duration.
 - ii. Spends extensive time outdoors exposed to the elements.
 - iii. Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) environments while wearing equipment that significantly impairs body-cooling mechanisms.
 - iv. Experiences frequent transitions from hot to cold and from humid to dry elements.
 - v. Works in wet, icy or muddy areas.
 - vi. Performs a variety of tasks on slippery, hazardous surfaces such as rooftops or ladders.
 - vii. Works in areas where sustaining traumatic or thermal injury is possible.
 - viii. Faces possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide or organic solvents either through inhalation or skin contact.
 - ix. Wears personal protective equipment that weighs approximately fifty (50) pounds while performing above listed tasks.
 - x. Performs 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. Performs complex tasks during life-threatening emergencies.
 - xii. Works for long periods of time requiring sustained physical activity and intense concentration.
 - xiii. Faces life or death decisions during emergency conditions.
 - xiv. Makes rapid transitions from rest to near maximum exertion without warm-up periods.
 - xv. Raises, climbs, and works from ground and aerial ladders without work inhibiting fears of heights.

- xvi. Rescues by carrying or dragging an adult from a burning structure or other dangerous situation.
- xvii. Operates hand and power tools, in both emergency and non-emergency situations.
- xviii. Drags hoses up to five (5) inches in diameter, both charged and uncharged, limited distances, both horizontally and vertically.
- xix. Connects hose couplings.
- xx. Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.
- xxi. Assimilates, retains, and effectively uses geographic knowledge concerning the District and surrounding vicinity.
- xxii. Faces exposure to grotesque sights and smells associated with illness, major trauma, and burn victims.
- xxiii. Faces possible exposure to infectious agents such as hepatitis B or HIV.
- xxiv. Lifts and carries a stretcher up or down flights of stairs with a minimum of one person to assist.

B. Scheduling

Must be able to meet attendance requirements of the shift schedule that requires working on Saturdays, Sundays, and holidays, and should make every effort to return on call back alarms when off duty. This position involves regular and irregular shift work depending on fill-in needs and mandatory hire backs. Work shifts are normally 24 hours in duration or daily assignments, and may be extended in the event of emergency (36 hour shifts), disaster, personnel shortage, work load or work-in-progress.

5. **Requisite Knowledge and Skills**

- A. Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.
- B. Successful completion of the State of Illinois requirements and have obtained a certified Firefighter Basic certificate within one (1) year and certified Firefighter Advanced certificate within five (5) years and maintenance of same pursuant to District policy.

- C. Successful completion of the Illinois Department of Public Health, Emergency Medical Technician Paramedic Certification at time of hire and maintenance of same pursuant to the Collective Bargaining Agreement. Paramedics must be certified in the district approved hospital system at all times subject to District policy.
- D. Successful completion of the State of Illinois requirements and obtain Hazardous Materials Operations Certification within one (1) year and maintenance of same pursuant to District policy.
- E. Successful completion of the State of Illinois requirements and obtain Fire Apparatus Engineer Certification within five (5) years and maintenance of same pursuant to the Collective Bargaining Agreement.

6. **Worker Characteristics**

The position requires the employee to have and maintain:

A. **Physical condition needed to:**

- i. Subdue resisting individuals.
- ii. Run to persons requiring emergency assistance.
- iii. Lift and carry equipment and injured/deceased persons.
- iv. Force entry into buildings.
- v. Climb flights of stairs/ladders.
- vi. Walk, stand or sit for long periods of time (including driving).
- vii. Endure exposure to extreme weather and disease.
- viii. Perform life-saving procedures (CPR, first aid, etc.).
- ix. Communicate effectively, verbally, and non-verbally.
- x. Operate required equipment.
- xi. Perform required job tasks and functions.
- xii. Provide assistance to citizens and co-workers in distress, including but not limited to independently carrying or dragging unconscious people.

B. Effective Audio-Visual Discrimination and Perception Needed to:

- i. Make observations.
- ii. Read, speak, and write the English language.
- iii. Drive and operate equipment safely.
- iv. Vision standard:
 - a. Color vision adequate to identify red, green, and yellow colors.
 - b. Far visual acuity: 20/30 binocular each eye (corrected)/ 20/100 uncorrected unless corrected with soft contact lenses (successful long term use).
 - c. Peripheral vision 140 degrees or better.
 - d. Case by case review: radial keratotomy, repaired retinal detachment, optic neuritis.

C. Ability Needed To:

- i. Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- ii. Understand, interpret, and apply applicable ordinances and Fire District rules and policies.
- iii. Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.
- iv. Work independently and effectively within the confines of standard operating procedures.
- v. Initiate appropriate interpersonal, intra-agency, and inter-agency communications.
- vi. Act quickly, calmly, and decisively in emergencies and under stress.
- vii. Handle situations firmly, courteously, tactfully, and impartially.
- viii. Communicate clearly and concisely, orally and in writing.
- ix. Record information clearly and completely.

- x. Maintain confidentiality in the performance of duties.
- xi. Assimilate, retain, and effectively use geographic knowledge concerning the District and the surrounding vicinity.
- xii. Pose no direct threat to the health and safety of other individuals.

D. **Emotional and Psychological Stability Needed To:**

- i. Accept constructive criticism in a mature fashion.
- ii. Effectively communicate and interact positively with fellow employees and citizens.
- iii. Tolerate stress.
- iv. Function effectively under stress.
- v. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

7. **Minimum Experience and Training required to be eligible to take the Firefighter/Paramedic Eligibility Test**

Completion of a standard high school degree (or equivalent GED), preferably supplemented by college level course work and or a degree in fire science. Must meet the physical requirements prescribed by the Addison Fire Protection District and/or the Board of Fire Commissioners, possession of a valid Illinois Class D driver's license, and must be an Illinois licensed Emergency Medical Technician – Paramedic at the time of examination.

ADOPTED: FEBRUARY 4, 2015

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.

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

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.

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.
- viii. 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.

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

CHAPTER THREE - JOB DESCRIPTIONS**3.04 DEPUTY CHIEF****1. Nature and Scope**

The 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 Deputy Chief shall reside within a ten (10) mile radius of Addison, Illinois, as specifically measured from Mill and Army Trail Road.

2. Duties and Responsibilities

The 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.

3. **Qualifications**

A. Candidates for 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. Certified as Firefighter Advanced and Chief Fire Officer.
- iii. Fire service experience.
- iv. Supervisory or command experience.

B. The 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.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.05 BATTALION FIRE CHIEF****1. Nature of Work**

Assists the fire chief in planning, and administrating the activities of the department, and exercises command over the department during an assigned shift. The Battalion Fire Chief will have the authority in the interest of the employer, to effectively recommend procedures to hire, transfer, suspend, lay off, recall, promote, discharge, direct, reward, discipline employees, or to handle grievances.

2. Distinguishing Features of the Position

A Battalion Fire Chief shall be in command of a shift, maintain discipline and shall observe and comply with all rules and regulations, job descriptions, standard operating procedures, risk care management programs and procedures, collective bargaining agreements and organizational structures set forth in the Addison Fire District operations manual, and see that same are enforced.

3. Examples of Work (Illustrative Only)

- A. Prepare a daily shift personnel attendance report roster.
- B. Maintain an awareness of all operations occurring on the shift.
- C. Conduct monthly Officer Meetings.
- D. Conduct general inspections of stations, equipment and personnel on a regular basis.
- E. Establish department policies and procedures as required.
- F. Update shift personnel on new policies and procedures, or changes in current policies and procedures.
- G. Insure that reports of all fires and EMS alarms responded to by his/her shifts are properly completed.
- H. Assists the Training Officer or Instructor in the implementation of the Training program, and the planning of drills, as well as assisting in the overall training and education of department employees.
- I. Shall supervise and manage the health and safety of all employees assigned to the shift.

- J. Identifies and initiates correction of health and safety hazards.
- K. Has the authority to cause immediate correction of situations that create an imminent hazard to personnel.
- L. Shall assume command of the department in the absence of the Chief and Deputy Chief.
- M. Performs necessary duties in accordance with NFPA 1500 and other applicable standards.
- N. Complete assignments as directed by the Chief or Deputy Chief.
- O. Inform the Chief or Deputy Chief of problems which affect the overall efficient operation of the department.

4. REQUIRED KNOWLEDGE, ABILITIES AND SKILLS:

Comprehensive knowledge of fire suppression methods and administration; thorough knowledge of controlling laws and ordinances and of departmental rules and regulations; thorough knowledge of geography of the district, demonstrated ability to command respect of subordinates; ability to direct and supervise the work of others; ability to deal firmly and courteously with the public; good judgment and dependability. Ability to express oneself clearly and concisely, both orally and in writing, to groups and individuals. Physical condition which would allow proper performance of duties assigned both on the fire ground and administratively.

5. PHYSICAL/MENTAL REQUIREMENTS:

- A. Must have vision, with or without corrective lenses, sufficient to function effectively at fire or investigation scenes, under poor lighting conditions, to review and/or modify written reports, to read and understand written instructions and to operate a motor vehicle safely and efficiently.
- B. Must be able to hear sufficiently, with or without corrective devices, to receive and understand information and/or instructions under both stressful and non-stressful conditions. Hearing is necessary under conditions where there may be a high level of background and other surrounding noise.
- C. Must be able to speak and otherwise communicate clearly, in direct conversation and by radio, in emergency and non-emergency situations.
- D. Must be able to speak and otherwise communicate clearly, in communicating with groups in training and public education sessions.

- E. In emergency situations, must be able to run to persons requiring emergency assistance, lift and carry equipment and injured/deceased persons, force entry into buildings, climb flights of stairs/ladders, endure exposure to extreme weather, temperatures, and disease.
- F. Must be able to read and understand written instructions and labels effectively, in both stressful and non-stressful situations.
- G. Must be able to drive an automobile safely and efficiently and to operate other motorized equipment, (e.g., fire apparatus, ambulances, etc.)
- H. Must be able to analyze situations quickly, objectively and efficiently and to make sound judgments based on that analysis.
- I. Must be able to understand, interpret and apply applicable rules, regulations, ordinances, statutes and other legal requirements.
- J. Must use sound judgment in determining when to initiate appropriate interpersonal and intra- and inter-agency communications.
- K. Must be able to record information clearly and completely.
- L. Must be able to write with writing implements and to use these to make simple drawings at fire investigations and inspection scenes.
- M. Must have sufficient mental facility to assimilate, retain and effectively use geographic and other equipment related knowledge concerning the District.
- N. Must have sufficient judgment and maturity to maintain confidentiality, and to handle stressful and non-stressful situations firmly, courteously, tactfully and impartially.
- O. Must have the mental facility to work independently and effectively without direct supervision.

6. ENVIRONMENTAL FACTORS:

The following are environmental factors which are associated with, but not limited to, the efficient performance of the duties assigned:

- A. All weather conditions, including extreme conditions.
- B. Fire, smoke, chemical leaks/spills (in close proximity as necessary to provide emergency service).
- C. Exposure to persons and/or articles with contagious/communicable diseases, to hazards associated with emergency driving, and to hazards associated with natural and man-made disasters.

- D. May be required to work in all and extreme lighting conditions, including daylight and night light, with and without artificial light available, indoors and outdoors.
- E. Must be capable of performing regular and irregular shift work and shift rotations necessary to provide fire service 24 hours per day, 7 days per week, 52 weeks per year.

7. DESIRABLE EXPERIENCE AND TRAINING:

Extensive experience in firefighting, with at least two years as a Lieutenant with the Addison Fire Protection District. In addition, at least one or more of the following certifications or college degrees: Licensed Emergency Medical Technician – Paramedic, Fire Officer II, Provisional Fire officer II and/or an Associate's Degree in Fire Science or Public Administration

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.05 LIEUTENANT****1. Duties and Responsibilities**

Lieutenants shall meet the requirements of Section 3.02 and:

- A. Be equal in rank to each other, and subordinate in rank to the Battalion Chief, Deputy Chief and Chief.
- B. Command in accordance with general rules of conduct pertaining to their rank, enforce within their command specific rules applicable by reason of their assignment, and assure the maintenance of proper discipline within his or her staff.
- C. Assign and supervise the daily work schedule, and supervise the application of policy, rules and regulations, practices and procedures of the District and shall be responsible for the morale, efficiency and distribution of personnel within their command.
- D. Respond to calls when dispatched, assume command, deploy apparatus and personnel in the most advantageous manner for the control and extinguishment of fire and preservation of life and property, and appraise the officers who relieve them of command concerning the situation as it exists at the time. Keep the Fire Chief, Deputy Chief, and Battalion Chief fully informed about the operations being performed at the emergency scene.
- E. Keep such records as are necessary to insure efficient operations of their command.
- F. Properly instruct shift members in their assignment duties; and conduct training conferences of all their immediate subordinates at least once a month.
- G. Visit each group over which they have supervision at frequent intervals, make such inspections as are necessary to determine that proper care and attention is being given to all District property, and immediately notify their commanding officers when apparatus requires repair or replacement.
- H. Witness drills, make investigations, heed evidence of negligence or inefficiency and take necessary action to correct any deficiencies in their command as required.
- I. Assure the safekeeping and maintenance, as well as cleanliness, of all apparatus, buildings, furniture, fixtures, and equipment, and prohibit the use of any apparatus, uniform, tool, appliance, implement or equipment which is unfit or unsafe for service. Assure that all apparatus and equipment are checked each day and cleaned as needed. Make a visible inspection of complete facility at least 4 times per shift.

- J. When it is reported that hazardous conditions of more than minor importance are found in areas of their command, promptly supervise an inspection of the affected premises with the person so reporting.
- K. Designate members to act as officers in the absence of the regular officers of such group.
- L. Forward any recommendations which would more effectively control the fire or address another emergency incident to the Fire Chief, Deputy Fire Chief or Battalion Fire Chief.
- M. Assure that the shift members receive proper relief at the emergency so as to maintain them in the most effective condition possible.
- 2. Immediately report to the Fire Chief, Deputy Chief, or Battalion Chief all accidents or injuries involving District equipment or personnel, and promptly forward to him the names and addresses of all witnesses.
- O. Assure that visitors are restricted from interfering with the proper operation or administration of the District.
- P. Shall attend regularly scheduled staff meetings and any other meetings as required.
- Q. Ensure all designated reports are completed in a timely fashion. Some of these reports would include NFIRS, Daily Rosters, Ambulance Reports, Training Records, FireHouse along with any other report designated by the District.

2. **Qualifications**

- A. Completion of five (5) years as a full-time firefighter with the District at time of promotional application.
- B. Passage of the examination for Lieutenant and any other qualifications that may be required by the Board of Fire Commissioners.
- C. Ability to deal effectively, tactfully, and courteously with both District employees and the general public.
- D. Ability to properly instruct or teach District employees.
- E. Ability to properly present public lectures as well as demonstrations on department operations.
- F. Knowledge of commonly accepted supervisory practices and techniques.
- G. Knowledge of all state laws, local ordinances, and District policies and rules and regulations.

- H. Knowledge of all fire hazards and causes.
- I. Knowledge of modern fire fighting techniques and District operations.
- 3. Knowledge of adjoining districts and departments for use in multiple alarm assignments.
- K. Knowledge of the District pre-fire plans and all streets in the District.
- 4. Completion of Firefighter Advanced certification, and completion of Fire Officer I (including provisional status) as established by the office of the Illinois State Fire Marshal's Office.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.06 ACTING OFFICERS**

Acting officers shall:

1. Have the authority of the position in which they are acting, be charged with the knowledge and responsibilities of their positions, and be held accountable for the proper execution of the duties of the rank in which they are acting.
2. Be accorded all the privileges pertaining to the positions they temporarily occupy, and be obeyed and respected accordingly.
3. Carry out standing orders of the regular officers whose positions they occupy, unless otherwise ordered by a superior officer.
4. Yield command to regularly appointed officers of the same acting rank at fires or other emergencies.
5. Shall attend regularly scheduled staff meetings and any other meeting as required.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.07 TRAINING INSTRUCTOR****1. Nature and Scope**

The Training Instructor shall have the responsibility of coordinating all phases of the District's training program. The responsibilities shall include daily drills, station drills, and any additional drills that the Training Instructor believes are necessary to increase the efficiency of the District. The Training Instructor shall have complete authority over all Firefighter/Paramedics & on-duty personnel attending the drill session. The Training Instructor shall be required to maintain complete records for the State of Illinois Training Program and maintain complete training records on all District employees.

2. Qualifications

The following knowledge, skills and abilities must be possessed by an employee if he or she wishes to be considered for this position.

- A. Must have complete knowledge of all phases of the Addison Fire Protection District's operation.
- B. Must be a certified Firefighter Advanced, Instructor II and Training Program Manager with the office of the Illinois State Fire Marshal.
- C. Must have considerable knowledge concerning the principles, practices and methods of firefighting.
- D. Must have considerable knowledge in the proper use of firefighting tools and equipment and must be able to properly demonstrate the use of same.
- E. Must have the ability to properly prepare and present training materials to the employees of the District.
- F. Must have the ability to evaluate fire training programs and make any and all changes he or she deems necessary to adjust the program(s) to meet the changing needs and techniques of the fire service.
- G. Must have the ability to demonstrate the proper operating procedures for District equipment and apparatus.

3. **Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Fire Instructor:

- A. Plans, organizes, supervises and coordinates the District training programs.
- B. Submits monthly drill schedules to the Battalion Chief informing him of such items as the subject matter that shall be covered and the approximate starting time and length of each drill.
- C. Submits outlines to Officers for their in-station drills.
- D. Develops the training sessions that will improve known District performance deficiencies.
- E. Indoctrinates all new employees in the proper use of basic tools, equipment, and procedures.
- F. Supervises each shift's training program so as to maintain the highest level of proficiency.
- G. Schedules drills with Officers that cover such subjects as District box cards, new equipment, and fire ground command.
- H. Maintains all required State and District training records.
- I. Submits a monthly written report to the Battalion Chief explaining all training activities that took place in the prior month.
- J. Prepares and submits a training budget for the upcoming fiscal year.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.08 FIRE MARSHAL****1. Nature and Scope**

The Fire Marshal may be appointed to this position by the Fire Chief.. The Fire Marshal conducts technical as well as supervisory work in the District's Fire Prevention Bureau. The Fire Marshal 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 Fire Marshal is granted considerable latitude for independent judgment and is reviewed through the observation of the results which are obtained.

The Fire Marshal shall be required to attend various community organization meetings in which the District is involved, and shall also be the District representative to the District and County agencies as assigned by the Fire Chief. The Fire Marshal shall review all new building plans to assure compliance with the most recent fire codes, laws and ordinances. The Fire Marshal shall issue a letter of approval or denial to the architect, builders, and District after his or her review of the buildings plans.

2. Qualifications

The following knowledge, skills and abilities must be possessed by an employee if he or she wishes to be considered for this position:

- A. Thorough knowledge of fire hazards, fire safety laws and modern methods and techniques of fire prevention.
- B. Knowledge of the principles and practices of building construction and maintenance.
- C. Ability to recognize existing or potential fire and casualty hazards in a wide variety of structures and installations.
- D. Ability to establish and maintain working relationships with property owners, the general public, and other District employees.
- E. Ability to express factual information clearly and concisely in either written or oral form.
- F. Ability to enforce rules and regulations in a firm, consistent, tactful and impartial manner.

3. **Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Fire Marshal.

- A. Assist the Fire Chief in establishing, planning and implementing the District's fire prevention program.
- B. Inspect places of public assembly and industrial establishments for existing or potential fire hazards and order correction of all dangerous conditions.
- C. Receive complaints of fire hazards, thoroughly investigate complaint conditions and recommend or order acceptable correction methods.
- D. Inspect schools for fire hazards and conduct fire drills. When assigned, the Fire Marshal shall give talks to students on fire hazards and drill measures.
- E. Cooperate fully with inspectors or field service personnel from other departments and districts in making inspections for the correction or removal of hazards involving structural, electrical, or utility service safety.
- F. Cooperate and assist the fire companies in fire prevention and inspection activities.
- G. Prepare reports of all inspections that have been undertaken and maintain a file of all reports and records.
- H. Manage, supervise, and coordinate all of the Districts Public Education programs.
- I. Perform other duties as required or assigned by the chief officers.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.09 FIRE INSPECTOR****1. Nature and Scope**

The Fire Inspector conducts technical as well as supervisory work in the District's Fire Prevention Bureau. The Fire Inspector 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 Fire Inspector is granted considerable latitude for independent judgment and is reviewed through the observation of the results which are obtained. The Fire Inspector shall be required to attend various community organization meetings in which the District is involved, and shall also be the District representative to the Village agencies as assigned by the Fire Chief. The Fire Inspector may review all new building plans to assure compliance with the most recent fire codes, laws and ordinances at the direction of the Fire Marshal. The Fire Inspector may issue a letter of approval or denial to the architect, builders, and Village after his or her review of the buildings plans at the direct of the Fire Marshal.

2. Qualifications

The following knowledge, skills and abilities must be possessed by an employee if he or she wishes to be considered for this position:

A. Thorough knowledge of fire hazards, fire safety laws and modern methods and techniques of fire prevention.

B. Knowledge of the principles and practices of building construction and maintenance.

C. Ability to recognize existing or potential fire and casualty hazards in a wide variety of structures and installations.

D. Ability to establish and maintain working relationships with property owners, the general public, and other District employees.

E. Ability to express factual information clearly and concisely in either written or oral form.

F. Ability to enforce rules and regulations in a firm, consistent, tactful and impartial manner.

3. **Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Fire Inspector.

- A. Assist the Fire Chief in establishing, planning and implementing the District's fire prevention program.
- B. Inspect places of public assembly and industrial establishments for existing or potential fire hazards and order correction of all dangerous conditions.
- C. Receive complaints of fire hazards, thoroughly investigate complaint conditions and recommend or order acceptable correction methods.
- D. Inspect schools for fire hazards and conduct fire drills. When assigned, the Fire Inspector shall give talks to students on fire hazards and drill measures.
- E. Cooperate fully with inspectors or field service personnel from other departments and districts in making inspections for the correction or removal of hazards involving structural, electrical, or utility service safety.
- F. Cooperate and assist the fire companies in fire prevention and inspection activities.
- G. Prepare reports of all inspections that have been undertaken and maintain a file of all reports and records.
- H. Perform other duties as required or assigned by the chief officers.
- I. Receive complaints of fire hazards, thoroughly investigate complaint conditions, and recommend or order acceptable correction methods.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.10 APPARATUS OR VEHICLE DRIVERS****1. Duties and Responsibilities**

Employees assigned to operate any District vehicle or piece of apparatus shall be responsible for the following duties:

- A. Check the vehicle at the start of the shift for proper operation and if defects are found, report the same to an officer.
- B. Items that can be repaired by the driver, such as the tightening of nuts, bolts, and screws, may be done after the driver receives approval from an officer.
- C. Inspect the apparatus or vehicle at the beginning of the shift noting the following:
 - i. Proper levels of oil, fuel and water.
 - ii. Proper operation of the brake system.
 - iii. All movable parts are properly lubricated.
 - iv. Proper inflation pressures of all the tires.
 - v. Tires do not have any cuts, bruises or abrasions.
 - vi. Pump and control are functioning properly.
 - vii. Master switches and batteries are functioning properly.
 - viii. Radio speaker and volume are functioning properly.

After the inspection is completed, the driver shall report the condition of the apparatus to the officer.
- D. The driver shall make an inspection of his apparatus or vehicle after each run. This inspection shall ensure the vehicle is in safe working condition and all equipment is present.
- E. When a piece of apparatus is utilized on a fire call the driver shall be responsible for reporting on the following items.
 - i. Pumping time.
 - ii. Hose lines used.

- iii. Pressure maintained.
- iv. Maintain hose reports on district form
- F. Drivers of apparatus equipped with a pump, shall follow the manufacturer's specification to ensure that they do not operate the pump at a higher RPM than at which it was designed to operate. All applicable rules, directives and manufacturer recommendation concerning cold weather operations must be followed by the Driver.
- G Drivers of apparatus equipped with a pump shall be able to make mental calculations of engine pressures required for the following:
 - i. Various nozzle sizes.
 - ii. Various lengths and sizes of hose.
 - iii. Vertical distances of nozzles above or below pumper level.
 - iv. Siamesed lines.
 - v. Other hook-ups that may be necessary.

2. **Qualifications**

In addition to meeting the requirements of Section 3.02, apparatus or vehicle drivers shall maintain a valid Illinois Driver's license, Class B (Non CDL), to be able to drive and operate any District vehicles with a gross weight of 16,000 lbs. or more. If an employee resides outside the State of Illinois and does not qualify for an Illinois Class B Non-CDL license, said employee shall maintain a CDL license in the state in which they reside.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.11 PARAMEDIC COORDINATOR****A. Nature and Scope**

The Paramedic Coordinator shall be considered the liaison between the paramedics and the Districts Chief Officers. The Paramedic Coordinator shall report all infractions of the District or MICU Program Rules directly to the Fire Chief and Deputy Chief.

B. Duties and Responsibilities

The following examples are included to illustrate the general expectations from the Paramedic Coordinator:

1. Acts as a liaison between the paramedics and EMTs, the hospital and the District officers by communicating all necessary information concerning problems or medical information.
2. Keeps records on the recertification dates of all paramedics and EMTs.
3. Reviews the MICU Checkout Sheets and procures the necessary supplies.
4. Reviews the MICU reports turned in by the paramedics and corrects all errors that have been found.
5. Checks and replaces the monthly MICU Controlled Substance Sheet and assures that all drugs are checked for expiration dates.
6. Helps the provisional paramedics obtain the proper training and certification.
7. Assists Training Instructor in preparing and presenting inter-department medical training. Also assures the District that the general public is receiving proper medical training.
8. Coordinates the emergency medical service efforts of the District to the personnel assigned to Public Relations and Public Education duty.
9. Reports all activities of the paramedics to the shift commanders.
10. Attends area hospital coordinators meetings and communicates the minutes of these meetings to the Fire Chief, Deputy Chiefs and Battalion Chiefs. The Paramedic Coordinator will make sure that the paramedics are fully informed about them.

11. Evaluate all first-time outside riders and shall inform the Fire Chief, Deputy Chiefs and Battalion Chiefs of their performance and whether or not they should be allowed to continue riding with the MICU ambulances.
12. Prepare written reports on continuing education and shall forward them to the Fire Chief, Deputy Chiefs and Battalion Chiefs. Monthly written reports on activities shall also be prepared and forwarded to the Fire Chief and Deputy Chiefs.
13. Responsible for ordering all medical supplies and equipment.

C. **Qualifications**

The Paramedic Coordinator shall be an Illinois Certified EMT-P and shall be required from time to time to take advanced EMS training to obtain certification as prescribed by the Fire Chief, in order to stay current with the most advanced certification available.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.12 INFORMATION TECHNOLOGY DIRECTOR****1. NATURE OF WORK**

The Information Technology Director is directly responsible to the Fire Chief and Deputy Chief. He/She assists in the planning, coordinating and directing of all information technology related operations including Server infrastructure, Networking and PC Support.

2. ILLUSTRATIVE EXAMPLES OF DUTIES

- A. Responsible for troubleshooting and resolving PC related issues for Fire and non-fire staff
- B. Develops processes and procedures for maintaining all of the Server, Network and PC equipment.
- C. Performs regular recurring maintenance on all systems to ensure security is up to date and systems are running optimally
- D. Researches, recommends (and upon approval), and implements new software, solutions to improve staff efficiency and reduce cost.
- E. Develops an annual technology budget and reviews with the Fire Chief and Deputy Chief on a recurring basis.
- F. Adheres to industry best practice (as appropriate) for Server, Network and PC systems.
- G. Creates documentation of all Server and Network systems and updates as changes are made to the infrastructure.
- H. Implements proactive monitoring solutions to provide preemptive notification of potential system outages.
- I. Ensures critical data is being backed up and properly stored in the event of a disaster.
- J. Develops and implements solutions to provide redundancy of systems were applicable.
- K. Implement and maintain Support Ticketing system to accurately track all system issues and provide historical trending of incidents.
- L. Ensure systems are within warranty and recycled when appropriate.
- M. Performs all technology requests of the Fire Chief and Deputy Chief as required.

3. **REQUIRED KNOWLEDGE, ABILITY AND SKILLS**

- A. Considerable knowledge with Microsoft BackOffice technologies including Windows Server, SQL Server, Exchange Server and Cloud technologies.
- B. Moderate knowledge of networking infrastructure including Firewall, switch, router configuration and support.
- C. Considerable knowledge of desktop PC software – specifically Microsoft Windows and Office.
- D. Moderate knowledge of portable / tablet devices including iPads, iPhones, and other smartphones and tablet technologies.
- E. Excellent communication and written skills.
- F. Excellent troubleshooting and critical thinking skills.

4. **DESIRABLE EXPERIENCE AND TRAINING**

Microsoft MCSE or equivalent experience

Cisco CCNA or equivalent experience

Minimum of 4 years' experience in Windows systems administration

BS in Computer Science, Information Systems or other related technical discipline or equivalent experience.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.12 ADMINISTRATIVE ASSISTANT****1. NATURE OF WORK**

The Administrative Assistant is directly responsible to the Administrative Deputy Chief. She/he assists in non-firefighting, business type operations of the District including, but not limited to, payroll and business-related administrative tasks.

2. ILLUSTRATIVE EXAMPLES OF DUTIES

- A. Assumes responsibility for payroll processing activities for the District.
- B. Assists in general accounting and bookkeeping activities for the District.
- C. Assumes responsibility, whether direct or backup for maintaining district web site.
- D. Assists in the annual audit of the District performed by independent auditors.
- E. Assumes responsibility in maintaining all aspects of Human Resource Activities.
- F. Assumes the responsibility for the Annual Report.
- G. Assumes the responsibility for the District Databases.
- H. The Administrative Assistant is a designee for public records of the District. Requests for public records may be handled by him/her, in accordance with District policy and State of Illinois Freedom of Information Act.
- I. Assists whether direct or backup for EMS Billing.
- J. Prepares confidential documents. Work on special and annual projects; compile information and statistics, as requested.
- K. Assists in office equipment, maintenance and repairs. Calls for service and repairs of office equipment, as necessary.
- L. Maintains a District calendar, makes appointments and reservations as requested.
- M. Submits NFIRS reports to the National Fire Incident Reporting System.

- N. Attends Board of Trustee and Board of Fire Commissioner meetings; takes and prepares minutes for distribution as necessary.
- O. Assumes the responsibility for District Ordinance and Resolution Files.
- P. Assists in greeting and directing visitors to appropriate department personnel.
- Q. Assists with answering incoming phone calls and gives out routine information to citizens as required.
- R. Assists in the selection process, orientation, training, of employees working under this position description.
- S. Performs other assignments as requested by the Chief and Deputy Chiefs.

3. **REQUIRED KNOWLEDGE, ABILITY AND SKILLS**

The Administrative Assistant minimum educational and competency skills will be established by the Fire Chief. These skills shall continually be expanded to meet the specific needs of the District including but not limited to, payroll, accounts payables, and business-related administrative tasks.

4. **DESIRSBLE EXPERIENCE AND TRAINING**

Must possess a high school diploma, or G.E.D. certificate. Supplemented by courses in office procedures and practices. A minimum of five years of prior secretarial experience, or equivalent combination of experience which would provide the required knowledge, skill and ability.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE - JOB DESCRIPTIONS**3.12 SECRETARY****1. NATURE OF WORK**

This is a secretarial position that reports directly to the Administrative Deputy Chief. The Secretary is responsible for performing varied clerical, secretarial, and administrative functions.

2. ILLUSTRATIVE EXAMPLES OF DUTIES

- A. Greets and directs visitors to appropriate department personnel. Responsible for answering incoming calls using a telephone console, screens, routes telephone call and telephone messages.
- B. Prepares District correspondence and reports as directed, using correct grammar, spelling, and composition.
- C. Maintain various District files.
- D. Receives, sorts, opens, dates, stamps and distributes incoming mail and prepares and routes outgoing mail.
- E. Assists in special studies and reports, proofreads data and assists in the preparation of statistical information.
- F. Prepares Purchase Orders for equipment purchases and supplies.
- G. Assists in calling for service and repairs of office equipment as necessary.
- H. Assists in obtaining supplies for meetings and special training classes.
- I. Maintains a District calendar, makes appointments and reservations as requested.
- J. Assists in payroll processing activities for the District.
- K. Assists, whether direct or backup in maintaining Human Resource activities.
- L. Assumes responsibility, whether direct or backup for accounts payable and receivables.
- M. Assumes responsibility, whether direct or backup for EMS billing

- N. Maintain inventory of office supplies and places orders for office supplies as necessary.
- O. Attends Board of Trustee and Board of Fire Commissioner meetings; takes and prepares minutes for distribution as necessary.
- P. The Secretary is a designee responsible for public records of the District. Requests for reports public records may be handled by him/her, in accordance with District policy and State of Illinois Freedom of Information Act.
- Q. Performs additional assignments as assigned by the Fire Chief and Deputy Chiefs.

3. **REQUISITE KNOWLEDGE AND ABILITIES**

Skill and ability to type accurately at prescribed rate of speed; skill and ability to enter computer data accurately; working knowledge of Microsoft Office Suite, knowledge of business English, spelling and commercial arithmetic; ability to maintain clerical records and to prepare reports from such records; ability to understand and follow verbal and written instructions; ability to maintain confidential information; ability to learn basic work procedures in a reasonable length of time; ability to establish and maintain satisfactory working relationships with other employees and the public.

4. **REQUISITE EDUCATION AND TRAINING**

Must possess a high school diploma or G.E.D. Certificate. One year of experience in office clerical practices and procedures desirable.

ADOPTED: FEBRUARY 4, 2015

CHAPTER THREE – JOB DESCRIPTIONS

3.13 FIRE DISTRICT CHAPLAIN

Recognizing that in our business we experience stress from traumatic experiences that can affect our lives and families, the Fire District may assign a fire department chaplain.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.01 CONFLICT BETWEEN POLICY AND COLLECTIVE BARGAINING AGREEMENT**

In the event of any conflict between Board policy and the terms of a collective bargaining agreement covering District employees, the two shall be read together and deemed supplementary to each other wherever possible, but the collective bargaining agreement's provisions shall prevail if there is a direct conflict and the policy and contract cannot be read together.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.02 REQUISITION AND RECRUITMENT OF NEW EMPLOYEES**

The District shall recruit and select the most qualified persons for positions in the District. All employment selections will be made according to fitness and merit, to be determined when possible and practical through an examination process, and pursuant to applicable law. This requirement is not limited to but includes contract fire/rescue personnel. Career fire/rescue personnel shall be recruited and hired in accordance with appropriate hiring procedures utilizing internal and external outlets for testing.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.03 APPLICATION FOR EMPLOYMENT**

Applicants for a position as a member or civilian employee in the District shall meet the criteria established from time to time by the Board of Trustees. All applicants for employment shall submit an application on forms provided by the Addison Fire Protection District. All requested information shall be completed to the best of the applicant's ability. Misrepresentations, omissions or falsifications on the application may result in the application no longer being considered or in termination of the person's employment with the District.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.04 EMPLOYEE RECORDS**

The District shall maintain employees' records in accordance with any applicable law, administrative regulations, and/or collective bargaining agreement. Employee records or information contained therein may be released, transferred, disclosed or otherwise disseminated, only as provided by applicable law, District regulations or collective bargaining agreement. The Fire Chief shall develop administrative procedures to implement this policy for employees not covered by a collective bargaining agreement

LEGAL REF.: 820 ILCS 40/1 *et seq.*; 29 C.F.R §1630.14(b)

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**AR4.04 EMPLOYEE RECORDS****1. Generally**

The Fire Chief shall be responsible for maintaining an employee record for each District employee. Only one employee personnel record shall be kept on each employee. However, any medical information regarding an employee shall be kept on a separate form and maintained in separate files in accordance with the Americans with Disabilities Act.

2. File Content

- A. The employee file shall contain the application, certificates, transcript of credits, references, background checks, verification of past work experiences, salary schedule placements, evaluations, disciplinary action, attendance records, and achievements.
- B. Additional, relevant information may be added to the record as determined by the Fire Chief.
- C. The District shall not keep information in an employee record which is prohibited by law.
- D. The District shall not gather or keep a record of an employee's associations, political activities, publications, communications or non-employment activities, unless the employee submits the information in writing or authorizes the District in writing to keep or gather the information. This prohibition shall not apply to the activities that occur on the District's premises or during the employee's working hours with the District which interfere with the performance of the employee's duties or the duties of other employees or activities, regardless of when or where occurring, which constitute criminal conduct or may reasonably be expected to harm the District's property, operations or business, or could by the employee's action cause the District financial liability. A record that is kept by the District as permitted under this section shall be part of the personnel record.

3. File Access

The employee record for each employee shall be kept confidential in accordance with applicable law. The Chief officers and administrative support staff shall have access to the employee records as needed and as authorized by the Fire Chief. The Fire Chief and Board of Trustees and/or Board of Fire Commissioners shall have access to the employee records when necessary for action on an employee matter.

4. **Employee Review**

An employee may request a review of his or her employee record two times per year pursuant to the Illinois Personnel Record Review Act. The employee must submit an advance written request for review to the Fire Chief. The District shall provide the employee with the inspection opportunity within seven (7) working days after the employee makes the request. If the District can show that such deadline cannot be met, the District shall have an additional seven (7) days to comply.

The inspection shall take place at the District facility where the records are kept and during normal working hours, or if necessary, at a time convenient to both the Fire Chief, or his or her designee, and the employee. No records shall be removed from the file, and the Fire Chief, or his or her designee, shall be present during the review. The District has the right to protect the records from loss, damage, or alteration to insure the integrity of the records.

If an employee demonstrates that he or she is unable to review his or her employee record at the District, the District shall, upon the employee's written request, mail a copy of the requested record to the employee. The employee shall be charged for the actual cost of duplicating the information.

The right of an employee to inspect his or her personnel records does not apply to the following:

- A. Letters of reference for that employee.
- B. Any portion of a test document, except that the employee may see a cumulative total test score for either a section of or the entire test document.
- C. Materials relating to the District's staff planning, such as matters relating to the District's development, expansion, closing or operational goals, where the materials relate to or affect more than one employee; provided, however, that this exception does not apply if such materials are, have been or are intended to be used by the employer in determining an individual employee's qualifications for employment, promotion, transfer, or additional compensation, or in determining an individual employee's discharge or discipline.
- D. Information of a personal nature about a person other than the employee if disclosure of the information would constitute a clearly unwarranted invasion of the other person's privacy.
- E. Records relevant to any other pending claim between the District and the employee which may be discovered in a judicial proceeding.
- F. Investigatory or security records maintained by an employer to investigate criminal conduct by an employee or other activity by the employee which could reasonably be expected to harm the District's property, operations, or business or could by the employee's activity cause the employer financial liability, unless and until the District takes adverse personnel action based on information in such records.

5. **Release of File Information**

- A. The Fire Chief, the Board of Trustees, the Board of Fire Commissioners, the District's attorneys, or their designees may have access to employee files when necessary for making employee decisions or for audit purposes.
- B. State and federal agencies may have access to employee files when required in the course of an investigation involving the District or a claim or complaint against the employee.
- C. The employee file, or copies of the pertinent portions of the file, will be released pursuant to subpoenas issued in pending litigation.
- D. Information released to credit agencies or similar offices is limited to verification of data supplied by the employee to that office.
- E. Inquiries received from other third parties, such as attorneys, insurance companies, etc., may be referred to the employee for his or her consent to provide the information.

6. **Employee Additions to File**

The employee may have material added to his or her file if it is considered pertinent to the employment history or background record, such as letters of commendation, education or training courses completed, etc.

If an employee disagrees with any information contained in the employee record, the Fire Chief and the employee may mutually agree upon a removal or correction of that information. If an agreement cannot be reached, the employee may submit a written statement explaining the employee's position. The Fire Chief shall attach the employee's statement to the disputed portion of the employee record. The employee's statement shall be included whenever that disputed portion of the employee record is released to a third party as long as the disputed record is part of the file.

7. **Changes in Personal Information**

An employee shall immediately report any changes in personal information, such as name, address, telephone number, educational level, or certifications, to the Fire Chief or his designee in charge of correction of the District's records.

LEGAL REF.: 820 ILCS 40/0.01 *et seq.*; 29 CFR §1630.14(b)

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.05 EXPECTATIONS OF PRIVACY IN THE WORKPLACE****1. Generally**

This policy is designed to give employees a clear understanding of privacy expectations in the workplace and give notice of the District's policy regarding its accessibility to, and search of, all District property by authorized personnel who shall be considered the Fire Chief and or his/her designee.

The District reserves the right to monitor, search, or review all property owned and controlled by the District to include but not be limited to work areas, lockers, desks, file cabinets, computers, and all electronic communications.

The District administration may search an employee's personnel effects when there are reasonable grounds for suspecting the search will produce evidence the employee has violated or is violating the law or the District's rules, policies or guidelines. The search will be conducted in a manner that is not excessively intrusive in light of the nature of the suspected infraction and will be in a manner that is reasonably related to its objectives.

Regardless of legal rights of ownership any item is subject to search by the District when the District has reasonable suspicion to believe that the employee's personal property contains a violation of District policy and/or applicable laws. The Fire Chief or his/her designee may request the assistance of law enforcement officials for conducting reasonable searches of employees and/or District property for controlled substances, illegal drugs, or other contraband. Searches conducted by authorized District personnel in conjunction with or at the behest of law enforcement agencies shall be conducted in accordance with standard applicable to law enforcement agencies. This shall apply to the search of electronic communications.

2. Work Areas**Desks and File Cabinets**

The District reserves the right to enter any desk, file cabinet, or work area for business related matters except any union file cabinet provided it has obtained written permission to be on property. Employees of the District will not have any expectation of privacy in these spaces. Only personnel authorized by the Chief may enter desks, file cabinets, and work areas. District personnel entering any desk, file cabinet or work space without proper authorization will be subject to disciplinary action.

3 **.Lockers**

Lockers are provided for employees for the storage of emergency protection equipment, personal effects, and general storage lockers are the property of the District. Employees of the District will not expect any right of privacy in any locker or storage closet owned or on District property. Employees may be requested to open their assigned locker for inspection or the District authorized designee of the Fire Chief may enter for inspection or for any business-related reason. Employees may not change, alter or add an additional lock to a locker.

4. **Electronic Communications**

There is no expectation of privacy for electronic communications.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL

4.06 FINGERPRINTS FOR ALL NEW EMPLOYEES

A classifiable set of fingerprints for all firefighters will be taken and forwarded to the Illinois State Police pursuant to law.

LEGAL REF.: 65 ILCS 5/10-2.1-6.1 and 10-2.1-6.2; 20 ILCS 2605/2605-330

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.07 ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

New employees, who are mandated by virtue of their employment to report suspected child abuse or neglect or suspect elder abuse or neglect, shall sign a statement acknowledging that he or she has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act and Adult Protective Services Act.. The statement shall be signed prior to commencement of employment and retained by the District.

LEGAL REF.: 325 ILCS 5/1 *et seq.*; 320 ILCS 20/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.08 RELIGIOUS HOLIDAY LEAVE**

The District shall grant an employee's request for time off to observe a religious holiday if the employee provides the District with written notice at least five (5) days prior to the holiday. The absence must not cause undue hardship to the District. Employees may use earned vacation time, personal time or comp time if eligible for it.

LEGAL REF.: 775 ILCS 5/2-101 and 2-102(E); 775 ILCS 35/5

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.09 FUNERAL LEAVE****Full-time Personnel**

In the event of a death of an immediate family member, shift personnel shall be given up to 48 hours funeral leave. Administrative and staff personnel shall be given up to 40 hours to attend the funeral. This leave is not charged against the employee's accumulated sick leave. If the employee is notified about the death while he/she is at work, and requests permission to leave work, he/she is to be given that time off also as funeral leave. Such funeral leave shall not be charged against the employee's accumulated sick leave. For the purpose of this section, immediate family members shall include the spouse, mother or mother-in-law, father or father-in-law, step parents, step children, step grandchildren, grandparents or grandparents-in-law, son or son-in-law, daughter or daughter-in-law, brother or brother-in-law, sister or sister-in-law, or grandchild.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.10 FUNERAL PROTOCOL**

1. Should a death occur in the family of a member of the Department, the fire district will send a funeral arrangement. For the purpose of this policy, a family member will include: spouse, mother or mother-in-law, father or father-in-law, step parents, son or daughter. In addition, the district will provide representation at the funeral service for the aforementioned family members in accordance with the wishes of the Department member.
2. In the event a retired member of the Department, or former Chief, Trustee, or Commissioner dies, a floral arrangement will be sent on behalf of the fire district.
3. In the event of the death of an active member of the Department, appropriate departmental arrangements will be made in accordance with family wishes. Such arrangements will be coordinated with the Illinois Fire Chief's Fire Service Funeral Project Committee and the Fire Chief.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.11 MILITARY LEAVE****1. Generally**

District employees who are members of the National Guard or Reserve Component of the Uniformed Services of the United States are entitled to the protections offered by federal and state law, including: the Uniformed Services Employment and Reemployment Act (USERRA) (38 U.S.C. §§ 4301-4333); the Military Leave of Absence Act (5 ILCS 325/.01 *et seq.*); the Public Employee Armed Services Rights Act (5 ILCS 330/1 *et seq.*); the Local Government Employees Benefits Continuation Act (50 ILCS 140/1 *et seq.*); the Illinois National Guard Employment Rights Law (20 ILCS 1805/30.1 *et seq.*); the Service Men's Employment Tenure Act (330 ILCS 60/1 *et seq.*); and Sections 10-2.1-23 and 10-2.1-24 of the Illinois Municipal Code (65 ILCS 5.10-2.1-23 and 10-2.1-24), as applicable

2. Rights and Benefits in General

Any District employee who is member of the National Guard or any branch of the Armed Forces Reserve and who enters on active military service shall have his or her rights and benefits protected and preserved until his or her return to public employment as though he or she were a public employee during the entire period. Such military service includes:

- A. service in response to a call from the President of the United States or governor of the national guard of the state;
- B. for contingency or emergency mobilization, or purposes of military training;
- C. and for varying durations of service ranging from weekends to weeks to many months.

Such rights and benefits shall include insurance coverage, promotional, employment, contractual or salary benefits, or pension rights or benefits:

- D. as they exist at the time of entry on active military service or accrue during the period of active service; and
- E. as are available to an employee deemed to be on furlough or leave of absence status from the District.

3 **Continuation of Pay**

Any District employee who is a member of any Reserve Component of the United States Armed Services, including the National Guard, and who is activated for military service, shall continue to receive the same regular compensation that he or she receives or was receiving as an employee of the District, minus the amount of his or her base pay for military service, for the duration of his or her active military service. The District employee shall furnish the District documentation from the military service or component stating his or her base pay upon the start of active military service, and as changes (increases or decreases) to that base pay may occur during the course of active military service.

In addition, the employee and dependents are also eligible to continue to receive any health insurance and other benefits he or she is or was receiving or accruing at the start of any period of active military service. The employee is responsible for payment of premiums for benefits that the employee and/or dependents elect to continue to receive during the period of active military service. The employee and/or dependents will have to work with the District concerning the decisions as to election of continuation of benefits and submission of premiums for those benefits continued.

4. **Reemployment Rights**

Any District employee who is a member of any branch of the Armed Forces Reserve or the National Guard, and who is activated for military service, shall have the option of reemployment upon his or her return from active military service in the position he or she would have held had he or she never left. The District will work closely with an employee who suffers a disabling or disqualifying injury during the period of active military service, to provide the employee the option of reemployment in as comparable a position as which the employee had prior to departing for active military service, and for which the employee is now capable of and qualified for performing.

A. **Notice Requirements for Reemployment**

- i. The employee shall give the District advance written or oral notice of the service, unless advance notification is precluded by military necessity or is otherwise impossible or unreasonable. Earliest notice gives the District the greatest latitude in responding to and accommodating the employee's impending departure for active military service.
- ii. After completing military service, the employee must seek reemployment in a timely manner. The requirements are as follows:

- iii. If service was for one hundred eighty (180) days or more, the employee must apply for reemployment no later than ninety (90) days after completing service.
- iv. If service was for less than one hundred eighty (180) days, but more than thirty (30) days, the employee must apply for reemployment within fourteen (14) days after completing service.
- v. If service was for less than thirty-one (31) days, the employee must actually report back to work on the first work day after completing service, allowing for an eight (8)-hour rest period following safe transportation to the employee's residence, unless that is impossible or unreasonable.

There are exceptions for these reporting requirements if an employee is hospitalized or recovering from illness or injury. Furthermore, if the District requests documentation to verify the actual length of service and character of service, the employee must provide such documentation.

B. Reemployment Requirements

Assuming he or she remains qualified and capable, the employee shall be reemployed in the position he or she held before entering active military service. This requirement includes all aspects of the employment relationship, including seniority, status, and pay, subject to the following exceptions:

- i. If the employee is determined not to be physically, mentally or otherwise qualified for the position he or she held before entering active military service, the employee is entitled to reemployment in another position for which he or she is qualified and able to perform and that provides him or her with like seniority, status, and pay.
- ii. If the District's circumstances have so changed as to make reemployment impossible or unreasonable, or impose an undue hardship on the District, the District is not required to reemploy the employee. This would include a dramatic reduction in the workforce, or abolition of the employee's previous position.
- iii. If the employee held a temporary or seasonal position with no expectation that the job would continue indefinitely or for a significant period, the District is not required to reemploy the employee.

3. **Discharge**

An employee who has been reemployed after active military service may not be discharged, except for cause, for one (1) year after the date of reemployment if service was more than one hundred eighty (180) days, or for one hundred eighty (180) days after reemployment if the period of service was more than thirty (30) days but less than one hundred eighty-one (181) days.

If the employee is a member of the National Guard, he or she may not be discharged without cause for one (1) year after reemployment.

LEGAL REF.: 38 U.S.C. §4316; 38 U.S.C. §4317; 38 U.S.C. §4318; 5 ILCS 325/1 *et seq.*; 5 ILCS 330/1 *et seq.*; 50 ILCS 140/1 *et seq.*; 330 ILCS 60/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.12 FAMILY AND MEDICAL LEAVE****1. Generally**

Eligible employees who have been employed by the District for at least one (1) year, and for at least 1250 hours during the preceding twelve (12) month period, may be granted for family and medical leave pursuant to and in accordance with the Family and Medical Leave Act of 1993 (29 U.S.C. §2601 *et seq.*), the Pregnancy Discrimination Act of 1978 (42 U.S.C. §2000e(k)), and the administrative regulations on sex discrimination that address pregnancy, childbirth and childrearing (56 Ill. Admin. Code §5210.110) pursuant to the Illinois Human Rights Act (775 ILCS 5/1-101 *et seq.*). For employees not eligible for family and medical leave, the Board shall review the individual circumstances and business considerations involved on a case by case basis and in accordance with the law and District policy. An employee is not "eligible" unless the District employs 50 employees at the worksite or within a 75-mile radius of it.

Family or medical leave pursuant to this policy shall be unpaid leave. If the leave is requested for an employees' health condition, the employee must first use all of his or her paid vacation leave, sick leave or personal leave concurrently with the Family Medical Leave Act leave. The remainder of the leave period will then consist of unpaid leave.

2. Terms of Leave

Employees who meet the applicable time-of-service requirements may be granted a total of twelve (12) weeks unpaid family and medical leave, and paid sick leave, vacation leave and personal leave, combined, during any 12-month period, for the following reasons:

- A. Birth of the employee's child and care for the newborn child;
- B. Placement of a child with the employee for adoption or foster care;
- C. Care for a spouse, child or parent who has a serious health condition; or
- D. Serious health condition that renders the employee incapable of performing the functions of his or her job.

3. **Notice to the District**

An employee intending to take family or medical leave because of an expected birth or placement, or because of a planned medical treatment must submit an application for leave at least thirty (30) days before the leave is to begin. If the leave is to begin within thirty (30) days, an employee must give notice to his or her supervisor as soon as possible. An employee taking leave to care for a spouse, child or parent who has a serious health condition must complete the required certification. The District has the right to designate time as Family Medical Leave Act leave.

4. **Benefits During Leave**

During a period of family or medical leave, an employee will be retained on the District's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.

If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or is due to circumstances beyond the employee's control.

An employee is not entitled to the accrual of any seniority or employment benefits that would have accrued if not for the taking of leave. An employee who takes family or medical leave will not lose any seniority or employment benefits that accrued before the date leave began.

5. **Return From Leave**

An employee eligible for family and medical leave, with the exception of those employees designated as "highly compensated employees," will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his or her original position. A determination as to whether a position is an equivalent position will be made by the District.

The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to termination unless an extension is granted. An employee who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension in writing to the employee's building administrator. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

LEGAL REF.: 42 U.S.C. §2000 e(k); 29 U.S.C. §2601 *et seq.*; 775 ILCS 5/1-101 *et seq.*;

56 Ill. Admin. Code §5210.110; 105 ILCS 5/10-22.4, 24-6 and 24-13.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.13 PREGNANCY**

Any employee who becomes pregnant while employed with the District shall immediately notify the District of her condition. Upon notice of pregnancy, the District shall provide the pregnant employee with options regarding the employee's duties with the District. Employees affected by pregnancy, childbirth, or related medical or common conditions related to pregnancy or childbirth shall be treated the same for all employment-related purposes, including receipt of benefits under fringe benefit programs, as other persons not so affected but similar in their ability or inability to work, regardless of the source of the inability to work or employment classification or status. The District shall offer the employee non-hazardous duty options, if necessary, in order to enable the employee to avoid the potential hazards she may face in the course of her duties. The decision to accept non-hazardous duty or remain on her current duty shall be solely up to the pregnant employee. The pregnant employee will not lose her job, nor will the pregnant employee lose any pay or benefits should she accept non-hazardous duty. The pregnant employee will not lose any seniority or eligibility for promotion should she choose the non-hazardous duty assignment.

Should the pregnant employee choose to remain on her current duty assignment, it shall be the sole responsibility of the employee to receive clearance from her OB-GYN to continue working in such capacity. The pregnant employee shall present the District with her OB-GYN's clearance immediately following each scheduled examination with her OB-GYN. If at any time the Fire Chief has reason to believe that the pregnant employee's condition interferes with her ability to perform her duties and may affect the safety of the pregnant woman, other employees or the members of the public, the Fire Chief shall immediately place the pregnant employee on non-hazardous duty.

The option for non-hazardous duty shall be available to any pregnant employee during her pregnancy and throughout the period of breastfeeding if the employee chooses to breastfeed her newborn child. The District shall hold the pregnant employee's job open for the same period of time afforded to other sick or disabled employees. The District shall provide leave for an employee who is pregnant, recovering from childbirth, or caring for a newborn in accordance with the District's general leave policies.

Nothing in this policy shall violate the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964.

The District will provide reasonable accommodations for any medical or common condition of a job applicant or employee related to pregnancy or childbirth, unless the District is able to demonstrate that the accommodation would impose an undue hardship on the ordinary operation of the District. The District may request documentation from the employee's health care provider concerning the need for the requested reasonable accommodation or accommodations to the same extent documentation is requested for conditions related to disability if the employer's request for documentation is job-related and consistent with business necessity.

LEGAL REF.: 42 U.S.C. §2000e(K); 775 ILCS 5/2-102 (I)

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.14 JURY DUTY/SUBPOENA FOR TESTIMONY**

An employee who is summoned for jury duty shall notify the Chief or his or her designee immediately to provide as much advance notice as possible. If the employee is required to attend jury duty on a day he or she is scheduled to work, he or she will be released from duty for the period of time he or she is required to serve. He or she may be released from duty for the entire shift if the circumstances so warrant. An employee who is released from duty to attend jury duty shall sign over to the District, or pay to the District, the compensation he or she received for the day(s) that he or she was released from duty to attend jury duty. In return, the employee will receive his or her regular pay from the District.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.15 SCHOOL VISITATION RIGHTS**

The District shall grant qualified employees unpaid leave up to a total of eight (8) hours during any school year to attend school conferences or classroom activities related to the employee's child if the conference or classroom activity cannot be scheduled during non-working hours. However, no more than four (4) hours may be taken on any one (1) day. An employee may not take the leave under this policy unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave, or any other leave that may be granted to an employee, except sick leave and disability leave.

In order to qualify for school visitation rights, an employee must have performed services for hire for the District for:

1. At least six (6) consecutive months, immediately preceding a request for leave under this policy; and
2. An average number of hours per week equal to at least one-half the full-time equivalent position in the District's job classification, as defined by District policy or practice, or in accordance with a collective bargaining agreement, during those six (6) months.

"Child" as used in this policy shall include a biological, adopted or foster child, a stepchild, or a legal ward of an employee who is enrolled in a primary or secondary public or private school in Illinois or in a state that shares a common boundary with Illinois. The Fire Chief shall promulgate administrative regulations to implement this policy.

LEGAL REF.: 820 ILCS 147/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**AR4.15 SCHOOL VISITATION RIGHTS****1. Notice to the District**

Before arranging attendance at the conference or activity, the employee shall provide his or her lieutenant or immediate supervisor with a written request for leave at least seven (7) days in advance of the time the employee is required to use the visitation right. In emergency situations, no more than twenty-four (24) hours' notice shall be required. The employee must consult with his or her lieutenant or supervisor to schedule the leave so as not to disrupt unduly the operations of the District.

2. Compensation

An employee who uses or seeks to use rights under this policy may choose the opportunity to make up the time so taken on a different day or shift as directed by the District. Any employee who exercises his or her rights under this policy shall not be required to make up the time taken, but if the employee does not make up the time taken, the employee shall not be compensated for the time taken. An employee who does make up the time taken shall be paid at the same rate as paid for normal working time.

The District shall make a good faith effort to permit an employee to make up the time taken for the purposes of this policy. If no reasonable opportunity exists for the employee to make up the time taken, the employee shall not be paid for the time. A reasonable opportunity to make up the time taken does not include the scheduling of make-up time in a manner that would require the payment of wages on an overtime basis.

3. Verification

Within two (2) working days after the school visitation, the employee shall submit a verification signed by the child's school administrators to the employee's supervisor, setting forth at a minimum the exact time and date the visitation occurred and ended. Failure of an employee to submit the verification statement from the school to the District within two (2) working days of the school visitation shall subject the employee to the standard disciplinary procedures imposed by the District for unexcused absences from work.

4. Limitation on Leave

The District shall not be required to grant school visitation leave to an employee if the District employs less than 50 individuals or if granting the leave would result in more than 5% of the District's work force or 5% of the District's work force shift taking school visitation leave at the same time.

LEGAL REF.: 820 ILCS 147/1 et seq.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.16 LEAVES FOR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE**

Any employee may take an unpaid leave from work who: (1) is a victim of domestic or sexual violence, or (2) has a family, or household member who is a victim of domestic or sexual violence whose interests are not adverse to the employee as it relates to the domestic or sexual violence. The unpaid leave allows the employee to seek medical help, legal assistance, counseling, safety planning, and other assistance without suffering adverse employment action.

The Victims' Economic Security and Safety Act, governs the purpose, requirements, scheduling, and continuity of benefits, and all other terms of the leave. Accordingly, an employee is entitled to a total of 12 workweeks of leave during any 12-month period.

LEGAL REF.: 820 ILCS 180/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.17 PHYSICAL AND MENTAL CONDITION**

All employees shall maintain their physical and mental condition at a level that enables them to properly and efficiently perform the essential functions of their position with or without reasonable accommodation. The Fire Chief may, at his discretion, require any employee of the District to submit to a physical or mental examination to determine the individual's fitness for duty. The District shall pay the expense of this examination. If a deficiency or condition is found which interferes with the employee's ability to perform the essential functions of his or her position with or without reasonable accommodation and is correctable according to the physician, the employee shall make every effort to follow the physician's instructions to correct the condition. Failure to make a reasonable effort within a reasonable period of time shall be cause for disciplinary action.

ADOPTED: FEBRUARY 4, 2015`

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.18 NON-DUTY ILLNESS/INJURY****1. Notification**

The employee shall provide notification of absence due to sickness or injury to his or her supervisor as soon as the employee is reasonably aware that he or she is or will be unable to report to duty. In any event notice must be given at least one hour prior to the employee's scheduled starting time for each shift day the employee will be off work unless notification of subsequent successive shift days is waived by their Battalion Fire Chief or the Deputy Fire Chief. In addition, the employee shall inform the on duty Battalion Fire Chief or Deputy Fire Chief as to where he or she is confined and the telephone number where he or she may be reached during his or her absence. To the extent permitted by law, sick or injured employees are expected to remain at home unless hospitalized, visiting their doctor, or acting pursuant to instructions for care. Employees who fail to or neglect to comply with this procedure shall be considered away without leave (A.W.O.L.). Full-time employees must call a Chief Officer every week on Monday to report scheduling availability and/or other matters relating to fire district business.

2. Employee Contact

A Chief Officer may contact an absent employee at his or her place of confinement by either a telephone call or personal contact. Employees who are unavailable when called on the shift day during his or her absence for reasons unrelated to his or her sickness may be considered absent without leave, subject to loss of sick pay and other appropriate discipline.

3. Medical Examinations

- A. An employee seeking to return to active duty following five (5) or furnish a more consecutive calendar days of sick leave shall be required to written statement from his personal physician stating that the employee will be able to properly perform his normal assigned duties. The Fire Chief may also require, at his discretion, that an employee seeking to return to duty be examined by the District's physician. In addition, the Fire Chief may at any time order an employee to undergo an examination by a physician or other medical professional selected by the District to determine fitness for duty. In the event an employee is found fit for duty following such examination, he/she shall return to duty immediately. Failure to do so shall result in placement on status of absent without leave (AWOL).

- B. After thirty (30) or more consecutive calendar days of sick leave the employee must be examined by the District's physician who must state he/she will be able to properly perform normal assigned duties.
- C. The employee may return to work only at the discretion of the Fire Chief or his or her designee.

4. **Sick Leave Loan**

Employees suffering from an illness or injury that has exhausted all of their sick leave, may make application to the Fire Chief for a sick leave loan equaling up to one (1) month in the employee's respective working schedule. The procedure as outlined below will govern the sick leave loan policy:

- A. The employee must have exhausted all accumulated vacation time and other paid leave.
- B. The employee shall not have, in the opinion of the Fire Chief, abused the sick leave policy.
- C. The request must be made in writing to the Fire Chief.
- D. The Fire Chief must forward the employee's request, along with his written comments and recommendation to the Board of Trustees for their final approval.
- E.. The Fire Chief's affirmative recommendation to the Board of Trustees will be predicated on the employee's accumulated sick leave balance on the date the illness or injury occurred. A balance of at least 50% of the total number of hours the employee was eligible to accrue since his/her original hire date will be deemed a minimum requirement for this purpose. If an employee can document a previous serious illness or injury, for which extended sick leave was required, the Fire Chief may take this into consideration. (Rev. 12/01).
- F. As a condition of the loaned sick leave, the employee agrees that employment terminate before he/she has fully repaid the time which was loaned, the appropriate deduction equal to the value of the unpaid loaned time is to be made from his final paycheck.
- G. The employee may elect to utilize future accrual of vacation leave, personal leave, and sick leave to cancel a Sick Leave Loan. However, rule #5 in this section will still apply.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.19 DUTY-RELATED INJURY/ILLNESS****1. Reporting On-Duty Injury/Illness**

When an employee is injured on duty or becomes ill from duty-related causes, the Fire Chief or Deputy Chief shall be notified immediately. When an employee is hospitalized while on duty, the employee, his or her supervisor or another person acting on behalf of the employee shall notify the Battalion Chief immediately. The Fire Chief and Deputy Chiefs also shall be notified immediately.

When an employee is injured while on duty and requires hospital care, he or she shall be transported to the emergency room of the nearest hospital. In non-life threatening conditions, the employee may be brought to the District's Physician's office for treatment. All employees that receive medical attention resulting from an injury or illness alleged to have happened on duty shall be subject to a drug and alcohol test pursuant to the District's drug and alcohol policy. The employee or his or her supervisor on the employee's behalf shall immediately complete the proper injury form. The employee shall provide the District with sufficient medical information to determine what benefits are due.

2. Workers' Compensation

All employees are protected under the Workers' Compensation Act (820 ILCS 305/1 et seq.) in cases of injury or death arising out of and in the course of employment with the District. In the event of an accident involving an employee during the course of his or her employment, the employee, his or her supervisor or another person acting on behalf of the employee, shall report the accident on the proper form to the Fire Chief as soon as possible and in no case later than twenty-four (24) hours after the accident. Forms for reporting accidents shall be available from the District's administrative offices.

For injuries or illnesses that qualify for benefits under the Workers' Compensation Act, the District shall pay the costs of medical treatments arising out of the injury. The employee may choose any doctor or hospital for treatment at the District's expense. The District shall pay for treatments reasonably required to cure or relieve the employee, including all first aid and emergency medical services, up to two treating physicians, and any additional medical care to which those two physicians refer the employee to the extent required by law. Beyond these, the employee must seek approval from the District. Further, the District may require examination of the employee by a physician of the District's choosing at the District's expense. The District shall provide disability benefits under worker's compensation where required.

All employees who seek recovery under Workers' Compensation must secure a letter from a physician within five (5) days from the date of the disability stating an inability to perform required normal job duties. Depending on the length of the disability leave, further written documentation regarding the disability may be requested by the District at the Fire Chief's or designee's discretion, including a physician's statement regarding the employee's ability to return to normal work activities. The District retains the right to require employees to submit to medical examinations conducted by physician(s) selected and paid for by the District. (820 ILCS 305/1 et seq.)

3. Public Employee Disability Act (PEDA)

In accordance with the Public Employee Disability Act (PEDA) (5 ILCS 345/1), firefighters injured on the job are entitled to continued payment of their full salary by the District for up to one (1) year from the date of the injury without losing accumulated sick leave or vacation time and while still accumulating pension service credits. Firefighters who are entitled to PEDA benefits shall complete the applicable notice form.

PEDA is an enhanced Workers' Compensation benefit. Thus, the District will utilize the Worker's Compensation Act's TTD benefit eligibility standard for receipt of PEDA benefits. In the event there is uncertainty as to whether a reported injury or illness qualifies for Workers' Compensation or PEDA benefits, the employee will be required to use accrued sick leave to maintain pay status until an eligibility determination is made. If the employee later determined to be eligible for PEDA benefits, leave time used during the determination period will be reinstated to the employee and the District will assist the employee in designating the PEDA and Workers' Compensation benefits as non-taxable income in accordance with applicable IRS laws and regulations.

While receiving this benefit, the firefighter shall not be employed in any other manner, with or without compensation. Should an employee engage in work activities with or without compensation while receiving PEDA benefits, the employee may be subject to disciplinary action and shall be required to reimburse the District for PEDA benefits received while working. Employees able to engage in other work activities without hindering their recovery from work related illness or injury must notify the Fire Chief of the work activity and shall continue to receive the Workers' Compensation benefits to which they are entitled, but shall forfeit the right to receive the enhanced benefits pursuant to PEDA for the duration of their work activities. Any compensation due to an injured employee from Workers' compensation or from any other types of insurance that may be carried by, or paid for at least partially by the District, shall revert to the District during the time for which continuing compensation is paid pursuant to PEDA. A disabled employee also may not receive disability pension while receiving PEDA benefits.

LEGAL REF.: 820 ILCS 305/1 et seq.; 5 ILCS 345/0.01 et seq.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**AR4.19 NOTICE TO EMPLOYEE INJURED ON DUTY REGARDING THE PUBLIC EMPLOYEE DISABILITY ACT**

The following guidelines are for Addison Fire Protection District employees when covered by the Public Employee Disability Act (PEDA) (5 ILCS 345/1):

1. An employee who is off duty because of a work-related injury cannot work or volunteer for any other employer (either full-time or part-time) until released for duty by the District's physician.
2. In compliance with the PEDA statute, you will continue to receive your full salary from the date of injury until released for full duty by the District's physician, not to exceed one (1) year.
3. Employee must contact the administrative office the day following the injury to schedule an appointment with the District's physician.

Employee Signature

Chief's Signature

Date

Date

Administrative Instructions:

One copy is to be given to the injured employee and a signed and dated copy is to be forwarded to Administration for filing.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.20 EMPLOYEE COMMUNICABLE DISEASES****1. General Statement of Purpose and Procedures**

The purposes of this policy are (1) to address potentially severe community health problems, and (2) to balance the interest of an employee with a communicable disease who continues to work with the interests of patients, victims, and co-workers who may be subjected to an unreasonable risk of contracting a communicable disease from the employee.

For purposes of this policy, communicable diseases are Acquired Immune Deficiency Syndrome (AIDS) and other diseases so designated as communicable by the Illinois Department of Public Health (IDPH) in its rules, as amended from time to time. AIDS includes infection with the Human Immunodeficiency Virus (HIV) and diseases resulting from HIV.

It is generally the intention of the Board of Trustees that:

- A. Cases of employees with a communicable disease are handled on an individual basis;
- B. An employee who is reasonably believed to have AIDS, or a communicable disease for which isolation is required by the Illinois Department of Public Health, be removed from work or be placed in a restricted setting until such time as:
 - i. agreement between the Fire Chief and the employee is reached for continued presence in the regular work setting with appropriate protective measures; or
 - ii. if agreement is not reached, an appropriate medical evaluation of the individual in question has been made and the conditions, if any, established by the Fire Chief under which the employee may return to, or remain at, work.

However, removal from work or a more restrictive placement need not be required, if in the discretion of the Fire Chief, the health risks presented to other employees, patients or victims are insignificant, the risk of loss of confidentiality due to exclusion or a more restrictive setting is substantial, and appropriate interim protective health measures are instituted;

- C. Absence from work be minimized;
- D. The use of sick leave and other benefits in connection with the communicable disease be permitted on the same basis as any other employee illness; and
- E. The confidentiality interests of the employee with the communicable disease will be protected to the extent consistent with efforts to minimize the health risks to other employees, patients or victims and with any applicable legal requirements.

In all cases, a reasonable accommodation of an employee with a communicable disease will be explored, and, where feasible, will be implemented. However, this policy shall not be construed so as to require the District to create a position or job that would not otherwise exist absent the need to reasonably accommodate an employee with a communicable disease. The duties of the Fire Chief under this policy may be delegated to a supervisor of the employee or other administrator.

2. **Additional Rules**

The Fire Chief shall establish additional rules to implement this policy, provide for the protection of the health of patients and employees, and recognize any due process of employees who have, or are suspected of having, a communicable disease.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**AR4.20 EMPLOYEE COMMUNICABLE DISEASES****1. Procedures**

- A. If an officer has reason to believe that an employee may have a communicable disease, the following steps must be taken as soon as reasonably possible:
- i. The employee shall be contacted by the officer to discuss the basis for the belief that the employee may have a communicable disease.
 - ii. If the officer continues to believe that the employee may have a communicable disease after consultation with the employee, the Fire Chief shall be contacted and shall immediately:
 - a. Attempt to reach agreement with the employee for removal from work, a restricted setting or other appropriate protective measures, if the communicable disease in question is AIDS or a communicable disease for which isolation is required under Illinois Department of Public Health (IDPH) Rules. If the communicable disease is not AIDS or one for which isolation is required, agreement shall be sought with respect to appropriate measures to minimize risk of transmission of the disease to others; or
 - b. If agreement is not reached, the Fire Chief shall: (a) remove the employee from attendance at work; (b) place the employee in a restricted setting; or (c) allow attendance at work in the employee's current placement, provided the health risks to patients, victims and other employees are insignificant, the risk of loss of confidentiality due to removal or a more restricted setting is substantial, and appropriate protective health measures are instituted; and
 - c. Initiate an appropriate medical review.
 - 1) The medical review shall be conducted in cooperation with the employee, the employee's physician and the Fire Chief. The medical review may include a physician selected, and paid for, by the District with appropriate blood and other tests of bodily fluids, products and tissues. The Fire Chief may also request appropriate public health agencies to participate in the medical review. The medical review shall be completed as quickly as reasonably possible.

- 2) Upon completion of the medical review, the Fire Chief shall consult with the employee and determine whether the employee may return to, or remain at, work and, if so, under what conditions. The Fire Chief's determination shall be primarily based on the medical review. The Fire Chief shall promptly communicate his decision in writing to the employee, and develop and implement comprehensive written guidelines as provided below.
 - d. Comprehensive written guidelines shall be developed by the Fire Chief for all AIDS cases and for other communicable disease cases in which an employee is permitted to return to work while there is some minimal risk of transmission of the disease to others. Among other relevant matters, the guidelines shall identify the health and safety precautions and restrictions to be followed by the District and the employee, the persons who are to be notified of the case, the method for reporting and monitoring the employee's condition, and the employment benefits, if any, to be provided to the employee. The guidelines shall be periodically reviewed and modified by the Fire Chief as appropriate. Modifications may include removal of the employee from work or placement in a more restrictive setting, if reasonably warranted.
 - iii. If an employee with a communicable disease is permitted to return to, or remain at, work while there is some minimal risk of transmission to others, the Fire Chief shall inform, as necessary, those employees with direct supervisory responsibilities over the employee of the identity of the employee and the nature of the communicable disease. The Fire Chief may inform others as appropriate to the nature of the case.
 - iv. In all cases, the reasonable accommodation of an employee with a communicable disease shall be explored, and where feasible, implemented. A reasonable accommodation shall not include the creation of a job or position that would not exist but for the need to accommodate the employee.
- B. The Fire Chief's decision, including any conditions established for attendance, may be appealed by the employee to the Board of Trustees. The appeal shall be processed as quickly as reasonably possible. Pending any appeal, the employee shall remain out of work if the decision of the Fire Chief is not to admit the employee. If permitted to attend work, the employee shall be subject to any conditions established by the Fire Chief, pending disposition of the appeal of those conditions.

2. **Reporting of Communicable Disease Cases**

- A. Any employee who has been diagnosed as having a communicable disease shall immediately report the diagnosis to his or her lieutenant or supervisor, who shall immediately report the matter to the Fire Chief. The Fire Chief shall determine whether to initiate the evaluation procedures provided for under this policy.
- B. Any employee who has reason to believe that another employee has a communicable disease shall immediately report the basis for such belief to his or her officer, who shall immediately report the matter to the Fire Chief. The Fire Chief shall determine whether or not to initiate the procedures provided for under this policy.
- C. Information about an employee who has, or is suspected of having, a communicable disease shall be communicated only to those persons authorized by the Fire Chief, unless an emergency involving a risk of transmission of the disease reasonably requires disclosure for the protection of the employee or others.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.21 HAZARDOUS AND INFECTIOUS MATERIALS****1. Hazardous Materials**

The Fire Chief or his designee will prepare a list of toxic substances used by District employees and develop procedures for their proper and safe containment and use. The list of toxic substances must include those contained in the definition of "toxic substance" in the Toxic Substances Disclosure to Employees Act, as well as those listed in Illinois Department of Labor regulations.

The Fire Chief is directed to provide District personnel with procedures and training on the purchase, storage, use, transportation, and disposal of hazardous materials. Emergency response and evacuation plans will be a part of the procedures. District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored on District facilities. The Fire Chief or his or her designee shall ensure that before any staff member begins a position requiring work with hazardous materials on a regular basis, he or she attends an approved training course.

2. Infectious Materials

The Fire Chief or a designee shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The plan shall be reviewed and updated by the Fire Chief at least annually after solicitation of input from the District's firefighter/paramedics. The plan shall address the following issues:

- A. exposure determination
- B. implementation schedule
- C. procedures for evaluating an exposure incident

LEGAL REF.: 820 ILCS 255/1 *et seq.*; 56 Ill. Admin. Code §350.10 *et seq.*; 29 C.F.R §1910.1030

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**AR4.21 HAZARDOUS AND INFECTIOUS MATERIALS PROCEDURES****1. Generally**

Hazardous and/or infectious materials are any substances, or mixture of substances, that constitute a fire, explosive, reactive, or health hazard. Examples of such materials include, but are not limited to:

- A. an item or surface that has the presence of, or may reasonably be anticipated to have the presence of, blood and other bodily fluids;
- B. non-building related asbestos materials;
- C. lead and lead compounds;
- D. compressed gases (natural gas); and explosive (hydrogen), poisonous (chlorine), or toxic gases (including exhaust gases such as carbon monoxide);
- E. solvents (gasoline, turpentine, mineral spirits, alcohol, carbon tetrachloride);
- F. liquids, compounds, solids or other hazardous chemicals which might be toxic, poisonous or cause serious bodily injury;
- G. materials required to be labeled by the Department of Agriculture or the EPA (pesticides, algacide, rodenticide, bactericides);
- H. regulated underground storage tank hazardous materials (including diesel fuel, regular and unleaded gasoline, oil (both new and used), and propylene glycol).

2. Administrative Requirements

The District shall:

- A. Maintain a perpetual inventory of hazardous materials.
- B. Make available inventory lists to the appropriate police, fire, and emergency service agencies, and annually provide such lists to the Director of the Illinois Department of Labor.
- C. Compile Material Safety Data Sheets (MSDA) and distribute them to employees. The data sheets will be maintained and updated when necessary.

- D. Make available MSDS to all persons requesting the information.
- E. Store hazardous materials in compliance with local, state, and federal law. Storage containers will be labeled and stored in a location that limits the risk presented by the materials. Containers will be stored in a limited-access area.
- F. Transport hazardous materials in a manner which poses the least possible risk to persons and the environment and which is in compliance with local, state, and federal law.
- G. Classify hazardous materials as current inventory, waste, excess, or surplus. Disposal of hazardous materials will be done in compliance with local, state, and federal law.
- H. Post in its workplace, at the location where notices to employees are usually posted, a sign that informs the employees of their rights under the Toxic Substances Disclosure Employees Act (820 ILCS 255/1 *et seq.*).
- I. Maintain in each workplace a log and supplementary record of all recordable occupational injuries and illnesses for that workplace. The District shall enter each recordable illness and injury on the log as early as practicable but no later than six (6) working days after receiving information that a recordable injury or illness has occurred.
- J. Post in a conspicuous spot in the workplace an annual summary of occupational injuries and illnesses for each workplace no later than February 1st for the preceding calendar year. Such summary shall remain posted until at least March 1st.
- K. Maintain a sharps injury log for the recording of percutaneous injuries from contaminated sharps. The information in the sharps injury log shall be recorded and maintained in such manner as to protect the confidentiality of the injured employee.

3. **Training and Necessary Equipment**

Before an employee is given an assignment where contact with blood or bodily fluids or other hazardous material is likely, the employee will be provided the necessary training, including training in the universal precautions and other infection control measures to prevent the transmission of communicable diseases and/or to reduce potential health hazards. An attendance record of an employee's participation in the training shall be maintained.

4. **Emergency Response Plan**

All officers shall insure that proper procedures for cleaning-up potentially hazardous materials spills are followed:

- A. Personal protective equipment, chemical neutralization kits, and absorbent materials will be available at all times.
- B. Spill residue will be placed in containers designated for such purpose and disposed of in compliance with local, state, and federal law.

5. **Hepatitis B Vaccination**

Hepatitis B vaccination shall be made available to all employees who have occupational exposure unless the employee has previously received the complete hepatitis B vaccination series, antibody testing has revealed that the employee is immune, or the vaccine is contraindicated for medical reasons. Employees who decline to accept hepatitis B vaccination offered by the District shall sign a statement.

LEGAL REF.: 820 ILCS 255/1 *et seq.*, 56 Ill. Admin. Code §350.10 *et seq.*; 29 C.F.R. §1910.1030

ADOPTED: FEBRUARY 4, 2015

Addison Fire Protection District**Hepatitis B Vaccine Declination**

I understand that due to my occupational exposure to blood or other potentially infectious materials I may be at risk of acquiring hepatitis B virus (HBV) infection. I have been given the opportunity to be vaccinated with hepatitis B vaccine, at no charge to myself. However, I decline hepatitis B vaccination at this time. I understand that by declining this vaccine, I continue to be at risk of acquiring hepatitis B, a serious disease. If in the future I continue to have occupational exposure to blood or other potentially infectious materials and I want to be vaccinated with hepatitis B vaccine, I can receive the vaccination series at no charge to me.

Employee's Signature

Date

Printed Name

Witness

Date

LEGAL REF.: 29 C.F.R. §1910.1030 (Appendix A)

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.22 EXPECTATIONS OF CONDUCT/PROHIBITED ACTS****1. Generally**

While on duty, on District premises, at District-sponsored activities wherever located, in uniform, or at any place where conduct relates to or reflects upon the District, District employees are expected to and required to conduct themselves in a professional and appropriate manner with due regard and respect for the rights of others, the policies and rules and regulations of the District, the directives of the District and its officers, and all federal, state, and local laws. Failure to perform according to this policy shall be cause for disciplinary action.

2. Prohibited Conduct

The following conduct is prohibited of all officers, commissioned members, contract personnel, explorers, and civilian personnel:

A. Violating the Law/District Policy

Violating any federal, state, county, or local law, or District ordinance, resolution, policy, rule, or regulation. Any violation, conviction or plea of guilty in any context in violation of any law shall be immediately reported to a chief officer.

B. Disobedience of Policy/Rules/Orders

Failing to obey and fully execute any order, written or oral, given by a superior which shall include but not necessarily be limited to matters covered by the District's rules and regulations, all general and special orders, and policies and procedures of the District.

C. Possessing or Using Alcohol or Controlled Substances

Violating the District's drug or alcohol policy.

D. Gambling

Gambling while on duty.

E. **Violating the District's Smoking/Smoke Free Illinois Act Policy**

Use of tobacco or tobacco products in and on District property is restricted to designated areas at each station. Employees shall not smoke or use tobacco while training, while riding in a District vehicle, while engaged in emergency work, when at public education assignments, or when dealing with a visitor to the station unless express permission is granted by a chief officer. The Fire Chief shall develop a Policy concerning this provision.

F. **Possessing Dangerous Weapons or Explosive Materials**

Possessing a gun, knife, or other dangerous weapon, or explosive materials, including fireworks, uncommon to those needed for firefighting or rescue purposes while on duty or on District property unless express permission is granted by the Fire Chief.

G. **Withholding Information on Criminal Activity**

Withholding information on criminal activity from authorized law enforcement agencies or officers of the District.

H. **Cooperating with Investigations**

Failing to fully cooperate with criminal investigations. Nothing in this section shall violate an employee's federal or state constitutional rights.

I. **District Correspondence**

Entering into official District correspondence with anyone or any agency outside the District, except with the approval of a superior.

J. **Political Utilization of Official Position**

Using an official position for political purposes.

K. **Notices - Posting/Circulating/ Destroying/Defacing**

Destroying or defacing any official written notice relating to District business. Posting or circulating notices without the permission of the Fire Chief.

L. **Personal Appearance**

Failing to maintain a neat and clean personal appearance, which negatively reflects upon the District and the ability of the District to foster a professional, efficient, effective image/posture. Wearing any improper uniform, failing to carry all necessary equipment or failing to maintain uniforms and/or equipment in good order in violation of the District's uniform protocol.

M. **District Property - Reporting Damage/Return**

Failing to immediately report, in writing, all damage to District vehicles and equipment or to file such reports that contain all known facts surrounding the cause and nature of the damage. Employees shall return all equipment owned by the District when they retire, resign, or otherwise leave the District. Employees shall return any equipment when ordered to do so because of suspension or other absence from work.

N. **Unauthorized Persons in District Vehicles**

Allowing unauthorized persons to ride in District vehicles in violation of the District's riding policy.

O. **Dereliction of Duty**

Leaving premises or assigned work post for non-District business by vehicle or walking away during shift.

P. **Duty to Comply with Orders/Assist with District Work**

Failing to comply with all rules and regulations, directives, general and special orders, policies and procedures of the District or written or verbal orders of a superior. To this end, it shall be considered to be neglect of duty to fail to inquire of a superior until the matter is resolved, any question as to the meaning or application of any law, rule or regulation, general or special order, policy or procedure, written or verbal order. All employees have a duty to assist in the general work of the District whether or not it has been directly assigned. In the absence of specific orders or apparent work to be completed, the employee shall report to the duty officer in charge of assignments.

Q. **Receiving Mail/Calls/E-mail/Visitors at the Fire Station**

Consistently receiving personal mail, phone calls, e-mail or visitors at the station or utilization of District telecommunications equipment for non-duty related purposes. Visitors without official and approved District business shall not be allowed in the fire stations between 2100 and 0800 hours.

R. **Distribution of Literature/Solicitation of Others**

No person, employee or visitor, may distribute literature on District property without the permission of the Fire Chief. Solicitation by a District employee on District property for any cause, project, endeavor or organization is prohibited during his or her working time and during the working time of the employees solicited. Employees may solicit during non-work periods such as meals and breaks, but must not interfere with District operations. Persons who are not employed by the District are prohibited from any and all solicitation on District property at all times.

S. **Truthfulness/Cooperation**

Testifying regarding District matters, making reports or conducting District business in a less than truthful and/or cooperative manner.

T. **District Records/Reports/Citations**

Stealing, altering, forging or tampering with any kind of District record, report or citation. To this end, the removal of any record, card, report, letter, document, or other official file from the District, except by process of law or as directed by the Fire Chief or a superior, is prohibited. Attempting to obtain/duplicate unauthorized information from District files, sources or reports is prohibited.

U. **Illness/Condition (Physical/Mental) Sick Leave**

Failing to notify a superior officer when ill and unable to report for work, or failing to report any change in your physical/mental health. All employees are prohibited from working when taking any medication which could interfere with performing their duties in a safe and effective manner. Employees must notify a chief officer when taking these types of medication. Additionally, the use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member of the District is strictly prohibited.

V. **Absence from Work**

Absence from work without permission or abstaining wholly or in part from the full performance of your duties in a normal manner without permission.

W. **Absence Without Leave (AWOL)**

Employees who are not present at their scheduled time, date, and place shall be considered A.W.O.L. The Battalion Chief shall immediately be notified of all persons who are A.W.O.L.. This also applies to leaving assignment w/o permission.

- i. **Reporting Absences:** Employees who are unable to report for duty or who will be late in reporting for duty must notify their Battalion Chief or immediate supervisor not less than one (1) hour prior to their scheduled reporting time. Persons who fail to do so will be considered A.W.O.L.
- ii. **Tardiness:** If an employee is late in reporting for duty and not present as scheduled, he or she shall be considered tardy. If another employee is voluntarily standing by for him or her and the Battalion Chief has been so notified, the employee reporting late shall still be considered tardy; however, he or she shall not be considered A.W.O.L. A report of all tardy employees shall be entered on the roster and a notice sent to the Chief Officers.

X. **Residence - Telephone/Address**

Failing to maintain a telephone number or failing to immediately notify the Fire Chief, in writing, of any change of address or telephone number.

Y. **Commercial Use of Enforcement Authority**

Utilizing the enforcement authority granted/approved by the District when compensated, directly or indirectly, for exercising the enforcement/authority image for commercial, as opposed to official purpose, except as authorized in writing by the Fire Chief.

Z. **Off-Duty Employment**

Off-duty employment by commissioned members without the knowledge of the Fire Chief. Employees shall annually update off-duty employment records with the District and notify the District immediately of any changes.

AA. **Gifts - Solicitation/Acceptance**

Soliciting or accepting any gift/gratuity from anyone if the employee knows or has reason to believe that the person is seeking to influence the employee's performance or non-performance of an official duty, has an interest which may be substantially affected by the performance of an official duty, has a substantial interest in an enterprise which is licensed or regulated by the District or has a pending matter before the District or the judiciary. No employee of the District shall receive any gift or gratuity without the written permission of the Fire Chief.

BB. On/Off Duty Conduct - Morale/Efficiency/Image/Public Confidence

Engaging in conduct, written or oral expression on or off-duty which adversely affects the morale or efficiency of the District, or in the alternative, engaging in conduct on or off duty which may destroy public respect for the member and/or the District and/or destroy confidence in the operation of the District's service. Prohibited acts include, but are not limited to, unnecessary shouting or use of profane or abusive language; arriving late or leaving early from a tour of duty; taking excessive meal or other breaks; failure to immediately respond to a call; failure to promptly return to service after completion of a call; and lack of courtesy to an individual in person, in writing, or while on the telephone.

CC. Violation of District Sleep Policy

Occupying beds while on duty at times other than those allowed by policy or allowed by a chief officer. Beds shall be returned to their original condition each morning.

DD. Prompt Performance of Duty

Failing to promptly perform as directed, all duties required by a superior including the assignment of duties in addition to the general or routine assignment of duties and responsibilities.

EE. Insubordination/Respect for Ranking Officers

Insubordination toward a superior. Insubordination shall be defined as the failure to immediately carry out a lawful directive or implied order or to fulfill the employee's job description at any time to the best of the employee's ability. All employees shall exercise total respect for all ranking officers and shall properly address officers using their rank and surname.

FF. Solicitation of Favorable Acts

Soliciting anyone to intercede with the Fire Chief, Commission, Board of Trustees, or any elected/appointed official, in relation to promotions, District assignment, disposition of pending charges or findings on a disciplinary proceeding. Nothing in this section shall be construed to be applicable to licensed attorneys-at-law of the State of Illinois, or other legally authorized representatives, when representing a member of the District in a disciplinary meeting or conference.

GG. **Misconduct Known to District Personnel**

Failing to promptly report a fellow District employee's on-duty or off-duty violation of the law, rule or regulation, policy or procedure, general or specific order. To this end, all such violations shall be reported in writing through the chain of command to the Fire Chief.

HH. **Physical/Mental Condition**

Lack of maintenance of good physical/mental condition that interferes with the proper ability to perform the duties outlined in the specific job description.

II. **Terminating of Duty/Assignment**

Terminating duty/assignment unless properly relieved or dismissed by supervising authority.

JJ. **Cooperation with Internal Investigation Superior**

Failing to answer questions, respond to orders, or to render material and relevant statements.

KK. **Leaving the District**

Going beyond the District's geographic boundaries while on duty unless in the performance of actual duty or upon the direct order of a superior.

LL. **Rendering and Furnishing Information**

Failing to render aid or failing to furnish information consistent with his or her duty. To this end, a District employee shall furnish his or her name and/or badge number in a respectful manner, when so requested.

MM. **Loss of Property/Equipment-Reporting**

Failing to promptly report to the Fire Chief or his designated agent the loss of or damage to any District property/equipment that has been furnished to the individual.

NN. **Recovered Property/Evidentiary Material**

Failing to surrender to the designated agent of the District all lost, stolen, recovered, abandoned or evidentiary material that comes into the possession of a District employee. All such material shall be surrendered prior to the completion of the tour of duty during which time the material came into the possession of an employee of the District.

OO. **Fees/Rewards**

Accepting or receiving any fee or reward from any source for any services rendered in the line of duty without the knowledge and written consent of the Fire Chief.

PP. **Fighting/Quarreling/Ridicule of Others**

Fighting or quarreling with another District employee while on duty or in uniform, on District premises, at District sponsored activities, wherever located, or at any place where conduct relates to or reflects upon the District. No employee shall ridicule, criticize or otherwise demean another's race, sex, age, ethnic background, or religious beliefs.

QQ. **District Property -- Loss/Damage - Negligence/Inattention**

Losing or damaging District property due to negligence or inattention to duty.

RR. **Knowledge of Laws/Rules and Regulations/Policies and Procedures/General and Special Orders**

Failing to establish and to maintain a working knowledge of laws, policies and procedures, rules and regulations, and general and special orders. All employees are expected to read, understand, and fully comply with all policies, procedures, rules and regulations, and orders of the District.

SS. **Registration of Personal Fire Equipment**

Failing to register with the Fire Chief the description and/or serial numbers of all personal fire equipment owned and carried.

TT. **Duplication of District Identification**

Duplicating, trading, or exchanging District identification without the knowledge and written consent of the Fire Chief.

UU. **False/Unnecessary Complaints**

Making a false or unnecessary complaint against a fellow District employee.

VV. **Use of Private Vehicles/Equipment and Private Use of District Property**

Using private vehicles/equipment for official purposes unless directed/authorized by the Fire Chief or a supervisor. No employee shall privately use any vehicle, equipment, tools or facilities of the District unless approval is granted by a chief officer.

WW. **Reports**

Failing to promptly submit completed reports that are required in the performance of his or her duties or by a superior.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL

4.23 VEHICLE POLICY

Employees shall be reimbursed for actual money spent on fuel when using their personal vehicle for department business.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.24 PERFORMANCE REVIEW OF PROBATIONARY EMPLOYEES**

Probationary employees shall be periodically reviewed as directed by the Fire Chief. The objectives of the performance reviews shall be as follows:

1. to convey expectations of a position and to assign responsibility;
2. to keep employees informed of their job performance and provide, where necessary, guidance for improvement;
3. to evaluate employees accurately and fairly;
4. to provide a means for improved communication between supervisor and subordinate; and
5. to recognize and reward outstanding performance.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.25 RESIGNATION****1. Generally**

Any employee terminating his or her employment with the District in good standing must file a written resignation with the Fire Chief at least two (2) weeks prior to his or her desired termination date. This resignation must contain the employee's reason(s) for termination as well as his or her termination date. Employees who resign must also return all District equipment and property prior to their final tour of duty and shall complete and return all required forms.

2. Reimbursements

Employees who terminate their employment with the District for reasons other than retirement and who do so in good standing shall be entitled to the following cash payments:

- A. Any unused accrued vacation time, provided the employee has completed at least one (1) year of continuous employment with the District.
- B. All employee contributions to the pension plan unless contrary to specific pension regulations, where applicable.
- C. All accumulated sick leave in accordance with the District's policies and any applicable collective bargaining agreement.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.26 EXIT INTERVIEW**

All employees who terminate their employment with the District, whether by resignation, retirement, or otherwise, may have an exit interview scheduled between him or her and the Fire Chief. The exit interview shall be entirely voluntary on the part of the employee and shall not affect the monies or benefits due to him or her by virtue of his or her separation. The exit interview is designed to obtain information from the employee concerning matters directly associated with District employment such as job satisfaction, working conditions, supervision, training, compensation, work safety procedures, and general suggested ways of improving the overall delivery of services.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.27 SAFETY PROGRAM****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. Department Responsibilities**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. 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.

- 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.

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.
- vii. 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.

- 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

- 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.)

- 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.

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.

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.

- 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 fellow workers do the same to foster a safe, more efficient work place.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.28 APPEARANCE AND UNIFORM POLICY****1. Hair Grooming****A. Hair**

- i. All Fire personnel's hair will be kept in a neat, clean manner. The acceptability of the style will be judged by the criteria described below. If dyes, tints, or bleaches are used, the colors must be natural to human hair. Lines or designs will not be cut or dyed into the hair or scalp.
- ii. The hair on the top of the head will be neatly groomed. Hair will present a professional appearance and not fall below the middle of the ear, earlobe, eyebrows, or extend below the bottom of the uniform shirt collar when standing erect. In all cases, the bulk or length of hair will not interfere with the normal wear of fire service headgear, caps, or protective masks.
- iii. Sideburns will be neatly trimmed. The base will not be flared and will be a clean-shaven, horizontal line. Sideburns will not extend below the earlobe.
- iv. With the exception of mustaches, the face will be clean-shaven at any time the employee is on duty. If a mustache is worn, it will be kept neatly trimmed, tapered, and tidy. The mustache will not extend downward beyond a horizontal line drawn from the corner of the mouth and/or one inch laterally from the corner of the mouth. Goatees, lower lip hair, and beards are not permitted.
- v. Hair holding ornaments (such as, but not limited to, barrettes, pins, clips, bands) must be unadorned and plain, and must be transparent or similar in color to the hair, and be inconspicuously placed. Bead or similar ornamental items are not authorized.
- vi. Under no circumstances will the individual's personal grooming interfere with the proper use of protective equipment, their personal safety or the safety of other members.

2. All Personnel**A. Fingernails**

All personnel will keep fingernails clean and neatly trimmed so as not to interfere with the performance of duty, detract from a professional image, or present a safety hazard. Ornamentation nails are not permitted while on duty. Ornamentation nails include nails with the presence of loud colors and designs, the presence of additional jewelry, rhinestones or other decorative items. Ornamentation also includes any item that hangs or dangles from the nail.

B. Hygiene and Body Grooming

- i. Fire District personnel are expected to maintain good daily hygiene and wear their uniforms so as not to detract from the overall professional appearance.

C. Cosmetics

- i. Cosmetics worn in a business-like manner and fashion are approved for wear.

D. Jewelry

- i. Rings and posts are not authorized while on suppression or EMS duty with exception of Wedding rings/bands, which are permitted but are not advised.
- ii. Nose rings, tongue rings or posts, or any other rings or posts of any kind, in any area of the body that is normally visible to the public, are also not permitted. Necklaces may be worn beneath clothing but must not present a hazard to safety. Jewelry other than a wristwatch is not permitted while on duty.
- iii. Dental ornamentation is not permitted.
- iv. Hair holding ornaments (such as, but not limited to, barrettes, pins, clips, bands) must be unadorned and plain, and must be transparent or similar in color to the hair, and be inconspicuously placed. Bead or similar ornamental items are not authorized.

D. Tattoos

- i. Must not have any lewd or offensive indelible marks or figures (tattoos), scarifications, or brands visible on any exposed part of the body while wearing the prescribed duty uniform, to include the physical training uniform.
- ii. District policy prohibits any tattoos, scarifications or brands on the face, head or neck above the Class “A” uniform collar.
- iii. Tattoos, scarifications or brands that are extremist, indecent, sexist or racist are prohibited, regardless of location on the body, as they are prejudicial to good order and discipline within the District. (a) Extremist tattoos, scarifications or brands are those affiliated with, depicting or symbolizing extremist philosophies, organizations, or activities; those which advocate racial, gender or ethnic hatred or intolerance; advocate, create or engage in illegal discrimination based on race, color, gender, ethnicity, religion or national origin; or advocate violence or other unlawful means of depriving individual rights under the U.S. Constitution or federal and state law (see para 4-12, AR 600-20). (b) Indecent tattoos, scarifications or brands are those that are grossly offensive to modesty, decency or propriety; shock the moral sense because of their vulgar, filthy or disgusting nature, or tendency to incite lustful thought; or tend reasonably to corrupt morals or incite libidinous thoughts. (c) Sexist tattoos, scarifications or brands are those that advocate a philosophy that degrades or demeans a person based on gender, but that may not meet the same definition of “indecent”. (d) Racist tattoos, scarifications or brands are those that advocate a philosophy that degrades or demeans a person based on race, ethnicity or national origin.
- iv. The District acknowledges individuals employed prior to the adoption of this policy may have tattoo(s), scarifications or brands that cannot be covered by the “Class B” uniform. Nevertheless, those individuals are fully subject to Section B5a and B5c of this policy. Compliance can be effected by means of the following:

- (1) Removal of the tattoo, scarification or brand.

(2) The wearing of a District approved unobtrusive device, which covers the tattoo, scarification or brand such as but not limited to, a bandage or sleeve that does not impede the safe and efficient performance of duties or specifically authorized by the Fire Chief.

(3) The wearing of a "Class B" long sleeve uniform shirt, and/or long pants as necessary, only with the approval of the Fire Chief.

- v. Options (2) and (3) as listed above apply to those individuals who currently do not meet the requirements of this policy as determined by the Fire Chief or his designee. All candidates for employment shall meet the District Standards.
- vi. Under no circumstances will the individual's personal grooming interfere with the proper use of protective equipment, their personal safety or the safety of other members.
- vii. Current employees that already have tattoos prohibited by this policy will be grandfathered. The District will maintain photographs of any tattoos which are visible or partially visible when the employee is wearing a District uniform and will place said pictures in the employee's personnel file. The District will also include a measurement(s) of the size in inches and the location(s) on the body and the date the tattoo(s) was documented in the employees personnel file. The employee will sign a written affidavit verifying the information is correct. (see tattoo forms)
- viii. Employees who fail or refuse to comply with 'g,' above, within 30 days of the effective date of this policy will be subject to discipline up to and including termination.

Tattoo Documentation Form

I, _____, hereby acknowledge that I currently have on my body one or more tattoos which will not meet the requirements of District policy (_____), and that I have had these tattoos prior to the implementation of this policy. I understand that I must still abide by the provisions of this policy, and that any future tattoos I may elect to place upon my body must meet the requirements of the same.

I acknowledge that this form shall serve as a 'grandfather clause' with regards to my current tattoos, and that the photographic images collected and stored in my personnel file along with this form shall be used to document any tattoos I had prior to the adoption of a District tattoo policy which exceed its requirements.

I understand that any tattoos I choose to obtain in the future must abide by the provisions of District policy, and that should I choose not to abide by these restrictions I will be subject to discipline according to District Policy and/or Collective Bargaining Agreement.

(printed name) (signature) (date)

(witness printed name) (witness signature) (date)

Number of attachment pages: _____

This form shall be kept on file for the duration of employment.

Tattoo Documentation Form Attachment

Page _____ of _____

This form shall serve as a written record of a tattoo which does not meet the requirements of the District's tattoo policy. For each, tattoo a member currently has, one attachment form shall be filled out, in the employees own hand, describing size, location, and content of the tattoo. The file name of the photograph taken of the tattoo shall be documented on this form as well.

File name: _____

Tattoo location on body:

Tattoo size (measured in centimeters, both length and width, as accurately as possible):

Tattoo description (include content, color, and details, as accurately as possible):

(printed name)

(signature)

(date)

(witness printed name)

(witness signature)

(date)

This form shall be kept on file for the duration of employment.

3. Uniform Standards

Employees of the Department shall wear the uniform, equipment, and accessories as directed by the Fire Chief. The Fire Chief shall by Directive establish the uniform standards for all members of the District. Approved vendors with style numbers are available upon request of the Fire Chief.

4. Personal Protection Equipment

All personnel encountering any fire-related incident shall wear the full protective clothing as issued by the Department or as approved by the Fire Chief. For the purpose of this regulation, "fire related incidents" shall include, but are not limited to, structure fires, nonstructural fires, inside and outside gas leaks, vehicle accidents, wash downs, wires down, explosions, collapsed structures, rescues, derailments, and incidents involving aircraft.

5. Optional Protective Clothing

Any clothing of a protective nature that is not normally issued by the Department must have the approval of the Fire Chief prior to use by an employee.

6. Replacing Uniform and Protective Clothing

Any lost or damaged uniforms or protective clothing must be promptly reported to the station officer with a completed lost, damaged, or broken form (AF101). All uniforms and protective clothing will be replaced on an as needed basis. Before a replacement item is issued, the officer in charge of replacing the item will inspect the old item. All personnel are responsible for department issued uniforms and protective clothing. Damaged or lost uniforms or protective clothing due to neglect on part of the employee will be replaced at the employee's expense.

7. New Employee Training Costs

If a new employee is sent for required training from a training academy, seminar, or scheduled class as a requirement for the employee's job and the employee's employment is within 24 months of completing the program the employee shall reimburse the District for all costs incurred from the program. The ended employment can be from voluntary resignation, termination or any mutual consent. The Fire Chief has the discretion to waive all or part of the reimbursement costs as he deems appropriate.

8. Reimbursement by the Employee

If the member leaves the District within two (2) years of completion of a course for which he or she has received reimbursement from the District, the member shall refund the reimbursement to the District. Excepted from this general rule are those employees who are terminated or retire from the District and those employees who discontinue employment with the District due to injury or illness resulting in the employee's permanent inability to perform the normal duties of the position held by the employee at the time of commencement of such injury or illness. The Fire Chief has the discretion to waive all or part of the reimbursement costs as he deems appropriate.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL**4.29 OVERTIME PAY**

All personnel shall complete a pay request form for all hours worked other than a regularly assigned shift. This would include all overtime for full-time personnel. All employees shall complete a pay request for all hours worked.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FOUR - EMPLOYEES IN GENERAL

4.30 GROCERY SHOPPING WHILE ON DUTY

The Fire Chief may grant the privilege to on duty members to utilize grocery stores or fast food establishments for the sole purpose of eating while on duty in accordance with District Directives.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.01 BOARD OF FIRE COMMISSIONERS**

The Board of Trustees hereby reaffirms the appointment and authority of the Board of Fire Commissioners of the Addison Fire Protection District which has been appointed by the Board of Trustees pursuant to 70 ILCS 705/16.01 *et seq.* The Board of Fire Commissioners shall have authority over matters of hiring, promotion, discipline, and/or termination of commissioned or sworn personnel as provided in 70 ILCS 705/16.01 - 16.18, 65 ILCS 5/10-2.1-1 *et seq.*, and 50 ILCS 742/1 *et seq.*

LEGAL REF.: 70 ILCS 705/16.01 - 16.18; 65 ILCS 5/10-2.1-1 *et seq.*, and 50 ILCS 742/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.02 ORDER OF RANK**

The order of rank positions for commissioned or sworn personnel in the District is as follows:

Fire Chief

Deputy Fire Chief

Battalion Fire Chief

Lieutenant

Firefighters/Paramedic

Firefighter

The Board of Fire Commissioners shall be responsible for appointing all persons, except the Fire Chief and the Deputy Fire Chief(s), to these ranks. The Fire Chief and Deputy Fire Chief shall be appointed by the Board of Trustees.

The Board of Trustees at all times reserves the right to determine the order of rank, the number of members to be employed in any rank or positions, and the need to hire, promote or lay off member personnel. In exercising these rights, the Board of Trustees will request the Board of Fire Commissioners to carry out its statutory functions in these areas as set forth in the Fire Protection District Act and, where applicable, the Municipal Code, which includes the establishment of hiring and promotional eligibility lists, and the removal of and/or discipline of sworn personnel.

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

LEGAL REF.: 70 ILCS 705/16.04a

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.03 APPOINTED SWORN POSITIONS**

The Fire Chief shall be responsible for authorizing the appointment of sworn personnel to the following positions as may be necessary:

Acting Officer

Building Maintenance Coordinator

CPR Coordinator

Dive Rescue & Recovery Coordinator

Emergency Medical Services (EMS) Coordinator

EMS Training Coordinator

Fire Inspectors

Fire Operations Coordinator

Fire Training Coordinator

Hazmat Coordinator

Public Education Coordinator

Technical Rescue Coordinator

Vehicle Maintenance Coordinator

Vehicle Maintenance

The Fire Chief may add to or delete these positions as deemed necessary.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.04 CONFLICT BETWEEN POLICY AND COLLECTIVE BARGAINING AGREEMENT**

In the event of any conflict between District policy or administrative regulations and the terms of a collective bargaining agreement covering District employees, the two documents shall be read together and deemed supplementary to each other whenever possible. The collective bargaining agreement's provisions shall prevail if there is a direct conflict and the policy or administrative regulation and contract cannot be read together.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.05 UNIFORMS FOR SWORN PERSONNEL**

All sworn personnel shall wear uniform clothing, equipment, and accessories as directed by the Fire Chief. Failure to comply with the District's uniform policy and/or administrative regulations shall be grounds for disciplinary action. The Fire Chief shall promulgate administrative regulations to implement this policy.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.06 EDUCATION****1. Fire Science and Technology Associate Degree / Tuition Reimbursement**

- A. Initial written approval must be obtained from the Fire Chief or his / her designee prior to enrollment in any college education program for which the employee wishes to be reimbursed. Employees are encouraged to seek scholarships towards their educational expenses. Employees shall annually submit an application for a scholarship to the Illinois Fire Chiefs Foundation (when available) to be considered for District reimbursement.
- B. Eligible employees shall be reimbursed 100% for all tuition and book expenses incurred in courses that are required to achieve an Associate's Degree in Fire Science and Technology from an accredited college. Reimbursement shall be made upon presentation of a tuition and book receipt as well as an official grade report showing that the employee completed said course with a grade of "C" or higher. Books which are paid for by the District shall become the property of the District upon completion of the course.

2. Seminars and Special Schools**A. Request Procedure**

Any member wishing to attend a seminar or special school shall submit a School / Seminar form to the officer in charge of that division for review and recommendation. The Officer shall forward the form to the member's Battalion Chief who shall review the request form, sign it, and forward it, along with his or her recommendations to the Deputy Chief. The Deputy Chief shall review the request, sign it, and make the final decision for tuition, time off and or transportation / meals/ lodging.

B. Reimbursement by the District

If a seminar or special school has received prior approval by the District, the District will reimburse the employee for the cost of the seminar or school plus actual travel expenses if noted on the request. If overnight accommodations are required, the District will reimburse the employee for the appropriate room and board charges. Reimbursements will only be made when the following have been fulfilled:

- i. Prior approval is received.
- ii. A completed expense account has been submitted with receipts for all expenses attached to the report.
- iii. A detailed written report has been submitted giving a synopsis of the seminar or school and a recommendation on whether or not the employee feels that the seminar or school should be attended again by employees of the department.

c. **Reimbursement by the Employee**

If the member leaves the District within two (2) years of completion of a course for which he or she has received reimbursement from the District, the member shall refund the reimbursement to the District. Excepted from this general rule are those employees who are terminated or retire from the District and those employees who discontinue employment with the District due to injury or illness resulting in the employee's permanent inability to perform the normal duties of the position held by the employee at the time of commencement of such injury or illness. The Fire Chief has the discretion to waive all or part of the reimbursement costs as he deems appropriate.

D. **Insurance Coverage and Overtime Compensation**

Any member attending an approved seminar or special school program shall be covered by the District's insurance policy until completion of the seminar or school program.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**AR5.06 DISTRICT REIMBURSEMENT AGREEMENT****DISTRICT REIMBURSEMENT AGREEMENT**

THIS AGREEMENT, made this ____ day of _____, 20__ by and between the Addison Fire Protection District (hereinafter referred to as District), and Probationary Firefighter/Paramedic _____, (hereafter referred to as the Candidate and/or Employee).

WHEREAS, the District, a municipal corporation, provides fire and rescue services; and

WHEREAS, the Candidate is seeking full-time employment with the District; and

WHEREAS, the District has and will incur substantial costs for additional equipment, a background investigation, psychological testing, training costs, medical examinations and physical ability testing as a direct and indirect result of hiring the Candidate; and

WHEREAS, the District will suffer substantial detriment if the Candidate is unable to maintain full-time employment for a period of two (2) years from the time of their hiring.

Now, therefore, in consideration of the premises, it is hereby agreed by and between the parties as follows:

1. If hired to a full-time position of with the Addison Fire Protection District, the Candidate agrees to maintain full-time employment with the District for a period of two (2) years from their date of hire.
2. The Candidate recognizes that the estimated cost of the equipment, uniforms, background check, training costs and physical can exceed \$4,000. The District will retain all issued items.
3. In the event that the Candidate does not maintain full-time employment for two (2) years with the District, unless excused for medical reasons, military leave or at the discretion of the Fire Chief, the Candidate shall repay the District, a proportional amount, of the actual sum incurred by the District, as determined with reference to the following table pro-rata:

<u>Completed Months of Employment</u>		<u>% of Costs Paid by Candidate</u>
24	Months	0 %
21-24	Months	25%
18-21	Months	50%
15-18	Months	75%
0-15	Months	100%

4. The schedule for repayment of costs will be agreed upon by both parties with full repayment due within ninety (90) days from the date of termination.

Candidate Signature

District Representative

Candidate Printed Name

Date

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.07 DISCIPLINE OF COMMISSIONED OR SWORN PERSONNEL****1. Statement of Purpose**

Discipline shall be viewed as a means of fostering esprit de corps, while maintaining an atmosphere in which efficient and effective fire service can occur. The primary purpose of discipline shall be to advise and to counsel employees on the requirements for a satisfactory record and to take punitive action only when necessary.

In maintaining discipline in the District, officers will use disciplinary procedures:

- A. that recognize and respect the individual's human dignity and worth;
- B. that fit the nature of the incident;
- C. that are fair and impartial in nature, and firm and consistent in application, where applicable; and
- D. that afford, where appropriate, due process for District members.

In the resolution of disciplinary matters, officers will be supportive of each other so that a unified approach is presented by the District.

2. Imposition of Disciplinary Action

Before taking disciplinary action, the supervisory officer shall first thoroughly investigate the incident. The member shall have an opportunity to give an explanation before the supervisory officer takes disciplinary action.

If the supervising officer concludes that disciplinary action must be taken, the action shall:

- A. Be administered, whenever possible, in private;
- B. Clearly define the unacceptable behavior or unsatisfactory performance and the corrective measures required; and

C. Follow the Firemen's Disciplinary Act (50 ILCS 745/1 *et seq.*), where applicable.

The Chief shall develop and promulgate administrative regulations regarding discipline for members.

LEGAL REF.: 50 ILCS 745/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**AR5.07 DISCIPLINARY REGULATIONS FOR MEMBERS****1. Types of Disciplinary Action****A. Oral Reprimand**

Oral reprimand may be imposed where the incident is of a minor nature. The supervising officer shall clearly convey the fact that the discussion is a disciplinary action.

B. Written Reprimand

Repeated minor offenses for which the member has previously received oral reprimands, or a first offense of a somewhat serious nature, by a written reprimand.

This written confirmation of a disciplinary action emphasizes the District's interest in correction of the member's attention, while indicating the seriousness that the District attaches to the matter. Furthermore, it clearly affords the member an opportunity to correct work habits, conduct, or attendance, and provides a factual foundation for more forceful disciplinary action in the future if the desired improvements are not realized.

The written reprimand shall include at a minimum:

- i. A summary of the incident and any previous incidents for similar or related misconduct;
- ii. An outline of the facts discovered through investigation or discussion with the member;
- iii. The corrective action required and a time limit, if appropriate;
- iv. A warning of the possible consequences of repeating the unsatisfactory performance or misconduct; and
- v. A statement that a copy is being placed in the member's personnel file, and that the letter will be retained in the file until eligible for removal in accordance with District policy.

C. **Suspension**

i. **Generally**

A member may be suspended from duty with or without pay or benefits for each offense for a period not to exceed thirty (30) calendar days.

A suspension may be recommended by the Fire Chief by filing written charges with the Board of Fire Commissioners pursuant to Section 16.13b of the Fire Protection District Act (70 ILCS 705/16.13b).

The Chief of the District shall have the right to suspend without pay any member under his command for a period of not to exceed five (5) consecutive calendar days, providing no charges on the same offense have been filed and are pending before the Board. If charges have been filed or are pending before the Board, the Chief may suspend the firefighter with pay until superseding action by the Board. The Chief shall notify the Board of Fire Commissioners, in writing, within 24 hours of the time of such suspension.

D. **Emergency Suspension**

When a serious offense has been committed, or appears to have been committed, which requires immediate response by the highest-ranking officer present, a member may be suspended from duty with pay pending completion of an investigation. An emergency suspension may be ordered by the Deputy Chief when:

- i. Suspension is appropriate to the nature of the offense or required for protection of District interests; and
- ii. Sufficient information is available to warrant suspension, but all the facts or evidence for a final decision are not available.

An emergency suspension should be reported immediately to the Fire Chief who shall either take formal suspension action in accordance with Section 16.13b of the Fire Protection Act or other disciplinary action. A member who is absolved by subsequent investigation will be reinstated without loss of any benefits for the period of suspension.

E. **Termination**

Termination may be recommended pursuant to applicable statutory law.

2. **Allegations or Complaints of Misconduct**

A. **Citizen Complaints Against District Employees**

Complaints by citizens against employees of the District shall be recorded and investigated by the officer in charge as soon as possible in accordance with this section. When the investigation cannot be completed on the date it is received, a preliminary report will be prepared by the officer in charge, outlining the complaint and his or her actions, and delivered to the Fire Chief via the chain of command. Cases involving the officer in charge shall be investigated by the next senior officer.

B. **Complaints by Employees Against Other Employees**

Complaints by an employee against another employee shall be recorded and investigated by the officer in charge as soon as possible in accordance with this section.

C. **Serious Allegations or Complaints of Misconduct**

If, in the opinion of the officer in charge, an allegation or complaint of an incident of misconduct is of sufficient gravity, the officer in charge shall notify the Fire Chief regardless of the hour. In addition, immediate action necessary to preserve the integrity of the District shall be taken until arrival of the Fire Chief.

3. **Investigation of Alleged Misconduct**

A. **Generally**

The officer assigned the investigation of an alleged act of misconduct on the part of a member of the District shall conduct a thorough and accurate investigation. Such investigation shall include formal statements from all parties concerned, when necessary and pertinent, the gathering and preservation of physical evidence pertaining to the case, and all other information bearing on the matter.

Informal inquiries, formal investigations and interrogations involving a member accused of misconduct shall be conducted in compliance with the Firemen's Disciplinary Act where applicable. (50 ILCS 745/1 *et seq.*)

B. **Investigation Reports**

Alleged acts of misconduct must be investigated and results of the investigation must be reduced to a written report. The investigating officer shall summarize the pertinent facts, including:

- i. An abstract (summary of the complaint or alleged act of misconduct);
- ii. Pertinent portions of the statements of all parties to the incident;
- iii. A description of the incident, physical evidence and other evidence important to the case;
- iv. The observations and conclusions of the investigating officer.

C. **Conclusion of Investigation Involving District Members**

All investigations of District members accused of misconduct will conclude with one of the following findings:

- i. **UNFOUNDED:** The investigation indicates that the act or acts complained of did not occur or failed to involve a District member;
- ii. **EXONERATED:** Acts did occur, but were justified, lawful and proper;
- iii. **NOT SUSTAINED:** Investigation fails to discover sufficient evidence to clearly prove or disprove the allegations made in the complaint;
- iv. **SUSTAINED:** The investigation disclosed sufficient evidence to clearly prove the allegations made in the complaint.

Appropriate disciplinary action, if required, will be recommended by the investigation officer in accordance with this policy. The report will be forwarded via the chain of command to the Fire Chief, with each member in the chain indicating his or her approval or disapproval and attaching any remarks or observations bearing on the case.

D. Disciplinary Reports**i. Preparation of Reports**

Whenever disciplinary action is taken or recommended (except for oral reprimand) a written report must be submitted immediately containing the following information:

- a. The name, rank and present assignment of the member being disciplined, including specific assignment and hours of assignment;
- b. The dates(s) and time(s) of the misconduct and location(s) indicating on or off duty;
- c. The section number(s) of the code or policy violated or common name of this infraction;
- d. A complete statement of the facts of the misconduct;
- e. The punishment imposed or recommended;
- f. The written signature and position of the preparer and the preparer's position in relation to the member being examined.

ii. Distribution of Reports

The report shall be distributed as follows by the one imposing or recommending disciplinary action:

- a. Original and one copy to the Fire Chief via the chain of command
- b. One copy to the subject of the report
- c. One copy retained by the supervising officer imposing or recommending the action

iii. Informing the Member Being Disciplined

The member being disciplined shall be informed of the charges at the time disciplinary action is initiated.

LEGAL REF.: 70 ILCS 705/16.13b; 50 ILCS 745/1 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.08 ANNUAL PHYSICAL EXAMINATION**

All personnel shall undergo a complete physical examination annually by a physician appointed by the District. The district Physician shall be charged with establishing the fit for duty status of all employees. All light duty assignments shall be prescribed by the district's physician. The Light Duty assignment shall be regulated by the Fire Chief and be consistent with any collective bargaining agreement if applicable. All non-union personnel shall submit to the annual drug and alcohol test pursuant to District policy.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.09 HOURS FOR SWORN PERSONNEL****1. Standard Working Hours**

All shift personnel shall be on duty twenty-four (24) hours and off duty for forty-eight (48) hours for an average of fifty-six (56) hours per week. All shift personnel shall report to and be prepared to commence work at 0800 hours.

2. Deviation from Standard Working Hours

The Fire Chief may adjust or change the standard working hours as the operational requirements of the District dictate. If at 0800 hours the District has an incident in progress, all shift personnel that would normally be going off duty are to remain on duty until released by the officer in charge of the incident.

3. Meals/Breaks

The Fire Chief is authorized to establish reasonable meal and break periods during the workday. Employees who do not exercise the right to meal or break periods shall waive the right to claim the same at a later time or date. In the event an employee is required to work through a meal or break period, he or she shall be given that time during his or her tour of duty.

4. Swap Time

Sworn personnel may use swap time pursuant to District procedures. When using swap time, the following rules must be followed:

- A. The replacement employee assumes the responsibility of being present and on time for the designated duty day. If not present, the replacement shall be charged with a sick day or personal day, not the employee he or she is replacing. The employee scheduled to work the swap shall be subject to discipline.
- B. A duty disability voids all swap time. The individual on duty disability shall notify as soon as possible, any personnel that he has swapped with and advise them of his or her disability and the cancellation of the swap. If the individual is out of town, the person on duty disability shall attempt to find another employee to cover the shift or the individual who was originally scheduled to work that day shall be charged with sick leave.

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.10 RETIREMENT/PENSION****1. Notification**

District employees who qualify for a service pension under the Pension Code shall notify the Fire Chief in writing of their intention to retire at least thirty (30) days prior to the effective date. Retiring employees shall make application to the Pension Board in accordance with 40 ILCS 5/4-101 *et seq.* and the Pension Board's rules and regulations.

2. Insurance

Retiring members who leave the District in good standing shall be entitled to continue their insurance coverage with the District.

A. Health Insurance

Retiring members may elect to continue their present health insurance through the District. The retiring member shall pay the cost of the monthly premium to maintain the coverage subject to District policy. The member shall notify the District of his or her desire to continue in the plan, and the appropriate deduction shall be made from the member's monthly pension check.

Members who received a line-of-duty disability pension due to a catastrophic injury that was the result of the firefighter's response to what is reasonably believed to be an emergency, an unlawful act perpetrated by another, or during the investigation of a criminal act, may be eligible for continuation of insurance benefits under the Public Safety Employee Benefits Act (820 ILCS 320/1 *et seq.*). Employees or their surviving spouse or dependent children who may be eligible for these benefits must submit an application on the District's standard form.

B. Life Insurance

Retiring members may elect to maintain life insurance coverage by converting it to a personal policy at the time of retirement. The member is responsible for the total premium if such conversion is made.

3. **Return of District Property**

Prior to his or her retirement date, all District property, including badge and ID cards, shall be returned by the member to the Fire Chief. A retirement badge shall be issued to all retiring members.

LEGAL REF.: 40 ILCS 5/4-101 *et seq.*

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL

**AR5.10 APPLICATION FOR CONTINUATION OF INSURANCE BENEFITS UNDER
THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT**

**ADDISON FIRE PROTECTION DISTRICT
APPLICATION FOR CONTINUATION OF INSURANCE BENEFITS
UNDER THE PUBLIC SAFETY EMPLOYEE BENEFITS ACT**

I, _____, hereby make application for continuation of insurance benefits under Section 10(a) of the Public Safety Employee Benefits Act (820 ILCS 320/10(a)) from the Addison Fire Protection District.

Please describe the catastrophic injury or death that occurred in the line of duty, including the exact date of the injury or death:

Did the injury or death occur as the result of the firefighter's response to what is reasonably believed to be an emergency, an unlawful act perpetrated by another, or during the investigation of a criminal act?

Yes [☐] No [☐]

If yes, please explain: _____

Please indicate the type of pension disability benefits awarded for this injury: line-of-duty []

occupational disease [] not in duty [] survivor benefits []

Date of award of pension benefits: _____

Please indicate for whom you are claiming health insurance benefits: employee [] spouse []

dependent children []

If you are claiming health insurance benefits for a spouse or dependent children, please indicate their names, dates of birth, and Social Security numbers:

Name

Date of Birth

Social Security Number

_____	_____	_____
_____	_____	_____
_____	_____	_____

Name of current employer: _____

Address: _____

Phone No.: _____

Name of spouse's current employer: _____

Address: _____ Phone No.: _____

Section 10(a)(1) of the Public Safety Employee Benefits Act (820 ILCS 320/10 (a)(1)) provides that health insurance benefits payable from any other source shall reduce benefits payable under this Act. Please indicate any other source of health insurance benefits for you, your spouse or children. Please include the name of the employer (if applicable), name of the health insurance plan, plan and/or group number, the name of contact person who administers this plan, and any applicable phone numbers. Please attach a copy of the applicable insurance card:

I understand that it is unlawful for a person to willfully and knowingly make, or cause to be made, or to assist, conspire with, or urge another to make, or cause to be made, any false, fraudulent, or misleading oral or written statement to obtain health insurance coverage as provided under Section 10 of the Public Safety Employee Benefits Act. A violation of this item is a Class A misdemeanor.

Print Name

Social Security Number

Applicant (Signature)

Address

Date

Phone Number

ADOPTED: FEBRUARY 4, 2015

CHAPTER FIVE - COMMISSIONED OR SWORN PERSONNEL**5.11 RESPONDING TO EMERGENCIES****1. Response in Non-District Vehicles**

All employees responding to an alarm in a non-District vehicle shall do so using all due caution. The use of a blue lights and other flashing lights on personal vehicles are not allowed when responding to an emergency.

2. Responding to Alarms at Night

Bunks and sleeping quarters are provided for the convenience of employees while they are working a regular twenty-four (24) hour shift. By no means is an employee relieved of his or her obligation and duty to respond to all alarms because the District allows for sleep time and provides for sleeping quarters. Failure to respond to an alarm, including failure to awake to otherwise respond for duty, shall be cause for disciplinary action. No employee shall sleep in, lie on or otherwise occupy station beds between the hours of 0700 and 2000 hours without the permission of a chief officer.

ADOPTED: FEBRUARY 4, 2015

CHAPTER SIX - NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**6.01 APPOINTED NON-SWORN POSITIONS**

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

Full-time Personnel:

Administrative Assistant

Administrative Secretary

Fire Marshal

Fire Inspector

Part-time Personnel:

Administrative Secretary

I/T Technician

Construction Laborer

Construction Supervisor

Fire Inspector

Vehicle Maintenance Technician

Public Fire & Life Safety Educator

CPR Coordinator

CPR Instructor

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 the relationship of the position to other positions in the District.

ADOPTED: FEBRUARY 4, 2015

CHAPTER SIX - NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**6.02 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 at the discretion of the Fire Chief with notification and review by the Board of Trustees..

ADOPTED: FEBRUARY 4, 2015

CHAPTER SIX - NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**6.03 UNIFORMS**

All employees shall wear uniform clothing, equipment, and accessories as directed by the Fire Chief. Failure to comply with the District's uniform policy and/or administrative regulations shall be grounds for disciplinary action. The Fire Chief shall promulgate administrative regulations to implement this policy.

ADOPTED: FEBRUARY 4, 2015

CHAPTER SIX - NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**6.04 RESIDENCY REQUIREMENTS**

Civilian employees may live anywhere within the State of Illinois. It is their responsibility to be punctual for all hours of work.

ADOPTED: FEBRUARY 4, 2015

CHAPTER SIX - NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**6.05 HOURS OF WORK FOR NON-SWORN PERSONNEL****1. Administrative Support Personnel**

Normal working hours for administrative support personnel shall generally be 7:30 a.m. to 4:30 p.m., Monday through Friday. All administrative support personnel shall be considered to work a forty (40)-hour workweek, eight (8) hours per day. These hours may be staggered to ensure proper coverage of the administrative office and duties. Actual work periods shall be coordinated by the Fire Chief or his designee. Lunch time breaks will be staggered to assure coverage in the administrative office during regular business hours. A thirty (30) minute unpaid lunch is provided to employees who work an eight (8) hour shift.

2. Part-Time Personnel

Part-time personnel shall be assigned as directed by the Fire Chief or his designee.

4. Overtime

All employees must receive prior approval from the Fire Chief or his designee to work overtime.

5. Compensatory Time

Compensatory time is time off of work given to a non-union full-time employee by the Fire Chief or his/her designee in lieu of monetary compensation. These employees must receive prior approval from the Fire Chief or his designee to work comp time. Compensatory time may be accrued up to a maximum of 200 hours.

ADOPTED: FEBRUARY 4, 2015

CHAPTER SIX - NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**6.06 BENEFITS FOR ADMINISTRATIVE SUPPORT PERSONNEL****1. VACATIONS****A. Requests for Vacation**

Selection of vacation leave shall be based on the employee's seniority with the District. All vacation leave shall be used by the end of the calendar year; otherwise said leave will be forfeited. Employees may take scheduled time off provided at least one (1) person remains working in the administrative office and one (1) person in the fire prevention bureau. The Fire Chief or her/his designee may allow an exception to this when the time off will not adversely affect the District's operations.

Selection of vacation leave shall be completed prior to each calendar year in the month of December. Vacation leave which becomes available after the original selection date will be granted on a first come first served basis, in case of a tie, the day will be granted on a seniority basis.

The Fire Chief or his/her designee must be notified of all changes in vacation leave so that he/she can inform other staff of the availability of the leave.

If personnel have not selected all vacation leave, every effort should be made to take open vacation calendar days for vacation leave. If no days are available on the vacation calendar, permission will have to be received from the Fire Chief or his/her designee to select scheduled vacation leave. The Fire Chief or his/her designee may cancel scheduled vacation leave any time he/she deems the efficient operation of the District to be in jeopardy.

Employees who schedule and utilize more vacation leave than entitled to in accordance with this section, will be required to reimburse the District at the employee's straight time rate for the time taken.

Employees unable to utilize scheduled vacation leave due to a duty related injury, will be allowed to utilize them the following year at the discretion of the Fire Chief. These provisions only apply if there are no available vacation days on the appropriate vacation calendar for that year.

Employees who experience illness, a family death or any other personal problem while on scheduled vacation leave will not be allowed to substitute that time for any other kind of sick or personal leave.

B. Accrual of Vacation

Vacation days shall be accumulated on a monthly basis starting from the date of employment. Vacation for administrative support personnel shall be as follows:

After completing:

One (1) year of service	One (1) week (Five (5) working days)
Two (2) years of service	Two (2) weeks (Ten (10) working days)
Seven (7) years of service	Three (3) weeks (Fifteen (15) working days)
Ten (10) years of Service	Four (4) weeks (Twenty (20) working days)
Fifteen (15) years of service	Five (5) weeks (Twenty Five (25) working days)
Twenty (20) years of service	Six (6) weeks (Thirty (30) working days)

2. HOLIDAYS

All administrative support staff shall receive the following holidays off with pay:

New Year's Day	Independence Day	Day after Thanksgiving
President's Day	Labor Day	Christmas Eve
Good Friday	Columbus Day	Christmas Day
Memorial Day	Thanksgiving Day	New Year's Eve

Administrative support personnel may be given time off at the discretion of the Fire Chief.

3. PERSONAL DAYS

Administrative support personnel shall receive 40 hours per year:

Personal leave will be deducted from the employee's accumulated sick leave. In no case is personal leave to be accumulated from year to year. Personal leave can be taken for any reason, provided service is not diminished in accordance with standard operating procedures.

4. SICK TIME

Administrative support personnel shall earn sick leave at the rate of eight (8) hours of month and at the beginning of each month for a total of Ninety Six (96) hours annually.

A. Sick Leave Loan

Employees suffering from an illness or injury that has exhausted all of their sick leave may make application to the Fire Chief for a sick leave loan equaling up to one (1) month in the employee's respective working schedule. The procedure as outlined below will govern the sick leave loan policy:

The employee must have exhausted all accumulated vacation, personal and compensatory time.

The employee shall not have, in the opinion of the Fire Chief, abused the sick leave policy.

The request must be made in writing to the Fire Chief.

The Fire Chief must forward the employee's request, along with his written comments and recommendation to the Board of Trustees for their final approval.

The Fire Chief's affirmative recommendation to the Board of Trustees will be predicated on the employee's accumulated sick leave balance on the date the illness or injury occurred. A balance of at least 50% of the total number of hours the employee was eligible to accrue since his/her original hire date will be deemed a minimum requirement for this purpose. If an employee can document a previous serious illness or injury, for which extended sick leave was required, the fire chief may take this into consideration.

If the employee should terminate his employment before he/she has fully repaid the time which was loaned, the employee agrees that he/she will authorize upon request the appropriate deduction to be made from his final paycheck.

The employee may elect to utilize future accrual of vacation leave, personal leave, and sick leave to cancel a Sick Leave Loan. However, rule #5 in this section will still apply.

B. Sick Leave Buy Back at Retirement.

An employee may opt to utilize his/her maximum accumulated sick leave as time off as long as it is taken just prior to his/her official retirement date.

Employees who are fully vested with the maximum number of creditable service years may receive compensation for their accumulated sick leave after their retirement date on a bi-weekly basis with the benefit payments delayed in accordance with IMRF rules. Employees utilizing this benefit will not qualify for annual salary increases.

Employees may also sell back their total accumulated sick leave to the District for a lump sum payment. The rate for this option will be calculated at 75% of the value of the sick leave, based on the employee's base pay rate at the time of his/her retirement. Sick leave for these benefits will be calculated to accrue through the employee's last physical day on duty.

When an employee voluntarily resigns his/her employment with the District, the District agrees to buy-back the employee's accumulated sick leave at a rate calculated at 25% of the value of the time based on the employee's base pay rate at the time of his/her resignation. No payment for accumulated sick leave will be made in the event of termination for cause.

C. Sick Leave Donation

Employees may donate any portion of their accumulated sick leave, or other leave to another employee's sick leave bank if they deem said employee to be in need of such assistance. This donation is strictly voluntary, and will only be approved with a written request from the employee wishing to make the donation. Employees making such a donation of their sick leave, must have a minimum of 10 sick days accumulated in their respective work schedule to make such a contribution, and must not fall below this minimum after the donation has been made. The donated hours will be credited to the receiving employee's accumulated sick leave bank for future or immediate use. All such donations will be final, and will remain in the receiving employee's sick leave bank.

5. EDUCATIONAL INCENTIVE PAY

Educational pay shall be paid for administrative employees who have obtained College degrees or certificates. Employees who have obtained a Bachelor's degree in a related field to their position shall be eligible for a \$1,000 annual educational incentive pay. Employees who have obtained an Associate's degree in a related field to their position shall be eligible for a \$500 annual educational incentive pay. Employees who have obtained a college certificate in a related field to their position shall be eligible for a \$250 annual educational incentive pay. The eligible benefit amount shall be calculated into the bi-weekly payroll with 1/26th of the amount being disbursed in each paycheck.

6. TUITION REIMBURSEMENT

The District encourages continued education by all of its employees. Initial written approval must be obtained from the Fire Chief prior to enrollment in any continuing education program for which the employee wishes to be reimbursed.

A. Reimbursement Policy

Eligible employees shall be reimbursed 100% for all tuition and book expenses incurred in courses that are required to achieve an Associate's and or Bachelor's Degree in a related field to the employee's job tasks from an accredited college. Reimbursement shall be made upon presentation of a tuition and book receipt as well as an official grade report showing that the employee completed said course with a grade of "C" or higher. Books which are paid for by the District shall become the property of the District upon completion of the course.

7. SEMINARS, CONFERENCES AND SPECIAL SCHOOLS

This policy has been established to cover special schools seminars that are not covered in Tuition Reimbursement. This is a separate section and no portion of this section applies to Tuition Reimbursement. Employee shall submit the proper form to the Deputy Chief for approval and recommended education leave.

8. EXPENSE REIMBURSEMENT POLICY

If the seminar or special school has received prior approval by the department, the department will reimburse the employee for the cost of the seminar or school plus actual costs for fuel reimbursement, if noted on the request. If overnight accommodations are required, the Department will reimburse the employee for the appropriate room and board charges. Reimbursements will only be made when the following have been fulfilled:

- A. Prior approval is received.
- B. A completed expense account has been submitted with receipts for all expenses attached to the report.
- C. A detailed written report has been submitted giving a synopsis of the seminar or school and a recommendation on whether or not the employee feels that the seminar or school should be attended again by employees of the Department.

9. INSURANCE COVERAGE AND COMPENSATION

Any Department employee attending an approved seminar shall be covered by the Department's insurance policy until after completion of the seminar. The District shall not pay overtime or replace any employee on shift for the purpose of a seminar or school unless such attendance is at the request of the Department.

10. FUNERAL POLICY AND FUNERAL LEAVE

DEATH OF IMMEDIATE FAMILY MEMBER

In the event of a death of an immediate family member, Administrative staff personnel shall be given up to 40 hours to attend the funeral. This leave is not charged against the employee's accumulated sick leave. If the employee is notified about the death while he/she is at work, and requests permission to

leave work, he/she is to be given that time off also as funeral leave. Such funeral leave shall not be charged against the employee's accumulated sick leave. For the purpose of this section, immediate family members shall include:

- spouse
- mother or mother-in-law
- father or father-in-law
- step-parents, grandparents or grandparents-in-law
- son or son-in-law
- daughter or daughter-in-law
- brother or brother-in-law
- sister or sister-in-law
- grandchild

11. CONTINUATION OF INSURANCE COVERAGE UPON AN ELIGIBLE RETIREMENT

- A. Employees may elect to continue the present hospitalization insurance policy in accordance with the District policy and State law. The employee must notify the Department of his/her desire to continue in the plan, and the appropriate deduction will be made from the monthly pension check.
- B. Employees may elect to maintain life insurance coverage by converting it to a personal policy at the time of retirement. The employee is responsible for the total premium should such a conversion be made.

12. DEPARTMENT PROPERTY

Prior to his retirement date all Department property, including badge and ID cards, shall be returned by the employee to the Fire Chief. A retirement badge and ID shall be issued to all retiring employees in good standings. All Department benefits and memberships will cease upon retirement except those benefits specified in the Rules and Regulations of the Department.

13. RETIREMENT/PENSION – IMRF PERSONNEL

District employees shall notify the Fire Chief in writing, of their intention to retire. This notification of retirement shall be made at least thirty (30) days prior to the effective date.

Please see the IMRF website all retirement benefits and application <http://www.imrf.org/index.htm>.

ADOPTED: FEBRUARY 4, 2015