

ORDINANCE NO. 2016-05

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

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

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

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

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

Section One: That the Board of Trustees hereby amends the Rules and Regulations of the Board of Trustees of Addison Fire Protection District No. 1 by revising Chapters 3, Section 3.04 s set forth fully in Exhibit A attached hereto.

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motions in conflict with any part herein, and any such ordinances, resolutions, motions, or parts thereof, are hereby repealed.

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

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

ADOPTED this 1st day of June, 2016, by a roll call vote as follows:

AYES: 3

NAYS: Ø

ABSENT: Ø



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

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

STATE OF ILLINOIS)
)
COUNTY OF DUPAGE)

SS

SECRETARY'S CERTIFICATE

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

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which Ordinance was duly adopted by said Board of Trustees at a meeting held on the 1st day of June, 2016.

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

IN WITNESS WHEREOF, I have hereunto set my hand this 1st day of June, 2016.





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

3.04 DEPUTY FIRE CHIEFS

A. 1st DEPUTY FIRE CHIEF

1. Nature and Scope

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

The 1st Deputy Fire Chief shall reside within a ten (10) mile radius of Addison, Illinois, as specifically measured from Army Trail Road and Mill Avenue.

2. Duties and Responsibilities

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

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

3. Qualifications

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

- a. Bachelor's degree in Fire Science, Fire Administration or Public Administration.
- b. Office of the Illinois State Fire Marshal Certification as a Chief Fire Officer (Provisional allowed.)
- c. Emergency Medical Services experience to include Illinois Department of Public Health License as a Paramedic and active status with the district's current EMS provider.

- d. Supervisory or command experience with a minimum level of three year's experience as a Battalion Fire Chief.

4. **The 1st Deputy Fire Chief shall have and maintain the following knowledge and skills:**

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

B. 2nd DEPUTY FIRE CHIEF

1. **Nature and Scope**

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

The 1st Deputy Fire Chief shall reside within a ten (10) mile radius of Addison, Illinois, as specifically measured from Army Trail Road and Mill Avenue.

2. **Duties and Responsibilities**

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

- a. Be subordinate in rank to the Fire Chief, and in the absence of the Fire Chief, assume control of the District and perform the duties and exercise the powers incidental to the

office of the Fire Chief in their area in such order of precedence as may be designated, and shall be paid on a salary basis.

- b. Comprise the general staff of the Fire Chief and assist in the formulation and administration of the policy, rules and regulations, practices and procedures governing personnel and operations of the District.
- c. Within his or her command, be responsible for the enforcement of all policy, rules and regulations, practices and procedures of the District, as adopted by the Board of Trustees.
- d. Designate commissioned members to act in the absences of other officers.
- e. Respond to alarms and special calls when dispatched and assume command of operations according to the operating procedures of the District.
- f. Be on duty of periods to be determined by the Fire Chief as the needs of the District may require.
- g. Recommend to the Fire Chief the tools, appliances and equipment of the District and their manner of care and use.

3. **Qualifications**

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

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

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

- a. Comprehensive knowledge of modern methods and skills of fire department operations and administration.
- b. Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof. Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply and communications.
- c. Considerable skill in the evaluation of tactical and operation requirements and conflagration situations.
- d. Considerable knowledge of District policies, and rules and regulations.
- e. Excellent oral and written communications skills. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public. Excellent judgment skills.

Exhibit A - Ordinance 2016-05 – Amending Rules and Regulations Chapter 3 Section 3.04

- 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.