

ORDINANCE NO. 2017-07

**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 adding Chapters 3, Section 3.16 as set forth fully in Exhibit A attached hereto. (CERD Job Description)

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motions in conflict with any part herein, and any such ordinances, resolutions, motions, or parts thereof, are hereby repealed.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 4th day of October, 2017, by a roll call vote as follows:

AYES: 3

NAYS: 0

ABSENT: 0



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

Chae Sypora
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 4th day of October, 2017.

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 4th day of October, 2017.





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

CHAPTER THREE – JOB DESCRIPTIONS

3.16 Community Education and Relations Director (CERD)

1. NATURE OF WORK

The Community Education and Relations Director (CERD) is responsible for coordinating any and all public education and public relations functions of the Addison Fire Protection District. The CERD is also tasked with expanding programs and developing new programs to reach as many people as possible. They shall oversee all the various school, senior and community programs in place within the District.

They will also represent the District at various community and intergovernmental meeting and groups. In addition they will be responsible for ensuring a positive public image is presented. The CERD will work through social media, community outreach and other means available to reach the public we serve.

The CERD will report to the Battalion Chief in charge of Public Education.

2. ILLUSTRATIVE EXAMPLES OF DUTIES

- A. Responsible for overseeing the District's public education programs. Responsible for ensuring that programs are running efficiently and appropriately.
- B. Responsible for expanding and developing new programs.
- C. Working with intergovernmental and community partners to ensure the District's safety messaging is able to reach the largest and most diverse audience possible.
- D. Create new programs to reach underserved populations.
- E. Fill in for instructors in the various public education programs when needed.
- F. Help plan and run large public education events, including the annual open house.
- G. Ensure that all classes, visits or events are properly scheduled and entered into the appropriate calendars to ensure that they are covered.
- H. Ensure that classes are tracked for quality assurance and accreditation.
- I. Attend meetings that pertain to public education, public relations or as assigned by a chief officer.
- J. Assist in answering phones and greeting visitors to the station when in the office.
- K. Assist with translation as needed.
- L. Respond to questions or requests for classes in a timely manner.
- M. Perform other duties as assigned by a chief officer.

3. REQUIRED KNOWLEDGE, ABILITY AND SKILLS

The following knowledge, skills and abilities must be possessed or obtained in a reasonable amount of time by an employee if he or she wishes to be considered for this position. The minimum educational and competency skills will be established by the Fire Chief . These skills shall be continually expanded to meet the specific needs of the District including, but not limited to, the education, knowledge, ability and skills listed below:

- A. Fire and Life Safety Educator certification from the Office of the State Fire Marshall
- B. Juvenile Firesetter Interventionist certification from OSFM
- C. American Heart Association CPR/First Aid Instructor
- D. Possess a valid driver's license
- E. Experience with computers, social media and other communications technology
- F. Bilingual Spanish speaking preferred
- G. Ability to speak comfortably and clearly in front of crowds consisting of various ages and backgrounds
- H. Valid Illinois Driver License at time of hire and throughout employment

4. DESIRABLE EXPERIENCE AND TRAINING

Must possess a high school diploma or G.E.D. certificate. College degree preferred. A minimum of one year of prior public educational experience and experience in working within the community served by the AFPD.