

**POLICY MANUAL
OF THE
BOARD OF TRUSTEES
OF THE
ALGONQUIN – LAKE IN THE HILLS FIRE PROTECTION DISTRICT**



**Adopted by the Board of Trustees
April 18, 2005**

**Revised
July 24, 2019**

ALGONQUIN – LAKE IN THE HILLS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES POLICY MANUAL

DISCLAIMER

THE CONTENTS OF THESE POLICIES ARE PRESENTED FOR EMPLOYEES' INFORMATION. UNLESS OTHERWISE INDICATED IN A WRITTEN CONTRACT BETWEEN THE EMPLOYEE AND THE DISTRICT, A COLLECTIVE BARGAINING AGREEMENT, OR THE ILLINOIS FIRE PROTECTION DISTRICT ACT, ALL PERSONNEL ARE CONSIDERED EMPLOYEES AT-WILL.

NOTHING IN THESE POLICIES IS INTENDED TO, OR SHALL, CREATE ANY CONTRACTUAL OBLIGATIONS OF ANY KIND. NO POLICY, BENEFIT OR PROCEDURE IMPLIES OR MAY BE CONSIDERED TO IMPLY AN OBLIGATION OF THE DISTRICT OR AN EMPLOYMENT CONTRACT. NO PROMISE OF EMPLOYMENT OR EMPLOYMENT-RELATED BENEFIT(S) FOR ANY SPECIFIC PERIOD OF TIME IS OFFERED, ESTABLISHED OR TO BE IMPLIED IN OR FROM ANYTHING IN THESE POLICIES.

NO REPRESENTATIVE OF THE DISTRICT HAS ANY AUTHORITY TO ENTER INTO ANY AGREEMENT FOR REMUNERATION OR ANY OTHER BENEFIT OF EMPLOYMENT, EXCEPT THE BOARD OF TRUSTEES, AND EVEN THEN ONLY IF THE AGREEMENT IS IN WRITING AND IS SIGNED BY THE BOARD OF TRUSTEES AND THE EMPLOYEE. ANY ORAL OR WRITTEN STATEMENTS OR PROMISES TO THE CONTRARY ARE EXPRESSLY DISAVOWED AND SHOULD NOT BE RELIED UPON BY ANY EXISTING OR PROSPECTIVE EMPLOYEE.

EVERY POLICY AND PROVISION CONTAINED HEREIN IS SUBJECT TO REPEAL OR MODIFICATION WHENEVER THE BOARD OF TRUSTEES DEEMS IT NECESSARY OR IN THE BEST INTEREST OF THE DISTRICT. THE POWER TO RESCIND, ALTER OR AMEND THESE POLICIES IS VESTED BY STATUTE IN THE BOARD OF TRUSTEES. THE EMPLOYEE RECOGNIZES THAT THE BOARD MAY AMEND OR ALTER ANY OF THE PROVISIONS CONTAINED HEREIN WITHOUT PROVIDING CONSIDERATION OF ANY KIND TO THE EMPLOYEE.

Employee Signature

Date

ALGONQUIN – LAKE IN THE HILLS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES POLICY MANUAL

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CHAPTER ONE – GENERAL PROVISIONS

1.01 INTRODUCTION

The Algonquin-Lake in the Hills Fire Protection District has been established to provide the citizens of the District with professional fire prevention, fire suppression, and rescue services. 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. The Board of Trustees, as the governing authority of the Algonquin-Lake in the Hills Fire Protection District, has the power to supervise, control, regulate and manage the District and to make and enforce all necessary and desirable rules and regulations pursuant to the statutes of the State of Illinois.

In its role as the corporate authority of the Algonquin-Lake in the Hills Fire Protection District, the Board of Trustees has developed the following policies to outline the Board's duties and responsibilities, as well as to give guidance to the administration and the employees of the District. Every policy, rule, regulation, general order, direction or any provision herein contained or otherwise issued or made, is subject to repeal, or modification from time to time whenever in the judgment of the Board of Trustees, it is deemed in the best interest of the District. The power to rescind, alter or amend these rules and regulations is vested by statute in the Board of Trustees. As necessary, requests for interpretations of these policies may be made to the Fire Chief or the Board of Trustees, where appropriate.

These policies cannot, nor are they expected to, provide a solution to every question or problem which may arise in an organization established to render emergency service. It is expected, however, that they will be sufficiently comprehensive to cover either in a specific or general way, the obligations and duties of the officials of the Algonquin-Lake in the Hills Fire Protection District.

These policies are not designed nor intended to limit any member in the exercise of his or her judgment or initiative in taking the action a reasonable person would take in extraordinary situations. Much by necessity must be left to the loyalty, integrity and discretion of the member. To the degree which the individual member demonstrates possession of these qualities in the conscientious discharge of his or her duty, the District will measure up to the high standard required of the service.

FORMAT OF MANUAL

RELATIONSHIP WITH REGULATIONS AND OTHER RULES: As a means of implementing these policies and providing for the orderly operation of the District, the Fire Chief is authorized to adopt administrative regulations, standard operating guidelines and standard operating procedures (collectively referred to as “regulations”) as needed to implement these policies. These regulations are deemed interpretations of the policies set forth in this manual.

1.02 DEFINITIONS

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

A. **Board**: The Board of Trustees is the governing body of the District as defined by statute.

B. **Board of Fire Commissioners or Commission**: Three officials appointed by the Board of Trustees pursuant to 70 ILCS 705/16.01 et seq.

- C. **Civilian Personnel:** At-will employees who do not perform firefighting and/or paramedic duties.
- D. **Commissioned Personnel or Firefighters:** Any full-time sworn or member firefighter, or full-time officer of the District.
- E. **District or Department:** The Algonquin-Lake in the Hills Fire Protection District, McHenry and Kane Counties, Illinois.
- F. **Employees:** All members, POPs and civilian personnel, as defined by these policies.
- G. **Member:** Any full-time sworn or commissioned firefighter, or full-time officer appointed by the District.
- H. **Officer:** Personnel of the District who are promoted or appointed to a rank above Firefighter by the Board of Fire Commissioners, and the ranks of Fire Chief and Assistant Fire Chief who are appointed by the Board of Trustees.
- I. **Paid-On-Premise Personnel (POP):** Part-time, at-will employees who perform firefighting and other related duties, and are paid when on premise.
- J. **Sworn Employees:** Firefighters or officers that are sworn into their position by the Board of Fire Commissioners.
- K. **Seniority:** Priority based on length of service and applies only to permanent employees.

1.03 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 Algonquin-Lake in the Hills 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:

- A. Constitution, statutes and common law of the United States and the State of Illinois;
- B. Ordinances, resolutions, policies, rules and regulations of the Algonquin-Lake in the Hills Fire Protection District; and
- C. Orders and memoranda issued by the Fire Chief or chief officers.

1.04 OATH OF OFFICE

All sworn members shall take the following oath at a meeting of the Board of Trustees prior to becoming a member:

“I _____, do so solemnly swear or affirm that I will support the Constitution of the United States, the Constitution of the State of Illinois, and the rules and regulations of the Algonquin-Lake in the Hills Fire Protection District and that I will faithfully discharge the duties of the Office of _____ according to the best of my ability.”

Signed _____, subscribed and sworn to before me this _____ day of _____, A.D., 20____.

1.05 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, physical or mental disability, age, national origin, ancestry, order of protection status, sexual orientation, military status, pregnancy, 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. (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)

1.06 FREEDOM OF INFORMATION

It is the policy of the Board of Trustees of the Algonquin-Lake in the Hills 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 Fire Chief shall insure that the District complies with the Act through execution of the District's regulations adopted pursuant to this policy. (5 ILCS 140/1 et seq.)

1.07 RESPONDING TO REQUESTS FOR INTERVIEWS, WRITTEN STATEMENTS AND TESTIMONY

A. Generally

1. Purpose

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

This policy is in no way intended to inhibit the right of the District members to free speech but rather to offer the District members advice prior to making statements which could have legal consequences adverse to the District employee and/or the District.

Situations which involve privileged or confidential information should be handled in accordance with the District's policy on privileged or confidential information.

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

This policy shall apply to requests which, at the discretion of the District, may have legal consequences to the District or members who are the subject of the request or to the District.

This policy shall not apply to casual conversation of District members or the District members' exercise of their right of free speech.

B. Procedure

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

C. District Members' Rights

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

1.08 PRIVILEGED OR CONFIDENTIAL INFORMATION

A. General Prohibition

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

B. Definitions

1. "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:

- a. Information in any form maintained by the District with respect to persons who have received services from District personnel or other public bodies' personnel.
- b. Personnel files and personnel information maintained with respect to employees, appointees or elected officials of the District, or applicants for those positions.
- c. 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 for which a criminal investigation is ongoing, without constituting a clearly unwarranted per se invasion of personal privacy.
- d. Records compiled by the District for administrative enforcement proceedings or for internal matters of the District, but only to the extent that disclosure would:
 - i. interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by a law enforcement agency;
 - ii. interfere with pending administrative enforcement proceedings conducted by the District;
 - iii. deprive a person of a fair trial or an impartial hearing;
 - iv. unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source;

- v. disclose unique or specialized investigative techniques other than those generally used or know or disclose internal documents of correctional agencies related to detection, observation or investigation of incidents of crime or misconduct;
 - vi. constitute an invasion of personal privacy, as outlined above;
 - vii. endanger the life or physical safety of law enforcement personnel or any other person; or
 - viii. obstruct an ongoing criminal investigation.
- e. 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 Fire Chief of the District.
- f. Proposals and bids for any contract, grant, or agreement, including information which if it were 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.
- g. 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.
- h. Test questions, scoring keys or other examination data used to determine the qualifications of an applicant for employment or promotion.
- i. 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.
- j. 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.
- k. 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 request of an attorney advising the District, and materials prepared or compiled with respect to internal audits of the District.
- l. 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.

- m. 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.
- n. 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.
- o. 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 Chapter 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.
- p. 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.
- q. Information related solely to the internal personnel rules and practices of the District.
- r. 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.
- s. Manuals or instruction to staff that relate to establishment or collection of liability for any state tax or that relate to investigations by a public body to determine violation of any criminal law.
- t. Firm performance evaluations under Section 55 of the Architectural, Engineering, and Land Surveying Qualifications Based Selection Act.

2. **“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 also include Board members, officers, employees, agents or representatives of the District where those persons are not given access to the privileged or confidential information at issue.

C. 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

where 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.

Where the information already has been properly disseminated to third parties outside the District, that information shall not be subject to the restrictions of this policy.

1.09 COMMUNICATIONS AND CORRESPONDENCE

A. Private Use

1. Employees may not use departmental letterhead for private correspondence.
2. Employees may not use any District address as a mailing address or an address on any vehicle registration, operator's or chauffeur's license for other than District-owned apparatus.
3. Employees may not use any District electronic communications equipment or copy machines for personal reasons without permission from their immediate supervisor.

B. Official Communications

While acting within their official capacities, employees shall abide by the following guidelines:

1. No correspondence may be sent out of the District over an employee's signature without the permission of the Fire Chief.
2. Communications to be distributed as official District business shall be prepared on letterhead. All correspondence directed outside the District shall also be on letterhead.
3. Correspondence between personnel which will not be distributed shall be prepared on plain white paper or on interoffice memoranda forms.
4. Any employee receiving written communication for transmission to higher command shall in every case forward such a communication to higher command.
5. In communicating with outside agencies, District employees must respect the chain of command of the other agencies. Therefore, contact should be maintained with the normal contact person unless the Fire Chief authorizes contact to an outside superior officer or director of a unit/agency.

1.10 CLEAN INDOOR AIR ACT POLICY

A. Generally

In accordance with the Illinois Clean Indoor Air Act (410 ILCS 80/1 et seq.) and to provide a safe and healthy environment for employees and visitors, smoking is prohibited throughout the work place. For purposes of this policy, smoking shall be defined as the carrying, smoking, burning, inhaling, or exhaling of any kind of lighted pipe, cigar, cigarette, hookah, weed, herbs, or any other lighted or non-lighted smoking equipment, and any other forms of smoking and non-smoking materials including chewing tobacco and vaping electronic cigarettes. This policy shall be applied to:

- All areas of buildings and facilities occupied, owned, or operated by the District.
- All District-sponsored off-site events, conferences, and meetings.
- All vehicles owned, leased, or operated by the District.
- All visitors to District premises.
- All contractors, consultants, vendors, and/or their employees working on District premises.
- All District employees and student interns.

B. Smoking and Tobacco Ban

All District facilities and equipment shall be smoke free and District employees shall not smoke or use tobacco products in District facilities or equipment.

C. Enforcement

In the interest of personal health and public image, the Fire Chief shall make reasonable efforts to prevent smoking or the use of tobacco products in the District facilities by posting appropriate signs, contacting a law enforcement office if necessary, or other appropriate means. (410 ILCS 80/1 et seq.)

1.11 SEXUAL HARASSMENT POLICY

A. Generally

It is the policy of the Algonquin-Lake in the Hills 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 on circumstances, up to and including termination.

B. Definition of Sexual Harassment

1. In the case of sexual harassment of any employee by another employee, sexual harassment means any:
 - a. Unwelcomed sexual advances;
 - b. Request for sexual favors; or
 - c. 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.
2. Sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile, or offensive as used above include conduct which has the effect of humiliation, embarrassment or discomfort.
3. The following are examples of sexual harassment:
 - a. Verbal: sexual innuendo, suggestive comments, insults, threats, jokes about gender-specific traits, or sexual propositions;
 - b. Non-verbal: making suggestive or insulting noises, leering, whistling, giving letters, gifts, and/or materials of a sexual nature, or making obscene gestures;
 - c. Physical: touching, pinching, brushing the body, coercing sexual intercourse, exposing oneself, or assault.

C. Complaints

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. All complaints of sexual harassment are to be brought to the Fire Chief. However, in the event the Fire Chief is involved in the harassment, the complaints shall be brought to the President of the Board of Trustees.

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

1.12 AMERICANS WITH DISABILITIES ACT

The Algonquin-Lake in the Hills Fire Protection District shall comply with the Americans With Disabilities Act in the delivery of its services, programs and activities, by making reasonable accommodations for people with disabilities, such as the removal of architectural, transportation, and communication barriers; by changing its rules, policies, and practices; and by providing 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. TEST

- a. 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 disability, in a manner consistent with the Act and the rules.
- b. 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 a less effective service for people with disabilities.
- c. The District designates its Fire Chief as the employee responsible for the coordination of compliance with the Act and for investigation of any complaint against the District alleging noncompliance with the Act.
- d. A procedure for the prompt resolution of complaints against the District, alleging noncompliance with the Act, shall be maintained by the Fire Chief in the administrative regulations.

1.13 DRUG AND ALCOHOL POLICY

A. Generally

It is the policy of the Algonquin-Lake in the Hills Fire Protection District that the public has the right to expect that persons employed by the District will be free from the effects of drugs and alcohol. The District has the right to expect its employees to report for work fit and able for duty and to set a positive example for the community. The purpose of this policy shall be achieved in such manner as not to violate any established constitutional rights of the employees of the District.

The District will strive to maintain an alcohol and drug-free workplace. A drug-free workplace prohibits the manufacture, distribution, dispensing, possession, or use of controlled substances and associated paraphernalia. This includes the misuse or abuse of prescription drugs. It also includes attempting to enter or being in the workplace under the influence of alcohol, drugs, or controlled substances. The workplace is defined as entry upon or presence on District property, any worksite throughout the District, including the parking lot, driveway, or any other District premises or work site. This includes District vehicles and any private vehicles parked on District premises or work sites.

Any violation, or outside involvement in illegal drug activities leading to arrest and resulting in anything other than a “not guilty” verdict, will cause disciplinary action to be taken, up to and including termination.

B. Prohibitions

1. consuming alcohol within the previous eight (8) hours, or if still noticeably impaired by alcohol consumed prior to the eight (8) hours, he/she must voluntarily remove himself/herself from the activities and functions of the Fire Protection District;
2. possessing, using, selling, purchasing, or delivering any illegal drug at any time and at any place or abusing any prescription drug, except as may be necessary in the performance of duty;
3. failing to report to the employee's supervisor any known adverse side effects of medication or prescription drugs which the employee may be taking.

C. Drug and Alcohol Testing

1. Drug and alcohol testing permitted where the District has reasonable suspicion to believe that:
 - i. an on-duty employee is being adversely affected or influenced by the use of alcohol; or
 - ii. an on-duty employee is being adversely affected or influenced by the abuse of prescription drugs; or
 - iii. is using illegal drugs on or off duty, the District shall have the right to require the employee to submit to alcohol or drug testing as set forth in this policy. Reasonable suspicion exists where specified objective facts and circumstances warrant rational inferences that an employee is using and/or is physically impaired due to being under the influence of alcohol or controlled substances.
2. The foregoing shall not limit the right of the District to conduct any tests it may deem appropriate for persons seeking employment prior to their date of hire.

3. In addition to such reasonable suspicion testing, employees shall be subject to alcohol and/or drug testing when ordered, if:
 - i. an employee is involved in an accident, while operating a District vehicle, that either results in damage to such vehicle, or involves a member of the general public; or
 - ii. an employee incurs an injury while on duty which requires medical attention by a physician.

1.14 COMPLAINTS AND SUGGESTIONS FROM CONSTITUENTS

A. Generally

The Board of Trustees and all employees shall be receptive to hear complaints and suggestions from any of their constituents.

B. Procedure

The following procedure shall apply to issues not covered by another more specific policy, procedure, or guideline.

1. When constituents have concerns, suggestions or complaints, they are to be addressed first at the level closest to the source.
2. If the concern remains unresolved, it may be advanced level by level through the Fire Chief to the Board of Trustees.
3. The Board will hear the complaint where necessary as soon as its regular schedule of meetings and business permits.

1.15 MEDIA RELATIONS

A. Generally

Members of the media may cover events in the District, as long as the emergency services of the District are not disrupted nor 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.

B. Official Channel of Communication

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

C. Coverage of Emergency Incident

At the scene of an emergency, media may contact the Public Information Officer or the Fire Chief. Estimates of monetary loss or other issues are not encouraged.

D. 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.

1.16 COMMUNITY USE OF DISTRICT FACILITIES (LIMITED OPEN FORUM)

A. Generally

The Board of Trustees supports the idea that the District may from time to time permit the use of part of its facilities by community-based, non-for-profit organizations (Organizations) for purposes that are consistent with the mission of the District. Use of the facilities presupposes no conflict with the activities, duties or operational needs of the District, or its employees. Should a conflict exist or arise, priority for the use of District facilities shall follow these guidelines:

1. District activities and operations.
2. District affiliated organizations.
3. Group sponsored by District affiliated organizations.
4. EMS and Fire service groups or organizations.
5. Not-for-profit, non-political, non-religious, community-based cultural, social, or civic groups, organizations, or individuals.

Once scheduled, events shall not normally be cancelled or rescheduled. However, the District retains the right to cancel/reschedule any community meeting or event in order to accommodate the unforeseen business of the District or its employees. Every effort will be made to make early notification and to reschedule cancelled events in a manner agreeable to all parties.

B. Use of Facilities

District facilities may be provided for use by any community-based cultural, social or civic non-profit and non-political group, organization, or individual. Such use shall be under the following general conditions:

1. Use of the District's facilities shall not interfere with the provisions of emergency services or with the District's activities and events.
2. The proposed use of the District's facilities shall not be inconsistent with purposes of the District or detrimental to the District's properties.
3. The proposed use of the District's facilities shall be consistent with local, state and federal law, and users shall follow the policies and restrictions of the District, as may be revised from time to time on the authority of the Fire Chief.
4. The facilities shall not be used 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.

C. Procedure

An Organization seeking use of the facilities of the District must complete an "Application for Facility Use and Waiver of Liability Agreement" and submit it to the District Fire Chief no less than thirty (30) days prior to the date for which the facilities are being requested. A person authorized to speak on behalf of, and assume responsibility/liability for, the Organization ("Representative") should execute and submit the application. Given the nature of the District's facilities and equipment, the Organization agrees that any members or guests of the Organization present and using the facilities or equipment, who are under the age of eighteen (18), will be supervised by an adult who is present at the facility. Furthermore, neither alcohol nor smoking is permitted in District facilities.

The Fire Chief (or his designee) will review the application for completeness and appropriateness and make a determination as to whether or not the request may be accommodated. Additional documentation, including but not limited to Certificates of Insurance, etc. may be required at the discretion of the Fire Chief. The Fire Chief (or his designee) will return a copy of the application to the applicant organization's representative, noting approval or denial on the request. The determination of the Fire Chief is final. Space will not be reserved until the appropriate fee is paid in full. Organizations shall be charged according to the following fee schedule.

- Twenty-five (\$25) dollars per occurrence for use of a meeting room or rooms on weekday evenings (after business hours).
- Fifteen (\$15) dollars per hour for use of a meeting room or rooms on weekdays during business hours, on weekends, and on recognized District holidays.

The Fire Chief, on behalf of the District, reserves the right to alter or waive the fee schedule at his/her discretion to meet the needs of the District.

1.17 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 who desire to visit a District facility report directly to the Fire Chief for permission to visit the facility. The Fire Chief or his appointed representative is authorized to give such permission. The Fire Chief or his appointed representative may place such terms and conditions upon the visit as he or she deems necessary for efficient operation of the District.

All employees are authorized to make reasonable requests upon visitors to identify themselves and state their purpose. Upon such request, all persons must identify themselves and state the purpose for their business. Visitors may not interrupt drills or the administration or operation of the District's business.

1.18 ANTI-VIOLENCE POLICY

A. General Prohibition

The Algonquin-Lake in the Hills Fire Protection District believes violence in the workplace is contrary to the basic respect and consideration of others. The District is committed to preventing workplace violence and to maintaining a safe work environment for all employees and visitors. 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 and verbal aggression, intimidation, or harassment will not be tolerated.

B. Definitions

1. “Threat”

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

2. “Threatening Behavior”

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

3. Violence

The use of physical force with the intent to injure, damage, intimidate or abuse another person or property, including but not limited to the actual or attempted striking of another person by any means or object including any part of the offender’s body.

C. District Response to Violence

The District will promptly and thoroughly investigate all reports of threats or actual violence and of suspicious individuals or activities. 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.

D. Employee Notification

The District encourages employees to bring disputes or differences with other employees to the attention of their immediate supervisor, Battalion Chief, or the Director of Management Services before the situation escalates into potential violence. The District desires to assist in the resolution of employee disputes, and will not discipline or retaliate against employees for simply raising such concerns. All employees are responsible for notifying their supervisor of any threats which 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.

1.19 POLICY FOR CONTRACTING WITH ARCHITECTS, ENGINEERS AND LAND SUREYORS

Unless the District has a satisfactory relationship for architectural, engineering, or land surveying services with one or more firms, the District shall follow the procedures outlined in the Local Governmental Professional Services Selection Act (50 ILCS 510/0.01 et seq.) whenever a project requiring these services is proposed. The District shall permit architect, engineering, and land survey firms to annually file a statement of qualifications and performance data with the District.

1.20 PURCHASING POLICY

Refer to Fire District Manual SOG ADM 05.001 – Purchasing Manual

1.21 CAPITALIZATION POLICY

A. Fixed assets, comprised of land, land improvements, buildings, major movable equipment, vehicles, and infrastructure represent a substantial investment by governments. Establishing an auditable property record and maintaining the integrity of the data base assists in the overall financial management of the public entity. A few benefits of good property records are as follows:

1. Facilitates financial reporting in accordance with generally accepted accounting principles;
2. Enhances fixed assets accountability and stewardship;
3. Improves property management relating to capital budgeting, cost analysis, resource allocation, and replacement forecasting; and
4. Improves property insurance program management; specifically, insurance, replacement, and potential proof of loss assistance.

B. Financial Statement Presentation and Disclosure

The presentation of assets capitalization in either the District inventory or the proprietary funds includes the following disclosures:

1. Detail of fixed assets such as land, buildings, equipment, and infrastructure.
2. The basis for valuing assets, for example, the cost or estimated historical cost.
3. Whether accumulated depreciation is reported and, if so, the depreciable lives and methods of depreciation.

C. Capitalization Policy of Fixed Assets

It is essential to maintain records to demonstrate accountability for capital assets acquired by the District. To maintain adequate accountability, the District conducts a periodic physical inventory for fixed assets and adjusts the records accordingly. This inventory is conducted annually towards the end of the District's fiscal year.

General fixed assets are assets other than those used in proprietary fund or trust fund activities and generally support the activities of the governmental funds. As expenditures are made in governmental fund types for capital assets acquired, the amount of the expenditure is capitalized in the District's inventory report at cost of estimated historical cost if purchased or constructed. Donated fixed assets are recorded at their estimated fair value at the date of donation. Also, interest incurred during construction is not capitalized on general fixed assets.

Fixed assets or proprietary activities and trust funds are recorded in the fund for which they are used. Acquisitions are recorded in a fixed asset account, and depreciation accounting is required.

The cost of normal maintenance and repairs that do not add to the value of the asset or materially extend its useful life are not included in the inventory or capitalized in the proprietary funds.

Property, plant and equipment in the proprietary funds of the District are recorded at cost. Property, plant and equipment donated to these proprietary fund operations are recorded at their estimated value at the time of donation.

Major outlays for capital assets and improvements are capitalized in proprietary funds as projects are constructed. Interest incurred during the construction phase of proprietary fund fixed assets is reflected in the capitalized value of the asset constructed, net of interest earned on the invested proceeds over the same period.

Assets in the inventory and proprietary funds are depreciated using the straight-line method over the following estimated useful lives:

<i>Assets</i>	<i>Years</i>
Buildings & Improvements	10 – 40
Equipment	5 – 15
Vehicles	7 – 20

Disposal of capital assets is authorized by the Board of Trustees as required by law. Disposal is done through sale, by public auction, or declared of no useful value and salvaged. Authorization is accomplished by ordinance. When assets are disposed of, their cost is removed from the inventory. Proceeds received from the disposal normally are recorded in the general fund.

D. Capitalization Criteria

This policy, for purposes of cost measurement, establishes criteria with respect to capitalization of tangible assets as follows:

1. The acquisition cost of tangible capital assets meeting the capitalization policy shall be capitalized.
2. Capitalization shall be based upon a written policy that is reasonable and consistently applied.
3. Only those capital assets having a service life of more than one year shall be capitalized.

4. Only those capital assets having a minimum acquisition cost of \$10,000 or more on an individual asset basis (i.e., smallest component that can be replaced) shall be capitalized.
5. This policy covers betterments and improvements to capitalized assets that may be lower than the minimum capitalization amount.
6. Costs incurred subsequent to the acquisition of a tangible capital asset, which results in extending the life, or increasing the productivity of that asset, (e.g., betterments and improvements) shall be capitalized. However, costs incurred for repairs and maintenance to a tangible capital asset which either restore the asset to, or maintain it at, its normal or expected service life or production capacity shall be treated as expenditures of the current period and not capitalized.

1.22 ACCOUNTS RECEIVABLE

A. **Purpose:** To allow for the disposition of uncollectible and immaterial accounts receivable balances.

B. **Procedures:**

1. An account is considered uncollectible when all reasonable collection efforts have failed and the account is over 365 days old, statute of limitations has expired, bankruptcy has been discharged, business no longer exists, or individual is deceased.
2. Immaterial accounts are also considered uncollectible due to the cost involved in pursuing remedy. An account is immaterial if it is inactive with a credit balance less than \$10 or debit balance less than \$25.
3. On a quarterly basis, a list of uncollectible accounts will be presented to the Board for approval to remove them from the accounts receivable ledgers.

1.23 INVESTMENT POLICY

- A. **Policy:** It is the policy of the Algonquin Lake in the Hills Fire Protection District (the “District”) to invest public funds in a manner to conform to all state and local statutes governing the investment of public funds, including but not limited to the Illinois Public Funds Investment Act (the “Act,” 30 ILCS 235/0.01 *et seq.*); ensure prudent money management; provide for daily cash flow requirements; and meet the objectives, in priority order, of safety, liquidity, return on investment and public trust. This policy is promulgated pursuant to Section 2.5 of the Act.
- B. **Scope:** This investment policy applies to all assets of the Algonquin-Lake in The Hills Fire Protection District and to those parties responsible for its administration as described in Section 5 of this document.
- C. **Prudence:** Investments shall be made with judgment and care, under prevailing circumstances, which persons of prudence, discretion and intelligence exercise in the management of a portfolio, considering the safety of capital as well as the income to be derived from the investments. The standard of prudence to be used by the District shall be the “prudent person” and/or “prudent investor” standard and shall be applied in the context of managing the overall portfolio, not to a single item within a diversified portfolio. The “prudent person” and/or “prudent investor” standard is an investment standard that requires investment professionals to act responsibly with explicit concern for the safety of public capital.

Investment officers acting in accordance with written procedures and the investment policy and exercising due diligence shall be relieved of personal responsibility for an individual security’s credit risk or market price changes, provided deviations from expectations are reported in a timely fashion and appropriate action is taken to control adverse developments.

- D. **Objectives:** The primary objectives of investment activities, in order of priority, shall be:
 - 1. *Safety:* Safety of principal is the foremost objective of the District’s investment program. The investment program shall be designed and implemented to ensure preservation of capital in the overall portfolio. To attain this objective, the District will diversify its investments by investing funds among a variety of securities offering independent returns and financial institutions. Diversification is required to minimize the risk of loss resulting from over concentration of assets in a specific maturity, specific issuer or specific class of securities.
 - 2. *Liquidity:* The investment portfolio shall remain sufficiently liquid to enable the District to meet all operating requirements which may be reasonably anticipated and be structured in a manner which strives to time the maturity of securities with cash requirements.
 - 3. *Return on investments:* The District’s investment portfolio shall be designed to attain a benchmark rate of return throughout budgetary and economic cycles, taking into account the investment risk constraints and cash flow characteristics of the portfolio. The District shall attempt to obtain a reasonable return provided that the requirements of safety and liquidity are first met.
 - 4. *Public Trust:* In managing an investment portfolio, the District should avoid any transaction that might impair public confidence. Investments should be made with precision and care, considering the safety of the capital as well as the estimated income to be derived.

E. **Delegation of Authority:** Authority to manage the District's investment program is derived from the terms and provisions of the Illinois Public Funds Investment Act (30 ILCS 235/0.01 *et seq.*). Management of the investment program is the responsibility of the District's Board of Trustees and the Chief. The Chief shall be responsible for all investment transactions and shall establish a system of controls to regulate the activities of officials involved in any aspect of the investment program.

1. *Investment Procedures:* The Chief shall establish written procedures for the operation of the investment program consistent with this investment policy. The procedures should include reference to: safekeeping, wire transfer agreements, banking service contracts and collateral/depository agreements. The procedures shall include explicit delegation of authority to persons responsible for investment transactions. No person may engage in an investment transaction, except as provided under the terms of this policy and the procedures established by the Chief.

Parties which may be associated with the investment program:

Board of Trustees for the Algonquin-Lake in The Hills Fire Protection District

- a) Holds ultimate responsibility for the investment of funds and the appropriateness of its investment policy and its execution.
- b) Retains consultants, money managers, and other advisors as needed from time-to-time to implement and execute investment policy as it relates to the investment of funds.
- c) Reviews adequacy or need for change of this statement.
- d) Meets regularly and reviews reports concerning asset management of the investment.
- e) Engages a custodian, as needed.
- f) Defines investment policy, objectives and guidelines for the investment of funds, including risk tolerance.
- g) Administers the investments in accordance the Public Investment Act, 30 ILCS 235/0.01 *et seq.*

Custodian

- a) Accepts possession of securities for safe keeping; collects and disburses income; collects principal of sold, matured, or called items; and provides accurate, timely market value pricing, including accrued interest, for all securities under their care.
- b) Provides timely monthly statements which accurately detail all transactions in the accounts, as well as accurately describe all of the securities owned.
- c) Effects receipt and delivery following purchases and sales of securities on a timely and accurate basis.
- d) Ensures that all cash is productively employed at all times

Investment Consultant

- a) Assists the Board in developing investment policy guidelines including; asset class choices, asset allocation targets and risk diversification.
- b) Conducts investment manager searches when requested by the Board.
- c) Provides the Board which objective information on a broad spectrum of investment alternatives, and assists in evaluating the merits of each particular Investment product.
- d) Evaluates Investment managers as to their track records, management style, and quality.
- e) Monitors the performance of the aggregate investments and investment managers. Provides regular reports to the Board to aid them in determining the progress toward meeting their investment objectives.

Investment Manager(s)

- a) Subject to overall investment guidelines established by the Board, has full discretion over the management of the allocated assets.
- b) Serves as fiduciary; responsible for specific securities decisions.
- c) Will abide by the Illinois Public Funds Investment Act, 30 ILCS 235, *et seq.*, and shall abide by the duties, responsibilities and guidelines detailed in any specific Investment manager agreement entered into by the manager and Board.
- d) Shall prepare monthly reports detailing individually all investments, by class and type, the book value, the income earned and the market value and all account transactions since the last report
- e) Shall communicate to the Board any major changes in economic outlook, investment strategy, or any other factors that affect implementation of their investment process, or the investment objectives.
- f) Shall communicate to the Board any qualitative change in the investment management organization. Examples include, but are not limited to; changes in portfolio management personnel, ownership structure, or investment philosophy.

2. *Delegation in Chief's Absence:* In the Chief's absence, the Board of Trustees delegates investment authority to the Deputy Chief/Administrator, and in his or her absence, to the Treasurer of the Board of Trustees.

F. **Ethics and Conflicts of Interest:** Officials and employees involved in the District's investment process shall act responsibly as custodians of the public trust and avoid any transaction that might impair the public confidence in the District's ability to serve the citizens of our area of responsibility. Employees and investment officials shall refrain from personal business activities that could conflict with proper execution of the investment program or which could impair their ability to make impartial investment decisions. Any material financial interest in financial institutions that conduct business within the District's jurisdiction or any large personal financial/investment positions that could be related to the performance of the District's portfolio shall be disclosed by employees and investment officials to the President of the Board of Trustees. Personal investment transactions should be subordinated to those of the District, particularly with regard to the timing of purchases and sales.

G. **Authorized Investment Advisors:** Although the District does not currently use an investment advisor, this section of the policy shall be applicable if an investment advisor is utilized in the future. The Board of Trustees must approve, in advance, all contracts with an investment manager, after review by the District's Counsel. The investment manager may only provide advice and make trades upon specific written authorization for each transaction; he/she may not make investment decisions. All investment decisions must be made and approved by the Chief in advance, before the investment manager is authorized to execute a transaction. The Chief shall provide the investment manager with a copy of the District's Investment Policy. Upon execution of any trade, the District must receive confirmation directly from the broker/dealer and the custodian, not from the investment advisor or manager. Investments recommended by the investment manager will be held in safekeeping by a custodian, other than the investment manager.

H. **Authorized and Suitable Investments:** The District may invest public funds in any security allowed by state statute (Section 2 of the Public Funds Investment Act, 30 ILCS 235/2). A summary of the allowable investments are as follows:

- 1. Bonds, notes, certificates of indebtedness, treasury bills or other securities issued, which are guaranteed by the full faith and credit of the United States of America as to principal and interest;
- 2. Bonds, notes, debentures, or other similar obligations of the United States of America or its agencies;

3. Interest-bearing savings accounts, interest-bearing certificates of deposit or interest-bearing time deposits or any other investments constituting direct obligations of any bank as defined by the Illinois Banking Act;
4. Money market mutual funds registered under the Investment Company Act of 1940, provided the portfolio consists solely of U.S. Treasury or Federal Agency securities as listed above in Sections 9.1 and 9.2. Mutual funds must be AA or AAA rated by at least 2 of the 3 largest rating agencies;
5. Public Treasurer's Investment Pool created under Section 17 of the Illinois State Treasurer Act;
6. Commercial paper:
 - a) Must be rated at one of the three highest classifications by at least two of the standard rating agencies (e.g. A-1, P-1, F-1, D-1 or higher).
 - b) Investments will not be made with commercial paper issuers placed on negative credit watch by any one of the above rating agencies.
 - c) Commercial paper issuers must be domestic corporations having assets in excess of \$500,000,000.
 - d) Purchases of eligible commercial paper may not: (a) exceed 180 days to maturity; (b) represent more than 10% of the outstanding paper of the issuing corporation; or (c) exceed one-third of the cost value of the portfolio.
7. Investments may be made only in banks, which are insured by the Federal Deposit Insurance Corporation ("FDIC"). The District may invest public funds in short-term discount obligations of the Federal National Mortgage Associations or in shares or other forms of securities legally issuable by savings banks or savings and loan associations incorporated under the laws of Illinois or any other state or under the laws of the United States;
8. Dividend-bearing share accounts, share certificate accounts, or class of share accounts of a credit union chartered under the laws of Illinois or the laws of the United States; provided, however the principle office of such credit union must be located within the State of Illinois. Investments may be made only in those credit unions the accounts of which are insured by applicable law;
9. Savings and loan associations, banks or credit unions must be insured by federal law or collateralized pursuant to Section 13 of this policy;
10. Any other security authorized by law and pre-approved by the Board of Trustees.

- I. **Unallowable Investments / Restrictions:** The District shall not invest in the following instruments:
1. Derivatives, except for indirect investment through the State Treasurer's Investment Pool.
 2. Repurchase agreements, except for indirect investment through an investment pool.
 3. Financial futures or financial options.
 4. Common stocks or corporate bonds.
 5. Any investment not expressly authorized by statute, including but not limited to Section 2(h) of the Act.
- J. **Investment Pools / Mutual Funds:** Government sponsored pools and/or mutual funds should be carefully reviewed prior to investing and should be monitored on an ongoing basis. Additionally, investment pools will be limited to \$2,000,000 in deposits per agency to further reduce credit risk concentration. Requisite information on the pool includes the following:
1. A written statement of investment policy and objectives along with a list of allowable investments.
 2. Disclosure regarding settlement and safeguarding of investments.
 3. Description of securities pricing (fair value) and whether GASB 31 compliant.
 4. An explanation of interest calculations and distributions, how gains and losses are treated, plus fee disclosures.
 5. Deposit and withdrawal restrictions.
 6. Disclosure of audit findings and reports.
 7. A schedule of receiving statements and portfolio listings.
 8. A written statement on whether reserves, retained earnings, etc. are utilized by the pool/fund.
 9. A written statement on whether the pool/fund is eligible for bond proceeds and/or will it accept such proceeds.
- K. **Collateralization:** Collateralization will be required on all certificates of deposit in excess of the FDIC or federally insured amount pursuant to Section 1 of the Illinois Public Funds Deposit Act (30 ILCS 225/1). Collateral shall not be released or substituted without an authorized signature from the District. Pledged collateral will be held in safekeeping and a safekeeping receipt will be provided to the District.

1. The District will accept any of the following assets as collateral: a) U.S. Government Securities, b) Obligations of Federal Agencies or Instrumentalities, c) Obligations of the State of Illinois, d) General Obligation Municipal Bonds rated “A” or better, e) Any other collateral identified in Illinois Compiled Statutes as acceptable for use by the Treasurer of the State of Illinois.
 2. In order to anticipate market changes and provide a level of security for all funds, the amount of collateral provided will be at a minimum of 102% of the fair market value of principal and accrued interest. Direct investments guaranteed by the United States or an agency of the United States government do not require collateral. The ratio of fair market value of collateral to the amount of funds secured will be reviewed periodically and additional collateral will be requested when the ratio declines below the required level.
 3. The right of collateral substitution is granted.
- L. **Safekeeping and Custody:** All security transactions entered into by the District shall be conducted on a delivery-versus-payment (DVP) basis. Securities will be held by a third party qualified custodian and evidenced by safekeeping receipts.
- M. **Diversification:** In order to reduce overall portfolio risks while attaining market rates of return, the District shall diversify its portfolio to eliminate the risk of loss resulting from over concentration of assets in a specific maturity, issuer or class of securities.
1. *Restrictions on Securities:* With the exception of U.S. Treasury securities and authorized pools, no more than 65% of the District’s portfolio will be invested in a single security type and no more than 50% will be invested in a single financial institution.
 2. *Maturity Diversification:* Portfolio maturities shall be staggered to avoid undue concentration of assets in a specific maturity sector. Maturities selected shall provide for the stability of income and reasonable liquidity. Every effort will be made to match investment maturities to cash flow needs. Matching maturities with cash flow dates will reduce the need to sell securities prior to maturity, thus reducing the market risk. Unless matched to a specific cash flow, the District will not directly invest in securities maturing more than two (2) years from the date of purchase. Reserve funds may be invested in securities exceeding two (2) years if the maturity of such investments is made to coincide as nearly as possible with the expected use of the funds.
 3. *Cash Management Funds:* Liquidity shall be assured through practices ensuring that the next disbursement date and payroll date are covered by maturing investments or marketable U.S. Treasury bills. Positions in securities having potential default risk (e.g. commercial paper) shall be limited in size so that in case of default, the portfolio’s annual investment income will exceed a loss on a single issuer’s securities.
- N. **Internal Controls:**
1. The Chief shall develop policies and procedures in order to assure that appropriate controls are in place to document and confirm all transactions. The internal controls shall be reviewed by the Board of Trustees and the District’s external auditor, in conjunction with the annual examination of the District’s financial statements.

2. The controls shall be designed to prevent losses of public funds arising from fraud, employee error, and misrepresentation by third parties, unanticipated changes in financial markets or imprudent actions by employees and officials of the District.
3. To provide further protection of the District funds, written instructions require the verification of all wire transfers from two of the three following officers:

a) Fire Chief/Administrator.

b) Deputy Chief.

c) Finance

O. **Performance Standards:** The investment portfolio shall be designed with the objective of obtaining a market rate of return throughout budgetary and economic cycles, commensurate with investment risk constraints and cash flow needs.

1. *Investment Strategy:* The District follows a passive investment strategy. A passive investment strategy involves limited ongoing buying and selling actions, with the intention of buying and holding investments for long-term appreciation. Given this strategy, the District uses the 6 month US Treasury Bill Rate to determine whether market yields are being achieved. However, the Chief may sell a security due to adverse changes in credit risk or unexpected cash flow needs.

P. **Reporting:**

1. *Monthly Reports:* The Chief shall file a monthly investment report with the Board of Trustees. The investment report will be a part of the monthly financial report and accepted by the Board of Trustees at their regularly scheduled meeting. The report will include the following:
 - a) Type of investments and percent that each type represents in the portfolio.
 - b) Issuer.
 - c) Account Number.
 - d) Interest Rate.
 - e) Purchase and Maturity Dates.
 - f) Current market value of securities.
 - g) Any other information required by the Board of Trustees.

- Q. **Investment Policy Adoption / Amendment:** The District's investment policy shall be adopted by resolution of the Board of Trustees. The Board of Trustees shall review the investment policy on an annual basis and approve any modifications made.

CHAPTER TWO – GENERAL POLICIES

2.01 INTRODUCTION

As the corporate authority of the Algonquin-Lake in the Hills Fire Protection District (the "District"), the Board of Trustees (the "Board") governs the District. The Board 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 objectives 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 Algonquin-Lake in the Hills Fire Protection District.

2.02 MEMBERSHIP, POWERS, AND DUTIES

The Board of Trustees shall consist of five (5) 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. (70 ILCS 705/1 et seq.)

2.03 COMPENSATION AND EXPENSES

The members of the Board of Trustees shall be compensated pursuant to Resolution 2016-112 A Resolution Adopting the Local Government Travel Expense Control Act Policy (adopted on November 16, 2016) for the performance of their duties as Trustees. Board authorized expenses of Trustees shall be paid by the District. (50 ILCS 150/1 et seq.)

2.04 VACANCIES

In the event a vacancy on the Board of Trustees occurs by 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. (70 ILCS 705/5)

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 of its number as President, one of its number as Secretary, and one of its number as Treasurer, for one-year terms or until a new appointment is made, whichever occurs first.

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

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. (70 ILCS 705/6)

2.06 TRUSTEE ETHICS

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

- A. He or she will represent all Algonquin-Lake in the Hills Fire Protection District constituents honestly and equally and refuse to surrender his or her responsibilities to special interest or partisan political groups.
- B. 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.
- C. 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.
- D. He or she will take no private action that might compromise the Board of Trustees of the Algonquin-Lake in the Hills Fire Protection District and will respect the confidentiality of privileged information.
- E. He or she will abide by majority decisions of the Board while retaining the right to seek changes through ethical and constructive channels.
- F. 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.
- G. 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.

2.07 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. Any act delegated to a Trustee by the Board must be ratified by the Board.

2.07A BOARD – FIRE CHIEF RELATIONS

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

2.08 COMMITTEES

The President may appoint ad hoc committees to study and evaluate specific issues and to report their recommendations to the Board. All committees shall keep minutes, and no committee recommendations shall be implemented without approval by the Board. Other committees may be appointed at the discretion of the Board. All committees shall be formed subject to the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

2.09 WRITTEN COMMUNICATIONS

Written communications to the Board may be submitted to the Fire Chief, the President, or the Secretary at any time. 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.

2.10 REGULAR MEETINGS

Regular meetings of the Board of Trustees shall, be held in accordance with the notice of regular meetings issued by the Board at the beginning of each calendar year. Meetings shall be held monthly at 7:00 p.m. at the headquarters fire station. All meetings shall comply with the provisions of the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

2.11 SPECIAL MEETING

A special meeting may be called by the President of the Board or any two Trustees upon at least 48-hour notice to all Trustees. Such call shall state the time and place of holding the special meeting, and the purpose for which it is called. 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. (5 ILCS 120/1 et seq.)

2.12 QUORUM

Three Trustees of the Board shall constitute a quorum to do business. All meetings shall be held only with a quorum of the Board present. An affirmative vote of three Trustees is required to adopt or pass action by the Board.

2.13 MINUTES

A. Generally

The Secretary or his or her administrative designee shall attend all meetings of the Board and prepare minutes of those meetings. The keeper of minutes shall keep, or cause to be kept, a true and correct copy of all transactions of the Board in regular and special meetings, open or closed, and committee meetings. The keeper of minutes shall include the date, time and place of the meeting; the members of the Board as either present or absent; a general description of all matters proposed, discussed or decided; and a record of any votes taken, including the Trustees making the motion, the second and the results of the voting.

The minutes of the proceedings of the Board at a regular or special meeting shall be prepared in draft form and copies shall be mailed or delivered to all Trustees along with the notice of the next regular business 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 President and Secretary at the next business meeting.

The official minutes of the Board shall be made available to citizens for inspection during regular business hours at the District's administration building within seven (7) days of approval. (5 ILCS 120/2.06; 5 ILCS 140/3)

B. Verbatim Record of Closed Meetings

The Secretary of 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 the audio recording was made of the closed meeting, it 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 requires confidential treatment. Individual Trustees 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 if the recordings no longer require confidential treatment. (5 ILCS 120/2.06 (c))

C. Review of Closed Session Minutes

The Board shall periodically, but not less than semi-annually, review the minutes of all closed sessions. At such a meeting, a determination shall be made and reported in open session that (1) the need for confidentiality still exists as to all or part of those minutes or (2) that the minutes or portions thereof no longer require confidential treatment and are available for public inspection. (5 ILCS 120/2.06 (c))

2.14 RULES OF ORDER

- A. **Rule 1. Agenda:** In general, all regular meeting agendas shall be prepared pursuant to the following outline:

AGENDA
REGULAR MEETING
ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES
(date, time and location)

- I. Call to Order
- II. Pledge of Allegiance and Moment of Silence
- III. Roll Call
- IV. Agenda Approval
- V. Special Presentation
- VI. Public Forum (not more than 3 minutes per speaker)
- VII. Secretary's Report – Approval of Minutes
- VIII. Treasurer's Report
- IX. Accounts Payable
- X. Correspondence
- XI. Attorney Report
- XII. Fire Chief's Report
- XIII. Old Business
- XIV. New Business

- XV. Closed Session
- XVI. Action Items
- XVII. Adjournment

Prior to each regular meeting, the Secretary or his or her administrative designee shall prepare an agenda. Any Trustee of the District may place items on the regular meeting agenda by submitting a written request to the Secretary or his or her administrative designee by 4:00 p.m. on the Friday before the regularly scheduled monthly meeting. Agendas and other information for each regular meeting shall be available to each Trustee prior to the meeting.

During a regular meeting, any Trustee may place an item on the agenda for discussion purposes only by a majority vote of the Trustees attending the meeting. Items where final action is required must be specifically listed on the agenda.

- B. **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 Board of Trustees shall elect a president pro tempore 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 two (2) members.

- C. **Rule 3. Voting:** The ayes and nays shall be taken on all votes. 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 and numbering at least 3 shall be necessary to the passage of any such proposition unless otherwise provided by law.
- D. **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.

- E. **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 present requests that it be read in its entirety.
- F. **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 or his designee, 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 raise his or her hand in a signal to the President. The speaker must be designated and authorized to speak by the President. After such recognition, the speaker must state his or her name and may state his or her address. 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.

2.15 REMOTE ATTENDANCE OF MEETINGS

A trustee, or key District staff member or advisor, may attend a properly convened open or closed meeting as permitted by Section 7 of the Illinois Open Meetings Act (5 ILCS 120/7) in accordance with the following rules.


- A. Rules Statement. Any trustee of the Board of Trustees (Board) may attend any open or closed meeting of the Board via electronic means (such as by telephone, video or internet connection) provided that such attendance is in compliance with these rules and any applicable laws.
- B. Prerequisites. A trustee may attend a Board meeting electronically if the trustee meets the following conditions: a quorum of the Board is physically present at the location of the meeting throughout the meeting; and, a majority of the trustees present at the meeting site approves the trustee's electronic attendance of the meeting.
- C. Procedure.
 - 1. The trustee should notify the District Fire Chief, Assistant Fire Chief or Director of Management Services at least forty-eight (48) hours before the meeting, unless impractical, so that necessary communications equipment can be arranged. Inability to make the necessary technical arrangements for the necessary communications equipment will result in denial of a request for electronic attendance.
 - 2. The trustee seeking to attend the meeting remotely must assert one of the following three reasons why he or she is unable to physically attend the meeting: (a) he or she cannot attend because of personal illness or disability; or (b) he or she cannot attend because of employment purposes or the business of the Algonquin-Lake in the Hills Fire Protection District, Board of Fire Commissioners, or Firefighters Pension Fund; or (c) he or she cannot attend because of a family or other emergency.
 - 3. The District Fire Chief, Assistant Fire Chief or Director of Management Services after receiving the electronic attendance request shall inform by e-mail the remaining Board trustees of the request for electronic attendance.
- D. Voting Procedures. After a roll call establishing that a quorum of the Board is physically present at the subject meeting, the presiding officer shall poll trustees at the meeting on the question of allowing the requesting trustee to attend the meeting electronically after specifying the reason entitling the absent trustee to attend electronically. Concurrence of a consensus of a majority of the trustees present is required to allow electronic attendance of the meeting by the requesting trustee.
- E. Adequate Equipment Required. The trustee participating electronically and other Board trustees actually present at the meeting site must be able to communicate clearly and effectively, and members of the audience at the meeting site (if any) must be able to hear all communications at the meeting site. Before allowing electronic attendance at any meeting, the presiding officer, assisted as needed by the

District Fire Chief and Administrative Assistant, shall ensure the presence and functional operation of communications equipment adequate to accomplish this objective at the meeting site.

- F. Minutes. The minutes shall reflect consensus of the trustees present to allow remote attendance by the requesting trustee. Any trustee attending a meeting electronically shall be considered an off-site attendee. The remotely attending trustee shall be counted as present electronically for that meeting. The meeting minutes shall reflect and state specifically whether each trustee is physically present at the meeting or present and attending by electronic means. If all trustees are physically present at the meeting site, this distinction need not be made and recorded: physical presence at the meeting site is presumed unless otherwise noted.
- G. Rights of Remote Attendee. A trustee permitted to attend electronically will be able to express his or her comments during the meeting and participate in the same capacity as those trustees physically present, subject to all general meeting guidelines and procedures previously adopted and adhered to. The trustee attending electronically shall be heard, considered, and counted as to any vote taken. Accordingly, the name of any member attending electronically shall be called during any vote taken, and his or her vote counted and recorded by the Secretary, assisted by the Administrative Assistant as needed, and placed in the minutes for the corresponding meeting. A trustee attending electronically may leave a meeting and return as in the case of any trustee, provided the trustee attending electronically shall announce his or her departure and return. The minutes shall reflect the time of the departure and return of any trustee, whether physically present at the meeting site or attending the meeting remotely.
- H. Committees, Boards and Commissions. These rules shall apply to all committees, boards and commissions established by authority of the Board of Trustees.
- I. Remote Attendance by Key District Staff and Advisors. These rules for remote attendance by a trustee shall also apply to key District Staff members, including but not limited to the District Fire Chief, Assistant Fire Chief, Director of Management Services, legal and financial advisors and consultants, and accountants

CHAPTER THREE – JOB DESCRIPTIONS

3.01 FIRE CHIEF

	DIVISION	Administration
	REPORTS TO	Board of Trustees
	FLSA STATUS	Exempt
	CLASSIFICATION	Supervisory, Confidential

POSITION OVERVIEW

This is an administrative and technical position in the direction of all personnel and activities of the Algonquin-Lake in the Hills Fire Protection District. Directs all firefighting activities and prevention activities of the District including the development, through consultation with District Officers, of recommendations and plans for the protection of life and property within the District. The work requires a broad knowledge of fire department administration, modern firefighting, prevention methods and techniques in making proper decisions on varied work problems encountered.

ESSENTIAL JOB FUNCTIONS

- Plan, coordinate, direct and evaluate Fire and EMS operations.
- Establish policies and procedures for District personnel.
- Supervise both long and short range plans.
- Direct and coordinate the preparation and presentation of an annual budget; is responsible for overseeing the District's budgets; plan for and review specifications for new or replaced equipment; control the expenditure of departmental appropriations.
- Enforce fire prevention ordinances and direct the inspection of buildings and other properties for fire hazards.
- Set standards of conduct and discipline; handle grievances as third step in process.
- Work with committees on the preparation of specifications on major vehicle purchases and supervise all purchases.
- Supervise the maintenance of all records on personnel, equipment, training and any other aspect of the District.
- Direct the preparation of special orders, instructions, notices and other forms of communication, and direct and prepare Standard Operating Guidelines for use by the District.
- Review and plan for future stations, as well as manpower and equipment for the new stations.
- Respond to and take command at major incidents and personally direct the firefighting through his officers and support personnel.
- Oversee the direction of a comprehensive program for fire prevention including fire inspections of various types of construction.
- Prepare and plan for the protection of all personnel through the Risk Care Management System and conduct education programs on the prevention of injury.
- Attend meetings and seminars to keep abreast of the latest developments in firefighting to coordinate methods to improve training and exchange other ideas.
- Address civic groups regarding activities of the District and to explain and promote public safety.

ADDITIONAL JOB FUNCTIONS

- Keeps current regarding trends and developments in the fire service and EMS administration, practices, and management through appropriate educational programs, professional associations, and literature.
- When necessary, performs all duties and functions of a fire officer, including command and mutual aid situations directing District efforts.
- Represents the District in meetings with individuals, groups of citizens, other fire service executives, and state/local government officials as needed; Serves as a member on various employee committees as required.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Principles, practices and techniques of modern firefighting and fire prevention and an ability to apply this knowledge in the line of his duties.
- All Algonquin-Lake in the Hills Fire Protection District rules and regulations, policies and guidelines and all ordinances with the District and the villages served.
- Leadership in both fire ground and administration and have the ability to work with the personnel on the Algonquin-Lake in the Hills Fire Protection District.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in organizing work and delegating assignments and personnel management.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Plan, schedule, advise and direct all District operations.
- Develop, supervise, evaluate, train and discipline subordinates.
- Communicate effectively in writing and orally.
- Read, comprehend and analyze in a timely manner large quantities of complex materials, draw conclusions and develop plans of action.
- Deliver presentations, address audiences and convey information to various sized groups.
- Evaluate all aspects of the District and compose, execute and coordinate necessary changes and improvements.
- Analyze, refine and coordinate the annual budget.
- Read, write, speak and comprehend the English language.
- Establish and maintain effective working relationships with employees, supervisors, Village officials, civic groups, vendors and the general public.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Minimum of five (5) years at the rank of Battalion Chief or a comparable rank within a similar size organization.
- High School Education or equivalency with at least one (1) or more of the following:
 1. Extensive experience in firefighting, fire prevention, and training.
 2. Bachelor's degree in Fire Administration or equivalent discipline.
 3. Public Administration, Management or related field or an equivalent combination of education and experience.
 4. Experience in management, supervision, and command of a public safety organization, or
 5. Any equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.
- All required certifications to drive all fire apparatus.
- Fire Officer III Certification preferred.
- Completion of Incident Management through NIMS 400.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- Work is primarily performed in an office setting but is also occasionally performed in vehicles, outdoor settings, extreme weather conditions, during day and night hours, and in emergency and stressful situations. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.
- Work is occasionally performed near moving mechanical parts and in high, precarious places, and while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee regularly sits, talks or hears, writes, and reads to perform managerial duties; stands, walks, uses hands, reaches with arms or hands, and lifts up to ten (10) pounds; and is occasionally expected to climb, balance, stoop, kneel, crouch, crawl, taste or smell, lift and/or move up to 100 pounds to coordinate and direct large-scale fire and EMS incidents.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.02 DEPUTY FIRE CHIEF

	DIVISION	Support Services/Administration
	REPORTS TO	Fire Chief
	FLSA STATUS	Exempt
	CLASSIFICATION	Supervisory, Confidential

POSITION OVERVIEW

Under the general direction of the Fire Chief, the Deputy Fire Chief is responsible for assisting with the overall planning, organizing, and directing the efficient operations of the Algonquin-Lake in the Hills Fire Protection District. Examples of such activities include handling personnel and labor relations matters, helping achieve the goals and objectives set forth by the District Board, and overseeing specialized programs within the District. This position also exercises command over the District in the absence of the Fire Chief.

ESSENTIAL JOB FUNCTIONS

- Plans, organizes, and directs the general day-to day operations of the District; performs field work as necessary; ensures firefighter/paramedics, supervisors, non-sworn employees, and specialized positions operate effectively and in accordance with District policies, rules and regulations, and various directives and procedures.
- Provides leadership, management, and supervision in assigned areas; trains, supervises, and evaluates the performance of District staff directly or through subordinate supervisors; provides counsel and advice as needed; facilitates staff development in order to enhance efficiency and effectiveness; and oversees safety training and other personnel training programs.
- Assesses line operations, including fire suppression, rescue, emergency medical services, training, and special teams; investigates new methods, technologies, laws, and programs to strengthen and improve current levels of service; and recommends new or revised programs and activities.
- Participates in labor management meetings; administers provisions of collective bargaining agreement; participates in, develops, and writes policies and procedures for the District.
- Assists in developing, updating, and maintaining District policies and procedures; Establishes record keeping procedures, methods, and standard operating procedures; Enforces and observes District policies, rules, regulations, and ethical standards in the performance and conduct of assigned personnel.
- Promotes harmonious and effective working relationships with the Board of Trustees, District personnel, and with members of the public; Responds to and interacts with the general public, residents, public officials, employees, and/or others within and outside of the District in a courteous, professional, and effective manner.
- Prepares and reviews compliance reporting documents for the District; facilitates compliance with all applicable state and local regulations; and reports and resolves instances of non-compliance.
- Develops, secures approval of, and administers long and short-term capital and operating budgets in conjunction with Fire Chief; Develops and implements appropriate methods to monitor adherence to budget and resolve variances.
- Investigates allegations of employee misconduct; reports results of investigation to the Fire Chief; and prepares necessary documentation.
- Oversees and coordinates the EMS billing program for the District.
- Promotes continuous improvements in methods of administration by revising and developing work standards, implementing appropriate corrective actions to resolve problems, and ensuring adherence to quality assurance programs.

ADDITIONAL JOB FUNCTIONS

- In the absence of the Fire Chief, assumes command of the Fire Protection District; Provides back up to and for the Fire Chief, and apprise the Chief of significant developments and issues relating to assets, budget, contracts, agreements, fiscal policies, and procedures.
- Keeps current regarding trends and developments in the fire service and EMS administration, practices, and management through appropriate educational programs, professional associations, and literature.

- When necessary, performs all duties and functions of a fire officer, including command and mutual aid situations directing District efforts.
- Represents the District in meetings with individuals, groups of citizens, other fire service executives, and state/local government officials as needed; Serves as a member on various employee committees as required.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Current and accepted management and supervisory techniques.
- Modern fire suppression and prevention and emergency medical services principles and procedures, techniques, and equipment.
- The principles and practices of personnel, operations, and budgetary processes.
- Emergency fire ground command concepts.
- Fire apparatus usage and maintenance.
- Rules, regulations, and ethical standards of the Fire District.
- Budgetary and capital improvement standards and regulations.
- Principles, practices, methods, and equipment used in modern firefighting.
- Area geography, local hazards, and response routes, including the location of streets, fire hydrants, and types of building construction, sprinklers, and detection devices, and usages within the District.
- Proper safety precautions of the protective services industry.
- Local, state, district, and federal laws, rules, regulations, and codes relating to fire suppression and prevention and emergency response activities.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in organizing work and delegating assignments and personnel management.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Prepare or supervise the preparation of clear, accurate, and comprehensive reports and recommendations.
- Set goals, solve problems, evaluate, and maintain priorities.
- Act effectively in emergency and stressful situations.
- Safely and effectively operate applicable tools and equipment such as fire apparatus, fire pumps, staff cars, first aid equipment, hand tools, gas powered saws, radios, pagers, personal computer, telephone, fax machines and writing utensils.
- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Train and supervise subordinate personnel.
- Produce clear and comprehensive reports.
- Analyze problems or situations and make quick and effective decisions to handle emergency and non-emergency situations.
- Exercise sound judgement in evaluating situations and in making decisions.
- Plan, assign, instruct, and review the work of subordinates.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Minimum of five (5) years at the rank of Battalion Chief or a comparable rank within a similar size organization.
- High School Education or equivalency with at least one (1) or more of the following:
 6. Fire Officer III Certification, or
 7. College Degree in Fire Science Administration or closely related field, or
 8. Five (5) years of experience at the officer level in the fire and EMS fields specifically at the paramedic level, or
 9. Experience in management, supervision, and command of a public safety organization, or
 10. Any equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.
- All required certifications to drive all fire apparatus.
- Fire Officer III Certification preferred.
- Completion of Incident Management through NIMS 400.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- Work is primarily performed in an office setting but is also occasionally performed in vehicles, outdoor settings, extreme weather conditions, during day and night hours, and in emergency and stressful situations. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.
- Work is occasionally performed near moving mechanical parts and in high, precarious places, and while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee regularly sits, talks or hears, writes, and reads to perform managerial duties; stands, walks, uses hands, reaches with arms or hands, and lifts up to ten (10) pounds; and is occasionally expected to climb, balance, stoop, kneel, crouch, crawl, taste or smell, lift and/or move up to 100 pounds to coordinate and direct large-scale fire and EMS incidents.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.03 ASSISTANT FIRE CHIEF

	DIVISION	Support Services/Administration
	REPORTS TO	Fire Chief
	FLSA STATUS	Exempt
	CLASSIFICATION	Supervisory, Confidential

POSITION OVERVIEW

The Assistant Chief Administration is an at will, exempt status member of the senior staff management team who will assist the Fire Chief in planning, directing, organizing and administering activities of the Algonquin-Lake in the Hills Fire Protection District. The Assistant Chief exercises his/her command over the complete District administration in the absence of the Fire Chief. The Assistant Chief shall work with the Chief for the interest of the employer, to recommend procedures to hire, transfer, suspend, terminate, promote, reward, discipline and/or adjust grievances. The Assistant Chief Administration assists the Chief in achieving Board Policy, goals, and legislative mandates of the District. This position reports to the Fire Chief.

ESSENTIAL JOB FUNCTIONS

Plans, organizes, and directs the general day-to day operations of the District; performs field work as necessary; ensures firefighter/paramedics, supervisors, non-sworn employees, and specialized positions operate effectively and in accordance with District policies, rules and regulations, and various directives and procedures.

- Provide immediate supervision to the Fire Prevention Bureau Director, Radio Frequency Fire Alarm program, Information Systems Officer and Administrative personnel.
- Supervise, train and develop subordinate employees, monitor productivity of employees and set goals to meet the mission of the District.
- Perform qualitative analysis, refine, develop and implement District policies.
- Assist with large scale fire and EMS incidents as summoned by the Assistant Chief of Operations. Respond to Mutual Aid Calls as summoned. Attend conferences, seminars and read independently to keep abreast of current trends in the fire service.
- Attend District, Village and any other meetings as designated by the Chief.
- Analyze, prepare and submit departmental capital improvement and budget requests.
- Review departmental reports, purchase orders and correspondence for accuracy and adherence to departmental objectives.
- Oversee and coordinate the EMS billing program for the District.
- Enforce and ensure the observation of District policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel. Promotes continuous improvements in methods of administration by revising and developing work standards, implementing appropriate corrective actions to resolve problems, and ensuring adherence to quality assurance programs.

ADDITIONAL JOB FUNCTIONS

- Provide immediate supervision to the Fire Prevention Bureau Director, Radio Frequency Fire Alarm program, Information Systems Officer and Administrative personnel.
- Supervise, train and develop subordinate employees, monitor productivity of employees and set goals to meet the mission of the District.
- Perform qualitative analysis, refine, develop and implement District policies.
- Assist with large scale fire and EMS incidents as summoned by the Assistant Chief of Operations. Respond to Mutual Aid Calls as summoned. Attend conferences, seminars and read independently to keep abreast of current trends in the fire service.
- Attend District, Village and any other meetings as designated by the Chief.
- Analyze, prepare and submit departmental capital improvement and budget requests.
- Review departmental reports, purchase orders and correspondence for accuracy and adherence to departmental objectives.
- Oversee and coordinate the EMS billing program for the District.

- Enforce and ensure the observation of District policies, rules, regulations and ethical standards in the performance and conduct of assigned personnel

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Modern fire suppression and prevention and emergency medical services principles and procedures, techniques and equipment.
- The principles and practices of personnel, operations and budgetary processes.
- Management and supervisory principles and practices.
- Emergency fire ground command concepts.
- Fire apparatus usage and maintenance.
- Rules, regulations, and ethical standards of the Fire District.
- Budgetary and capital improvement standards and regulations.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in organizing work and delegating assignments and personnel management.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Review, audit and set goals for the District.
- Manage the Fire Prevention Bureau and assigned personnel.
- Prepare and supervise the preparation of clear, accurate and comprehensive reports and recommendations.
- Set goals, solve problems, evaluate and maintain priorities.
- Communicate effectively orally and in writing using the English language.
- Establish and maintain effective working relationships with co-workers, supervisors and members of other governmental agencies.
- Follow verbal and written instructions.
- Respond to and interact with residents, employees, and others within and outside of the organization in a professional and effective manner.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Minimum 5 years at Battalion Chief or comparable rank within a similar size organization.
- High School Education or equivalency, and
 - Fire Officer III Certification, or
 - College Degree in Fire Science Administration or closely related field, or
 - Five years' experience at the officer level in the fire and EMS fields specifically at the paramedic level, or
 - Experience in management, supervision and command of a public safety organization, or
 - any equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.
- All required certifications to drive all fire apparatus.
- Fire Officer III Certification preferred.
- Completion of Incident Management through NIMS 400.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- Work is primarily performed in an office setting but is also occasionally performed in vehicles, outdoor settings, extreme weather conditions, during day and night hours, and in emergency and stressful situations. The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.
- Work is occasionally performed near moving mechanical parts and in high, precarious places, and while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee regularly sits, talks or hears, writes, and reads to perform managerial duties; stands, walks, uses hands, reaches with arms or hands, and lifts up to ten (10) pounds; and is occasionally expected to climb, balance, stoop, kneel, crouch, crawl, taste or smell, lift and/or move up to 100 pounds to coordinate and direct large-scale fire and EMS incidents.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.04 BATTALION CHIEF

	DIVISION	Support Services
	REPORTS TO	Deputy Fire Chief
	FLSA STATUS	Non-Exempt
	CLASSIFICATION	Supervisory, Confidential

POSITION OVERVIEW

Under the general direction of the Deputy Fire Chief of Support Services, the Battalion Chief performs a variety of administrative, supervisory, and technical work in the supervision and administration of fire suppression, emergency aid, and hazardous materials.

ESSENTIAL JOB FUNCTIONS

- Responds to structural and other fires and emergencies; provides emergency medical services, basic or advanced life support, and a variety of other assigned duties associated with fire and rescue; may assess the incident scene and develop a plan of action by identifying appropriate strategies and tactics; determines the need for additional equipment or manpower; and ensures security and integrity of the emergency scene.
- Trains, supervises, and evaluates the performance of subordinate supervisors; recommends discipline and personnel actions as needed; provides counsel and advice as needed; facilitates staff development in order to enhance efficiency and effectiveness; coordinates safety training and other personnel training programs; and communicates safe work standards and practices.
- Makes recommendations and suggestions regarding the hiring, promoting, transferring, suspending, rewarding, or disciplining personnel under his/her command; Reviews subordinate supervisor and officer reports and records to identify reporting deficiencies, to keep abreast of individual performance, and to identify trends or cases requiring additional action.
- Monitors and observes District activities to ensure that conduct and performance conform to District orders, directives, procedures, and rules and regulations.
- Participates in the operation, coordination, and scheduling of District in-service training; Instructs and drills shift personnel as necessary in various subjects; Ensures that subordinate personnel receive necessary remedial training and are provided with educational opportunities that can be addressed through the District budget.
- Prepares a variety of reports and records including daily rosters, payroll reporting information, purchase requisitions, and any other reports requested; Reviews all reports, shift correspondence, and paperwork completed during his/her assigned shift.
- Responsible for designated specialty area, to include preparing, administering, maintaining the division's annual budget requests as well as the proper expenditures of budget monies allowed.
- Oversees the management of assigned station inventory of equipment, apparatus, and specialty team equipment including inspection and maintenance requirements.
- Responds to and interacts with the general public, residents, public officials, supervisory personnel, employees, and/or others within and outside of the District in a courteous, professional, and effective manner.

ADDITIONAL JOB FUNCTIONS

- Assists in formulating long and short-range plans and procedures, SOG's and updates as needed.
- Maintains the proper shift manning levels minimums established by the District.
- Attends staff meetings and other meetings as required by the Assistant Chief or the Fire Chief.
- Assists in the planning of overall District operations.
- Attends conferences and meetings to keep abreast of current trends in the field; Represents the District at a variety of local, county, state, and other meetings.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Principles, practices, methods, and equipment used in modern firefighting.
- Area geography, local hazards, and response routes, including the location of streets, fire hydrants, and types of building construction, sprinklers, and detection devices, and usages within the District.
- Effective administration, management, and supervision as it applies to the fire service.
- Modern fire suppression, fire prevention, and emergency medical services principles and procedures, techniques, and equipment.
- Basic maintenance needs including fire engine, aerial, and medical apparatus.
- Emergency response principles and the provision of emergency medical care including trauma and advanced cardiac life support principles and practices.
- Proper safety precautions of the protective services industry.
- local, state, district, and federal laws, rules, regulations, and codes relating to fire suppression and prevention and emergency response activities.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in organizing work and delegating assignments and personnel management.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Act effectively in emergency and stressful situations.
- React quickly and calmly under stressful situations that may be encountered at a fire or emergency medical incident.
- Safely and effectively operate applicable tools and equipment.
- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Produce clear and comprehensive reports.
- Analyze problems or situations and make quick and effective decisions to handle emergency and non-emergency situations.
- Exercise sound judgement in evaluating situations and in making decisions.
- Plan, assign, instruct, and review the work of subordinates.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Must meet the minimum requirements as set forth by the Fire Commission.
- Three (3) years of experience in the areas of fire suppression, fire service training and fire service management based on verbiage from Collective Bargaining Agreement.
- Documented progressive advancement through promotion or appointment within the ranks of the fire service.
- Degree from an accredited two-year college with course work in relevant curriculum.
- Other combinations of education and experience, which could provide the necessary knowledge, skills, and abilities to perform this job, may be considered or required.

LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.
- All required certifications to drive all fire apparatus.

- Illinois Office of the State Fire Marshal certifications in Incident Safety Officer Certification required within one (1) year of appointment and Company Fire Officer and/or Chief Fire Officer certifications within three (3) years of appointment.
- Completion of Incident Management through NIMS 400.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- Work is frequently performed near moving mechanical parts and in high, precarious places and occasionally performed while exposed to wet or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock or vibration.
- The noise level in the work environment is usually quiet in office settings and loud at an emergency scene.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and/or hear.
- The employee frequently is required to stand for long periods of time; walk; climb stairs or ladders in a vertical direction; sit; reach with hands and arms; and stoop, kneel, bend, crouch, or crawl.
- Employee must be able to perform duties in personal protective equipment that weighs a minimum of 50 pounds.
- Employee is occasionally required to carry, lift, or drag an adult weighing at least 150 pounds from a hazardous situation.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.05 CAPTAIN

	DIVISION	Fire Services
	REPORTS TO	Battalion Chief
	FLSA STATUS	Non-Exempt
	CLASSIFICATION	Supervisory, Union

POSITION OVERVIEW

Under the general supervision of the Battalion Chief assigned to his/her shift, this classification is responsible for performing, directing, and supervising activities of the fire station on an assigned shift including fire suppression, emergency rescue, inspection, investigation, training, and support functions. This position also maintains discipline among subordinates by following the rules and regulations of the Algonquin-Lake in the Hills Fire Protection District.

ESSENTIAL JOB FUNCTIONS

- Responds to reported emergencies such as fires, accidents, emergency medical incidents, and incidents involving hazardous materials; Manages and performs emergency scene operations involving life-saving and property protection work.
- Exercises command during assigned calls and in the absence of superior Officers; In the absence of a higher-ranking Officer, shall be responsible for the operation of all stations and responds to mutual aid calls as the Chief Officer.
- Supervises, plans, evaluates, trains, motivates, directs, and participates in the work assignments and activities of firefighters; Evaluates performance levels of subordinates on an ongoing basis and develop employee development plans and appropriate documentation of employee recognition and corrective action, including action plans, mediation, mentoring, and coaching.
- Conducts and writes annual performance evaluations of assigned personnel.
- Directs a company of firefighters to the scene; assess and reports on conditions at the scene; develops an action plan; and assumes command of all firefighting, rescue, and public service operations of the company unless relieved by a senior officer.
- Performs administrative duties such as maintaining records, writing and reviewing reports on the work activities such as fire and emergency reports, daily log book, equipment maintenance logs, and Fire/EMS pre-plans; Ensures reports such as (but not limited to) NIFIRs, incident, accident, workers' compensation filled out correctly and forwarded to the Battalion Chief in a timely manner.
- Supervises the maintenance of station, station grounds, and fire facilities; Follows cleaning schedule and ensures all work is completed.
- Inspects firefighting equipment and apparatus in order to ensure appropriate equipment is available on a regular basis; inspects all assigned rolling stock on a regular basis; and requests supplies through appropriate channels.
- Participates in the planning, development, and implementation of District-wide training programs; ensures subordinates maintain their EMS status and attend re-certification classes; and evaluates training needs of individual subordinates and promotes opportunities to improve broader shift or division performance.
- Reviews and resolves scheduling problems to ensure adequate staffing for day-to-day and long-term operations.
- Carries out and oversees execution of standard operating procedures to ensure efficiency and enforcement of District guidelines and procedures.
- Oversees, directs, and coordinates fire and EMS operations on assigned shift to achieve goals within available resources.
- Responds to grievances as provided for in labor agreement.

ADDITIONAL JOB FUNCTIONS

- Assists with District supervisory and administrative activities as assigned; Provides back up to other Officers.
- Attends community programs as required.

- Assists in preparation of the budget and assures that all material ordered is provided for in the budget and that budget line items are not exceeded without proper authorization.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Principles, practices, methods, and equipment used in modern firefighting.
- Area geography, local hazards, and response routes, including the location of streets, fire hydrants, and types of building construction, sprinklers, and detection devices, and usages within the District.
- Effective administration, management, and supervision as it applies to the fire service.
- Modern fire suppression, fire prevention, and emergency medical services principles and procedures, techniques, and equipment.
- Basic maintenance needs including fire engine, aerial, and medical apparatus.
- Emergency response principles and the provision of emergency medical care including trauma and advanced cardiac life support principles and practices.
- Proper safety precautions of the protective services industry.
- Local, state, district, and federal laws, rules, regulations, and codes relating to fire suppression and prevention and emergency response activities.
- Building, electrical, mechanical, and fire codes.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in organizing work and delegating assignments and personnel management.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Act effectively in emergency and stressful situations.
- Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques.
- Safely and effectively operate applicable tools and equipment such as fire apparatus, fire pumps, staff cars, first aid equipment, hand tools, gas powered saws, radios, pagers, personal computer, telephone, fax machines and writing utensils.
- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Produce clear and comprehensive reports.
- Analyze problems or situations and make quick and effective decisions to handle emergency and non-emergency situations.
- Exercise sound judgement in evaluating situations and in making decisions.
- Plan, assign, instruct, and review the work of subordinates.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Must meet the minimum requirements as set forth by the Fire Commission.
- Comprehensive knowledge of fire/EMS methods and administration.
- Knowledge of controlling laws and the Policies and Guidelines of the Algonquin-Lake in the Hills Fire Protection District.
- Demonstrate dependability and the ability to command the respect of subordinates, direct and supervise the work of subordinates, deal courteously with the public, and use good judgment on all occasions.

LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.
- All required certifications to drive all fire apparatus.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, bloodborne pathogens, extreme cold, extreme heat and vibration.
- The noise level in the work environment is usually quiet to moderate at the fire station and loud at an emergency scene.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and/or hear.
- The employee frequently is required to stand for long periods of time; walk; climb stairs or ladders in a vertical direction; sit; reach with hands and arms; and stoop, kneel, bend, crouch, or crawl.
- Employee must be able to perform duties in personal protective equipment that weighs a minimum of 50 pounds.
- Employee is occasionally required to carry, lift, or drag an adult weighing at least 150 pounds from a hazardous situation.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.06 LIEUTENANT

	DIVISION	Fire Services
	REPORTS TO	Battalion Chief, Captain
	FLSA STATUS	Non-Exempt
	CLASSIFICATION	Supervisory, Union

POSITION OVERVIEW

Under the general supervision of superior Officers assigned to his/her shift, this classification protects life and property by supervising and performing firefighting, emergency aid, hazardous materials mitigation, and fire prevention duties. This position also supervises and assists with the maintenance of fire equipment, apparatus, and facilities.

ESSENTIAL JOB FUNCTIONS

- Supervises and performs firefighting activities including laying hose, performing fire combat, containment, extinguishment, rescue and overhaul tasks, and utilizing related equipment.
- Performs emergency aid activities including administering first aid and providing other assistance as required.
- Instructs classes in assigned subject areas; Leads and participates in fire drills, attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Receives and relays fire calls and alarms; Operates radio and other communication equipment.
- Supervises the company inspection of buildings, hydrants, and other structures.
- Performs general maintenance work in the upkeep of fire facilities and equipment; cleans and washes walls and floors; cares for grounds around station; makes minor repairs; washes, hangs, and dries hose; and washes, cleans, polishes, maintains, and tests apparatus and equipment.
- Presents community education programs, such as but not limited to, fire safety, fire prevention, emergency medical/first aid, etc.
- Reviews all reports prepared and submitted by subordinates.
- Trains, supervises, and monitors the performance of subordinate personnel; recommends personnel actions as needed; provides counsel and advice as needed; and communicates safe work standards and practices.
- Assists in the development and implementation of training, physical fitness, community relations, and other District programs.
- Performs the duties normally assigned to the Shift Commander in the absence of the Shift Commander.
- Functions as a Fireground Commander at all incidents responded to as the first-in company until relieved by a superior officer.
- Remains cognizant of the conditions at an emergency incident and ensures the well-being of the personnel working under his/her command.

ADDITIONAL JOB FUNCTIONS

- Assists with District supervisory and administrative activities as assigned; Provides back-up to other related positions.
- Supervises and performs minor repairs to District equipment.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Principles, practices, methods, and equipment used in modern firefighting.
- Area geography, local hazards, and response routes, including the location of streets, fire hydrants, and types of building construction, sprinklers, and detection devices, and usages within the District.
- Effective administration, management, and supervision as it applies to the fire service.
- Modern fire suppression, fire prevention, and emergency medical services principles and procedures, techniques, and equipment.
- Basic maintenance needs including fire engine, aerial, and medical apparatus.
- Emergency response principles and the provision of emergency medical care including trauma and advanced cardiac life support principles and practices.
- Proper safety precautions of the protective services industry.
- Local, state, district, and federal laws, rules, regulations, and codes relating to fire suppression and prevention and emergency response activities.
- Building, electrical, mechanical, and fire codes.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in organizing work and delegating assignments and personnel management.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Act effectively in emergency and stressful situations.
- Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques.
- Safely and effectively operate applicable tools and equipment such as fire apparatus, fire pumps, staff cars, first aid equipment, hand tools, gas powered saws, radios, pagers, personal computer, telephone, fax machines and writing utensils.
- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Train and supervise subordinate personnel.
- Perform work requiring good physical condition.
- Produce clear and comprehensive reports.
- Analyze problems or situations and make quick and effective decisions to handle emergency and non-emergency situations.
- Exercise sound judgement in evaluating situations and in making decisions.
- Plan, assign, instruct, and review the work of subordinates.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Must meet the minimum requirements as set forth by the Fire Commission.

LICENSES AND CERTIFICATIONS

- Valid Illinois Driver's License.
- All required certifications to drive all fire apparatus.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- While performing the duties of this job, the employee frequently works in outside weather conditions. The employee occasionally works near moving mechanical parts; in high, precarious places, and with explosives; and is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, toxic or caustic chemicals, risk of electrical shock, bloodborne pathogens, extreme cold, extreme heat and vibration.
- The noise level in the work environment is usually quiet to moderate at the fire station and loud at an emergency scene.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and/or hear.
- The employee frequently is required to stand for long periods of time; walk; climb stairs or ladders in a vertical direction; sit; reach with hands and arms; and stoop, kneel, bend, crouch, or crawl.
- Employee must be able to perform duties in personal protective equipment that weighs a minimum of 50 pounds.
- Employee is occasionally required to carry, lift, or drag an adult weighing at least 150 pounds from a hazardous situation.
- The employee must regularly lift and/or move up to 20 pounds, frequently lift and/or move up to 100 pounds, and occasionally lift and/or move more than 100 pounds.
- Specific vision abilities required by this job include prolonged visual concentration, close vision, distance vision, color vision, peripheral vision, depth perception, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.07 FIREFIGHTER / PARAMEDIC

	DIVISION	Fire Services
	REPORTS TO	Lieutenant, Captain
	FLSA STATUS	Non-Exempt
	CLASSIFICATION	Union

POSITION OVERVIEW

Under the general supervision of superior Officers assigned to his/her shift, this classification protects life and property by performing a variety of complex functions, including firefighting, emergency medical services, rescue operations, handling and hazardous materials incidents; maintaining fire equipment, apparatus, and facilities; fire prevention and education; and establish good working relationships with the community.

ESSENTIAL JOB FUNCTIONS

- Fights fires, which includes: containing and extinguishing fire, receiving and relaying fire calls and alarms, operating radio and other communication equipment, handling hazardous materials, driving fire apparatus, operating aerial devices, operating pumps and related equipment, and laying hose.
- Gives advanced life support emergency medical assistance and performs rescue operations.
- Participates in fire drills; Attends classes in firefighting, emergency medical, hazardous materials, and related subjects.
- Inspects buildings, hydrants, and other structures in fire prevention programs.
- Performs maintenance in and around facilities and equipment; cleans living area; washes walls and floors; cares for grounds around station; makes minor repairs; washes and dries hose; washes, cleans, polishes, maintains, and tests fire apparatus and equipment.
- Presents programs to the community on safety, medical, and fire prevention topics.
- Operates tools and equipment including, but not limited to: Fire engine, fire truck, ambulance, staff car, squad, tanker, fire apparatus; pumps, hoses, ladders; first aid equipment; power and small tools; etc.
- Ensures continual access to fire hydrants year round, including removal of snow and ice.

ADDITIONAL JOB FUNCTIONS

- Serves as a member of various employee committees.
- Follows District safety rules and practices.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Principles, practices, methods, and equipment used in modern firefighting.
- Area geography, local hazards, and response routes, including the location of streets, fire hydrants, and types of building construction, sprinklers, and detection devices, and usages within the District.
- Modern fire suppression, fire prevention, and emergency medical services principles and procedures, techniques, and equipment.
- Basic maintenance needs including fire engine, aerial, and medical apparatus.
- Emergency response principles and the provision of emergency medical care including trauma and advanced cardiac life support principles and practices.
- Proper safety precautions of the protective services industry.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in manual tasks requiring strength, endurance, and coordination.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Act effectively in emergency and stressful situations.
- Apply standard firefighting, emergency medical aid, hazardous materials, and fire prevention techniques.
- Safely and effectively operate applicable tools and equipment such as fire apparatus, fire pumps, staff cars, first aid equipment, hand tools, gas powered saws, radios, pagers, personal computer, telephone, fax machines and writing utensils.
- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Perform work requiring good physical condition.
- Produce clear and comprehensive reports.
- Exercise sound judgement in evaluating situations and in making decisions.

MINIMUM POSITION REQUIREMENTS**EDUCATION AND EXPERIENCE**

- High School Diploma or equivalency.
- Age 21 or older at time of application.
- U.S. Citizenship.
- No felony convictions or disqualifying criminal history.

LICENSES AND CERTIFICATIONS

- Valid Class B Illinois Driver's License, or obtain within first year of employment.
- Illinois State Fire Marshal Firefighter II certificate, or obtain within first two years of employment.
- Illinois Department of Public Health Paramedic (EMT-P) certification, or obtain within first two years of employment.
- Illinois State Fire Marshal Technical Rescue Awareness (TRA) certification, or obtain within first two years of employment.
- Illinois State Fire Marshal Hazardous Materials Operations certification, or obtain within first two years of employment.
- Illinois State Fire Marshal Fire Service Vehicle Operator certification, or obtain within first two years of employment.
- Illinois State Fire Marshal Firefighter III and Fire Apparatus Engineer (FAE) certifications in first three to five years of employment.

ENVIRONMENTAL AND PHYSICAL DEMANDS**ENVIRONMENTAL DEMANDS**

- While performing the duties of this job, the employee frequently works outdoors and is exposed to wet and/or humid weather conditions, extreme cold, extreme heat, vibration, flying debris, chemicals, fumes or other pollutants.
- Work is occasionally performed near moving mechanical parts or in high, precarious places.
- The noise level in the work environment is usually moderate. However, the noise level during fire suppression and from sirens and horns while responding to emergency situations is extremely high.


PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and/or hear.
- The employee frequently is required to stand for long periods of time; walk; climb stairs or ladders in a vertical direction; sit; reach with hands and arms; and stoop, kneel, bend, crouch, or crawl.
- Employee is regularly required to move from the sedentary position to a highly active or strenuous activity in only a few seconds or minutes to respond to a routine assignment or an emergency. Duties include hazardous conditions which may be life-threatening or dangerous.

- In performing fire suppression, rescue operations, training or drills, heavy work (exerting up to 100 pounds of force) and heavy, protective clothing (in excess of 50 pounds) is required. However, in non-fire suppression or non-rescue operations, light work (exerting up to 20 pounds) is required.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.08 FIRE PREVENTION BUREAU DIRECTOR

	DIVISION	Support Services/Administration
	REPORTS TO	Deputy Fire Chief
	FLSA STATUS	Non-Exempt
	CLASSIFICATION	Non-Union

POSITION OVERVIEW

Under the general supervision of the Deputy Fire Chief, The Fire Prevention Bureau Director conducts technical as well as supervisory work in the District's Fire Prevention Bureau. This position is responsible for supervising and participating in the actual field enforcement of all state and local codes and ordinances as they relate to fire prevention. The Bureau Director is granted considerable latitude for independent judgment and is reviewed through the observation of the results which are obtained.

ESSENTIAL JOB FUNCTIONS

- Corrects fire hazards with special emphasis placed upon public assembly area inspections as well as in those areas where special hazards exist.
- Supervises, trains, and develops subordinate employees, monitors productivity of employees, and manages and participates in the work of the Fire Prevention Bureau.
- Oversees fire/life safety inspections of all possible occupancies to ensure compliance with codes.
- Reviews construction plans for new and existing occupancies for compliance with building and fire codes; assists architects, engineers, and contractors in meeting code compliance; and conducts inspections and tests of fire detection and suppression systems.
- Investigates the cause and origin and circumstances of fire incidents occurring in the District; assists with collecting evidence and interviewing witnesses; and prepares reports of findings.
- Compiles statistical information to submit to the state Fire Marshal as per State requirements.
- Provides statistical data regarding future fire service requirements; Conducts research and prepares reports on topics related to fire prevention.
- Makes necessary improvements to staffing, the organization, appropriate procedures, and general operations of the Fire Prevention Bureau as appropriate.
- Makes recommendations for the annual budget as it pertains to fire prevention.

ADDITIONAL JOB FUNCTIONS

- Ensures adherence of District policies, rules, regulations, and ethical standards in the performance and conduct of assigned personnel.
- Attends meetings of Village Boards and Commissions, Chamber of Commerce, and business groups as directed by the Chief.
- Promotes and maintains positive community relations; Maintains harmonious working relationships with supporting agencies.
- Stays abreast of new trends in technology and techniques related to fire prevention.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Principles, practices, techniques, methods, and equipment used in modern fire prevention and fire suppression.
- Building, electrical, mechanical, and fire codes.
- Modern inspection techniques.
- Proper safety precautions of the protective services industry.

SKILLS:

- Interpersonal, oral, and written communication skills.
- Skill in the use of technology and applicable computer software.

ABILITIES:

- Act effectively in emergency and stressful situations.
- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, coworkers, and the public.
- Produce clear and comprehensive reports.
- Exercise sound judgement in evaluating situations and in making decisions.
- Effectively apply standard fire prevention techniques.
- Respond to and interact with residents, employees, and others within and outside the organization in a professional and effective manner.
- Establish successful working relationships with coworkers, supervisors, and other governmental agencies.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associates Degree in Fire Science, or Bachelor's Degree from an accredited four-year college with coursework in Fire Science, Public Administration, or related field.
- Minimum of five (5) years' experience in Fire Prevention/Code Enforcement.
- Any equivalent combination of education and experience.

LICENSES AND CERTIFICATIONS

- Office of the State Fire Marshal Firefighter III/Advanced Firefighter.
- Office of the State Fire Marshal Certified Instructor II.
- State of Illinois Office of the State Fire Marshal Fire Prevention Officer I.
- Office of the State Fire Marshal Fire Officer II.
- Office of the State Fire Marshal Fire Investigator.
- Valid Illinois Driver's License.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- While performing the duties of this job, the employee performs work in both an office setting and outdoors.
- In the office setting, the employee is subjected to the customary indoor environment with no unusual chemical, noise or fluctuating temperature levels expected.
- While performing the duties of this job the employee is frequently exposed to outdoor work to inspect building exteriors and during fire call-outs may be exposed to wet and/or humid weather conditions, extreme cold, extreme heat, high winds, severe snow or rain storms, and during inside residential or commercial facilities the employee may be exposed to fumes, odors, dusts, mists, restaurant cooking oil, gases, or poor ventilation.

PHYSICAL DEMANDS

- Physical ability to hear ordinary conversation, such as questions from residents, as well as other sounds, such as the telephone ringing, etc.
- Ability to see close, at a distance, and with peripheral vision as well as to adjust vision focus.
- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel and talk and/or hear.
- The employee is occasionally required to stand for long periods of time; walk; climb stairs or ladders in a vertical direction; sit; reach with hands and arms; and stoop, kneel, bend, crouch, or crawl.
- Ability to lift and/or move up to 50 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.09 HUMAN RESOURCES ASSISTANT

	DIVISION	Administration
	REPORTS TO	Fire Chief
	FLSA STATUS	Non-Exempt; Hourly
	CLASSIFICATION	Confidential, Administrative

POSITION OVERVIEW

Under the general direction of the Fire Chief, the Human Resources Assistant is responsible for providing office support to the Fire Command Staff; handling day-to-day human resource responsibilities; and performing various other administrative functions. This position is confidential in nature, and the incumbent must exercise considerable independent judgment and initiative in making decisions regarding various matters, which requires extensive knowledge of the District's functions and established guidelines, procedures, rules, and regulations as well as general knowledge of human resources.

ESSENTIAL JOB FUNCTIONS

- Prepares routine correspondence on own initiative; Assists Senior Staff in gathering, compiling, and preparing specials reports.
- Types a variety of correspondence and other documents from oral dictation, rough draft, written or verbal instructions, which may include minutes of meetings, letters, resolutions, ordinances, contracts, policies and guidelines, agendas, bids, statistical and numerical reports, price quotations for standing purchase orders, procedural manuals, intergovernmental and franchise agreements, budgets, and District forms.
- Prepares and processes bi-weekly payroll and related functions; maintains and reviews deductions and other charges.
- Creates payroll reports (i.e. payroll register, pre-processing, retirement fund, supplemental insurance, etc.); Maintains and reconciles payroll related spreadsheets and other records (i.e. accruals, attendance cards, PEPH, HSA, pay stipends, step increases, etc.).
- Develops, maintains, and updates employee benefits; administers and explains benefits to employees to include the Family & Medical Leave Act; and serves as liaison between insurance carriers and employees.
- Processes and documents all Workers' Compensation claims, ensuring compliance with relevant policies, procedures; serves as liaison between employee and Workers' Compensation carrier in the administration of claims; monitors and coordinates PEDAs; prepares annual OSHA reports for distribution; and assists with general and auto liability administration and reporting.
- Maintain job descriptions, for all current job classifications.
- Reviews and processes invoices, purchase orders, and other documents relating to Accounts Payable; Prints Accounts Payable checks on a semi-monthly basis.
- Creates, prints, and processes invoices and other documents relating to Accounts Receivable; Account Payables, Creates bank deposits and enters electronic deposits from online banking into QuickBooks.
- Assists in firefighter recruiting and promotional process by coordinating and administering the established procedures and requirements.
- Participates in development and execution of onboarding procedures for new employees; processes termination and retirement requests; serves as COBRA administrator.
- Takes and transcribes minutes for Board of Trustee meetings, Fire Commission meetings, and any other District meetings as needed; prepares and distributes all necessary agendas, reports, and board packets as appropriate.
- Provides Notary Public Service for the District; Prepares election information and processes documentation and candidate information with both Kane and McHenry Counties.
- Follows all safety regulations, policies and procedures; reports all accidents and unsafe conditions and acts to supervisor no later than end of the employee's work shift; and follows recognized safe work practices.

- Prepares annual OSHA reports for distribution; ensures Federal and State mandatory legal posting are updated; and assists with General and Auto Liability administration and reporting.
- Supervises and evaluates the Administrative Assistant.

ADDITIONAL JOB FUNCTIONS

- Acts as a back-up, when needed, to Administrative Assistant when Administrative Assistant is not available.
- Receives visiting officials or representatives; schedules, revises, and cancels appointments for the senior staff; screens incoming telephone calls, incoming mail, and correspondence for priority, importance, and necessity.
- Composes routine letters responding to inquiries in need of written response and answers routine requests for information. Uses paging system as part of phone system.
- Creates and maintains confidential and general files, records, and correspondences.
- Reads, copies, faxes, scans, and distributes incoming correspondence; prepares outgoing correspondence; reviews correspondence for compliance with District policies, rules, and regulations; and maintains correspondence controls and establishes completion dates.
- Assists with annual audit; Tabulates, records, and maintains petty cash.
- Ensures all Federal and Illinois State required reporting and documentation is completed and filed (i.e. IDES, PSEBA, Healthcare, etc.).
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- Human Resources as it relates to benefits, recruiting, workers' compensation, COBRA, and the Family & Medical Leave Act (FMLA).
- Basic employment laws and practices.
- Maintaining website applications.
- General financial functions and procedures.
- The operation of standard office equipment.
- Clerical and administrative procedures and systems such as filing and record keeping.
- Principles and practices of basic office management.

SKILLS:

- Proficient skills in Quickbooks and Microsoft Office Suite (Outlook, Word, Excel, Publisher and PowerPoint).
- Excellent customer service, communication (both verbal and written), and interpersonal skills.
- Skills in basic algebra and geometry, record keeping, and database management.

ABILITIES:

- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Write reports, business correspondence, and procedure manuals.
- Read, analyze, and interpret general business periodicals, financial reports, technical procedures, legal documents, or governmental regulations.
- Accurately proofread correspondence and documents for grammar, spelling, punctuation, and clarity.
- Organize work, set goals, solve problems, evaluate and maintain priorities, meet deadlines, and follow up on assignments with minimal supervision.
- Use tact, discretion, initiative, and independent judgement within established guidelines.
- Effectively present information and respond to questions from District officials, management, employees, other government agencies, vendors, contractors and the general public.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- Associate's Degree in Secretarial Science or related field is preferred.
- Minimum of five (5) years of increasingly responsible administrative experience, to include experience working with the public; Prior experience working in a fire service/government agency is required.
- Supervisory experience and experience in benefits administration, FMLA, payroll, and related HR/finance functions highly desirable.

LICENSES AND CERTIFICATIONS

- A valid Illinois driver's license.
- Must become a Registered Notary Public within six (6) months of hire.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS


- Employees work in an office environment with controlled temperature conditions with occasional exposure to fumes or airborne particles.
- The noise level in the work environment is usually moderate but can be very loud when the fire alarm system is activated for emergencies.
- While performing the duties of this job, the employee may be alone at the fire station, which is secured with an automatic locking system.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel the computer keyboard and mouse.
- The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear on the phone or in person.
- Must be able to stoop, kneel, or crouch to reach lower level file drawers and occasionally lift and/or move boxes of files or paper up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

3.10 ADMINISTRATIVE ASSISTANT

	DIVISION	Administration
	REPORTS TO	Human Resources Assistant
	FLSA STATUS	Non-Exempt; Hourly
	CLASSIFICATION	Confidential, Clerical

POSITION OVERVIEW

Under the general direction of the Human Resources Assistant, the Administrative Assistant is responsible for typing a variety of documents and correspondence; responding to public inquiries and concerns; creating and maintaining spreadsheets and databases, proofreading documents for publication, and performing various other administrative functions. This position is confidential in nature, and the incumbent must exercise independent judgment and initiative in making decisions regarding various matters, which requires knowledge of the District's functions and established guidelines, procedures, rules, and regulations and be flexible in assigned hours.

ESSENTIAL JOB FUNCTIONS

- Prepares ambulance billing to include data entry and corresponding with the ambulance billing company.
- Pulls reports from Firehouse and EMS portal for subpoenas, FOIA's, and other report requests; provides this information to the Deputy Chief for review and approval.
- Prepares Fire Recovery billing by gathering information from area police departments and entering data into Fire Recovery online portal.
- Schedules interviews and coordinates pre-hire requirements for career, part-time and FIT hiring process.
- Coordinates the publication of the District newsletter; Maintains and continually updates the District's website.
- Receives visiting officials, other employees, representatives and vendors; schedules, revises, and cancels appointments for the senior staff; screens incoming telephone calls, incoming mail, and correspondence for priority, importance, and necessity.
- Composes routine letters responding to inquiries in need of written response and answers routine requests for information; Uses paging system as part of phone system.
- Creates and maintains confidential and general files, records, and correspondences.
- Reads, copies, faxes, scans, and distributes incoming correspondence; prepares outgoing correspondence; reviews correspondence for compliance with District policies, rules, and regulations; and maintains correspondence controls and establishes completion dates.
- Prepares and processes bi-weekly payroll and related functions; maintains and reviews deductions and other charges.
- Creates payroll reports (i.e. payroll register, pre-processing, retirement fund, supplemental insurance, etc.); Maintains and reconciles payroll related spreadsheets and other records (i.e. accruals, attendance cards, PEPH, HSA, pay stipends, step increases, etc.).
- Ensures all Federal and Illinois State required reporting and documentation is completed and filed (i.e. IDES, PSEBA, Healthcare, etc.).
- Assists individuals signing up for CPR classes and enters information into a Word document for CPR instructors.

- Performs other administrative tasks such as, but not limited to, meetings, promotional ceremonies, and other District events.
- Provides Notary Public Service for the District.
- Follows all safety regulations, policies and procedures; reports all accidents and unsafe conditions and acts to supervisor no later than end of the employee's work shift; and follows recognized safe work practices.

ADDITIONAL JOB FUNCTIONS

- Takes and transcribes minutes for Board of Trustee meetings, Fire Commission meetings, and any other District meetings as needed; prepare and distribute all necessary agendas, reports, and board packets as appropriate.
- Reviews and processes invoices, purchase orders, and other documents relating to Accounts Payable; Prints Accounts Payable checks on a semi-monthly basis.
- Assists with annual audit; tabulates, records, and maintains petty cash.
- Creates, prints, and processes invoices and other documents relating to Accounts Receivable; Creates bank deposits and enters electronic deposits from online banking into QuickBooks.
- Performs other duties as requested or assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

For successful performance in this position, the incumbent will need to demonstrate the following:

KNOWLEDGE:

- General financial functions and procedures.
- The operation of standard office equipment.
- Clerical and administrative procedures and systems such as filing and record keeping.

SKILLS:

- Intermediate skills in QuickBooks and Microsoft Office Suite (Outlook, Word, Excel, Publisher and PowerPoint).
- Excellent customer service, communication (both verbal and written), and interpersonal skills.
- Skills in basic algebra and geometry, record keeping, and database management.

ABILITIES:

- Maintain strict confidentiality, professionalism, and a positive attitude at all times.
- Be available and present for work as scheduled.
- Perform all functions of the job safely and efficiently at all times in compliance with all safety regulations and policies for the safety and welfare of the employee, co-workers, and the public.
- Write reports, business correspondence, and procedure manuals.
- Read, analyze, and interpret general business periodicals, financial reports, technical procedures, legal documents, or governmental regulations.
- Accurately proofread correspondence and documents for grammar, spelling, punctuation, and clarity.
- Organize work, set goals, solve problems, evaluate and maintain priorities, meet deadlines, and follow up on assignments with minimal supervision.
- Use tact, discretion, initiative, and independent judgement within established guidelines.
- Effectively present information and respond to questions from District officials, management, employees, other government agencies, vendors, contractors and the general public.

MINIMUM POSITION REQUIREMENTS

EDUCATION AND EXPERIENCE

- High School Diploma or GED; Associate's Degree in Secretarial Science or related field preferred.
- Minimum of three (3) years of increasingly responsible administrative experience working for multiple individuals and with the public; Prior experience working in a fire service/government agency strongly preferred.

LICENSES AND CERTIFICATIONS

- A valid Illinois driver's license.
- Must become a Registered Notary Public within six (6) months of hire.

ENVIRONMENTAL AND PHYSICAL DEMANDS

ENVIRONMENTAL DEMANDS

- Employees work in an office environment with controlled temperature conditions with occasional exposure to fumes or airborne particles.
- The noise level in the work environment is usually moderate but can be very loud when the fire alarm system is activated for emergencies.
- While performing the duties of this job, the employee may be alone at the fire station, which is secured with an automatic locking system.

PHYSICAL DEMANDS

- While performing the duties of this job, the employee is regularly required to use hands to finger, handle, or feel the computer keyboard and mouse.
- The employee frequently is required to stand, walk, sit, reach with hands and arms, and talk or hear on the phone or in person.
- Must be able to stoop, kneel, or crouch to reach lower level file drawers and occasionally lift and/or move boxes of files or paper up to 25 pounds.
- Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, and ability to adjust focus.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

CHAPTER FOUR – NON-SWORN PERSONNEL

1.01 APPOINTED NON-SWORN POSITIONS

The Board of Trustees shall be responsible for hiring and/or appointing personnel to non-sworn positions as may be necessary for the District. These non-sworn positions shall include, but are not limited to, the following:

Director of Management Services
Fire Prevention Bureau Director
Administrative Assistant
Part-Time Firefighter

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 relationship of the position to other positions in the District

1.02 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 in the sole discretion of the employee's supervisor.

1.03 RESIDENCY REQUIREMENTS FOR NON-SWORN PERSONNEL

None

