

**POLICY MANUAL OF THE  
BOARD OF TRUSTEES  
OF THE  
LISLE-WOODRIDGE FIRE PROTECTION DISTRICT**

**DUPAGE AND WILL COUNTIES  
LISLE, ILLINOIS**



**Adopted by the Board of Trustees  
October 26, 2021**

**LISLE-WOODRIDGE**

**The PRIMARY Mission  
of the  
LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
is to provide a variety of services  
Designed to protect  
the  
LIVES and PROPERTY  
of those people within the District  
from the adverse effects of  
FIRES,  
SUDDEN MEDICAL EMERGENCIES  
or exposure to  
DANGEROUS CONDITIONS  
created by either  
MAN OR NATURE**

**1  
CLASS**

**FIRE DISTRICT**

**LISLE-WOODRIDGE FIRE PROTECTION DISTRICT**

**ACKNOWLEDGEMENT OF REVIEW AND UNDERSTANDING OF POLICY MANUAL**

I understand that it is my responsibility to become thoroughly familiar with the contents of the POLICY MANUAL OF THE BOARD OF TRUSTEES OF THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT and that I shall conform to and abide by them. Specifically, I understand that this policy manual includes prohibitions on workplace wrongdoing and reporting procedures regarding the same. Furthermore, I understand that there are avenues for reporting workplace wrongdoing and making an internal complaint with the District. The District has set forth the specific individuals who may be contacted to respond to allegations of wrongdoing.

**DISCLAIMER**

**THE CONTENTS OF THESE POLICIES ARE PRESENTED FOR EMPLOYEES' INFORMATION. THESE POLICIES CONTINUE THE CURRENT POLICY OF AT-WILL EMPLOYMENT. UNLESS OTHERWISE INDICATED IN A WRITTEN CONTRACT BETWEEN THE EMPLOYEE AND THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT ("DISTRICT"), OR BY LAW, ALL PERSONNEL ARE CONSIDERED EMPLOYEES AT-WILL, AND ANY AND ALL LANGUAGE WHICH MIGHT BE CONSTRUED TO THE CONTRARY IS HEREBY SPECIFICALLY DISCLAIMED.**

**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 CONSTRUED 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 EMPLOYMENT FOR ANY SPECIFIED PERIOD OR AGREEMENT FOR REMUNERATION OR ANY OTHER BENEFIT OF EMPLOYMENT, EXCEPT BY A MAJORITY VOTE OF THE BOARD OF TRUSTEES, AND EVEN THEN ONLY IF THE AGREEMENT IS IN WRITING AND IS SIGNED BY THE BOARD PRESIDENT 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.**

**ANY POLICY OR PROVISION CONTAINED IN THIS POLICY MANUAL IS SUBJECT TO REPEAL, MODIFICATION, AND/OR AMENDMENT AT ANY TIME WHENEVER IN THE JUDGMENT OF THE BOARD OF TRUSTEES, IT IS DEEMED IN THE BEST INTEREST OF THE DISTRICT.**

I understand that it is my responsibility to review this manual and that a copy is available at all District fire stations.

\_\_\_\_\_  
Signature of Employee

Date: \_\_\_\_\_

\_\_\_\_\_  
Printed Name

## **FOREWORD**

In its role as the corporate authority of the Lisle-Woodridge Fire Protection District, the Board of Trustees has developed the following policies to outline the duties and responsibilities of the Board, the administration, and employees of the District.

Every policy or 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 policies is vested by statute in the Board of Trustees.

These policies cannot, nor are they expected to, provide a solution to every question or problem that 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 employees of the Lisle-Woodridge Fire Protection District.

Each employee of the District will be issued a manual upon his or her hiring and/or appointment to the District. During the employee's service with the District, the employee will be responsible for updating the manual as required. Upon completion of the employee's service, the manual will be returned to the District in an updated condition in accordance with the provisions of the Statement of Ownership.

## **FORMAT OF MANUAL**

**NUMBERING SYSTEM:** The numbering system used throughout the manual has been designed so that additional information may be added without revising the entire manual. Each Chapter number pertains to a specific subject.

**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 generally authorized to adopt administrative regulations, standard operating guidelines and standard operating procedures (collectively referred to as "regulations"). The Fire Chief shall also be authorized to issue regulations to provide clarification and/or interpretation of the policies set forth in this manual.

In addition, the Board of Fire Commissioners have authority over the hiring, promotion and discipline of full-time firefighters. To the extent practicable the rules adopted by the Commission shall be read in conjunction with this policy manual.

**LISLE-WOODRIDGE FIRE PROTECTION DISTRICT:** All references in this manual, such as "District," "Fire District," "L-WFPD," "Lisle-Woodridge Fire District," "L-W," pertain to the Lisle-Woodridge Fire Protection District; and these terms are used for the purpose of ease of reading the manual.

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**CHAPTER ONE - GENERAL PROVISIONS****1.01 INTRODUCTION**

- A.** The Lisle-Woodridge Fire Protection District has been established to provide the citizens of the District with professional fire prevention, fire suppression, and emergency medical service. To this end, the District must constantly strive to attain, as well as maintain, the confidence and respect of the community, which 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 Lisle-Woodridge Fire 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.
- B.** In its role as the corporate authority of the Lisle-Woodridge 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 employees of the District.
- C.** 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 Board of Trustees.
- D.** 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 employees of the Lisle-Woodridge Fire Protection District.
- E.** Situations may arise which are not addressed by these policies, but demand immediate action. In such circumstances, employees are expected to exercise sound judgment and take reasonable action in addressing the situation in keeping with the mission of the District.

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

**CHAPTER ONE - GENERAL PROVISIONS**

**1.02 DEFINITIONS**

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

- A. Apparatus Operator:** An employee who drives or controls any Fire District vehicle.
- B. Board:** The Board of Trustees is the governing body of the District as defined by statute.
- C. Board of Fire Commissioners:** Three officials appointed by the Board of Trustees empowered to appoint members and officers of the District in accordance with 70 ILCS 705/16.01 et seq.
- D. Bureau:** A staff function or area that supports the operations of the District.
- E. Chain of Command:** Chain of command shall be in order of rank as outlined in Section 5.02 of these policies.
- F. Fire Chief:** The chief administrative officer of the District.
- G. Chief Officers:** Fire Chief, Deputy Chief, Battalion Chief and Bureau Chief. Management, non-bargaining.
- H. Civilian Personnel:** At-will employees who do not perform firefighting and/or paramedic duties.
- I. Collective Bargaining Agreement:** The agreement that may be in effect, as amended from time to time, between the District and the International Association of Firefighters Local 2986. May also be referred to as the "CBA," "agreement" or "labor contract."
- J. Collective Bargaining Unit:** Those employees specifically covered by the collective bargaining agreement, as defined in that agreement.
- K. Commanding Officer:** The officer or acting officer who is the immediate superior of the members in the chain of command.
- L. Commissioned Personnel or Firefighters/Paramedics:** Any full-time sworn or member firefighter and/or paramedic, or full-time officer of the District.
- M. Company:** The basic fire fighting organizational unit headed by a Captain and/or Lieutenant, usually consisting of various grades of firefighters. A company is usually organized to man certain types of equipment such as an engine or pumper, a ladder truck or a rescue unit.
- N. District or Department:** The Lisle-Woodridge Fire Protection District.
- O. Division:** A primary subdivision of a bureau or division having a department-wide function either for general fire service or for specialized activity.
- P. Duty Officer:** Officer that is in charge of a fire station during a tour of duty.
- Q. Employees:** All members and civilian personnel.
- R. EMS System:** The Edward Hospital System.

**CHAPTER ONE - GENERAL PROVISIONS**

- S. EMT:** Emergency Medical Technician: a person who has successfully completed a course in basic life support as approved by the Illinois Department of Public Health. This licensure was previously identified as an “EMT-B.” All references to EMT-B contained herein shall be interpreted to include licensure as an EMT.
- T. EMT-P:** Emergency Medical Technician – Paramedic: a person who has successfully completed a course in advanced life support care as approved by the Illinois Department of Public Health.
- U. Incident Command:** A system that outlines the activities and guidelines used in directing an incident.
- V. Line Officers:** Lieutenants and Captains.
- W. Line Personnel:** Commissioned firefighters and paramedics.
- X. May:** Indicates a recommended requirement, which shall be enforced at the discretion of the officer in charge.
- Y. Member:** Any full-time sworn or commissioned firefighter and/or paramedic or full-time officer appointed by the Board of Fire Commissioners or the Board of Trustees.
- Z. Must:** Indicates a mandatory requirement.
- AA. Non-Member or Non-Sworn Employees or Personnel:** All civilian personnel.
- BB. Officer:** A member who holds the rank of Lieutenant, Captain, Bureau Chief, Battalion Chief, Deputy Chief or Chief.
- CC. On Duty:** A condition wherein an employee is actively engaged in a function of the District.
- DD. Quarters:** Any engine house, dormitory, department, building, office, storeroom, workroom, station, shop or place wherein employees are assigned and employed during a tour of duty.
- EE. Shall:** Indicates a mandatory requirement.
- FF. Shift:** The twenty-four (24) hour period starting at 0700 hours and ending at 0700 hours the following day.
- GG. Shift Personnel:** Employees that are on duty during a twenty-four (24) hour period starting at 0700 hours and ending at 0700 hours the following day.
- HH. Should:** Indicates a recommended requirement, which shall be enforced at the discretion of the officer in charge.
- II. Smoke / Smoking:** The use of tobacco products, including but not limited to, cigarettes, cigars, pipes, or chewing tobacco or the use of electronic cigarettes

**CHAPTER ONE - GENERAL PROVISIONS**

- JJ. Special Detail:** An assignment to perform a particular service.
- KK. Subordinate:** An employee who stands in rank below another.
- LL. Superior Officer:** An officer who stands in rank above another.
- MM. Sworn Personnel/Employees:** Firefighters, paramedics or officers that are sworn into their position by the Board of Fire Commissioners.
- NN. Tour:** Anything done by regular order, or a shift.
- OO. Will:** Indicates a mandatory requirement.
- PP. Work Week:** A forty (40) or forty-four (44) hour period between Monday and Friday inclusive except for those employees assigned to shift.

**CHAPTER ONE - GENERAL PROVISIONS**

**1.02.5 DISTRICT STRUCTURE AND ORGANIZATION**

**A. Governance**

The District is governed by a Board of Trustees. Several subsidiary bodies of the District also provide governance over specific aspects of the operations of the District, including Board of Fire Commissioners, the Lisle-Woodridge Fire District Firefighters' Pension Fund, and the Foreign Fire Insurance Tax Board.

The Board of Trustees consists of five appointed trustees, including the following designated officers:

President  
Vice President  
Secretary  
Treasurer

The Board of Fire Commissioners consists of three appointed members, including the following designated officers:

Chairman  
Secretary  
Commissioner

The Board of Trustees of the Lisle-Woodridge Fire District Firefighters' Pension Fund consists of five trustees, including the following designated officers:

President  
Secretary  
Treasurer

The Foreign Fire Insurance Tax Board consists of five trustees, including the following designated officers:

Chairman  
Vice Chairman  
Secretary  
Treasurer  
Fire Chief or designee

**CHAPTER ONE - GENERAL PROVISIONS**

**B. Administration**

The responsibility for proper and efficient management, administration, supervision, and control of the daily operations of the District is delegated to the Fire Chief. The Fire Chief shall be accountable to the Board of Trustees for all management decisions affecting the operations of the District. The Fire Chief may issue orders and directives in accordance with the District's policies and shall be responsible to develop and implement administrative regulations and rules in accordance with District policy. The chain of command shall be from line personnel to line officers to chief officers.

The Fire Chief shall develop an organizational chart indicating the chain of command and the channels of authority for District personnel. These channels shall be followed, and no level should be bypassed except in unusual situations. All personnel should refer matters requiring administrative action to the responsible administrator or officer.

**C. Fire and Emergency Medical Services Organization**

Fire Chief  
Deputy Chief  
Battalion Chiefs  
Captain(s)  
Lieutenants  
Commissioned Firefighters/Paramedics

**D. Fire Prevention Bureau Organization**

Fire Chief  
Director of Fire Prevention  
Fire Inspector(s)  
Administrative Assistant

**E. Training Division**

Deputy Chief  
Assigned Battalion Chief  
Training Officer  
Shift Training Coordinators

**F. Order of Positions and Authority/Chain of Command**

1. Chief Officers: Fire Chief, Deputy Chief and Battalion Chiefs
2. Line Officers: Captain(s) and Lieutenants
3. Line Personnel: Commissioned Firefighters/Paramedics

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**G. Administrative Organization**

Fire Chief  
Deputy Chief  
Director of Fire Prevention  
EMS Coordinator  
Executive Assistant  
Mechanic  
Fire Inspector(s)  
Administrative Assistant

**CHAPTER ONE - GENERAL PROVISION****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 Lisle-Woodridge Fire Protection District has established these policies to guide and govern the District and its employees. The following sources of authority governing the District shall be recognized where applicable:

1. Constitution, statutes and common law of the United States and the State of Illinois.
2. Ordinances, resolutions, policies, rules and regulations of the Lisle-Woodridge Fire Protection District.
3. Orders, operating guidelines, and/or memoranda issued by the Fire Chief.
4. Current Collective Bargaining Agreement(s).



**CHAPTER ONE - GENERAL PROVISIONS**

**1.04 OATH OF OFFICE**

All members shall take the following oath:

"I \_\_\_\_\_, do solemnly swear or affirm that I will support the Constitution of the United States, and that of the State of Illinois, and that I will obey the rules and regulations and orders of the Lisle-Woodridge Fire District and faithfully serve the Lisle-Woodridge Fire District in the discharge of my duties as \_\_\_\_\_ to the best of my knowledge and ability. So help me God."

**CHAPTER ONE - GENERAL PROVISIONS****1.05 EQUAL OPPORTUNITY EMPLOYER**

The District is an equal opportunity employer and does not discriminate against any individual in any phase of employment on the basis of actual or perceived race, religion, sex, sexual orientation, gender-identity, pregnancy, color, creed, marital status, military status, physical or mental disability, age, national origin, ancestry, or unfavorable discharge from military service, genetic information, citizenship status provided that the individual is authorized to work in the United States, status as the beneficiary of an order of protection, or any other legally protected status under any federal, State, or local law, and will take appropriate measures to prevent and/or stop it. This policy of equal employment opportunity shall be applied to all employment actions, including, but not limited to, recruitment, hiring, placement, promotion, termination, layoff, demotion, recall, transfer, leave of absence, rate of pay or other forms of compensation and training.

All applicants or employees shall be considered only on the basis of qualifications as required for the position being sought or held relative to experience, training, physical fitness, ability, skills, knowledge, and personal characteristics and integrity as a proper representative of the District.

Persons who believe they have not received equal employment opportunities should report their claims to an immediate supervisor, any line officer, or any chief officer in accordance with the general anti-harassment complaint procedure or the sexual harassment complaint procedure provided in this policy manual. No employee or applicant shall be discriminated against and/or retaliated against because he or she initiated a complaint, was a witness, supplied information, or otherwise participated in an investigation or proceeding involving an alleged violation of this policy or other equal opportunity right protected by federal, State, or local law, provided the employee or applicant does not make a knowingly false accusation nor provide knowingly false information.

The Fire Chief shall be responsible for providing coordination, guidance, and assistance to District employees in implementing this policy.

**LEGAL REF.: 775 ILCS 5/1-101 et seq.; 29 U.S.C. §621; 29 U.S.C. §706, 791; 42 U.S.C. §12101; 42 U.S.C. §2000e**

**CHAPTER ONE - GENERAL PROVISIONS**

**1.06 FREEDOM OF INFORMATION**

It is the policy of the Board of Trustees of the Lisle-Woodridge Fire 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, shall insure that the District complies with the Act through execution of the District's regulations adopted pursuant to this policy. A copy of this policy shall be posted on the District's website.

**A. INTRODUCTION**

**1. Brief Description of the District**

Lisle-Woodridge Fire District, DuPage County, Illinois, is a fire protection district organized pursuant to the Illinois Fire Protection District Act (70 ILCS 705/1 *et seq.*) to provide fire protection and other emergency services to the residents of the District. The District's operating budget is comprised of tax collections for both fire and ambulance services along with grants, donations, ambulance fees, inspection fees, and other miscellaneous forms of revenue. The District's Administrative Headquarters and Station 51 is located at 1005 School Street, Lisle, Illinois 60532. The District employs approximately 95 full-time employees.

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

All public requests for information and/or records will be processed through the administrative offices of the District, located at 1005 School Street, Lisle, Illinois 60532. The Fire Chief shall designate an individual or individuals to serve as the District's Freedom of Information Act Officer(s) and shall and shall identify such individual or individuals on the District's website. Requests for public records shall be directed to the designated Freedom of Information Act Officer(s). The first 50 black and white copies are free. Thereafter, each page will be charged \$ .15 per page. Electronic, color or oversized copies will be charged at the actual cost to the District of reproduction.

For any additional information, the administrative office is open Monday through Friday, 8:00 a.m. to 4:30 p.m. The telephone number is (630) 353-3000; fax number is (630) 353-3099.

**B. PUBLIC ACCESS TO RECORDS**

**1. Generally**

The District shall make available its public records to any person requesting access pursuant to the provisions of the Illinois Freedom of Information Act (5 ILCS 140/1 *et seq.*) (the "Act"), as well as other applicable law. The District shall not provide access to public records or portions thereof that are exempt from disclosure under

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under the Act or as provided by other applicable law. Denials of requests for records will contain a detailed factual basis for the denial.

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

The District shall delete any information which is exempt from disclosure under the Act from a public document which contains nonexempt material, and make the remaining information available for inspection and copying.

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

Any person denied access to inspect or copy any public record may appeal the denial to the Office of the Public Access Counselor, Illinois Attorney General, 500 South 2<sup>nd</sup> St, Springfield, Illinois 62706; telephone: 1-877-299-3642 fax: 217-782-1396; email: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us).

**C. GENERAL MATERIALS AVAILABLE**

The following information will be made available to the public:

**1. List of all Types or Categories of Records Under the District's Control**

**a. Financial Record**

- Budget
- Levy ordinance and certificate of tax levy
- Audit
- Bills
- Receipts for revenue
- Bills payable
- Revenue and Expense Reports
- Cancelled checks
- Labor agreements

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**b. General Records**

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

**2. Organizational Chart and Map of the District (See Appendix A)**

**D. REQUEST PROCEDURES**

**1. Initiation of Request**

Any person wishing to inspect or copy a District's public record shall submit a written request to the FOIA Officer. While the use of a specific form is not required, the District will provide a form upon request (see **Form 1**). Requests are accepted via personal delivery, mail, facsimile or email if directed to e-mail address of the designated Freedom of Information Act Officer on the District's website. Requests must specify District records with reasonable particularity to avoid inefficient use of staff time in retrieving and preparing records for inspection.

**2. Response to Request**

- a. Upon receipt, the FOIA Officer shall mark the date received upon the request, along with the date a response is due.
- b. The District shall either comply with or deny the written request for public records within five (5) working days after its receipt (see **Forms 2, 3 and 4**). Denial shall be by letter as provided below and contain a detailed factual basis for the denial. Failure to respond to a written request within five (5) working days after its receipt shall be considered a denial of the request.

**CHAPTER ONE - GENERAL PROVISIONS**

- c. The District's time for response may be extended for not more than five (5) additional working days for any of the following reasons (see **Form 5**):
  - i) The requested records are stored in whole or in part at other locations than the office having charge of the requested records;
  - ii) The request requires the collection of a substantial number of specified records;
  - iii) The request is couched in categorical terms and requires an extensive search for the records responsive to it;
  - iv) The requested records have not been located in the course of routine search and additional efforts are being made to locate them;
  - v) The requested records require examination and evaluation by personnel having the necessary competence and discretion to determine if they are exempt from disclosure under the Act or should be revealed only with appropriate deletions;
  - vi) The request for records cannot be complied with by the District within five (5) working days without unduly burdening or interfering with the operations of the public body;
  - vii) There is a need for consultation, which shall be conducted with all practicable speed, with another public body or among two or more components of the District having a substantial interest in the determination or in the subject matter of the request.
- d. When additional time is required for any of the reasons listed, the District shall notify by letter or e-mail the person making the written request within five (5) working days of receipt of request (see **Form 5**).
- e. The response times contained in this Section may be extended with the written agreement of the requestor; and
- f. The FOIA Officer shall maintain a copy of each request, response and written communications with the requestor and all documents submitted.

**CHAPTER ONE - GENERAL PROVISIONS****3. Procedure for Inspection or Copying**

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

**4. Fees**

- a. Letter-sized, black and white copies are charged at \$ .15 per page after the first 50 copies. Each color copy will be charged at \$.25 per page. Persons requesting electronic or oversized copies of District public records shall reimburse the District for its actual cost for reproducing public records, as determined by the FOIA Officer or his/her designee. Each record certified shall cost \$1.00.
- b. Documents shall be furnished without charge or at a reduced charge, as determined by the Board of Trustees, if the person requesting the documents states the specific purpose for the request and indicates that a "waiver or reduction of the fee is in the public interest" pursuant to Section 6(b) of the Act (5 ILCS 140/6(b)). The waiver or reduction of the fee is in the public interest if the principal purpose of the request is to access and disseminate information regarding the health, safety and welfare or legal rights of the general public and is not for the principal purpose of personal gain or commercial benefit. Upon a request to waive or reduce the copying charge, the District shall take into consideration the amount of materials requested, the cost of copying them, and the financial burden.
- c. Records may be produced electronically, if requested. The District may email records where practicable. When requests are unable to be sent via email or the requestor does not desire emailed copies, the District shall purchase appropriate electronic media (i.e.: disk or cd) and copy the documents to the electronic media. The requestor will pay the actual cost of the media. In no event will the District accept electronic media from a requestor.

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**5. Unduly Burdensome Request Exemption**

- a. Requests calling for all records falling within a category shall be complied with unless compliance with the request would be unduly burdensome for the District and there is no way to narrow the request, and the burden on the District outweighs the public interest in the information.
- b. Before invoking this exemption, the District shall extend to the person making the request an opportunity to confer with it in an attempt to reduce the request to manageable proportions.
- c. The District shall invoke this exemption in writing to the person making the request specifying the reasons why it would unduly burden the District and the extent to which compliance would so burden the operations of the District.
- d. Repeated requests from the same person for the same records that are unchanged or identical to records previously provided or properly denied under the Act shall be deemed unduly burdensome under this provision.

**6. Documents Containing Personal Information**

- a. When a requested document contains information of a highly personal nature or whose release would be objectionable to a reasonable person, the FOIA Officer must determine if the subject's right to privacy outweighs any legitimate public interest. If the FOIA Officer determines the legitimate public interests outweigh privacy interests, the FOIA Officer shall release the documents.
- b. If the FOIA Officer determines the right to privacy outweighs any legitimate public interest, the FOIA Officer shall deny the request.

**7. Commercial Requests**

- a. Prior to responding to a request for records, the FOIA Officer shall determine whether the requested records will be used in any sale, resale, solicitation or advertisements for sales or services. If the FOIA Officer determines that the request is for one of these purposes, it shall be deemed a commercial request and response shall be governed by this section. Requests received from news media, non-profit, scientific or academic organizations shall not be considered commercial requests.



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- b. When a request is for a commercial purpose, the FOIA Officer shall respond to the requestor within five (5) business days, informing the requestor that the request is considered commercial.
- c. Within twenty-one (21) business days after the receipt of the commercial purpose request, the FOIA Officer shall respond to the requestor. Such response shall either: 1) provide an estimate of the time required to provide the records, including a requirement that the requestor pay for the copies; 2) deny the request pursuant to one or more exemptions found in the Freedom of Information Act; 3) notify the requestor that the request is unduly burdensome and extend an opportunity to the requestor to reduce the request to manageable proportions, or 4) provide the requested records.
- d. When estimating the time required for responding to a commercial records request, the FOIA Officer should consider the size and complexity of the request. Priority shall be given to non-commercial requests.
- e. If the request is a commercial request, the following fees apply. The District charges \$10 for each hour spent by personnel in searching for and retrieving a requested record or examining the record for necessary redactions. However, no charges will be imposed for the first eight (8) hours spent by personnel in searching for or retrieving a requested record. The District may also charge the actual cost of retrieving and transporting public records from an off-site storage facility. If the District imposes any of these fees, it shall provide the commercial requester with an accounting of all fees, costs, and personnel hours spent in connection with the request.

**8. Emergency Medical Service Records**

Records regarding performance of emergency medical services are not subject to disclosure under the Freedom of Information Act.

**9. Voluminous Requests**

- a. Prior to responding to a request for records, the Fire Chief shall determine whether the requested records will constitute a voluminous request as defined by Sections 2(h) and 3.6 of the Act. If the Fire Chief determines that the request is voluminous, it shall be governed by this section.
- b. In no event shall requests made by news media, non-profit, scientific, or academic organizations be considered voluminous requests so long as the principal purpose of the request is:

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- i) To access and disseminate information concerning news and current events;
  - ii) For articles of opinion or features of interest to the public; or
  - iii) For the purpose of academic, scientific, or public research or education.
- c. If the Fire Chief determines that a request is voluminous, the requester may file a request for review with the Office of the Public Access Counselor, Illinois Attorney General, 500 South 2<sup>nd</sup> Street, Springfield, Illinois 62706; telephone (877) 299-3642; e-mail: [publicaccess@atg.state.il.us](mailto:publicaccess@atg.state.il.us). 100 West Randolph Street, Chicago, Illinois; telephone (312) 814-3000.
- d. When a request is voluminous, a Fire Chief shall issue a response within five (5) business days (see **Form 6**). This response will notify the requester:
- i) That the request is being treated as a voluminous request;
  - ii) Of the reasons why the request is being treated as voluminous;
  - iii) That the requester must respond within ten (10) business days after the Fire Chief's response was sent and specify whether the requester would like to amend the request such that it will no longer be treated as a voluminous request;
  - iv) That if the requester does not respond within ten (10) business days, or if the request continues to be a voluminous request following the requester's response, the Fire Chief will respond to the request and assess any fees chargeable pursuant to Section 6 of the Act;
  - v) That the District has five (5) business days after receipt of the requester's response or five (5) business days from the last day for the requester to amend his or her request, whichever is sooner, to respond to the request;
  - vi) That the District may request an additional ten (10) business days to comply with the request;
  - vii) Of the Public Access Counselor's address and phone number, as well as of the requester's right to seek review with the Public Access Counselor; and

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viii) That if the requester fails to accept or collect the responsive records, the requester may still be charged by the District for its response pursuant to Section 6 of the Act, and that the requester’s failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

After issuing a response pursuant to subsection (b) above, the District shall provide a voluminous requester ten (10) business days from the date of the District’s response to amend their request such that the request will no longer be treated as voluminous.

e. If a request continues to be voluminous following the requester’s response, the Fire Chief shall issue a second response within five (5) business days after receipt of the requester’s response or five (5) days after the final day for the requester to respond, whichever is sooner. This second response shall:

- i) Provide an estimate of the fees to be charged;
- ii) Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
- iii) Notify the requester that the request is unduly burdensome and provide an opportunity to the requester to attempt to reduce the request to manageable proportions; or
- iv) Provide the records as requested.

f. The District may extend the deadline for the District’s second response for up to ten (10) business days from the final day for the requester to reply to the District’s second response for the reasons set forth above. The District and the requester may also agree in writing to extend the time for compliance.

g. If the request is voluminous, a special fee structure applies:

i) If the voluminous request is for electronic records and those records are not in a portable document format (“PDF”), the District may charge the following fees based upon the amount of megabytes (“MB”) of data requested:

<b>2 MB or less</b>	Up to \$20
<b>Between 2 MB and 4 MB</b>	Up to \$40
<b>More than 4 MB</b>	Up to \$100

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- ii) If a voluminous request is for electronic records and those records are in a portable document format, the District may charge the following based upon the amount of megabytes of data (“MB”) requested:

<b>80 MB or less</b>	Up to \$20
<b>Between 80 MB and 160 MB</b>	Up to \$40
<b>More than 160 MB</b>	Up to \$100

- h. If the District imposes a fee pursuant to the above fee structure, the District shall provide the requester with an accounting of all fees, costs, and personnel hours in connection with the request.

**10. Recurrent Requesters**

- a. Prior to responding to a request for records, the Fire Chief shall determine whether the requester is a recurrent requester as defined by Sections 2(g) and 3.2 of the Act. If the Fire Chief determines that the requester is a recurrent requester, the request shall be governed by this section. In no event shall news media, non-profit, scientific, or academic organizations be considered recurrent requesters.
- b. When a requester is a recurrent requester, the Fire Chief shall issue a response within five (5) business days (see **Form 7**). This response will notify the requester:
  - i) That the District is treating the requester as a recurrent requester;
  - ii) Of the reasons why the District is treating the requester as a recurrent requester;
  - iii) That the District will send an initial response within twenty-one (21) business days after receipt of the request; and
  - iv) That in its initial response, the District may respond by:
    - Providing an estimate of the time required by the District to provide the requested records, as well as an estimate of the fees to be charged;

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- Denying the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
  - Notifying the requester that the request is unduly burdensome and extend an opportunity to the requester to reduce the request to manageable proportions; or
  - Providing the requested records.
- c. When a requester is a recurrent requester, the Fire Chief shall respond to the request within twenty-one (21) business days after receipt. This response shall:
- i) Provide an estimate of the time required by the District to provide the requested records, as well as an estimate of the fees to be charged;
  - ii) Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
  - iii) Notify the requester that the request is unduly burdensome and extend an opportunity to the requester to reduce the request to manageable proportions; or
  - iv) Provide the requested records.
- d. When a requester is a recurrent requester, the District shall comply with a request within a reasonable period considering the size and complexity of the request, unless the records are otherwise exempt from disclosure.

**11. Request for Review**

A person whose request to inspect or copy a public record is denied by the District, may file a request for review with the Public Access Counselor (PAC) established in the Office of the Attorney General not later than 60 days after the date of final denial (5 ILCS 140/9.5).

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

**CHAPTER ONE - GENERAL PROVISIONS****1.07 RESPONDING TO REQUESTS FOR INTERVIEWS, WRITTEN STATEMENTS AND TESTIMONY****A. Generally****Purpose**

1. This policy statement is intended to guide employees of the Lisle-Woodridge 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 on duty, or which a District employee otherwise has knowledge because of his or her position with the District. This policy is established because comments or statements made by District employees could adversely prejudice the employee's legal rights and the District's legal rights.
2. This policy is in no way intended to inhibit the right of the District employees to free speech but rather to offer the District employees advice prior to making statements which could have legal consequences adverse to the District employee and/or the District.
3. Situations that involve privileged or confidential information should be handled in accordance with the District's policy on privileged or confidential information.

**B. Applicable Requests**

1. 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 because of his or her position with the District.
2. This policy shall apply to requests which, at the discretion of the District, may have legal consequences to the District employee who is the subject of the request or to the District. This policy shall not apply to casual conversation of District employees or the District employees' exercise of their right of free speech.

**CHAPTER ONE - GENERAL PROVISIONS****C. Procedure**

District employees shall report to the Fire Chief or his/her 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 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/her 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.

**D. District Employees' Rights**

If the request is made to a District employee through the District, the District shall use its best efforts to respect the employee's privacy and to keep confidential the existence of the request. A District employee shall not be summoned off-duty by the District in response to a request except 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.

**E. Uniform Dress**

When testifying in a court of law, before an administrative agency, at a deposition or similar proceedings, a District employee shall wear uniform Class A if issued to the employee or Class B with tie. All shall appear in a clean, neat and professional manner.

**CHAPTER ONE - GENERAL PROVISIONS**

**1.08 PRIVILEGED OR CONFIDENTIAL INFORMATION**

**A. Generally**

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. "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.) or pursuant to other federal or State law. This shall include, but not be limited to, information that may be contained in the following documents and/or records:

1. Information in any form maintained by the District with respect to persons who have received services from District personnel or other public bodies' personnel.
2. Personnel files and personal information maintained with respect to employees, appointees or elected officials of the District.
3. Information revealing the identity of persons who file complaints with or provide information to the District for purposes of law enforcement matters.
4. Records compiled by the District for administrative enforcement proceedings or for internal matters of the District, but only to the extent that disclosure would:
  - a. interfere with pending or actually and reasonably contemplated law enforcement proceedings conducted by a law enforcement agency;
  - b. interfere with pending administrative enforcement proceedings conducted by the District;
  - c. deprive a person of a fair trial or an impartial hearing;
  - d. unavoidably disclose the identity of a confidential source or confidential information furnished only by the confidential source;
  - e. disclose unique or specialized investigative techniques other than those generally used or known;
  - f. constitute an invasion of personal privacy, as outlined above;
  - g. endanger the life or physical safety of law enforcement personnel or any other person; or



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- h. obstruct an ongoing criminal investigation.
- 5. Preliminary drafts, notes, recommendations, memoranda and other records in which opinions are expressed, or policies or actions are formulated, except that specific information shall not be privileged or confidential when the information is publicly cited and identified by the Board of Trustees or Chief of the District.
- 6. 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.
- 7. 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.
- 8. Test questions, scoring keys or other examination data used to determine the qualifications of an applicant for employment or promotion.
- 9. 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.
- 10. Minutes of meetings of District Boards 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.
- 11. Communications between the District and an attorney or auditor representing the District that would not be subject to discovery in litigation, and materials, prepared or compiled by or for the District in anticipation of a criminal, civil or administrative proceeding upon the request of an attorney advising the District, and materials prepared or compiled with respect to internal audits of the District.
- 12. 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.

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13. 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.
14. 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.
15. 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.
16. 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.
17. Information related solely to the internal personnel rules and practices of the District.
18. 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.

**C. "Third Parties"**

"Third parties" shall include persons who are not board members, officers, employees, agents or representatives of the District and who do not have knowledge of the privileged or confidential information at issue. However, a "third party" shall include board members, officers, employees, agents or representatives of the District where those persons are not given access to the privileged or confidential information at issue.

**CHAPTER ONE - GENERAL PROVISIONS**

**D. Rights of District Employees**

1. 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.
2. Where the information has been already disseminated to third parties outside the District, that information shall not be subject to the restrictions of this policy.

**CHAPTER ONE - GENERAL PROVISIONS**

**1.09 EMERGENCY MEDICAL SERVICES RECORDS POLICY**

**A. Generally**

It is the intent of the Board of Trustees of the District to maintain the confidentiality of emergency medical services ("EMS") records kept and maintained by the District while following the law with respect to disclosure. These EMS records contain certain health information, including protected health information ("PHI"), that is protected from disclosure under Illinois and federal law, including the Health Information Portability and Accountability Act of 1996 ("HIPAA"). Therefore, all EMS records will be kept in strict confidentiality, unless disclosure is otherwise authorized by law.

**B. Release of EMS Records**

EMS records will be released only in the following instances:

**1. Written Authorization for Release.**

Pursuant to Section 8-2001 of the Illinois Code of Civil Procedure (the "Code") (735 ILCS 5/8-2001) and otherwise authorized under HIPAA, upon the written request of any person who has received emergency medical services from the District ("Patient"), or any person, entity, or organization presenting a valid authorization for the release of the EMS records signed by the Patient or the Patient's legally authorized representative, shall permit the Patient, his or her health care practitioner, authorized attorney, or any person, entity, or organization presenting a valid authorization for the release of medical records signed by the Patient or the Patient's legally authorized representative to examine the Patient's EMS records and permit copies of such records to be made by him or her or his or her health care practitioner or authorized attorney. The requestor shall attest under oath that he or she is authorized to view the records and/or consent to the release of the records.

**2. Court Order.**

The District shall disclose EMS records in the course of any judicial or administrative proceeding in response to an order of a court or administrative tribunal, provided that the disclosure is limited to those records expressly authorized by the court order.

**CHAPTER ONE - GENERAL PROVISIONS****3. Pursuant to a Lawful Subpoena or Discovery Request (Without a Court Order).**

In response to a subpoena, discovery request, or other lawful process, that is not accompanied by an order of a court or administrative tribunal, if the District receives satisfactory assurances from the party seeking the information that reasonable efforts have been made by such party: (1) to ensure the Patient has been given notice of the request; or (2) to secure a qualified protective order.

**4. Satisfactory Assurances with Respect to Subpoena or Discovery Request without a Court Order.**

A. Satisfactory Assurance with Respect to Notice to the Patient. The District will be deemed to have received satisfactory assurances from the party requesting the EMS records with respect to reasonable efforts to provide the Patient with notice of the request, if the requesting party provides a written statement and accompanying documentation demonstrating that:

- (i) The party requesting the information has made a good-faith attempt to provide written notice to the Patient (or, if the Patient's location is unknown, to mail a notice to the Patient's last known address;
- (ii) The notice includes sufficient information about the litigation or proceeding in which the EMS records are requested to permit the Patient to raise an objection to the court or administrative tribunal; and
- (iii) The time for the Patient to raise objections to the court or administrative tribunal has elapsed, and:
  - a. No objections were filed; or
  - b. All objections filed by the Patient have been resolved by the court or the administrative tribunal and the disclosures being sought are consistent with such resolution.

**CHAPTER ONE - GENERAL PROVISIONS**

- B. Satisfactory Assurances with Respect to Obtaining a Qualified Protective Order. The District will have been deemed to receive satisfactory assurances from the party seeking EMS records if the requesting party provides a written statement and accompanying documentation demonstrating that:
- (i) The parties to the dispute giving rise to the request for information have agreed to a qualified protective order and have presented it to the court or administrative tribunal with jurisdiction over the dispute; or
  - (ii) The party seeking the EMS records has requested a qualified protective order from such court or administrative tribunal.

**5. Administrative Regulations**

The Fire Chief shall adopt administrative regulations to implement this policy.

**LEGAL REF. : 5 ILCS 140 et seq.; 210 ILCS 50/1 et seq.; 410 ILCS 50/0.01 et seq.; 735 ILCS 5/8-802 ; 735 ILCS 5/8-2001 ; 42 U.S.C. § 11320d-1329d-8, 45 C.F.R. §§ 160 & 164**

**CHAPTER ONE - GENERAL PROVISIONS**

**1.10 COMMUNICATIONS AND CORRESPONDENCE**

**A. Generally**

District employees may use District facilities and materials only for District business. Therefore, employees may not use departmental letterhead for private correspondence.

**B. Guidelines**

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

1. No correspondence may be sent out of the department over an employee's signature without the permission of the Fire Chief.
2. Communications to be posted as official District business shall be prepared on letterhead.
3. Correspondence between personnel that will not be posted shall be prepared on plain white paper.
4. Any employee receiving written communication for transmission to higher command shall in every case immediately forward such a communication. A member receiving a communication from a subordinate directed to a higher command shall endorse it indicating approval, disapproval or acknowledgment.
5. 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.
6. 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 Fire Chief or Deputy Chief authorizes contact to an outside superior officer or director of a unit/agency.

**CHAPTER ONE - GENERAL PROVISIONS****1.11 SMOKE FREE ILLINOIS ACT POLICY****A. Generally**

In accordance with the Smoke Free Illinois Act (**410 ILCS 82 et seq.**), no person shall smoke, use tobacco products or electronic cigarettes in any District facility or within 15 feet of any entrance, exit, windows that open, and ventilation intakes that serve an enclosed area of the facility where smoking is prohibited in compliance with the Act. The Fire Chief shall utilize existing physical barriers, ventilation systems and other physical elements of the premises to prevent the infusion of smoke into areas where smoking is not permitted.

**B. Vehicles**

Smoking, use of tobacco products or use of electronic cigarettes in District vehicles is prohibited.

**C. Enforcement**

Use of tobacco products or electronic cigarettes in any location requires that the user be aware of common courtesies to the other members of the District. The users of tobacco products or electronic cigarettes must properly dispose of all tobacco related materials after use. This includes, but is not limited to, emptying of all ash trays, properly disposing of any butts, cups or cans that may have been used. The use of the apparatus floor or the floor drains to dispose of tobacco related materials is expressly prohibited.

The Fire Chief shall make reasonable efforts to prevent violation of this policy in the District facilities by posting appropriate signs, contacting a law enforcement officer if necessary, or other appropriate means. (410 ILCS 82 et seq.)

**LEGA REF.: 410 ILCS 82/1 et seq.**



**CHAPTER ONE – GENERAL PROVISIONS**

**1.12 GENERAL ANTI-HARASSMENT POLICY**

**A. Generally**

The Lisle-Woodridge Fire Protection District is committed to recognizing the respect and dignity of all employees of the District and members of the community. The District believes it should foster a work environment that is free from harassment on the basis of an individual’s actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from the military, or any other legally protected status under federal, State or local law. The District will not tolerate harassment in any form. The terms of this policy are meant to supplement the terms of the District’s Sexual Harassment Policy. This policy applies to all officers, employees, members, contract workers, and officials of the Lisle-Woodridge Fire Protection District.

**B. Definition of Harassment**

“Harassment” means any unwelcome conduct on the basis of an individual’s actual or perceived race, color, religion, national origin, ancestry, age, sex, marital status, order of protection status, disability, military status, sexual orientation, pregnancy, unfavorable discharge from the military, genetic information, citizenship status, or any other characteristic protected under any federal, State or local law, and that:

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

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

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

As used herein, the phrase “working environment” is not limited to the physical location where an employee is assigned to perform his or her duties.

**CHAPTER ONE – GENERAL PROVISIONS****C. Harassment Complaints**

Complaints alleging a violation of this policy must be brought to the attention of the appropriate District officials as soon as possible after the alleged incident of harassment as provided under this policy. If you are aware of workplace conflict or wrongdoing taking place, you must immediately discuss your questions, problems, complaints or reports with your direct supervisor. If you feel uncomfortable doing so, or if your direct supervisor is the source of the problem, condones the problem, or ignores the problem, immediately report the matter to your supervisor's supervisor. If neither of these alternatives is satisfactory to you, then immediately direct your questions, problems, complaints or reports to the Fire Chief or to the Board of Trustees. You are not required to directly confront the person who is the source of your report, question or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conflict known should it exist.

Employees may also opt to file a charge with the Illinois Department of Human Rights/Illinois Human Rights Commission, 100 W. Randolph St., Suite 10-100, Chicago, Illinois 60601, (312) 814-6200, or with the federal Equal Employment Opportunity Commission (EEOC), 230 South Dearborn Street, Suite 1866, Illinois 60604, (312) 872-9744. A complaint with the Illinois Department of Human Rights must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days.

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 appealing a decision. The District prohibits retaliation made against any employee who alleges a good faith complaint of harassment or who participates in any related investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Grossly inaccurate or groundless complaints made in bad faith may subject the complainant to disciplinary action.

**CHAPTER ONE – GENERAL PROVISIONS****D. Complaint Procedure**

Any District employee, client, contractor, customer, or membership/job applicant who believes he or she is a victim of discriminatory workplace harassment should make a complaint orally or in writing with any of the following:

1. Immediate supervisor.
2. Any line officer within the District.
3. Any chief officer within the District.

Any line officer that observes inappropriate behavior or receives a harassment complaint shall notify his or her immediate supervisor who will then immediately notify the Fire Chief. Upon notification of a harassment complaint, the immediate officer and/or his/her designee shall conduct an initial investigation to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the immediate supervisor or Chief Officer may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

If there appears to be merit to the complaint, a detailed investigation shall be initiated. This investigation may be done by District officials or a designated third party. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred. If harassment is determined to have occurred, the Fire Chief shall make and/or recommend to the Board of Trustees prompt and effective remedial action against the harasser. Any such remedial action will be commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be distributed to both parties.

**CHAPTER ONE – GENERAL PROVISIONS****E. Retaliation**

Retaliation in any manner against a person for filing a harassment charge or initiating a harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from membership/employment. The Fire Chief or Deputy Chief shall take all reasonable steps to protect the victim from any retaliation as a result of communicating his or her complaint.

**F. Confidentiality**

Confidentiality will be maintained to the fullest extent possible in accordance with applicable federal, State and local law.

**G. False Complaints**

Any complaint made by a District employee of the Lisle-Woodridge Fire Protection District regarding job-based harassment which is conclusively proven to be false, shall result in discipline. This discipline may include dismissal from membership/employment. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

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

**CHAPTER ONE - GENERAL PROVISIONS**

**1.12.5 SEXUAL HARASSMENT POLICY**

**A. Generally**

It is the policy of the Lisle-Woodridge Fire Protection District to strictly prohibit sexual harassment in the workplace. 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, any individual associated with the District, and/or member of the public, will be subject to appropriate disciplinary action, depending upon circumstances, up to and including termination. This policy shall apply to all officers, employees, members, contract workers, and officials of the Lisle-Woodridge Fire Protection District.

**B. Definition of Sexual Harassment**

1. In the case of sexual harassment of any employee or other individual by an employee of the District or other individual subject to this policy, sexual harassment means any:
  - a. Unwelcome 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. Even conduct that is intended to be "innocent" may still constitute sexual harassment if it falls within the terms of this policy. If anyone expresses concern that behavior may have violated this policy, please respect his or her concerns. Regardless of intent, how others interpret your behavior is important. This policy is not meant to interfere with or discourage friendships among employees. However, employees and officers must be sensitive to acts or conduct that may be considered offensive by other employees.

**CHAPTER ONE - GENERAL PROVISIONS**

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. Nonverbal: 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, and coercing sexual intercourse, exposing oneself or assault.
4. Employees and officers are strongly discouraged from seeking a romantic or amorous relationship with another employee. Under no circumstances may an employee repeatedly ask another employee or officer to date, apply pressure to have a relationship, or retaliate in any way due to an employee's decision not to date or have a relationship.

**C. Sexual Harassment 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 as provided under this policy. If you are aware of workplace conflict or wrongdoing taking place, you must immediately discuss your questions, problems, complaints or reports with your direct supervisor. If you feel uncomfortable doing so or if your direct supervisor is the source of the problem, condones the problem, or ignores the problem, immediately report to your supervisor's supervisor. If neither of these alternatives is satisfactory to you, then you can immediately direct your questions, problems, complaints or reports to the Fire Chief or to the Board of Trustees. You are not required to directly confront the person who is the source of your report, question, or complaint before notifying any of those individuals listed. Nevertheless, you are required to make a reasonable effort to make wrongdoing or conduct known should it exist.

**CHAPTER ONE - GENERAL PROVISIONS**

The Fire Chief shall establish any additional rules necessary to implement this policy. However, employees may choose to file a charge with the Illinois Department of Human Rights/Illinois Human Rights Commission, 100 W. Randolph St., Suite 10-100, Chicago, Illinois 60601, 312-814-6200, or with the federal Equal Employment Opportunity Commission, 230 South Dearborn Street, Suite 1866, Chicago, Illinois 60604, (312) 872-9744. A complaint with the Illinois Department of Human Rights must be filed within 300 days of the alleged incident(s) unless it is a continuing offense. A complaint with the EEOC must also be filed within 300 days. The District will make every effort to ensure that those named in the report or who are too closely associated with those involved in the report will not be part of the investigative team. The District reserves the right and hereby provides notice that third parties may be used to investigate sexual harassment claims.

Complainants are entitled to confidentiality and respect during the investigation process and shall not be subjected to harassment or retaliation as a result of having filed a complaint or appealed a decision. The District, the State Officials and Employees Ethics Act, the Whistleblower Act, and the Illinois Human Rights Act prohibit retaliation made against any employee who alleges a good faith complaint of sexual harassment, or who participates in any related investigation. Anyone who violates this rule is subject to disciplinary action, up to and including termination, unless otherwise prohibited as provided under State law. 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.

**D. Sexual Harassment Complaint Procedures**

Any District employee, official, client, contractor, customer, or membership/job applicant who believes he or she is a victim of sexual harassment should make a complaint orally or in writing with any of the following:

1. Immediate supervisor.
2. Any line officer within the District.
3. Any chief officer within the District.

**CHAPTER ONE - GENERAL PROVISIONS**

Any line officer that observes sexual harassment or other inappropriate behavior or receives a sexual harassment complaint shall notify his or her immediate supervisor who will then immediately notify the Fire Chief. Upon notification of a harassment complaint, the immediate officer and/or his/her designee shall conduct an initial investigation to make a preliminary determination as to whether there is any merit to the complaint. If no merit is found, the immediate supervisor or Chief Officer may still meet with the parties involved to attempt to conciliate the complaint or conflict between the parties.

If there appears to be merit to the complaint, a detailed investigation shall be initiated. This investigation may be done by District officials or a designated third party. Factual information gathered through the investigation will be reviewed to determine whether the alleged conduct constitutes sexual harassment, giving consideration to all factual information, the totality of the circumstances including the nature of the verbal, physical, visual or sexual conduct and the context in which the alleged incident(s) occurred. If sexual harassment is determined to have occurred, the Fire Chief shall make and/or recommend to the Board of Trustees prompt and effective remedial action against the harasser. Any such remedial action will be commensurate with the severity of the offense, up to and including termination from membership/employment. Copies of the final report, including disciplinary action taken, will be distributed to both parties.

**E. Retaliation**

Retaliation in any manner against a person for filing a sexual harassment charge or initiating a sexual harassment complaint, testifying in an investigation, providing information or assisting in an investigation, is expressly prohibited and subject to disciplinary action up to and including termination from membership/employment. The Fire Chief or Deputy Chief shall take all reasonable steps to protect the victim from any retaliation as a result of communicating the complaint.



**CHAPTER ONE - GENERAL PROVISIONS****F. Confidentiality**

Complainants are entitled to confidentiality, which shall be maintained to the fullest extent possible in accordance with applicable federal, State and local law.

**G. False Complaints**

Any complaint made by a District employee of the Lisle-Woodridge Fire Protection District regarding job-based sexual harassment which is conclusively proven to be false, shall result in discipline. This discipline may include dismissal from membership/employment. This section is not intended to discourage employees from making complaints regarding job-based harassment. However, false complaints adversely impact the workplace and the career of the accused, even when disproved, and will not be tolerated.

**H. Harassment Prevention Training**

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

1. Who conducted the training;
2. A list of trainees;
3. Signed acknowledgment forms from the attendees indicating their comprehension of the information;
4. How often employees and officers are trained; and
5. Materials distributed and utilized in training session.

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

**CHAPTER ONE - GENERAL PROVISIONS****1.13 AMERICANS WITH DISABILITIES ACT**

- A.** Lisle-Woodridge Fire Protection District shall comply with the Americans With Disabilities Act with respect to the terms and conditions of employment and with respect to the delivery of its services, programs and activities, by making reasonable accommodations for employees and applicants and 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.
- B.** All contracts entered into by the District which shall result in the delivery of services, programs, and activities shall be delivered without discrimination on the basis of disability, in a manner consistent with the Act and the rules.
- C.** 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.
- D.** 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.
- E.** 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.
- F.** Employees or applicants who seek a reasonable accommodation to participate in the application process or a reasonable accommodation that will allow them to perform the essential functions of their position should contact the Fire Chief.

**CHAPTER ONE – GENERAL PROVISIONS****G. Submission of Grievance**

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

1. The complainant's name, address and phone number;
2. The relationship of the complainant to the District;
3. The basis of the complaint;
4. The provisions of the Act and implementing regulations allegedly violated;
5. The date(s) of the alleged violation;
6. The remedy or relief sought.

**H. Conference and Review**

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

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

**I. Action and Appeal**

At the conclusion of the review, the Fire Chief shall advise the complainant within forty-five (45) days of the receipt of the complaint in writing of any final action to be taken on the complaint. If the complainant does not accept the action taken by the Fire Chief or does not accept the action proposed by the Fire Chief, the complainant may appeal in writing to the Board of Trustees. The Board shall review the appeal within thirty (30) calendar days of receipt of the same and notify the complainant of its concurrence or rejection of the Fire Chief's decision in writing, including any alternate resolution the Board wishes to implement.

If the complainant does not agree with the decision of the Board of Trustees, he or she may contact the United States Department of Justice, Civil Rights Division, Disability Section, 950 Pennsylvania Avenue, NW, Washington D.C. 20530 Office of Americans, (800) 669-4000, and/or the Equal Employment Opportunity Commission (EEOC), 230 South Dearborn Street, Suite 1866, Chicago, Illinois 60604, (312) 872-9744.

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

**CHAPTER ONE - GENERAL PROVISIONS****1.14 DRUG AND ALCOHOL POLICY****A. Generally**

1. The use of illegal drugs and the abuse of legal drugs and alcohol by employees of the District presents unacceptable risks to the safety and well-being of other employees and the public, in addition to being unlawful in some cases. Therefore, it is the policy of the District that the manufacture, distribution, dispensation, possession or use of a controlled substance, cannabis, alcoholic beverage, or the abuse of other legal substances which may impair or adversely affect an employee's ability to perform his or her job, is prohibited on all District properties and in all District workplaces at any time by any employee or guest, and at all times and places wherever any employee is performing employment duties for the District including while on call. In addition, all employees are prohibited from entering District property or workplaces while under the influence of cannabis, alcohol, or any controlled substances. Additionally, all employees are prohibited from being at any place at any time when performing employment duties for the District, while under the influence of cannabis, alcohol, or any controlled substances.
2. In addition, all employees are required to report to their immediate supervisor whenever they are taking medication or a prescription drug which has known side effects that could adversely impact job performance. Employees are also prohibited from entering upon District property while, or from being at any time or place while performing employment duties for the District, under the influence of alcohol or any controlled substances. (Drug Free Workplace Act, 30 ILCS 580/1 et seq.)

**B. Definitions**

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

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3. In accordance with Section 10-50(d) of the Cannabis Regulation and Tax Act (410 ILCS 705/10-50(d)), the District may consider an employee to be impaired or under the influence of cannabis if the District has a good faith belief that an employee manifests specific, articulable symptoms while working that decrease or lessen the employee's performance of the duties or tasks of the employee's job position, including (but not limited to) symptoms of the employee's speech, physical dexterity, agility, coordination, demeanor, irrational or unusual behavior, or negligence or carelessness in operating equipment or machinery; disregard for the safety of the employee or others, or involvement in any accident that results in serious damage to equipment or property; disruption of a production or manufacturing process; or carelessness that results in any injury to the employee or others.
4. In the context of cannabis use, "on call" shall mean when an employee is scheduled with at least twenty-four (24) hours' notice by the District to be on standby or otherwise responsible for performing tasks related to his or her employment either at the District's premises or another previously designated location by the District or his or her supervisor to perform a work-related task.
5. "Workplace" shall mean the District's premises, including any building, real property, and parking area under the control of the District or area used by an employee while in performance of the employee's job duties, and vehicles, whether leased, rented, or owned.
6. "Abuse of legal substances" includes use of prescribed drugs in a manner **inconsistent with physician's directions or approval.**

**C. Prohibitions**

In addition to any and all other criminal, civil, or regularly prohibitions which may be applicable, employees shall be prohibited from the following:

1. Being under the influence alcohol or any other drug or combination of drugs, to a degree which, in any way, impairs the employee's ability to safety and competently perform his or her duties.
2. Consuming, possessing, selling, purchasing or delivering any illegal drug at any time, except in accordance with the duty requirements; or
3. Consuming alcohol or cannabis at any time while on duty or on call, as defined in Section 10-50 of the Cannabis Regulation and Tax Act (410 ILCS 705/10-50), without exception; or

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4. Consuming or possessing alcohol upon District premises or job sites, except during District approved function, while not on duty; or
5. Consuming or possessing cannabis in District workplaces, as defined by Section 10-50 of the Cannabis Regulation and Tax Act (410 ILCS 705/10-50); or
6. Failing to report to the Fire Chief, or his/her designee, the use of any prescription medication which the employee knows or should know will have an effect on the employee's ability to safety and competently perform his or her duties.

**D. Violations of Policy**

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

If the District elects to discipline an employee on the basis that the employee is under the influence or impaired by cannabis, the District shall afford the employee a reasonable opportunity to contest the basis of the determination. Such an appeal must be made, in writing to the Fire Chief, within ten (10) days of the District's election to impose discipline. The Fire Chief shall take appropriate action based on the employee's representations.

**E. Drug Testing**

1. The District shall conduct or authorize medical examinations which include urine testing for the presence of drugs and/or alcohol in the following conditions:
2. Candidate pre-assignment to field duties and pre-certification to appointment with the District.
3. Any behavior or conduct where, based on the opinion of two (2) employees (one of whom must have supervisory or administrative capacity), the District has reasonable suspicion to believe that an employee is under the influence of alcohol, and/or illegal drugs, and/or abuse of legally prescribed drugs.
4. Pursuant to regularly scheduled medical examinations.
5. The District may conduct or authorize medical examinations which include urine testing for the presence of drugs and/or alcohol in the following conditions:
  - a. Upon the request for reinstatement to active status following absence from active duty for any reason in excess of thirty (30) days.
  - b. Duty injury involving any time off as part of regular medical/hospital procedures.

**CHAPTER ONE – GENERAL PROVISIONS**

- c. Driver or operator of any apparatus or equipment involved in any accident resulting in injury to any person or significant damage to any property.
- d. Upon appointment to a higher rank and/or promotion.
- 6. There shall be no random or unit wide testing of employees, except in the case of an individual who violates the prohibition against the possession or sale of any illegal drug or the prohibition against consuming or possessing alcohol while on duty.
- 7. The Chief shall adopt administrative regulations to implement this section of this policy.

**F. Voluntary Requests for Assistance**

- 1. The District shall take no initial adverse employment action against any employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem unless the employee is found impaired on the job. The District shall assist employees in selecting a course of action in the event drug counseling, treatment, and rehabilitation is required and in indicating that a trained referral team is in place.
- 2. All requests shall be confidential. When undergoing treatment and evaluation, employees shall be allowed to use FMLA, sick leave and/or paid or unpaid leave. Any such leave authorized by the Fire Chief shall not exceed one (1) year.

**LEGAL REF.: 30 ILCS 580/1 et seq.; 21 U.S.C. §812; 21 C.F.R. §§1308.11-1308.15; 42 U.S.C. §12114; 30 ILCS 580/1 et seq.; 410 ILCS 705/1 et seq.**

**CHAPTER ONE - GENERAL PROVISIONS**

**1.15 COMPLAINTS AND SUGGESTIONS FROM CONSTITUENTS**

The Board of Trustees shall be receptive to complaints and suggestions from any of its constituents.

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

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 as soon as its regular schedule of meetings and business permits.



**CHAPTER ONE - GENERAL PROVISIONS****1.16 MEDIA RELATIONS****A. Generally**

The Lisle-Woodridge Fire Protection District shall establish and maintain a positive relationship with the news media. Information shall be made available in a timely manner and full cooperation and courtesy shall be accorded media representatives within the guidelines of this procedure.

**B. Authority to Release Official Information**

1. Authority to release official information of any type shall be limited to the Fire Chief, Deputy Chief, Bureau Chief, Battalion Chiefs, or Public Information Officer (PIO). Except as noted in the following sections, no employee under any circumstances shall release any official information to any media representatives unless specifically authorized by one of the above individuals. This policy is in no way intended to inhibit the right of the District employees to free speech but rather to control the release of official information in the District.
2. If a representative of the media attempts to contact an individual employee directly at the scene of an incident, or at their residence, requesting information concerning the District, an emergency incident, or specific District actions, the employee shall refer the media representative to the duty Battalion Chief who shall address the request and notify the Public Information Officer.

**C. Fire Prevention / Public Education Bureau**

The Fire Prevention / Public Education Bureau shall be responsible for the daily dissemination of routine information on Fire District events, activities, and non-emergency operations. In order to facilitate a coordinated effort of public information release, and public affairs operations, the Public information Officer shall be present at all staff, and other meetings when public education, information and media affairs are part of discussions or meetings.

**D. Informing Fire Prevention / Public Education Bureau-of Newsworthy Events**

1. All division, specialty team, shift, project, and station supervisors shall be responsible for informing the Fire Prevention / Public Education Bureau of any potentially newsworthy events, situations, or activities within their respective areas.
2. Under no circumstances shall any employee contact the media on behalf of the District concerning possible newsworthy events, situations, or activities without prior approval of the Fire Chief, Deputy Chief or Battalion Chief and notification to the Fire Prevention / Public Education Bureau.

**CHAPTER ONE - GENERAL PROVISIONS**

**E. Coordination with other Agencies**

When any emergency incident, routine event, situation, or activity involves other outside agencies, information release shall be coordinated with the other agencies through the Fire Chief, Deputy Chief, Bureau Chief, or Battalion Chief and Public information Officer.

**F. Media Relations at Emergency Incidents**

1. The District is responsible for the dissemination of information where the District has primary jurisdiction over the incident. These incidents may include:
  - a. Fires
  - b. Hazardous conditions (Haz Mat incidents)
  - c. Rescue operations (building collapse, cave in)
  - d. Other incidents in which the District maintains primary responsibility for the mitigation or investigation of the incident.
  - e. Emergency medical responses.
2. The incident commander shall be ultimately responsible for the management of public information on the emergency incident scene. As soon as practical, after basic fire and/or rescue operations have been initiated, the incident commander shall begin to establish an information sector by requesting response to the scene by the Public Information Officer (PIO).
  - a. The information sector shall normally be staffed by a Public Information Officer after official notifications have been made. However, the incident commander shall be responsible for assigning an appropriate officer to staff this sector in the event of the unavailability of a PIO or delay in their arrival to the scene.
  - b. The incident commander shall brief the PIO concerning incident details as soon as practical and shall include the PIO in all subsequent command briefings at the incident scene.

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**G. Media Access**

All members of the Fire District shall extend utmost courtesy to members of the media at the scene of an emergency incident. Media vehicles and equipment shall be permitted to locate closer to the incident than the general public, but must not obstruct fire and rescue operations. The media shall be directed to the media area, or to the PIO for coordination. Under no circumstances shall any member of the Fire District knowingly obstruct news media in the performance of their duties unless personal injury is imminent or fire and rescue operations will be impeded. This includes physically blocking camera shots, or in any way preventing photographs, except as indicated previously. Members of the Fire District shall take no action to discourage or encourage the media in photographing or televising anything within their view at the scene of an incident. At major incidents or incidents of long duration, a media area shall be established near the command post far enough removed so as not to interfere with command operations and to be out of normal speaking voice range.

**H. Information Release**

The PIO shall ultimately be responsible for the release of all pertinent information to the media. This information shall include, but is not limited to the following:

1. Address of Incident
2. Description of situation found
3. Actions taken by the Fire District
4. Estimated property damage or loss

**I. Interviews of Participating Personnel**

Personnel actually participating in the incident shall be made available for on-camera, radio, or reporter interviews where possible. Under no circumstances shall a member of the District grant an interview without the approval of the Fire Chief, Deputy Chief, or their designee, and the PIO.

**J. Media Access to Scene**

The District shall allow controlled media access to all parts of the incident scene (excluding private property without the owner's approval) at such time the incident is under control and no danger of personal injury exists. This access shall be coordinated by the incident commander and the PIO.

**K. Conduct of District Employees**

All members of the District shall conduct themselves in an appropriate manner when the news media are present. Members should refrain from laughing, joking, or smoking or use of tobacco products or electronic cigarettes while in camera range when pictures or videos are being made.

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**L. Officers' Responsibilities**

Fire Officers at Headquarters (Station 51) can expect to receive calls from the media concerning a possible newsworthy incident. The officer in charge shall confirm the nature of the call, the address of the incident, and whether it is a working incident. This officer should not make any official statements to the media beyond those listed in this section.

**M. Media Credentials**

The District does not issue media credentials; however, all metropolitan and local area media identification cards, or passes shall be honored at the emergency incident scenes or news conferences. If a person claims to be a media representative and is not displaying proper credentials, it is appropriate to ask to see the proper credentials.

**N. Medial Information and Vehicle Accidents**

Although the District has initial medical jurisdiction at the scene of auto accidents and crimes involving trauma (stabblings, shootings, etc.) the release of information concerning these incidents shall be the primary responsibility of law enforcement agencies. The actions of the District PIO are limited to confirming that the incident has occurred, and any extraordinary fire or rescue operations performed. The District PIO may, at the request of law enforcement, assist police agencies with public information tasks.

**O. Recording of Emergency Scenes**

The recording of the scene of an emergency, while valuable for purposes of training and/or investigation, may constitute an unwarranted invasion of privacy if disclosed to the public. Employees of the District are prohibited from releasing any audio, photographs, and/or video of emergency scenes, in any format whatsoever.

Employees shall immediately forward to the Fire Chief any subpoena or request under the Freedom of Information Act received by the District for the release of audio, photographs, and/or video of emergency scenes.

**CHAPTER ONE - GENERAL PROVISIONS**

**1.17 USE OF DISTRICT FACILITIES**

- A.** Because of the emergency-oriented nature of the Lisle-Woodridge Fire Protection District's facilities, it is the policy of the Board of Trustees of the District that all of the District's facilities are closed forums and are not available for use by individuals, groups or organizations outside the District, except in the following limited circumstances:
- B.** The meeting rooms, kitchen facilities and the parking lots at all District facilities are available to private and not-for-profit emergency services, law enforcement, disaster and public health organizations as relate to the approved mission statement of the District.
- C.** Use of the above facilities shall be under the following general conditions:
  - 1. Use of the District's facilities shall not interfere with the provision of emergency services or with the District's scheduled activities.
  - 2. The proposed use of the District's facilities shall not be inconsistent with the purposes of the District nor detrimental to the District's properties.
  - 3. The proposed use shall be consistent with local, state and federal law, and the users shall follow the policies and regulations of the District.
  - 4. Use of the District's facilities shall be permitted only on a temporary basis.
- D.** The Fire Chief shall establish and maintain administrative procedures under which the above District facilities may be used.

**CHAPTER ONE - GENERAL PROVISIONS****1.18 VISITORS TO DISTRICT FACILITIES**

- A.** 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/her appointed representative is authorized to give such permission. The Fire Chief or his/her appointed representative may place such terms and conditions upon the visit as he or she deems necessary for efficient operation of the District.
- B.** All employees are authorized to make reasonable requests upon visitors to identify themselves and state their purpose. Visitors may not interrupt drills or the administration or operation of the District's business.

**CHAPTER ONE - GENERAL PROVISIONS**

**1.19 VIOLENCE IN THE WORKPLACE**

**A. Generally**

The Lisle-Woodridge Fire Protection District believes violence in the workplace to be contrary to the basic respect and consideration of others. The safety and security of all sworn and civilian personnel and District guests are very important. Threats, threatening behavior, acts of violence or other forms of physical aggression will not be tolerated by the District.

**B. Definitions**

1. "THREAT" - a communicated intent to inflict physical 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 attack.
3. "VIOLENCE" - Unjustified or unwarranted use of physical force so as to injure, damage or abuse a person or property.

**C. Prohibited Contact**

Prohibited conduct by District employees includes, but is not limited to the following: (1) intimidation, harassment, assault, battery, stalking, cyberstalking, bullying, or conduct that causes a person to believe that he or she is under a threat of death or serious bodily injury; (2) inflicting or threatening injury or damage to another person's life, health, well-being, family, or property; (3) possessing a firearm, explosive, or other weapon on District property, or using an object as a weapon, except as authorized by the Board; (4) abusing or damaging District property; (5) using obscene or abusive language or gestures in a threatening manner and/or raising his or her voice in a threatening manner.

Because the potential for misunderstanding, joking about any of the above conduct is also prohibited.

**CHAPTER ONE – GENERAL PROVISIONS**

**D. District Response to Violence**

Any person who makes threats, exhibits threatening behavior or engages in violent acts in the workplace is subject to removal from the workplace pending the outcome of an internal investigation. The immediate supervisor of the offending employee will ensure that the offending employee is moved 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.

**E. Employee Notification**

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.



**CHAPTER ONE – GENERAL PROVISIONS**

**1.20 COMPUTER USAGE AND INTERNET**

**A. Rationale / Intent**

The District makes its computer systems, network, and the Internet available for our employees with the expectation that they will use good judgment. Downloading files or programs without authorization can result in malicious software being introduced into the District’s computer system and must be avoided. Entering prohibited sites also places the system at risk and is an integrity issue.

**B. Responsibility**

1. The guidelines set forth in this policy shall apply to all District employees.
2. It is each individual employee’s responsibility to understand and follow this policy and each Officer’s or supervisor’s responsibility to assure compliance.

**C. Access to District Computer Systems**

Only employees authorized by the District shall have access to the District’s network and computer systems. These employees shall receive a unique user name and password. If the System Administrator or the Fire Chief determines that a District employee requires elevated, administrative privileges, the District shall create a separate administrative account for the employee. Passwords are to remain confidential.

Only employees authorized by the District shall have the right to physically alter, upgrade, or repair any District-owned computer or network system.

The System Administrator is responsible for maintaining a current list of all authorized employees and his or her corresponding system use privileges.

External vendors or other third-parties must be expressly authorized to gain access to the District’s computer systems or network.

**D. Personal Use**

The use of District computer systems, email services, networks, and Internet is a privilege—not a right—that may be revoked at any time.

Personal use of District computer technology and the Internet is permitted, subject to all of the following limitations. Personal use of District email system is discouraged—use of District email services should be limited to District business only.

**CHAPTER ONE – GENERAL PROVISIONS**

In all cases, personal use of District computer systems must not interfere with any employee's work duties. Personal use of District-owned computer systems shall be limited to lunch, breaks, and after work hours.

Personal use of District computer systems is subject to all applicable federal and state laws.

**E. District Access to Information**

By using District-owned computer equipment, an employee consents to the employer's monitoring of all data, documents, and electronic mail messages. The District reserves the right to monitor data, documents, and electronic mail (email) messages at any time, with, or without notice to the employees. As such, District employees have no right or expectation of privacy.

The District may periodically audit the storage devices of all computers and reserves the right to clear any and all data not related to District business.

**F. Computer System Use Guidelines**

1. Employees are allowed to use District computer systems as long as they follow these procedures:
  - (a) District personnel wishing to access District computer systems must use his or her unique username and password. The use of another employee's username or password is prohibited.
  - (b) No personal computers or related hardware devices (e.g. cell phones, smartphones, and tablets) may be connected to the District's Internet connection unless authorized by the Fire Chief or his/her designee.
  - (c) Unless expressly authorized, no District personnel shall install software on District computer systems. All software installed on any District-owned computer system shall be performed by the District with the consent of the Fire Chief.
  - (d) Unless expressly authorized, no District personnel shall modify, tamper with, or change any District computer system, network, or Internet configuration or setting.

**CHAPTER ONE – GENERAL PROVISIONS**

- (e) Automatic updates from Microsoft, Java, Symantec, antivirus, and anti-malware programs should be downloaded when prompted by the computer and do not require permission of a supervisor.
  - (f) District personnel are prohibited from tampering with, disabling, suspending, or modifying antivirus and/or anti-malware security programs.
  - (g) District personnel shall not copy or remove any District owned software or operating system.
  - (h) District personnel must log-off of District computer systems when the computer will be unattended for more than a few minutes.
  - (i) District personnel must understand and adhere to the District's information security policy and electronic security incident handling procedures.
  - (j) District personnel shall not attach privately owned devices to any computer equipment owned by the District without permission of the Fire Chief or his/her designee, or the System Administrator.
  - (k) District personnel shall not attach any peripheral device without permission of the Fire Chief or his/her designee, or the System Administrator.
  - (l) District personnel shall not connect or attempt to remotely connect to any District owned computer system without permission of the Fire Chief or his/her designee, or the System Administrator. Personnel who have reason to connect remotely will be given special procedures to make proper connection to the system from a remote location.
  - (m) Pictures, graphics, or text from the Internet that are not fire department related may only be printed with approval of a Chief Officer. If you have approval to print and you do not require color then the preference should be switched to black and white prior to printing.
2. Employees may be disciplined up to and including discharge for improper use of District-owned equipment or software.

3. All software shall be scanned for viruses prior to installation on either the District's computer networks or any District-owned computer equipment.
4. For the protection of the District's employees, all data, documents, and email messages shall be stored on the District's computer networks.
5. District personnel attending approved classes or performing special tasks may be allowed to transfer data via disk to and from District computers and their compatible home computer with the approval of the Fire Chief and/or designee. Only District formatted disks will be allowed to be used for this type of transfer. No personally owned disks shall be used in any District computer. The original disks shall remain the property of the District. Any non-authorized disks found in District computers will be confiscated pending an investigation.
6. Any attempt to intentionally alter, corrupt, or disable any District-owned computer shall be reported immediately to the Fire Chief and any other appropriate authorities.
7. Specialty teams or divisions may be assigned special software. These software packages shall not be copied.
8. Encryption or encoding files shall only be allowed with permission of the Fire Chief or the System Administrator. While encryption is required for certain business transactions, encryption shall not be used to defeat the MIS Specialist's duty to monitor activities of users.

**G. Mobile Device Guidelines**

The use of tablets and smartphones pose special risks to the District's computer systems. Where such use is authorized, employees should follow these guidelines when using mobile devices:

1. District personnel should apply vendor or manufacturer recommended patches, hot-fixes, or service packs to their mobile devices as soon as practicable.
2. Whenever possible, Bluetooth settings should be configured to notify users of incoming connection requests and to receive confirmation before proceeding.

**CHAPTER ONE – GENERAL PROVISIONS**

3. Mobile devices should be password or PIN protected.
4. Mobile devices should have timeout/locking features enabled.
5. Mobile devices should undergo routine anti-virus and/or anti-malware scans.
6. District employees should not store confidential information on mobile devices unless authorized by the System Administrator.
7. Mobile devices should be kept in the employee's physical presence. When unattended, mobile devices should preferably be stored out-of-sight.
8. If a mobile device containing any District confidential information (including user names or passwords) is lost or stolen, employees should contact the System Administrator and change their password.

**H. Email Use Guidelines**

The District operates and maintains an email system to communicate with employees and other outside agencies and individuals through the Internet. All employees shall have access to the District's internal email system. Employees shall have use of third-party email systems with the consent of the Fire Chief only.

The use of any email system shall comply with the District's Internet Use Guidelines contained in this policy. Employees should be aware that deleting data, documents or email messages does not eliminate the data, document, or e-mail message from the system. Furthermore, employees should be advised that the District reserves the right to actively monitor email usage and employees have no expectation of privacy in the District-operated email system.

Battalion Chiefs and Company Officers must check their emails prior to the morning briefing and again prior to 17:00 hrs. They will cover any memos that they have received with their personnel. All other shift personnel must check their email once during the course of their shift by 17:00 hrs.

Employees may be disciplined up to and including discharge for improper use of the email system including the use of any form of derogatory language.

**CHAPTER ONE – GENERAL PROVISIONS**

**I. Internet Use Guidelines**

1. Prior to enabling connection to the Internet, the employee must sign the District's "Internet Users Code of Ethics" form (see **Form 14**), which will be placed in the employee's personnel file.
2. Employees are allowed to use the Internet so long as they follow these procedures:
  - (a) Files, pictures or programs shall not be downloaded from or uploaded to the Internet without permission of the System Administrator.
  - (b) Accessing inappropriate chat rooms or web sites is prohibited. Violating this aspect of the policy will result in suspension of Internet privileges and may result in disciplinary action up to and including termination.
  - (c) Inappropriate websites include those sites that contain sexually explicit material, nudity, discriminatory or violent content, etc.
  - (d) If an employee accidentally visits an inappropriate website he or she shall immediately exit the site and send an email to the Battalion Chief explaining how the site was accidentally accessed, what time and date it occurred, which computer was used, and the name of the website.
3. Internet security and preference settings shall not be changed without express permission of the System Administrator.
4. The posting of District or employee data, information, or pictures relating to an employee's direct employment with the Fire Department any website or social media platform is prohibited unless approved by the Fire Chief or his/her designee.

**CHAPTER ONE – GENERAL PROVISIONS**

**J. Disclaimer**

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

“The opinions expressed here are my own and do not necessarily represent those of the District.”

The use of any other personal quotes attached to emails disseminated from the District email system shall be prohibited.

**K. Wireless Communication**

With the mass explosion of Smart Phones, Tablets, and Smart TV’s, wireless connectivity is almost a given at any organization. All mobile devices used for operation purposes will have a prioritized network connection under any other wireless device under the District’s network; District iPhones, iPads, and First Arriving are examples of devices that lay within operations. Therefore, all District employees should follow the following guidelines:

If any mobile device that contains District Data is lost or stolen, you will need to immediately notify the Systems Administrator.

District employees should not store any confidential information on any District mobile device.

In order to prevent unauthorized access, devices must be password protected using the features of the device and a strong password is required to access the company network.

Employees that have mobile applications owned by the District installed on their personal devices may be remotely wiped if 1) the device is lost, 2) the employee terminates his or her employment, 3) IT detects a data or policy breach; a virus or similar threat to the security of the company’s data and technology infrastructure

**L. Telephone, Mobile Phone, Voice Mail, and Paging Systems**

All prohibitions on Internet and email services also apply to the use of the District’s telephone system and voice mail system.

**CHAPTER ONE – GENERAL PROVISIONS**

**M. Monitoring**

The District reserve the right to monitor e-mail message, Internet use, phone use, voice mail, text message, and all other electronic communications or files created or received employees.

**N. Defamation**

Any message or information sent by an employee to another individual outside the District via the District email or Internet systems (including bulletin boards, online services or Internet sites) are statements that reflect on the District. Therefore, any communication defaming another person, group, or organization is strictly prohibited.

**O. Copyright and Trademark**

Employees may not transmit, copy, retrieve or forward copyrighted or trademarked material that does not belong to the District using the District's email or Internet system. Every employee who obtains access to other companies' or individuals' materials must respect all copyrights and trademarks and may not copy, retrieve, modify or forward copyrighted or trademarked materials, except with written permission of the copyright or trademark holder.

**P. Confidential Business Information**

All communications sent by employees via the District's email or Internet system may not disclose any confidential or proprietary information. With proper permission from the Fire Chief, employees may send selected information in an encrypted form. Any encryption programs must be approved by the Deputy Chief.

**Q. Unwanted Correspondence**

If an employee receives any unsolicited email communication from outside the District that appears to violate this policy, the employee should notify his or her immediate supervisor.

**R. Network Security**

The data on our network represents a substantial investment in labor and dollars and is to be protected at all times. In order to preserve the integrity of our data, the following security policies are in effect.



**CHAPTER ONE – GENERAL PROVISIONS**

Password sharing between personnel of the District, whether career or volunteer is strictly prohibited. In no event are any personnel to give their password to anyone else in order to counter the security measures in place on the network. Such actions undermine the overall security and integrity of the network and its data. Files may be shared by copying them to an area that is shared on the network for access by multiple users. In the event that any person needs a change in access to network resources, programs, or data, such will be obtained through proper application for that access through the chain of command. Within one business day after written approval is received from the appropriate authority, the system administrator will grant the approved user the appropriate access rights for their job function.

Regular backups shall be performed in order to protect data. The System Administrator will set a schedule for such backups in order to preserve and protect the data as is reasonable while minimizing interference with users' regular work schedule as much as possible.

**S. System Administrator**

A System Administrator shall be designated by the Fire Chief. The designated System Administrator shall be responsible for maintaining and protecting the District's computer systems, network and the Internet system. The System Administrator shall strive to balance optimum security with ease of use as much as possible and to implement new technologies and techniques when reasonable. The System Administrator shall have the authority to make and implement necessary decisions on security, configuration, and other necessary policies and procedures based on his/her technical expertise.

**T. Violations**

Any employees who violates any of the guidelines or other provisions of this policy or otherwise abuses the District's computer systems, network, and/or Internet system will be subject to discipline up to and including termination.

**CHAPTER ONE - GENERAL PROVISIONS****1.21 SOCIAL MEDIA POLICY****A. Generally**

Personal use of social media can have an effect on District personnel in their official capacity as an employee or member of the District. This policy is not intended to discourage employees and members of the District from the private use of social media, nor is it intended to infringe on any self-expression, public debate or conversation or the exercise of rights conferred by the Illinois Public Labor Relations Act. As public employees, District employees and members are cautioned that their speech either on or off duty, and in the course of their official duties that has a nexus to the employees' professional duties and responsibilities, may not necessarily be protected speech under the First Amendment.

This policy provides employees and members with guidance regarding appropriate content for personal, social networking websites, web pages, and other electronically transmitted material, or speech or expression that may infer affiliation with the District. Social media provides a valuable means of assisting the District and its members in meeting community education, community information, fire prevention, and other related organizational and community objectives. This policy establishes protocols and procedures for the use of social media and is intended to mitigate the risks associated with the use of such technology.

**B. Application**

This policy applies to all District employees and members whether sworn or unsworn. Employees and members who have made use of social media prior to the effective date of this policy shall achieve compliance with this policy no later than 90 days of the effective date of this policy.

For the purposes of this policy, "social media" includes any activity that integrates technology, social interaction and content creation. Without limitation, this includes blogs and sites such as Facebook, MySpace, Twitter, Instagram, Snapchat, LinkedIn as well as other similar sites. A blog or weblog is a website which is continually updated as a personal diary or journal, collaborating space, news outlet, collection of links, or memos to the world via the internet. This policy applies to both the public and private use of social media and websites.

**CHAPTER ONE - GENERAL PROVISIONS****C. Policy**

1. No employee or member of the District shall post or display on any website or social media platform, any of the following; which adversely affects the morale or efficiency of the District, and/or affects public confidence/respect for the member:
  - a. Photographs or depictions of themselves or other District employees dressed in uniform and/or displaying official identification, patches, badges, and logos of the District which are unbecoming of an employee of the District.
  - b. Any information, picture or posting that would identify themselves (even anonymously) as an employee or member of the District and which is unbecoming of an employee of the District.
  - c. Photographs, videos or other information which would violate another person's right to privacy or disclose information that is confidential or protected from disclosure by the Freedom of Information Act or other law.
  - d. Any pictures or videos of official District training, activities, or work-related assignments, including fire and medical calls.
  - e. Pictures or comments of other District employees without their approval.
  - f. Speech or photographs containing obscene or sexually explicit language/photos.
  - g. Content that would otherwise be illegal under the laws of the United States or State of Illinois or content that solicits or encourages illegal activity.
  - h. Content that promotes, fosters or perpetuates discrimination on the basis of any protected class, including, but not limited to, race, creed, color, age, religion, sex, gender identity, marital status, national origin, ancestry, physical or mental disability, citizenship status, sexual orientation or other characteristic protected by federal, State or local law.
  - i. Any other information that has previously been deemed confidential information of the District.
2. Employees and members shall not use social media in any way that brings discredit to the District or any of its members, employees, or public officials or promote misconduct on or off duty. The spreading of gossip, rumor and innuendo specifically brings discredit to the District.
3. No employee shall release, either directly or indirectly, confidential information concerning any EMS or fire calls. The use of descriptions that would identify the call without the use of specific names is prohibited by this policy.

**CHAPTER ONE - GENERAL PROVISIONS**

4. If an employee or member indicates in any public forum any opinion, including the relative value of a product or service, on a fire service or District related issue, then that employee or public official shall state that the views and opinions expressed are the employee's personal views, and not those of the District.

**D. Photography**

The use of personal photography or video equipment while on duty is prohibited, except as authorized by the Fire Chief. This prohibition extends to digital and conventional cameras and camcorders, cell phone cameras, and helmet cameras.

In the event that personal photography or video equipment captures the scene of any fire or medical call, any patient or any equipment or property owned by the District, the image or video shall be destroyed immediately. In the event that an employee has received permission to take photos or video of a scene from the Fire Chief, the sharing of any such photographs or videos, whether in person or through the use of the internet, with any other person, including another employee or members of the District, is a violation of this policy.

**E. District Sponsored Social Media**

"District Sponsored Social Media" shall mean any social media account that has been reviewed and approved by the Board of Trustees for use by authorized District employees on behalf of and for the benefit of the District. The decision to create or maintain any District Sponsored Social Media shall be at the sole discretion of the Board of Trustees. The Board of Trustees, or its designee, shall be responsible for designating appropriate levels of District Sponsored Social Media use. Any District Sponsored Social Media accounts shall conform to the policies, procedures, rules, and regulations adopted by the District.

1. District Sponsored Social Media accounts shall comply with all applicable federal and State law, including but not limited to, copyright, Illinois Local Record Act, Freedom of Information Act (FOIA), First Amendment of the U.S. Constitution, Americans with Disabilities Act (ADA), Health Insurance Portability and Accountability Act (HIPAA), and any applicable employment laws.
2. The Board of Trustees shall designate a Social Media Coordinator responsible for overseeing the District's social media activity, policy compliance, and security protections.
3. The creation and use of District Sponsored Social Media accounts shall be limited to those individuals authorized by the Board of Trustees or the Social Media Coordinator.
4. Authorized users shall review the District's social media policies and procedures and are required to acknowledge their understanding and acceptance of their scope of responsibility by signing a written acknowledgment.

**CHAPTER ONE - GENERAL PROVISIONS**

5. Authorized users shall do so only within the scope defined by the Board of Trustees or the Social Media Coordinator and in compliance with all District policies, practices, and user agreements
6. Authorized users shall carry-out social media activity pursuant to the direction of the Board of Trustees and shall comport with the District's values of community service and public safety.

**F. Administration**

Users and visitors to social media sites shall be notified that the intended purpose of the site is to serve as a mechanism for communication between local, state and federal government agencies and members of the public. Lisle-Woodridge social media site articles and comments containing any of the following forms of content shall not be allowed.

1. Comments not related to the particular social medium article being commented upon.
2. Comments that contain personal or private information.
3. Comments in support of or opposition to political campaigns or ballot measures.
4. Profane language or content.
5. Sexual content or links to sexual content.
6. Solicitations of commerce.
7. Anonymous or unidentifiable to a specific individual.
8. Is determined to be offensive, obscene or harassing.
9. Conduct or encouragement of illegal activity.
10. Content that promotes, fosters, or perpetuates discrimination on the basis of race, creed, color, age, religion, sex, gender identity, marital status, status with regard to public assistance, nation of origin, ancestry, physical or mental disability, genetic information, citizenship status, arrest record, or sexual orientation or other basis prohibited by federal, State or local law. Designated employees are responsible for ensuring that all District sponsored social media sites conform to the guidelines set forth in this policy. These designated employees are authorized to remove immediately and without advance warning any content that violates these policy provisions.

**G. Violations**

Any employee that is made aware of or having knowledge of a posting or any website or webpage in violation of this policy shall notify his or her supervisor immediately. Employees or members found in violation of the above policy may be subject to discipline as outlined in the District rules and regulations, as well as any applicable collective bargaining agreement.

**CHAPTER ONE – GENERAL PROVISIONS****1.22 ETHICS****A. Definitions**

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

1. "Campaign for elective office" means any activity in furtherance of an effort to influence the selection, nomination, election, or appointment of any individual to any federal, State, or local public office or office in a political organization, or the selection, nomination, or election of Presidential or Vice-Presidential electors, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.
2. "Candidate" means a person who has filed nominating papers or petitions for nomination or election to an elected office, or who has been appointed to fill a vacancy in nomination, and who remains eligible for placement on the ballot at a regular election, as defined in Section 1-3 of the Election Code (10 ILCS 5/1-3).
3. "Collective bargaining" has the same meaning as that term is defined in Section 3 of the Illinois Public Labor Relations Act (5 ILCS 315/3).
4. "Compensated time" means, with respect to an employee, any time worked by or credited to the employee that counts toward any minimum work time requirement imposed as a condition of his or her employment, but does not include any designated holidays, vacation periods, personal time, compensatory time off, or any period when the employee is on a leave of absence. With respect to officers or employees whose hours are not fixed, "compensated time" includes any period of time when the officer or employee is on premises under the control of the employer and any other time when the officer or employee is executing his or her official duties, regardless of location.
5. "Compensatory time off" means authorized time off earned by or awarded to an employee to compensate in whole or in part for time worked in excess of the minimum work time required of that employee as a condition of his or her employment.
6. "Contribution" has the same meaning as that term is defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4).
7. "Employee" means a person employed by the Lisle-Woodridge Fire Protection District, whether on a full-time or part-time basis or pursuant to a contract, whose duties are subject to the direction and control of an employer with regard to the material details of how the work is to be performed, but does not include an independent contractor.

**CHAPTER ONE – GENERAL PROVISIONS**

8. "Employer" means the Lisle-Woodridge Fire Protection District.
9. "Gift" means any gratuity, discount, entertainment, hospitality, loan, forbearance, or other tangible or intangible item having monetary value including, but not limited to, cash, food and drink, and honoraria for speaking engagements related to or attributable to government employment or the official position of an officer or employee.
10. "Leave of absence" means any period during which an employee does not receive (a) compensation for employment, (b) service credit towards pension benefits, and (c) health insurance benefits paid for by the employer.
11. "Officer" means a person who holds, by election or appointment, an office created by statute or ordinance, regardless of whether the officer is compensated for service in his or her official capacity.
12. "Political activity" means any activity in support of or in connection with any campaign for elective office or any political organization, but does not include activities (a) relating to the support or opposition of any executive, legislative, or administrative action, (b) relating to collective bargaining, or (c) that are otherwise in furtherance of the person's official duties.
13. "Political organization" means a party, committee, association, fund, or other organization (whether or not incorporated) that is required to file a statement of organization with the State Board of Elections or a county clerk under Section 9-3 of the Election Code (10 ILCS 5/9-3), but only with regard to those activities that require filing with the State Board of Elections or a county clerk.
14. "Prohibited political activity" means:
  - (a) Preparing for, organizing, or participating in any political meeting, political rally, political demonstration, or other political event.
  - (b) Soliciting contributions, including but not limited to the purchase of, selling, distributing, or receiving payment for tickets for any political fundraiser, political meeting, or other political event.
  - (c) Soliciting, planning the solicitation of, or preparing any document or report regarding anything of value intended as a campaign contribution.
  - (d) Planning, conducting, or participating in a public opinion poll in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.

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- (e) Surveying or gathering information from potential or actual voters in an election to determine probable vote outcome in connection with a campaign for elective office or on behalf of a political organization for political purposes or for or against any referendum question.
  - (f) Assisting at the polls on election day on behalf of any political organization or candidate for elective office or for or against any referendum question.
  - (g) Soliciting votes on behalf of a candidate for elective office or a political organization, or for or against any referendum question or helping in an effort to get voters to the polls.
  - (h) Initiating for circulation, preparing, circulating, reviewing, or filing any petition on behalf of a candidate for elective office, or for or against any referendum question.
  - (i) Making contributions on behalf of any candidate for elective office in that capacity or in connection with a campaign for elective office.
  - (j) Preparing or reviewing responses to candidate questionnaires in connection with a campaign for elective office or on behalf of a political organization for political purposes.
  - (k) Distributing, preparing for distribution, or mailing campaign literature, campaign signs, or other campaign material on behalf of any candidate for elective office or for or against any referendum question.
  - (l) Campaigning for any elective office or for or against any referendum question.
  - (m) Managing or working on a campaign for elective office or for or against any referendum question.
  - (n) Serving as a delegate, alternate, or proxy to a political party convention.
  - (o) Participating in any recount or challenge to the outcome of any election.
15. "Prohibited source" means any person or entity who:
- (a) is seeking official action (i) by an officer or (ii) by an employee, or by the officer or another employee directing that employee;
  - (b) does business or seeks to do business (i) with the officer or (ii) with an employee, or with the officer or another employee directing that employee;



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- (c) conducts activities regulated (i) by the officer or (ii) by an employee, or by the officer or another employee directing that employee;
- (d) has interests that may be substantially affected by the performance or non-performance of the official duties of the officer or employee;
- (e) is registered or required to be registered with the Secretary of State under the Lobbyist Registration Act; or
- (f) is an agent of, a spouse of, or an immediate family member who is living with a “prohibited source.”

**B. Prohibited Political Activities**

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

**CHAPTER ONE – GENERAL PROVISIONS****C. Gift Ban****1. Generally**

Except as permitted by this policy, no officer or employee, and no spouse of or immediate family member living with any officer or employee (collectively referred to herein as "recipients"), shall intentionally solicit or accept any gift from any prohibited source, as defined in subsection A(15) of this Policy, or which is otherwise prohibited by law or ordinance. No prohibited source shall intentionally offer or make a gift that violates this Policy.

**2. Exceptions**

The above prohibition is not applicable to the following:

- (a) Opportunities, benefits, and services available on the same conditions as for the general public.
- (b) Anything for which the officer or employee, or his or her spouse or immediate family member, pays the fair market value.
- (c) Any (i) contribution that is lawfully made under the Election Code or (ii) activities associated with a fundraising event in support of a political organization or candidate.
- (d) Educational materials and missions.
- (e) Travel expenses for a meeting to discuss business.
- (f) A gift from a relative, meaning those people related to the individual as father, mother, son, daughter, brother, sister, uncle, aunt, great aunt, great uncle, first cousin, nephew, niece, husband, wife, grandfather, grandmother, grandson, granddaughter, father-in-law, mother-in-law, son-in-law, daughter-in-law, brother-in-law, sister-in-law, stepfather, stepmother, stepson, stepdaughter, stepbrother, stepsister, half-brother, half-sister, and including the father, mother, grandfather, or grandmother of the individual's spouse and the individual's fiancé or fiancée.
- (g) Anything provided by an individual on the basis of a personal friendship unless the recipient has reason to believe that, under the circumstances, the gift was provided because of the official position or employment of the recipient or his or her spouse or immediate family member and not because of the personal friendship. In determining whether a gift is provided on the basis of personal friendship, the recipient shall consider the circumstances under which the gift was offered, such as: (i) the history of the relationship between the individual giving the gift and the recipient of the gift, including

**CHAPTER ONE – GENERAL PROVISIONS**

any previous exchange of gifts between those individuals; (ii) whether to the actual knowledge of the recipient the individual who gave the gift personally paid for the gift or sought a tax deduction or business reimbursement for the gift; and (iii) whether to the actual knowledge of the recipient the individual who gave the gift also at the same time gave the same or similar gifts to other officers or employees, or their spouses or immediate family members.

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

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

**D. Disposition of gifts**

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

**CHAPTER ONE – GENERAL PROVISIONS****E. Ethics Advisor**

1. The President of the Board of Trustees, may, at his or her option, with the advice and consent of the Board of Trustees designate an Ethics Advisor for the Lisle-Woodridge Fire Protection District. The duties of the Ethics Advisor may be delegated to an officer or employee of the Lisle-Woodridge Fire Protection District unless the position has been created as an office by the Lisle-Woodridge Fire Protection District. The members of the Board of Trustees may also consult with the duly appointed DuPage County Ethics Adviser for guidance with the interpretation of the DuPage County Ethics Ordinance as it pertains to the individual Board members.
2. The Ethics Advisor shall provide guidance to the officers and employees of the Lisle-Woodridge Fire Protection District concerning the interpretation of and compliance with the provisions of this Ordinance and State ethics laws. The Ethics Advisor shall perform such other duties as may be delegated by the Lisle-Woodridge Fire Protection District.

**F. Whistleblower Protection**

1. Whenever any District employee reasonably believes evidence exists that a violation of this policy or other violation of a State or federal law, rule, or regulation has occurred involving the operation and management of the District, the employee shall bring this evidence to the immediate attention of the Board of Trustees, Fire Chief or Shift Commander. An arguable violation of a State or federal law, rule, or regulation of a technical or minimal nature shall not be within the scope of this Section.
2. A supervisor, elected and/or appointed official or other District employee shall not take or threaten to take any retaliatory action against an employee because of the employee's:
  - (a) Disclosure of any alleged prohibited activity under this Policy in accordance with the State Officials and Employees Ethics Act, or other violation of a State or federal law, rule, or regulation involving the operation and management of the District;
  - (b) Refusal to comply with an order or other directive that would result in a violation a State or federal law, rule, or regulation; or
  - (c) Discloses information in a court, an administrative hearing, or before a legislative commission or committee, or in any other proceeding, where the employee has a reasonable cause to believe that the information discloses a violation of a State or federal law, rule, or regulation.

**CHAPTER ONE – GENERAL PROVISIONS**

3. Any supervisor or other District employee who retaliates against someone who has reported a violation of a State or federal law, rule, or regulation in good faith shall be subject to disciplinary action, including, but not limited to, termination of employment.
4. Any District employee who reports a violation or concern of a violation of a State or federal law, rule, or regulation, in good faith, shall not be subjected to retaliation, harassment, abuse, threats, and/or discrimination or any adverse employment consequences as a result of coming forward. An employee who reports a violation or concern in good faith, on behalf of another employee, shall similarly not be subjected to retaliation, harassment, abuse, threats, and discrimination or any adverse employment consequences as a result of coming forward.
5. This Section shall not apply to a complainant, or employee acting on behalf of another employee, who knowingly makes a false report of a violation. The Fire Chief shall be authorized to develop formal procedures and forms for reporting complaints of improper or unethical behavior and will make this information available to the District's employees.

**G. Penalties**

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

**CHAPTER ONE – GENERAL PROVISIONS**

A violation of Section C of this policy may be prosecuted as a quasi-criminal offense by an attorney for the Lisle-Woodridge Fire Protection District, or, if an ethics commission has been created, by the established ethics commission through the designated administrative procedure.

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

**LEGAL REF.: 5 ILCS 430/1-1 *et seq.* 740 ILCS 174/1 *et seq.***

**CHAPTER ONE – GENERAL PROVISIONS****1.23 RISK CARE MANAGEMENT POLICY**

The Board of Trustees of the Lisle-Woodridge Fire Protection District, DuPage and Will Counties, Illinois, hereby enacts a risk care management policy (“Risk Care Management Policy”) dedicated to establishing the necessary programs and procedures to assure a reduction of injury and property damage to its employees, equipment, facilities and the public it serves. In addition, the goal of this continuing program is to maximize the services to the community through professional administrative methods and by reducing unnecessary expenditures due to such injuries or losses.

To advance the goals of this Policy, the District hereby commits itself to providing the leadership and support to develop, implement, monitor and upgrade its loss control programs toward the following objectives:

1. Obtain compliance with applicable safety and health laws, rules and regulations governing the District’s conduct.
2. Establish and maintain a safe and healthy environment toward the greatest benefit of all employees and visitors.
3. Minimize the risk of human and economic losses resulting from unnecessary personnel injury and property damage.
4. Assure the security, protection and well-being of District personnel, property and vehicles.
5. Reduce the threat of injury, damage liability and maintain a state of readiness to serve, through the adoption and implementation of appropriate training programs and operational Standard Operating Guidelines.
6. Maximize the fire protection and rescue services provided to this jurisdiction by actively pre-planning high-life/high-risk hazard areas.
7. Plan for the need of large-scale incidents which may threaten the community by creating and Emergency Response Plan, Emergency Operations Center and Resource Manual, as well as provide training to participating agencies to better guarantee the capability to respond.

The success of a risk care management policy is dependent upon the commitment and support of the District employees to eliminate conditions and behavior which might contribute to tort liability or workers’ compensation claims. Recognizing that we have the ability to implement policies and procedures toward reducing such losses, actions as are appropriate and necessary will be taken by all District employees and officers to ensure the policy’s success. To that end, District employees are expected to report any possible safety concerns in the workplace, as well as any violation of District policies or rules, or local, State, or federal law by another employee that threatens the safety and health of the workplace or the public.

**CHAPTER ONE – GENERAL PROVISIONS****A. Tort Immunity Act**

The Illinois Local Government and Governmental Employees Tort Immunity Act, (745 ILCS 10/9-101 et seq.), provides for a fire protection district to levy a tax which, when collected, will pay the cost of risk care management.

**B. Administration**

The general, overall responsibility for the development and maintenance of the District's Risk Care Management Policy rests with the Fire Chief. The Fire Chief shall be responsible for the implementation and enforcement of this policy, identifying the various components of the policy, and delegating responsibilities for these components to the appropriate personnel as necessity indicates. It is expected that the Fire Chief and his/her designees will continually evaluate the effectiveness of the policy and apprise the Board of needed revisions, additions or deletions to the components and assigned responsibilities, sharing such information with the Board as needed.

The risk management responsibilities of the District's employees as described herein are based on the ongoing evaluation and analysis of each position by the Fire Chief, by other employees familiar with the duties and responsibilities of the position(s) in question, and by the employee(s) assigned the position in question. The objective of the ongoing evaluation and analysis is to determine the employee positions best suited to reduce or prevent tort liability or workers' compensation claims as well as to determine the amount of time that each employee position spends on risk management responsibilities.

The allocation of the percentage of time that each District employee is expected to spend on his or her risk management responsibilities is based on the evaluation and input from knowledgeable individuals and is not made simply on the basis of time spent by employees in maintaining safety or in performing duties in a safe manner.

The Board approves the percentage allocations referenced in this Risk Management Policy based on the current and prospective needs of the District and the amount of time the employee in question actually spends on risk management activities.

The job responsibilities of District employees as described in this document are not intended to be a complete job description. Instead the job descriptions herein illustrate some of the job responsibilities of the respective employees as they relate to the District's goals and objectives concerning risk management.

It is expected that the Fire Chief will expend thirty percent (30%) of his time directly related to fulfilling the responsibilities of his position in the District's Risk Care Management Policy including, but not limited to, the District's insurance program and all communication of the claim component of the program.



**CHAPTER ONE – GENERAL PROVISIONS**

The Fire Chief shall evaluate the effectiveness of this policy and suggests revisions to the policy. By virtue of serving in this position, he is also directly involved in risk management activities, especially those related to litigation.

The Deputy Fire Chief shall assist the Fire Chief in fulfilling the responsibilities under this Policy. It is expected that this will be thirty percent (30%) of his time.

The Battalion Chiefs shall regularly report to the Fire Chief and Deputy Chief on the effectiveness of the policy. It is expected that the Battalion Chiefs shall expend twenty five percent (25%) of their time directly related to fulfilling the responsibilities of their position in the District's Risk Care Management Policy.

The Captains and Lieutenants shall assist the Fire Chief and Deputy Fire Chief in fulfilling their responsibilities under this policy. It is expected that this will be twenty two percent (22%) of their time.

The Firefighters/Firemedics shall assist the Fire Chief and the other command staff in fulfill their responsibilities under this policy. It is expected that this account for fifteen percent (15%) of their time.

The administrative staff shall assist in fulfilling the responsibilities under this policy. It is expected that this will involve ten percent (10%) of their time.

**C. Insurance/compensation**

A primary component of the Risk Care Management Policy is the provision of an insurance/compensation program that will provide protection to the District against liability.

The Fire Chief is assigned the responsibility for serving as the District's liaison to the various consulting services, claims and adjustment services and insurance companies. The Fire Chief is also assigned the responsibility for receiving communications, either written or by telephone, from various consulting services, claim and adjustment services, insurance companies, attorneys and collective bargaining agents pertaining to risk management, answering questions and/or directing the such communications to the appropriate personnel. The Fire Chief is responsible for delegating, proofing, and mailing all correspondence concerning the District's Risk Care Management Policy.

**D. Property Management**

The District's Risk Care Management Policy in relation to safe conditions and supervision and protection of the District's real and personal property includes other components beyond components referenced above.

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For District owned vehicles, the District's Director of Maintenance has the responsibility for continual safety inspections, repair and maintenance of the District's vehicles. Such items as lights, horns, mirrors, brakes, drive trains, seat adjustments, seat belts, tires, etc., are to be inspected and maintained frequently. It is anticipated that because of these responsibilities the District's fleet mechanic expends at least twenty five percent (25%) of his or her time on risk management responsibilities.

For District owned vehicles, the District's Mechanics have the responsibility for periodic and continual safety inspections of the District's vehicles. Such items as lights, horns, mirrors, brakes, seat adjustments, seat belts, tires, etc., are to be inspected frequently. It is anticipated that because of these responsibilities the Mechanics expend at least ten percent (10%) of their time on risk management responsibilities.

For District owned radio and pagers, the District's Officer in charge of radios and pagers has the responsibility for periodic and continual safety inspections of the radios and pagers. It is anticipated that because of these responsibilities the Officer in charge of radios and pagers expends at least an additional ten percent (10%) of his or her time on risk management responsibilities.

For District owned buildings, the District's Officer in charge of building maintenance has the responsibility for periodic and continual safety inspections of the buildings. It is anticipated that because of these responsibilities the Officer in charge of building maintenance expends at least an additional ten percent (10%) of his or her time on risk management responsibilities.

**E. Health and Safety**

The District's Risk Care Management Policy in relation to the health and safety of District personnel is the responsibility of all employees. Employees shall provide for the protection of personnel freedom from exposure to tort-producing situations or workers' compensation claims through regular required training, property inspection, maintenance and physical fitness training.

It is expected that each employee expends at least ten-percent (10%) of his or her time in meeting their responsibilities associated with the Risk Care Management Policy in regard to health and safety through regular required training.

It is expected that the District's Training/Safety Officer expends one hundred percent (100%) of his or her time in meeting responsibilities associated with the Risk Care Management Policy in regard to health and safety by planning, coordinating, scheduling and conducting regular required employee training.

It is expected that the District's Emergency Medical Services (EMS) Coordinator expends an additional ten percent (10%) of his/her time in meeting responsibilities associated with Risk Care Management Policy in regard to proper delivery of emergency medical services by the District.

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**F. Review and Revision**

The Fire Chief shall regularly review the operation of this policy, provide for needed revisions and modifications, and recommend actions by the Board as necessary. Part of this review function is to identify, define and assign risk management functions and to assign and revise assignments of the estimated percentage of work hours dedicated to risk management functions.

**G. Summary of Tort Fund Expenditures**

Tort Fund revenues may be expended on the following items:

**1. Salaries:**

Fire Chief  
Deputy Fire Chief  
Captains  
Lieutenants  
Firefighters/Firemedics  
Administrative Staff  
Director of Maintenance  
EMS Coordinator  
Mechanic

**2. Insurance:**

Building, Workers' Compensation, Unemployment Insurance, Errors and Omissions, Liability, Management Liability, Fleet, Personnel Bonds and other policies as deemed necessary.

**3. Services:**

- Legal fees connected with protecting or defending the District against liability
- Insurance consultant.
- Consultants or training of employees concerning HIV, Hepatitis B and communicable diseases.
- Consultants or training of employees concerning emergency scene safety.
- Legal fees for defending against Constitutional and civil rights violations and tort suits.

**4. Judgment:**

Any and all judgments or settlements against the District for constitutional, civil rights, and tort claims.

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**5. Other:**

Other such expenses that the administration deems appropriate under the Tort Immunity Act.

**6. Tort Expenditures (Not all inclusive...Examples only):**

Risk Management and/or Insurance Related:

- Risk Management Administrative Expenses
- Loss Prevention Program Expenses
- Treasurer's Bond
- Vehicle Insurance
- Unemployment Insurance
- Workers' Compensation Insurance
- Umbrella Policies
- Insurance Deductible Costs
- Salaries associated with risk management activities

Buildings/Grounds Alterations:

- Surveys or Removal of Underground Storage Tanks
- ADA Compliance
- Equipment Repairs
- Testing for Radon
- Testing for Lead in Drinking Water
- Asphalt Repairs and Seal Coating

Security:

- Building Security Systems
- Security Devices
- Security Monitoring Systems (Cameras)

Blood Borne Pathogens, Communicable Disease Prevention and Control, Personal Protective Equipment:

- Purchase of Universal Precaution Kits (bandages, Bactine, Lysol, etc.)
- Costs Related to Personal Protective Equipment
  
- Costs Related to the Disposal of Bodily Fluids

**CHAPTER ONE – GENERAL PROVISIONS****1.24 IDENTITY AND PRIVACY PROTECTION POLICY**

It is the policy of the Board of Trustees to protect the identity and privacy of all District members, officers, agents, job applicants and members of the public. The District shall comply with the Illinois Identity Protection Act (“IPA”, 5 ILCS 179/1 *et seq.*) through implementation of this policy (5 ILCS 179/35).

Except where required or authorized by law or regulation, the District and its personnel shall not collect, use, or disclose a person’s Social Security Number (“SSN”). The District shall not request SSNs except when it falls under a delineated exception permitted under the IPA. Non-administrative District employees shall generally have no access to documents or information containing individuals’ SSNs. Any more restrictive law, rule, or regulation regarding the collection, use or disclosure of a SSN shall control over the Board of Trustee policies set forth here (5 ILCS 179/55).

**A. Identity and Privacy Protections**

1. Pursuant to the IPA, the District’s Freedom of Information Officer(s) or designee shall redact SSNs and private information from documents, including all or any portion of an individual’s SSN requested for public inspection and copying of information pursuant to federal or state law, such as the Freedom of Information Act. (5 ILCS 179/15; 5 ILCS 140/2(c-5). The District shall provide a means to ensure that SSNs collected on District documents may be readily redacted in the event of a FOIA request.
2. Except where expressly permitted, the following actions are prohibited by the Board of Trustees, and its commissioners, officers, members, agents, and employees. (5 ILCS 179/10)
  - a) To publicly post or publicly display in any manner an individual’s SSN.
  - b) To print an individual’s SSN on any card required for the individual to access products or services provided by the District, unless otherwise required by law. This limitation includes encoding or embedding a SSN in any identification scheme, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of the SSN.

**CHAPTER ONE – GENERAL PROVISIONS**

- c) To require an individual to transmit his or her SSN over the Internet, unless the connection is secure or the SSN is encrypted.
- d) To print an individual's SSN on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the SSN to be on the document to be mailed.

The limitation of this sub-paragraph shall not apply to applications and forms sent by mail including, but not limited to:

- (i) Material mailed in connection with the administration of Unemployment Act;
  - (ii) Material mailed in connection with any tax administered by the Illinois Department of Revenue;
  - (iii) Documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN, as long as the SSN is not printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or that is visible without opening the envelope.
- e) To collect, use or disclose an individual's SSN unless:
    - (i) Required by federal or state law or regulation
    - (ii) The need and purpose are documented prior to the collection, use or disclosure; and

The collection, use or disclosure is relevant to the documented need and purpose.

**B. Exceptions**

- 1. SSN may be disclosed under the following circumstances:
  - (a) Disclosure to another local government when required by law or regulation, and if documented protections are provided.
  - (b) Disclosure pursuant to court order, warrant or subpoena.

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2. SSN may be collected, used or disclosed under the following circumstances:
  - (a) When collection, use or disclosure is required to ensure the safety of state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the state; and all persons working in or visiting a state or local government agency facility.
  - (b) When collection, use or disclosure is required for internal verification or administrative purposes.
  - (c) Collection or use to investigate or prevent fraud, to conduct background checks, to collect debt, to obtain a credit report from a consumer reporting agency under federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed

**C. Violations**

Anyone violating this policy may be subject to disciplinary action up to termination and/or criminal prosecution as provided by the IPA and law. (5 ILCS 179/45)

**D. Training**

All employees and officials who have access to SSNs in the course of their employment with the District shall undergo approved training on the handling and safeguarding the confidentiality of SSN's.

**LEGAL REF.: 5 ILCS 179/1 et seq. ; 5 ILCS 140/2(c-5)**

**CHAPTER ONE – GENERAL PROVISIONS****1.25 INFORMATION SECURITY****A. Rationale / Individual Accountability**

Security of the District's information, and of the technologies and systems that support it, is vital. Individual accountability and vigilance is the cornerstone of any security policy. As such, individual accountability and vigilance is required when accessing all District-owned computer systems. Individual accountability and vigilance requires District employees to adhere to the guidelines and policies set forth below.

**B. Password Construction**

All District personnel are expected to maintain strong passwords. Strong passwords contain:

- At least eight (8) alphanumeric characters.
- Both upper and lower case letters.
- At least one (1) number.
- At least one (1) special character (e.g., !@#\$%^&\*)

District personnel shall not maintain weak passwords. Weak passwords feature the following characteristics:

- Contain less than eight (8) characters.
- Are comprised wholly of words that can be found in the dictionary or exist in a language slang, dialect, or jargon.
- Contain personal information such as birthdates, addresses, phone numbers, or names of relatives, pets, or friends.
- Contain work-related information such as building names, sites, ranks, positions or etc.
- Contain number patterns (e.g., aaaabbbb or 1234321).
- Contain common words spelled backwards.
- Contain common words preceded or followed by a number (e.g., firefighter1 or 1firefighter).

**C. Password Security**

All District personnel should maintain the secrecy of their passwords and adhere to the following guidelines:

1. Writing down passwords is strongly discouraged. Instead, personnel should memorize their passwords.



**CHAPTER ONE – GENERAL PROVISIONS**

2. Users of District computer systems should not use the same password for District accounts as for other personal accounts (e.g., personal email accounts, personal online banking accounts, etc.).
3. Unless exigent circumstances apply, passwords should not be shared with anyone. All passwords shall be deemed sensitive and confidential District information.
4. Unless exigent circumstances apply, passwords should not be inserted into email messages or other forms of electronic communication. When it is necessary to share a password, passwords should be communicated orally and discretely.
5. Any user suspecting that his or her password may have been compromised should report the incident to their superior and change their password.
6. District personnel should strive to change their passwords on a routine basis. The recommended interval is every six months.
7. District personnel should not reuse old passwords.

**D. User Account and Password Termination**

District personnel that violate or circumvent any District security measures may be subject to user account termination. If a District employee's account is terminated, or he or she separates from the District, the employee's passwords should be changed immediately. On a routine basis, but not less frequently than annually, the District should remove old, unused, or obsolete user accounts.

**E. Confidential / Sensitive Information**

It is the policy of the District to protect the identity and privacy of all District officials, officers, staff, agents, current and past employees, and residents and members of the public. To that end, the District shall comply with its identity and privacy policy and the Illinois Identity Protection Act ("IPA", 5 ILCS 179/1 *et seq.*) in storing confidential and sensitive information.

Sensitive information must be removed from view and physically secured when not in use. Precautions must be taken to ensure that confidential information cannot be viewed by unauthorized parties. To that end, the use of screen savers is encouraged to ensure that confidential information is not displayed after a period of inactivity.

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The risk of unauthorized disclosure of confidential or sensitive data is very high when said data are stored on mobile electronic devices, as these items are easily stolen or lost. The District, therefore, strictly limits the circumstances under which highly sensitive data can be stored on mobile electronic devices. Where approved, mobile device users should comply with the mobile device guidelines as set forth in Section 1.26.

**F. Antivirus / Malware Scanning**

The District shall scan its computer systems for viruses, worms, Trojan horses, malware, or other unauthorized software that may interfere with the District's mission. In the event a scan returns a positive result indicating infection of a District computer, it shall be considered a security incident and the System Administrator must be notified.

**G. Network Security**

The District shall maintain the security of its internal local area networks. To that end, the District shall:

1. Install and operate a firewall between the District's local area network or wireless local area network and the Internet. The District should configure the firewall to restrict access of functions, ports, protocols, and services not required to perform essential tasks.
2. All District networking equipment should be updated and patched for all security related updates as soon as possible, preferably by using automated tools where possible.
3. From time to time, the District shall undergo a network security assessment. If network vulnerabilities are found, the District shall treat the situation as a security incident and resolve the defect(s) immediately.

Only wireless systems authorized by the District may be operated on District owned or controlled property. To ensure the security of its wireless networks, the District shall:

1. Ensure proper security mechanisms are in place to prevent the theft, alteration, or misuse of access points.
2. Change default administrator credentials on District owned computer systems and networking equipment.

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3. Change the default Service Set Identifier (“SSID”) of the District’s wireless router.
4. Strategically place and configure access points to minimize SSID broadcast exposure beyond the physical perimeter of District owned or controlled property.
5. Utilize certified devices that are configured to use the latest security features available.

**LEGAL REF.: 5 ILCS 179/1 et seq.**

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**1.26 ELECTRONIC SECURITY INCIDENT HANDLING PROCEDURES**

**A. Overview**

This policy establishes guidelines and procedures for handling electronic security incidents.

**B. Electronic Security Incidents Defined**

The term “electronic security incident” or “security incident” is defined as any irregular or adverse event that threatens the security, integrity, or availability of District-owned computer systems. Among other things, security incidents may include:

1. Illegal or unauthorized access of a District-owned computer system or network (e.g., a hacker gains access to a District-owned computer);
2. Damage to a District computer system or network caused by a virus, worm, Trojan horse, denial-of-service attack, dynamic denial-of-service attack, or any other illegal or unauthorized software.
3. An attack by a social engineer;
4. A phishing attempt implicating District business or information;
5. Malicious use of system resources to launch an attack against other computers outside of the District network;
6. A District employee’s password or user account has been compromised; and
7. A District-performed network vulnerability test reveals vulnerabilities.

**C. Procedures for Handling Electronic Security Incidents**

If a security incident occurs, the following protocol must be observed:

1. District personnel must report any suspicions that a security incident has occurred to their supervisor and the System Administrator immediately.
2. Employees discovering security incidents should not turn off the computer or delete suspicious files, as leaving the computer in its present condition will assist in identifying the source of the problem.

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3. If necessary, the System Administrator shall assemble an electronic security incident response team that shall work to restore District computer or networking systems to their normal state.
4. If necessary, the District shall partner with information technology personnel and work to restore District computer or networking systems to their normal state.
5. If necessary, the District shall notify law enforcement.
6. If a data breach occurs, the District must make a list of what data was lost or exposed.
7. If a data breach occurs, the District should closely review the current version of the Personal Information Protection Act (815 ILCS 530/ *et seq.*) to determine if there was a “breach of the security of the system data” as defined by the Act. The District shall thereafter take appropriate steps to be in compliance with the statute.

Once the security incident is resolved, the District will diagnose why the incident occurred and formulate procedures for avoiding future incidents.

**LEGAL REF.: 815 ILCS 530/1 *et seq.***

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

As the corporate authority of the Lisle-Woodridge Fire Protection District, the Board of Trustees governs the District. The Board of Trustees has the power to supervise, control, regulate and manage the District and to make and enforce all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board for carrying into effect the objects for which the District was formed. Such powers are subject to the provisions of federal and State law and the ordinances of the Lisle-Woodridge Fire Protection District.

**CHAPTER TWO – BOARD OF TRUSTEES**

**2.02 MEMBERSHIP; POWERS AND DUTIES**

The Board of Trustees shall consist of five (5) persons who shall be appointed for three (3) year terms or 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.)

**CHAPTER TWO – BOARD OF TRUSTEES**

**2.03 COMPENSATION AND EXPENSES**

The Trustees shall be compensated pursuant to statute for the performance of their duties as Trustees. Board authorized expenses of the Trustees shall be paid by the District.



**CHAPTER TWO – BOARD OF TRUSTEES**

**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)

**CHAPTER TWO – BOARD OF TRUSTEES****2.05 OFFICERS**

- A. 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 Vice President, one of its number as Secretary, and one of its number as Treasurer.
- B. 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 Vice President shall act in the President's stead whenever the President is absent. The Vice President shall serve as an intergovernmental liaison between the District and other units of government. The Secretary shall be responsible for ensuring 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, all contracts entered into by the Board, and all minutes of Board meetings.
- C. The Treasurer shall be the custodian of District funds, shall be responsible for monitoring all District accounts and overseeing payment of District bills, and shall prepare, or cause to be prepared, financial reports for each regular Board meeting. The Treasurer shall give such bond as may be required by the Board. (70 ILCS 705/6)

**CHAPTER TWO – BOARD OF TRUSTEES****2.06 BOARD/FIRE CHIEF RELATIONS**

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

**CHAPTER TWO – BOARD OF TRUSTEES****2.07 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 Lisle-Woodridge 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 which 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 or administration of the Lisle-Woodridge 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.

**CHAPTER TWO – BOARD OF TRUSTEES**

**2.08 AUTHORITY OF TRUSTEES**

The Board may act only in a properly convened meeting, and no Trustee shall have the authority to act for the Board or under the title of his or her Board position unless specifically authorized by statute or by the Board. Any act delegated to a Trustee by the Board must be ratified by the Board.

**CHAPTER TWO – BOARD OF TRUSTEES****2.09 WRITTEN COMMUNICATIONS**

Written communications to the Board from the public 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.

**CHAPTER TWO – BOARD OF TRUSTEES****2.10 COMMITTEES**

The President may appoint ad hoc committees of two (2) Trustees 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 of the Board shall be subjected to the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

**CHAPTER TWO – BOARD OF TRUSTEES**

**2.11 REGULAR MEETINGS**

Regular meetings of the Board of Trustees shall be held on the fourth Tuesday of each month at 5:00 p.m. at the District's Headquarters and Administration Building at Fire Station No. 51, 1005 School Street, Lisle, Illinois 60532. All meetings shall comply with the provisions of the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)



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

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, the purpose for which it is called, and the names of the person or persons requesting the special meeting. A special meeting may also be called for a future date at any meeting of the Trustees by a majority vote of the Trustees attending the meeting. Notice and the agenda of all special meetings shall be provided pursuant to the Illinois Open Meetings Act. (5 ILCS 120/1 et seq.)

**CHAPTER TWO – BOARD OF TRUSTEES**

**2.13 QUORUM**

Three (3) Trustees of the Board shall constitute a quorum to do business. All meetings shall only be held with a quorum of the Board present.

**CHAPTER TWO – BOARD OF TRUSTEES****2.14 MINUTES AND VERBATIM RECORDS OF CLOSED MEETINGS****A. Meeting Minutes**

The Board shall appoint a Recording Secretary to attend all meetings of the Board and prepare minutes of those meetings. The Recording Secretary 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 Recording Secretary shall include the date, time and place of the meeting; the members of the Board as either present or absent; a summary of discussion on all matters proposed, deliberated, or decided; and a record of any votes taken, including the 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 Board shall approve the minutes of any open meeting within 30 days after that meeting or at the Board's second subsequent regular meeting, whichever is later. The official minutes of any meeting held by the Board open to the public shall be kept in the District's administrative offices and shall be made available to citizens for inspection and copying during regular business hours within seven (7) days of approval. The official minutes of any meeting held by the Board closed to the public shall be kept in a secure location designated by the Fire Chief within the District's Administration Building and shall not be made available for public inspection until such time as the Board approves the release of such minutes.

Individual Board member shall be provided access to all written minutes of meetings of the Board closed to the public in accordance with the Open Meetings Act. Any Board member granted access to the District's closed session meeting minutes may only be done so in the presence of the District's recording secretary or designee, Fire Chief, Deputy Chief, or any other Board member.

Upon direction from the Fire Chief, the District's legal counsel shall also be granted access to any closed session meeting minutes for purposes related to any relevant legal matter. If so authorized by the Fire Chief, the District's legal counsel shall be authorized to remove copies of any relevant closed session meeting minutes from the Administration Building if removal is necessary to adequately address a pending legal matter.

**CHAPTER TWO – BOARD OF TRUSTEES**

Copies of designated closed session meeting minutes may be removed from the Administration Building and provided to each Board member in his or her agenda packet prior to special or regular meeting of the Board of Trustees for purposes of complying with the review and approval of closed session meeting minutes under the Open Meetings Act. Any such provided copies of closed session meeting minutes to the members of the Board shall be returned to the Fire Chief upon conclusion of the meeting at which such minutes were reviewed.

Except as otherwise provided under this policy, no closed session meeting minutes may be recorded or removed from the designated secure storage location within the Administration Building except by a vote in favor of removal by a majority of the Board of Trustees, by court order, or as otherwise allowed under the Open Meetings Act.

**B. Verbatim Record of Closed Meetings**

The Recording Secretary or designee shall audio record all closed meetings held by the Board of Trustees as authorized by the Open Meetings Act. After the closed meeting, the person making the audio recording shall appropriately label and date the recording and store it in a secure location designated by the Fire Chief in the Administration Building.

After eighteen (18) months have passed since being made, the audio recording of a closed meeting shall be destroyed, provided that the Board has approved its destruction and has approved the written minutes of the particular closed meeting.

Requests for access to a recording of a closed meeting will be denied unless the Board has found that the recording no longer needs confidential treatment. Individual Board members shall be provided access to all verbatim recordings of closed meetings of the Board at the Administration Building in accordance with the Open Meetings Act. Any Board member granted access to the verbatim recording of any closed meeting may only be done so in the presence of the District's Recording Secretary or designee, Fire Chief, Deputy Chief, or any other Board member.

Under direction from the Fire Chief, the District's legal counsel shall also be granted access to the verbatim recordings of the Board's closed meetings for purposes related to any relevant legal matter. If authorized by the Fire Chief, the District's legal counsel shall be authorized to record and remove any relevant copy of a verbatim recording of a closed meeting from the Administration Building if removal is necessary to adequately address a pending legal matter.

**CHAPTER TWO – BOARD OF TRUSTEES**

Except as otherwise provided under this policy, no verbatim recording of any closed meeting of the Board may be recorded or removed from the designated secure storage location within the Administration Building except by a vote in favor of removal by a majority of the Board, by court order, or as otherwise allowed under the Open Meetings Act.

**C. Semi-Annual Review of Minutes**

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

During the Board's semi-annual meetings to review closed session minutes, the Board will also review the audio recordings of closed meetings in order to determine whether (1) there continues to be a need for confidentiality, or (2) the recordings no longer require confidential treatment and are available for public inspection. At no time will an audio recording be released that would violate the State or federal privacy or confidentiality requirements, including, but not limited to, any matter concerning (1) communications between the Board and an attorney representing the Board; and (2) all information exempted from disclosure under the Illinois Freedom of Information Act. 5 ILCS 120/2, 2.02, 2.03, 2.06, and 2a.

**D. Open Meetings Act Designee**

The Board shall designate one or more Board members or employees to receive training on compliance with the Illinois Open Meetings Act. The Board shall submit a list of its designated Board members to the Public Access Counselor of the Illinois Attorney General's Office. The designated Board members or employees must successfully complete an electronic training curriculum, developed and administered by the Public Access Counselor, and thereafter must successfully complete an annual training program. Whenever the Board designates an additional Board member to receive this training, that Board member must successfully complete the electronic training curriculum within 30 days after that designation. (5 ILCS 120/1.05)

**E. Open Meetings Act Training**

Each Board member shall successfully complete the electronic training curriculum developed and administered by the Public Access Counselor within 90 days of taking the oath of office as a Trustee. (5 ILCS 120/1.05)

**CHAPTER TWO – BOARD OF TRUSTEES**

**2.15 RULES OF ORDER**

**A. Rule 1. Agenda:**

1. All regular meeting agendas shall be prepared pursuant to the following outline:

AGENDA

REGULAR MEETING

LISLE-WOODRIDGE FIRE PROTECTION DISTRICT

BOARD OF TRUSTEES (location) (date/time)

Call to Order

Roll Call

Pledge of Allegiance

Consent Agenda

Financial Report

Matters of the Public

Old Business

New Business

Closed Session

Adjournment

2. Prior to each regular meeting, the Fire Chief or his/her designee shall prepare an agenda. Any Trustee or administrator of the District may place items on the regular meeting agenda by submitting a written request to the Fire Chief or his/her designee before the close of business on the Thursday immediately preceding the regular meeting. Agendas and other information for each regular meeting shall be delivered to each Trustee on the Friday preceding the meeting.
3. During a regular meeting, any Trustee may vote to place an item on the agenda by a majority vote of the Trustees attending the meeting. Upon approval, the item shall be placed on the agenda at the next regularly scheduled meeting or special meeting.

**CHAPTER TWO – BOARD OF TRUSTEES**

**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 Vice President shall act in the President's stead. If the President and the Vice President are absent, the Trustees present at the meeting 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, 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. On all roll call votes, the Trustee making the motion shall vote first, the Trustee seconding the motion shall vote second, and the remaining Trustees shall vote in accordance with their seniority on the Board with the President to vote last. All ayes and nays shall be recorded in the meeting's minutes. For a measure to pass, a majority of those present must vote affirmatively. On non-financial issues, at the discretion of the chair, the roll call vote may be avoided and a voice vote may be taken, unless any Trustee objects.

**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, should 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.

**CHAPTER TWO – BOARD OF TRUSTEES**

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/her designee, the Deputy Chief, or the District's attorney may address the Board of Trustees.

A portion of every regular Board of Trustees meeting shall be provided for public comment. The person wishing to speak shall submit a public participation slip or raise his or her hand in a signal to the President. The speaker must be designated and authorized to speak by the President. Each speaker shall limit his or her public participation to a period of three (3) minutes or less so that all persons shall have an adequate opportunity to make their statement to the Board.

The purpose of public participation is to allow the public the opportunity to make a statement to the Board of Trustees. The purpose of public participation is not to provoke a debate with the Board. Once an individual has spoken, that individual may not speak on the same issue again. Any limitation regarding addressing the Board may be waived by a majority vote of the Board of Trustees

In the absence of any objection by a Trustee of the Board, the Fire Chief may authorize an employee of the District to address the Board. Under special circumstances, the President may recognize employees or agents of the District on specific agenda items during the discussion of those items.

G. **Rule 7.** Temporary Suspension of Rules:

These rules may be temporarily suspended by an affirmative vote of three (3) Trustees.



**CHAPTER TWO – BOARD OF TRUSTEES**

**2.16 ELECTRONIC MEETING ATTENDANCE**

A Board member may attend a public meeting by video or audio conference subject to the following conditions:

1. A quorum of members must be physically present at the meeting location.
2. The member requesting to attend by audio or video conference must be unable to physically attend the meeting because of: (a) personal illness or disability; (b) employment purposes or the business of the Board; or (c) a family or other emergency.
3. The member requesting to attend by audio or video conference must notify the Secretary before the meeting, if practicable.
4. A majority of the members must approve the member's request to attend by audio or video conference.
5. Equipment must be available that will permit the member to participate in the meeting so that the member can hear and/or see the other members and the other members can hear and/or see the member attending by audio or video conference.
6. This policy shall also apply to committee and other subsidiary public bodies subject to the Open Meetings Act.

If a member attends a meeting by audio or video conference, the minutes of that meeting shall reflect that the member was present via audio or video conference. Members attending by audio or video conference shall be permitted to participate in the meeting as if they were physically present to the extent permitted by the equipment used, including the right to vote on any matters that come before the Board.

**LEGAL REF.: 5 ILCS 120/7**

**CHAPTER THREE – JOB DESCRIPTIONS****3.01 INTRODUCTION**

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

**CHAPTER THREE – JOB DESCRIPTIONS****3.02 FIREFIGHTER/FIREMEDIC****A. Nature of Work**

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

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

**B. Functions and Responsibilities****1. Training and Skills Maintenance**

- Regularly attends and participates in training courses and classes in firefighting, fire prevention, EMS, rescue and response operations, and other topics as assigned.
- Reads and studies assigned materials related to firefighting, fire prevention, EMS, rescue and response operations, and other topics as assigned.
- Participates in assigned drills.

**2. Station and Apparatus Maintenance**

- Responsible for cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair.
- Responsible to his/her shift officer for the proper care, working condition, and appearance of fire engines, trucks, squads and ambulances.
- Responsible for the cleanliness and proper maintenance of the buildings and grounds to which he/she is assigned.

**CHAPTER THREE – JOB DESCRIPTIONS**

- Particularly observant of the operating efficiency of apparatus or vehicle and promptly inform his/her shift officer of any difficulties or irregularities which may affect operation or immediate response.
- Maintenance of a daily inventory check and adequate supply of all tools, appliances, and supplies on the apparatus in his/her assigned station.

**3. Fire Suppression**

- Performs tasks during fire, medical and other emergency calls in accordance with Department Standard Operating Guidelines.
- Engages in rescue, fire control and extinguishment, property conservation and salvage operations, including the use of fire hoses, ladders, and other fire suppression and rescue equipment. Use of personal protective equipment (PPE) per District Policy.
- Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.
- Understanding of the Incident Management System.
- Understanding of pre-incident surveys, geographical locations, target and special hazards within the response area.

**4. E.M.S.**

- Understanding of the policy and procedures manual of the emergency medical services system.
- Understanding of the standard operating guidelines of the emergency medical services system.
- Provides emergency medical care to those in need or when called upon under the direction of the resource hospital.
- Stabilizes patients and transports them to emergency facilities.
- Communicates patient status to resource hospital.
- Collects patient information.
- Prepares written EMS reports and supplemental reports as needed.

**CHAPTER THREE – JOB DESCRIPTIONS**

- Conducts inspections and inventory of ambulances on a scheduled basis.
- Develops and remains familiar with the skills of gaining access and disentanglement of victims from entrapment

**5. Organizational Support**

- Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned. Participates in company fire inspections and in pre-fire surveys.
- Accurately relays instructions, orders and information, including locations of alarms received from the dispatcher.
- Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.
- Becomes and remains familiar with the use of the computer and data entry.
- May perform desk duties (telephone, computer terminal, and radio), assisting with data processing and filing.

**6. Risk Management**

- Develops and maintains required skills in the operation and use of respiratory equipment and apparatus.
- Develops and maintains a required knowledge of safety with regard to small tools during operations.
- Corrects or reports all non-safe conditions or hazards to his/her supervisor.
- Develops and maintains a knowledge of nationally recognized safety standards and Illinois Department of Labor Standards.
- Develops and maintains a required skill of all safety procedures of the Lisle-Woodridge Fire Protection District.

**7. Fire Prevention and Education**

- Performs assigned fire inspections, checks building exits and related structures for compliance with fire prevention ordinances and for pre-incident planning knowledge.
- Conducts fire education and public relations by participating in community activities.

**CHAPTER THREE – JOB DESCRIPTIONS**

- Makes presentations to groups and individuals on subjects related to safety, prevention and education.

**8. Technical**

- Develops and maintains a required skill to operate a pumper and calculations to flow the needed quantity of water through each length of hose being applied.
- Develops and maintains a required skill to operate aerial ladders during critical operations.

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

**C. Equipment**

The position requires the ability to operate the following equipment:

1. Fire apparatus and ambulances reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
2. Basic fire and rescue tools and equipment necessary to perform job tasks and functions including but not limited to axes, pike poles, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, O<sub>2</sub> and CO detectors.
3. Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O<sub>2</sub> kit, trauma kit, child-birth kit, hare traction splint, stretcher operations, telemetry radio.
4. Basic office equipment including but not limited to typewriters, telephones, computers, printers, copier machines, etc.

**D. Environmental and Working Conditions**

The essential functions of the position are performed in and affected by the following environmental factors:

1. Operates both as a part of a team and independently at incidents of uncertain duration.
2. Spends extensive time outside exposed to the elements.
3. Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot and/or cold environments.
4. Works in wet, icy or muddy areas.
5. Performs a variety of tasks on slippery, hazardous surfaces such as on roof tops or from ladders.

**CHAPTER THREE – JOB DESCRIPTIONS**

6. Works in areas where sustaining traumatic or thermal injury is possible.
7. Wears personal protective equipment that weighs approximately 50 pounds while performing strenuous tasks.
8. Performs complex tasks during life-threatening emergencies.
9. Works for long periods of time requiring sustained physical activity and intense concentration.
10. Faces life or death decisions during emergency conditions
11. Makes rapid transitions from rest to near maximal exertion without warm-up periods.
12. Operates in environments of high noise, poor visibility, limited mobility, at heights and in enclosed or confined spaces.
13. Relies on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, make critical decisions in a confused, chaotic and potentially life- threatening environment, throughout the duration of the operation.
14. Raises, climbs, and works from ground and aerial ladders without work inhibiting fears of heights.
15. Rescues victims from burning structures or other dangerous situations.
16. Operates hand and power tools, in both emergency and non-emergency situations.
17. Drags hoses up to five inches in diameter, both charged and uncharged, limited distances, both horizontally and vertically.
18. Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.
19. Assimilates, retains, and effectively uses geographic knowledge concerning the District and surrounding vicinity.
20. Lifts and carries a stretcher up or down flights of stairs.

**E. Scheduling**

Must be able to meet attendance requirements of the shift schedule that requires working on Saturdays, Sundays and holidays. This position may involve regular and irregular shift work depending on fill-in needs. Work shifts are normally 24 hours in duration or daily assignments, and may be extended in the event of emergency, disaster, personnel shortage, work load, or work-in-progress.

**CHAPTER THREE – JOB DESCRIPTIONS**

**F. Worker Characteristics**

The position requires the employee to have and maintain:

**1. Physical Condition Needed to:**

- Assist persons requiring emergency assistance
- Lift and carry equipment and patients
- Force entry into buildings
- Climb flights of stairs/ladders
- Walk, stand or sit for long periods of time (including driving)
- Endure exposure to changing environmental conditions
- Perform life-saving procedures (CPR, first aid, etc.)
- Communicate effectively, verbally and non-verbally
- Operate required equipment
- Perform required job tasks and functions
- Provide assistance to citizens and co-workers in distress, including but not limited to independently carrying or dragging unconscious people.

**2. Effective Audio-Visual Discrimination and Perception Needed to:**

- Make observations.
- Read, speak and write using the English language.
- Drive and operate equipment safely.
- Vision standard:
  - a. Color perception – must not have monochromatic vision resulting in the inability to use imaging devices such as thermal imaging cameras. Color vision must be adequate to perform the requirements of the job.
  - b. Far visual acuity: 20/40 or better binocular each eye with or without correction. For wearers of spectacles or hard contact lenses must have far vision acuity uncorrected of 20/100 or better.



**CHAPTER THREE – JOB DESCRIPTIONS**

- c. Have peripheral vision in the horizontal meridian of at least 110 degrees in the better eye, and has no other condition that significantly affects peripheral vision in both eyes.

**3. Ability Needed to:**

- Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.
- Understand, interpret and apply applicable ordinances, and Fire District rules and policies.
- Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- Work independently and effectively within the confines of standard operating guidelines.
- Initiate appropriate interpersonal and intra- and inter-agency communications.
- Act quickly, calmly and decisively in emergencies and under stress.
- Handle situations firmly, courteously, tactfully and impartially.
- Express oneself clearly and concisely, orally and in writing.
- Record information clearly and completely.
- Maintain confidentiality in the performance of duties.
- Assimilate, retain and effectively use geographic knowledge concerning the District and the surrounding vicinity.
- Not pose a direct threat to the health and safety of other individuals.

**4. Emotional and Psychological Stability Needed to:**

- Accept constructive criticism in a mature fashion.
- Effectively communicate and interact positively with fellow employees and citizens.
- Function effectively under stress.
- Deal effectively with unpleasant or unusual patient or victim behavior.

**CHAPTER THREE – JOB DESCRIPTIONS****G. Qualifications - Firemedic**

1. Citizen of the United States or otherwise legally authorized to work in the United States.
2. Candidates must be at least twenty-one (21) years of age at the time of certification to an eligibility list. Applicants shall be under thirty-five (35) years of age at the time of application, unless the individual falls under one of the exceptions to the statutory maximum hiring age detailed in 70 ILCS 705/16.06 or 65 ILCS 5/10-2.1-6. Proof of date of birth is required.
3. High school diploma or equivalent.
4. Valid copy of Candidate Physical Ability Test (CPAT) from a certified agency, dated not more than twelve (12) months prior to date of conditional letter of employment.
5. Illinois Office of the State Fire Marshal (OFSM) certified Firefighter II/Basic Operations Firefighter at time of conditional letter of employment and maintenance of same pursuant to District policy.
6. Illinois Department of Public Health licensed EMT-P at time of conditional letter of employment and maintenance of same pursuant to District policy.
7. Possess and maintain a valid Illinois driver's license.
8. Read, speak and write using the English language.

**CHAPTER THREE – JOB DESCRIPTIONS****3.03 ALL OFFICERS****A. Nature and Scope**

- Officers of the District have supervisory authority over those individuals within their command and/or all employees with respect to their particular assignment, e.g., the Training/Safety Officer has authority over all operational aspects of training.
- Every Officer generally falls into one of two categories - Chief Officer or Company Officer. Chief Officers comprise the management of the District and are responsible for long-term planning as well as day-to-day supervision. A Company Officer supervises his/her particular company unit and is not directly responsible for the overall management of the District.

**B. Duties and Responsibilities**

In addition to meeting the requirement of Section 3.02 where applicable, all officers shall:

- Become and remain extremely knowledgeable in the policies, rules and regulations, practices and procedures of the District.
- Be responsible for the enforcement of all policies, rules and regulations, practices and procedures of the District within his/her command.
- Become and remain extremely knowledgeable in the Incident Command System, modern methods of firefighting and emergency situations management.
- Be familiar with personnel management policies and practices as they apply to the officers' position.
- Be familiar with the terms and implication of the Collective Bargaining Agreement.
- Be responsible for those personnel-related functions necessary to discharge his/her duties. This includes responsibility for performance reviews and recommended discipline of personnel within his/her command.
- Respond to emergency incidents when dispatched.
- When in command at the scene of an emergency, be responsible for the deployment of equipment and personnel at the scene of a fire or other emergency until relieved by a superior officer or until command is turned over to another officer pursuant to District procedures.

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**C. Requisite Knowledge and Skills**

- Comprehensive knowledge of NFPA 1021 “*Standard for Fire Officer Professional Qualifications.*”
- Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof. Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply and communications.
- Comprehensive knowledge of the Insurance Service Office (ISO).
- Comprehensive knowledge of Accreditation process through the Center for Public Safety Excellence (CPSE).
- Ability to evaluate tactical and operational requirements and conflagration situations.
- Considerable knowledge of District policies, and rules and regulations and of State and Federal laws related to District operations and management.
- Comprehensive knowledge of fire hazards and firefighting resources such as personnel, water supply and communications.
- Comprehensive knowledge of specialized rescue incidents and deployment of resources.
- Comprehensive knowledge of personnel management policies and practices and of the Collective Bargaining Agreement.
- Ability to plan, coordinate and supervise the work of subordinates.
- Good oral and written communication skills.
- Ability to maintain and complete accurate records and prepare reports in a timely manner.

**CHAPTER THREE – JOB DESCRIPTIONS****3.04 FIRE CHIEF****A. Nature and Scope**

- The Fire Chief, as Chief Executive/Administrative Officer of the District, shall be responsible for overseeing all activities of the District. The Fire Chief shall be responsible to the Board of Trustees and shall perform his or her duties under the Board's general direction, while working independently in supervising the District's operations. The Fire Chief shall assume the responsibility for the duties charged and delegated to him or her by law or ordinance, or by the policies and regulations of the District.
- The Fire Chief shall be responsible for the direction of all firefighting/paramedic and fire prevention bureau activities of the District, including the development of recommendations and planning for the protection of life and property in the District. All officers of the District shall report to the Fire Chief through the chain of command.

**B. Duties and Responsibilities**

The Fire Chief shall, where applicable, be able to perform the essential duties and possess the skills and qualifications of the firefighter's job description set forth in Section 3.02 and those of all officers set forth in Section 3.03. In addition, the essential duties and responsibilities of the position of Fire Chief include, but are not limited to, the following:

**C. Supervisory and Leadership Duties**

- Organize and direct the administration of all services and programs provided by the District. Continually review and identify the requirements of the community and develop and implement an effective fire service program to protect the lives and property in the District. Conduct or cause to be conducted department investigations.
- Develop short and long-term objectives designed to maintain the continued protection of life and property within the community, along with a mission statement that is in accordance with nationally recognized standards. The objectives will include such areas as fire suppression, paramedic ambulance service, pre-fire planning, public education, fire prevention, and fire investigation. In developing the District's goals and objectives, the Fire Chief shall continually review the requirements of the District and the availability of new fire prevention and suppression techniques.
- Direct the development of District procedures and policies and oversee their implementation.
- Ensure the District is properly staffed according to established policy and the approved budget.

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- Direct and oversee the performance evaluations of all District employees.
- Be responsible for overseeing disciplinary action and recommending promotions, demotions, suspensions and/or dismissal of District employees to the Board of Fire Commissioners or the Board of Trustees.
- Be responsible for assigning individuals within a rank to particular assignments.
- Be responsible for hiring civilian administrative personnel as provided in the annual budget, with the approval of the Board of Trustees.

**D. Fire Suppression/Prevention**

- Ensure that commissioned members receive the proper training by reviewing and approving the District's annual training programs.
- Study firefighting trends and direct planning to meet the new trends. Attend meetings, seminars and conferences to keep abreast of latest developments in firefighting methods and administration.
- Direct allocation of staffing and equipment for maximum effectiveness with due regard for safety.
- Respond to and take command at major fire alarms and personally direct firefighting activities through subordinate officers.
- When in command at the scene of an emergency, be responsible for the deployment of equipment and personnel at the scene of a fire or other emergency.
- Direct the preparation of and recommend changes to the District's Fire Prevention Code.
- Assure professional inspection of all schools, public buildings, manufacturing, industrial and commercial facilities, and multi-family dwellings.
- Assure professional investigation of each fire so as to determine its cause, and in cases of suspected arson, secure and preserve all evidence in cooperation with the police authorities.

**E. Organizational Support**

- Develop and implement a risk management program that will prevent and protect the District and its employees from possible injury or liability.
- Direct the preparation of the District's annual budget, including reviewing each component and submitting a recommended budget to the Board of Trustees for approval.

**CHAPTER THREE – JOB DESCRIPTIONS**

- Oversee the maintenance of all District records and compliance with all applicable local, state and federal laws.
- Meet with representatives of other fire districts and departments, other governmental agencies, and private companies to discuss and resolve various issues pertaining to District matters. Coordinate intergovernmental agreements, mutual aid plans, and hazardous materials teams with neighboring fire districts and departments.
- Supervise the procurement of material, supplies and equipment and the repair and maintenance of same.
- Actively participate in fire service organizations locally and at state and national levels.
- Promotes public awareness of the District through speeches, presentations and attendance at meetings in the community.
- Regularly attend all meetings of the Board of Trustees, Board of Fire Commissioners, Pension Board, and other special meetings where the Fire Chief's attendance is needed, and prepare written reports to the Board of Trustees as required.
- Develop and maintain an effective communications system within the District.

**F. Qualifications**

Candidates for Fire Chief must meet the following prerequisites:

- Bachelor's degree in Fire Science, Fire Administration or Public Administration.
- Chief Fire Officer (CFO) State of Illinois.
- At least twelve (12) years progressive fire service experience.
- At least five (5) years supervisory or command experience.
- Emergency Medical Technician Basic (EMT or EMT-B).
- Residency within Fire District boundaries.

The Fire Chief shall have and maintain the following knowledge and skills:

- Comprehensive knowledge of NFPA 1021 "*Standard for Fire Officer Professional Qualifications.*"
- Comprehensive knowledge of modern methods and skills of fire department operations and administration.

**CHAPTER THREE – JOB DESCRIPTIONS**

- Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof.
- Comprehensive knowledge of the Insurance Service Office (ISO).
- Comprehensive knowledge of Accreditation process through the Center for Public Safety Excellence (CPSE).
- Considerable knowledge of District policies, and rules and regulations and of State and Federal laws related to District operations and management.
- Extensive knowledge and experience in Incident Command theory and practice.
- Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply and communications.
- Excellent oral and written communications skills. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the general public. Excellent judgment skills.
- Comprehensive knowledge of the budget process.
- Comprehensive knowledge of labor/management relations and the collective bargaining process.

In addition to the above-listed qualifications, the following are recommended:

- Master's degree.
- Chief Fire Officer Designation (CFO) Center for Public Safety Excellence (CPSE).
- Executive Fire Officer (EFO).



**CHAPTER THREE – JOB DESCRIPTIONS****3.05 DEPUTY CHIEF****A. Nature and Scope**

The Deputy Chief is a senior level management position responsible for assisting in the administration and coordination of District operations and the general direction of fire suppression, rescue, and EMS activities of the District, which encompasses planning, organizing and directing the programs of the District under the direction of the Fire Chief. Duties include the general administrative responsibility of assisting in the planning, developing and implementing of the District budget, strategic plan, and agency accreditation process.

**B. Duties and Responsibilities**

The Deputy Chief shall meet the requirements of Section 3.03 where applicable and shall:

- Be subordinate in rank to the Fire Chief, and in the absence of the Fire Chief, may assume control of the District and perform the duties and exercise the powers incidental to the office of the Fire Chief in such order of precedence as may be designated, and shall be paid on a salary basis.
- Comprise the general staff of the Fire Chief and assist in the formulation and administration of the policy, rules and regulations, practices and procedures governing personnel and operations of the District.
- Manage and administer the District budget. Liaison with the Finance Division in matters of finance including projection of future revenues and expenditures. Ensure appropriate fiscal policies are followed during procurement of District resources.
- When in command at the scene of an emergency, be responsible for the deployment of equipment and personnel at the scene a fire or other emergency until relieved by a superior officer or until command is turned over to another officer pursuant to District procedures. Conduct periodic visits of each station in order to inspect personnel, equipment, apparatus, stations and records and to see that directives, policy changes, and general information are being followed.
- Attend meetings with other fire departments and outside agencies, as well as attend training conferences and seminars as designated by the Fire Chief.
- Attend and participate in staff meetings, Officers' meetings, all-department training drills, Board of Trustees' meetings, Board of Fire Commissioners' meetings and at other meetings as requested by the Fire Chief or demanded by the Deputy's assigned duties.
- Be on duty of periods to be determined by the Fire Chief as the needs of the District may require.

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- Be responsible for other projects as assigned by the Fire Chief and should be involved in master planning for the District in any facet of administration, fire suppression, EMS, community risk reduction and training.
- The Deputy Chief shall be considered the liaison between the program areas of Suppression, EMS, Training, Community Risk Reduction and Fleet Services Divisions and the Fire Chief.
- The Deputy Chief shall be considered the liaison between administrative areas such as Finance, Information Technology, Pension, Volunteer Employee Benefit Association (VEBA) and the Fire Chief.
- Participate in the development and implementation of District goals, objectives, policies and priorities for assigned programs; recommend appropriate service and staffing levels to achieve goals in assigned program areas.
- Monitor and evaluate the efficiency and effectiveness of service delivery methods and procedures. Identifies opportunities for improvement and makes recommendations to the Fire Chief.
- Manages development of operational and administrative reports to evaluate the efficiency and effectiveness of service delivery and other District program areas.
- Coordinates with division areas to evaluate performance on a quarterly and annual program basis or as deemed necessary by the Fire Chief.
- Directs development of District operational and financial performance reports.
- Support professional development of District personnel.

**C. Qualifications**

Candidates for Deputy Chief must meet the following required prerequisites:

- Commissioned Lieutenant or greater.
- At least twelve (12) years fire service experience.
- At least three (3) years supervisory or command experience.
- Emergency Medical Technician Basic (EMT or EMT-B).
- Bachelor's degree in Fire Science, Fire Administration or Public Administration.

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The Deputy Chief shall have and maintain the following knowledge and skills:

- Comprehensive knowledge of NFPA 1021 “*Standard for Fire Officer Professional Qualifications.*”
- Comprehensive knowledge of modern methods and skills of fire department operations and administration.
- Comprehensive knowledge of the Insurance Service Office (ISO).
- Comprehensive knowledge of Accreditation process through the Center for Public Safety Excellence (CPSE).
- Comprehensive knowledge of modern firefighting and emergency medical techniques and problems, and application thereof.
- Considerable knowledge of District policies and rules and regulations and of State and Federal laws related to District operations and management.
- Extensive knowledge and experience in Incident Command, theory and practice.
- Considerable knowledge of fire hazards and firefighting resources such as personnel, water supply and communications. Excellent oral and written communications skills. Excellent leadership skills and the ability to establish and maintain effective working relationships with other employees and the community. Excellent judgment skills.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations.
- Ability to plan, supervise, and coordinate the work of subordinates and to maintain effective working relationships with officials and the public.
- Considerable skill in the application of administrative and management methods and procedures to departmental activities.
- Comprehensive knowledge of the budget process.
- Comprehensive knowledge of labor/management relations and the collective bargaining process, and the Collective Bargaining Agreement.

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

- Professional knowledge of fire services, Emergency Medical Services, Hazardous Materials and rescue principles and practices.
- Knowledge of applicable federal, state and local laws.

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- Knowledge of supervisory and management principles and practices.
- Skill in fire service and EMS techniques and ability to use them safely.
- Skill in interpersonal relationships and effective written and verbal communication with staff, Trustees, Fire Commissioners and citizens.
- Skill in identifying relevant operational and financial data and providing analysis in meeting District performance goals and objectives.
- Ability to work effectively during long periods of concentrated work, analyzing and/or preparing written materials or reports.
- Ability to manage dangerous, hazardous or crisis/emergency situations while under extreme stress without loss of productivity.

In addition to the above-listed qualifications, the following are recommended:

1. Certified as Fire Officer II.
2. Certification as Health and Safety Officer, or ability to obtain within twelve (12) months of appointment.
3. Certification as Incident Safety Officer, or ability to obtain within twelve (12) months of appointment.
4. Chief Fire Officer Designation (CFO).
5. Master's degree in Public Administration, Fire Administration or related field.

The Deputy Chief works a forty-four (44) hour work week and is considered an FLSA exempt position.

**CHAPTER THREE – JOB DESCRIPTIONS****3.06 BATTALION CHIEF****A. Nature and Scope**

Battalion Chief, also a Chief Officer, is a responsible administrative and supervisory position which oversees significant portions of the District's operations. Individuals holding the rank of Battalion Chief may be considered "Shift Commanders" and be assigned the duties of supervising all employees, equipment and stations during an assigned shift. Within the scope of assigned authority, a Battalion Chief exercises his/her independent judgment in the management of personnel.

**B. Duties and Responsibilities**

In addition to the requirements of Sections 3.02 and 3.03, a Battalion Chief shall:

- Be subordinate in the chain of command to the Fire Chief and Deputy Chief.
- Be responsible for the overall operations of apparatus and station maintenance programs, specialty divisions (as assigned by the Fire Chief), scheduling and personnel.
- Conduct periodic visits of each station in order to inspect personnel, equipment, apparatus, stations, and records, and to see that any directives, policy changes, and general information are being followed.
- When in command at the scene of an emergency, be responsible for the deployment of equipment and personnel at the scene of a fire or other emergency until relieved by a superior officer or until command is turned over to another officer pursuant to District procedures.
- Determine and direct proper deployment of companies at the scene of fire and determines the necessity of additional fire fighting companies and call for additional companies as needed, including mutual aid.
- Participate fully in the District's Safety Program.
- Perform administrative duties involving the supervision and coordination of District activities as assigned by the Fire Chief or Deputy Chief.
- Attend MABAS Division 16 meetings with other fire departments to discuss operations, as well as training conferences and seminars as designated by the Fire Chief and/or Deputy Chief.
- Direct the operations of the District in the absence of the Fire Chief or Deputy Chief.
- Attend and participate in staff meetings, Officers' meetings, all-department training drills, and at other meetings as requested by the Fire Chief, or Deputy Chief or demanded by the Battalion Chief's

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assigned duties. May be asked or assigned to attend the Board of Trustees' meetings and the Board of Fire Commissioners' meetings.

- Be responsible for other projects as assigned by the Fire Chief, or Deputy Chief and should be involved in master planning for the District in any facet of fire suppression, prevention, or training.

#### **C. Qualifications**

Candidates for Battalion Chief must meet the following required prerequisites:

- At least three (3) years' experience as a Captain with the Lisle-Woodridge Fire Protection District or as otherwise provided in the collective bargaining agreement.
- Licensed Emergency Medical Technician Basic (EMT or EMT-B).
- Bachelor's degree in Fire Science, Fire Administration or Public Administration from an accredited institution.
- Certified as Fire Officer II.

A Battalion Chief shall have and maintain the following knowledge and skills:

- Comprehensive knowledge of NFPA 1021 "*Standard for Fire Officer Professional Qualifications.*"
- Comprehensive knowledge of the Insurance Service Office (ISO).
- Comprehensive knowledge of the Accreditation process through the Center for Public Safety Excellence (CPSE).
- Comprehensive knowledge of the operation, capabilities, and maintenance of the various types of apparatus and equipment used by the District, and the ability to supervise the effective use of such equipment and apparatus.
- Comprehensive knowledge of the District's policies, rules and regulations, practices and procedures, directives and orders of the District, as well as state, federal and local laws related to fire and emergency services.
- Comprehensive knowledge of the location of streets, fire hydrants, and types of building construction, sprinklers and detection devices, usages and special hazards in the community.
- Ability to evaluate fires, recognize danger, and take immediate action necessary for the protection of life and property.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations, as well as the ability to express ideas clearly and concisely, both orally and written, to groups and to individuals.

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- Demonstrate leadership of firefighters, maintains discipline and accepts lines of authority.
- Ability to plan, supervise, and coordinate the work of subordinates and to maintain effective working relationships with officials and the public.
- Considerable skill in the application of administrative and management methods and procedures to departmental activities.
- Comprehensive knowledge of labor/management relations, the collective bargaining process, and the Collective Bargaining Agreement.

In addition to the above-listed qualifications, the following are recommended:

- Certification as Health and Safety Officer, or ability to obtain within twelve (12) months of appointment.
- Certification as Incident Safety Officer, or ability to obtain within twelve (12) months of appointment.
- Chief Fire Officer Designation (CFO)
- Master's degree in Fire Administration, Public Administration or a related field.

**CHAPTER THREE – JOB DESCRIPTIONS****3.07 CAPTAIN****A. Nature and Scope**

Captains are considered Company Officers.

**B. Duties and Responsibilities**

In addition to the requirements of Sections 3.02 and 3.03, a Fire Captain shall:

- Be subordinate in the chain of command to the Fire Chief, or Deputy Chief, and Battalion Chief.
- Perform administrative duties and supervisory fire fighting work involving the command of fire companies and fire fighting and of routine maintenance of stations, apparatus, and equipment and other District-wide staff or command duties and assignments.
- Be responsible for the direct command of shift personnel and stations on an assigned shift or when working on call back for emergencies. This includes responsibility for the discipline of personnel and for the routine maintenance of fire stations, apparatus, and equipment.
- Supervise and coordinate routine maintenance operations at stations, including: cleaning, maintenance, as well as proper storing, protection and care of quarters, equipment, and apparatus as per regulations.
- Be responsible for completion of all assigned details and all reports for the shift assigned or the call for which the Fire Captain is responsible.
- At the scene of an incident or emergency, be responsible for the supervision and safety of all fire fighting personnel, and the effective and efficient extinguishing of a fire until relieved of command by a superior officer.
- Secure the scene to preserve evidence of the fire's cause and origin, and shall cooperate with investigators as needed.
- Act as public relations representative, and as such, must demonstrate the ability to deal tactfully with the public.
- Inspect personnel, maintain discipline, and assist training officers in instructing and training firefighters in fire fighting methods, techniques, and related subjects.
- Prepare reports for review by the Battalion Chief, Deputy Chief and Fire Chief as directed or necessary.
- Assist in preparing pre-incident surveys of commercial, industrial, and institutional structures, and may be responsible for station or department drills.
- Attend staff meetings and Officers' meetings as directed by the Administration.



**CHAPTER THREE – JOB DESCRIPTIONS****C. Qualifications**

Candidates for Captain must meet the following required prerequisites:

- At least three (3) years' experience as a Lieutenant with the Lisle-Woodridge Fire Protection District.
- Certified as Fire Officer II or provisional.
- Licensed as EMT or EMT-B or EMT-P.
- Associate's degree from an accredited institution.

A Captain shall have and maintain the following knowledge and skills:

- NFPA 1021 "*Standard for Fire Officer Professional Qualifications.*"
- Comprehensive knowledge of the Insurance Service Office (ISO).
- Comprehensive knowledge of Accreditation process through the Center for Public Safety Excellence (CPSE).
- Knowledge of the operation, capabilities, and maintenance of the various types of apparatus and equipment used by the District, and the ability to supervise the effective use of such equipment and apparatus.
- Knowledge of the District's policies, rules and regulations, practices and procedures, directives and orders of the District, as well as state, federal and local laws related to fire and emergency services.
- Knowledge of the Collective Bargaining Agreement.
- Knowledge of the location of streets, fire hydrants, and types of building construction, sprinklers and detection devices, usages and special hazards in the community.
- Ability to evaluate fires, recognizes danger, and takes immediate action necessary for the protection of life and property.
- Ability to react quickly and calmly in emergencies and to direct the work of subordinates in emergency situations, as well as the ability to express ideas clearly and concisely, both orally and written, to groups and to individuals.
- Demonstrate leadership of firefighters, maintain discipline and accept lines of authority.

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- An officer of this rank must have and use those qualities that characterize leadership, in addition to being a firm and just disciplinarian. The individual must have the respect of one's subordinates and their unhesitating obedience. A fair, but firm disciplinary policy with established Rules and Regulations that are both clear and concise must be maintained by an officer of this rank. Qualities of justice and fairness, as well as the ability to demand faithful performance of duties, as prime requisites for the position of Captain.

In addition to the above-list qualifications, the following are recommended:

1. Certified as Fire Officer II or provisional.

**CHAPTER THREE – JOB DESCRIPTIONS****3.08 LIEUTENANT****A. Nature and Scope**

Lieutenants are considered Company Officers.

**B. Duties and Responsibilities**

In addition to the requirements of Sections 3.02 and 3.03, a Fire Lieutenant shall:

- Be subordinate in rank to the Captain, Battalion Chief, Deputy Chief and Fire Chief.
- Supervise the activities of a fire company at an assigned station and at the scene of an emergency incident until relieved by a superior officer.
- Assign and supervise the daily work schedule, and supervise personnel within their command.
- Keep such records as are necessary to insure efficient operations of their command.
- Properly instruct personnel within their command in their assignment duties.
- Assist and/or conduct Fire Prevention inspections and activities as directed.
- Conduct training of subordinates through shift drills and occasional multi-company drills with other stations.
- Assure the safekeeping and maintenance, as well as cleanliness, of all apparatus, buildings, furniture, fixtures, and equipment, and prohibit the use of any apparatus, uniform, tool, appliance, implement or equipment which is unfit or unsafe for service. Assure that all apparatus and equipment are checked each day and cleaned as needed.
- When it is reported that hazardous conditions of more than minor importance are found in areas of their command, promptly supervise an inspection of the affected premises with the person so reporting.
- Immediately report all accidents or injuries involving District equipment or personnel to their direct supervisor and promptly complete all accident/injury reports.
- Attend regularly scheduled staff meetings and any other meetings as required.

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**C. Qualifications**

Candidates for Lieutenant must meet the following prerequisites:

- Complete three (3) years as a Firefighter/Firemedic First Class with the District.
- Certified as Fire Officer I or provisional.
- Licensed as EMT or EMT-B or EMT-P.

A Lieutenant shall have and maintain the following knowledge and skills:

- Comprehensive understanding of NFPA 1021 “*Standard for Fire Officer Professional Qualifications.*”
- Comprehensive understanding of the Insurance Service Office (ISO).
- Comprehensive understanding of Accreditation process through the Center for Public Safety Excellence (CPSE).
- Ability to deal effectively, tactfully, and courteously with both District employees and the general public.
- Ability to properly instruct or teach District employees.
- Ability to properly present public lectures as well as demonstrations on department operations.
- Knowledge of commonly accepted supervisory practices and techniques.
- Knowledge of all state laws, local ordinances, and District policies and rules and regulations.
- Knowledge of all fire hazards and causes.
- Knowledge of modern fire fighting techniques and District operations.
- Knowledge of adjoining districts and departments for use in multiple alarm assignments.
- Knowledge of the District pre-fire plans and all streets in the District.

In addition to the above-listed qualifications, the following are recommended:

1. Certified as Fire Officer II.
2. An Associate's degree in a field related to the fire service.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.09 FIREFIGHTER/FIREMEDIC FIRST CLASS**

**A. Nature and Scope**

A Firefighter/Firemedic First Class is a senior firefighter with significant experience and proven mastery of firefighting and EMS skills.

**B. Duties and Responsibilities**

In addition to the requirements of Sections 3.02, a Firefighter / Firemedic First Class shall:

- Knowledge and understanding of duties and responsibilities of Fire Lieutenant.
- Perform duties of Lieutenant upon assignment.

**C. Qualifications**

A Candidate for Firefighter/Firemedic First Class must meet the following prerequisites:

- At least three (3) years of service as a Firefighter/Firemedic. Certified as an Advanced Technician Firefighter or equivalent.
- Licensed as EMT or EMT-B or EMT-P.
- Fire Apparatus Engineer (FAE) Certificate.
- Approved District Driver.

**CHAPTER THREE – JOB DESCRIPTIONS****3.10 ACTING OUT OF RANK**

Individuals who are assigned to perform duties in a higher position are considered "acting out of rank" or "acting out of class." They shall have the authority of the position in which they are acting, be charged with the knowledge and responsibilities of their positions, and be held accountable for the proper execution of the duties of the rank in which they are acting.

**CHAPTER THREE – JOB DESCRIPTIONS****3.11 BUREAU CHIEF OF FIRE PREVENTION****A. Nature and Scope**

The Bureau Chief of Fire Prevention, called the "Bureau Chief," also called Director, conducts technical as well as supervisory work in the District's Fire Prevention Bureau. He/she is responsible for supervising and participating in the actual field enforcement of all State and local laws and ordinances as they relate to fire prevention. Considerable effort is expected in correcting fire hazards and special emphasis is placed upon public assembly area inspections as well as in those areas where special hazards exist. The Bureau Chief is granted considerable latitude for independent judgment and is reviewed through the observation of the results which are obtained. He/she shall be required to attend various community organization meetings in which the District is involved.

**B. Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Bureau Chief.

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

**CHAPTER THREE – JOB DESCRIPTIONS****C. Qualifications**

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

1. Certified as Fire Officer II.
2. Certified as a Fire Prevention Officer I.
3. Certified as an Instructor II.
4. Thorough knowledge of fire hazards, fire safety laws and modern methods and techniques of fire prevention.
5. Knowledge of the principles and practices of building construction and maintenance.
6. Ability to recognize existing or potential fire and casualty hazards in a wide variety of structures and installations.
7. Ability to establish and maintain working relationships with property owners, the general public, and other District employees.
8. Ability to express factual information clearly and concisely in either written or oral form.
9. Ability to enforce rules and regulations in a firm, consistent, tactful and impartial manner.



**CHAPTER THREE – JOB DESCRIPTIONS**

**3.12 DIRECTOR OF MAINTENANCE**

**A. Nature and Scope**

Manages and directs repairs and maintenance of all District apparatus, facilities, and firefighting equipment as required.

1. Responsibilities and work assignments will require the role of “working supervisor” and remain directly involved with hands-on repairs and maintenance. As such, all qualifications for Mechanic 1 and Mechanic 2 below shall be maintained by the Director of Maintenance.
2. Work involves responsibility for the uniform practices and policies relating to apparatus equipment maintenance and for making decisions as to serviceability and adequacy of equipment. Work involves participation in hiring, evaluation, assigning work and discipline of subordinate employees as necessary.
3. Responsibility also includes reviewing the equipment needs of various appropriate divisions of the District and writing specifications to fill such needs.
4. Responsible for budget preparation as well as computer generated fleet maintenance program.
5. The Director of Maintenance shall report directly to the Deputy Chief.

**B. Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Director of Maintenance.

1. Directs and assigns repair and preventative maintenance work on District apparatus and station generators to other division employees.
2. Responsible for maintaining shop tools and repair equipment.
3. Maintains records and reports including work completed through a District fleet maintenance software program.
4. Maintains records and inventory of parts in stock room.
5. Develops, implements and manages the maintenance portion of the budget.
6. Responsible for employees of the District's shops including participation in hiring, creating work schedules and assignments; performs periodic evaluations as well as oversees work by subordinates, gives advice and suggestions.
7. Responsible for specifications for apparatus and equipment.

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8. Performs emergency repairs to District apparatus as needed.
9. Supervises and directs the annual service testing of pumpers and responsible for the scheduling of the annual aerial ladder testing.

**C. Work Schedule**

The Director of Maintenance shall be an exempt position from the collective bargaining unit and shall work a 44-hour work week. Four 9-hour days and one 8-hour day for a total of 44 hours each week. Report to work at 0800 and leave no later than 1700.

**D. Qualifications**

1. May hold a commissioned officer rank of the District.
2. Must possess a valid class "B" State of Illinois vehicle driver's license while holding the title position of Director of Maintenance.
3. Must be certified as an Emergency Vehicle Technician.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.13 MECHANIC**

**A. Nature and Scope**

A Mechanic is a senior mechanic in the maintenance division with significant experience in the maintenance field and shall be capable of supervising the maintenance division in the absence of the Director of Maintenance.

**B. Duties and Responsibilities**

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

1. Performs complete overhaul and repair work on different types of gas and diesel apparatus and equipment. Such equipment may include lawn mowers, aerial platforms and stationary generators.
2. Repair, rebuild and overhaul transmissions, differentials, front and rear end assemblies.
3. Repair and overhaul motors, generators, carburetors, hydraulic systems and other specialized related equipment.
4. Road test equipment to locate defects and to check the repair work.
5. Performs electrical work on automotive equipment, such as to rebuilding alternators, generators and starters.
6. Perform preventative maintenance tasks.
7. Replace or repair faulty parts including wheel bearings, brake systems, oil seals, steering assemblies and shock absorbers.
8. Perform welding tasks.
9. Repair and repaint body damage.
10. Respond to roadside assistance requests, repair vehicles when possible or call for a tow truck.
11. Repair and overhaul fire service pumps, valves, nozzles and any other fire-related equipment.
12. Maintain work, time and material records.
13. Responsible in maintaining a clean and safe working shop area and facility.

**C. Work Schedule**

Assigned to work a forty (40) hour workweek, Monday through Friday 08:00 – 16:30 hours.

**CHAPTER THREE – JOB DESCRIPTIONS****D. Qualifications**

1. High School graduate, considerable experience in automotive mechanic work at the journeyman level, including or supplemented by some experience in a diversified automotive repair and maintenance shop, or any equivalent combination of training and experience that provides the following:
2. Considerable knowledge of the methods, materials, tools, and techniques used in the repair of light and heavy-duty apparatus.
3. Considerable knowledge of the operating principles of gasoline and diesel engines. Knowledge of mechanical repair of heavy-duty trucks and related equipment.
4. Knowledge of the occupational hazards and safety precautions of the trade.
5. Ability to adapt available tools and repair parts to specific repair problems.
6. Ability to follow oral and written instructions and to interpret and work from sketches and pencil diagrams.
7. Must possess a valid Class “B” CDL with air brakes, State of Illinois vehicle driver’s license throughout the term of employment.
8. Must have certified at a minimum of a Level 2 Certified Mechanic in the EVT (Emergency Vehicle Technician) program of the International Association of Fire Chiefs.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.14 TRAINING/SAFETY OFFICER**

**A. Nature and Scope**

The Training/Safety Officer shall have the responsibility of coordinating all phases of the District's training program and the District's safety program. The responsibilities shall include daily drills, station drills, and any additional training that the Training/Safety Officer feels are necessary to increase the efficiency of the District. He/she shall have complete authority over all personnel attending the drill session.

The Training/Safety Officer shall be required to maintain complete records for the State of Illinois Training Program. He/she shall also maintain complete training records on all District employees.

**B. Duties and Responsibilities**

The Training/Safety Officer shall:

1. Training
  - a. Plan, organize, supervise and coordinate the District's training programs.
  - b. Provide for the assessment, both by written and practical means of all sworn personnel's ability to perform the essential functions of their jobs.
  - c. Coordinate opportunities for personnel to advance their fire-service-related education via the State Fire Marshal's programs, the Fire Service Institute and other educational institutions.
  - d. Develop training sessions and drills to maintain and improve the abilities of District personnel.
  - e. Maintain the District's library of training materials.
  - f. Maintain all required State and District training records.
  - g. Submit periodic reports on training activities as directed by the Fire Chief.
2. Safety/Risk Care Management
  - a. Monitor, evaluate and recommend corrections for dangerous conditions.
  - b. If an imminent hazard is present which threatens the safety of District personnel, the Training/Safety Officer has emergency authority to alter, suspend or stop an operation or to remove equipment from service.
  - c. Respond to the scene of a fire or emergency and serve as Safety Officer.

**CHAPTER THREE – JOB DESCRIPTIONS**

- d. At the scene of a fire or other emergency, take necessary measures to ensure the safety of all persons on the scene.
- 3. Organizational Support
  - a. Participate in state, national and international organizations and attend meetings to advance the knowledge of District personnel.
  - b. Attend staff meetings, officers' meetings and other meetings as directed by the Fire Chief or his/her designee.
  - c. Prepare and submit a training budget as directed by the Fire Chief or Deputy Chief.

**C. Qualifications**

Candidates for Training/Safety Officer shall meet the following prerequisites:

- 1. Certified as EMT or EMT-B or EMT-P.
- 2. A demonstrated interest in training and safety.
- 3. Fire Instructor II.
- 4. Considerable knowledge in the proper use of firefighting tools and equipment and must be able to properly demonstrate the use of same.
- 5. Professional knowledge in the proper use of fire services, Emergency Medical Services, Hazardous Materials and rescue principles and practices.
- 6. Ability to properly prepare and present training materials to the employees of the District.
- 7. Within eighteen (18) months of appointment, the Training/Safety Officer shall successfully complete a course of instruction from the National Fire Academy entitled "Training Program Management", course number R342, or equivalent course(s) with similar curricula.

In addition to the above-list qualifications, the following are recommended:

- 1. Instructor III or IV.
- 2. Bachelor's degree.

The Training/Safety Officer shall also manage or become involved with:

- 1. Development and delivery of training programs.
- 2. Training liability issues and risk management within the scope training.

**CHAPTER THREE – JOB DESCRIPTIONS**

3. Scheduling conflict.
4. Obtaining training resources using cost-effective methods, grants, in-kind grants, cost-sharing.
5. The use of regional resources and networking with other training resources.
6. Emerging technologies, innovative delivery of training, computer aided training or simulations.
7. The Training/Safety Officer shall also strive to have the training function better understood by the members of the District and build support for the training function at all levels of management.
8. Knowledge of applicable federal, state and local laws.
9. Knowledge of supervisory and management principles and practices.
10. Working knowledge of the labor contract in effect.
11. Skill in interpersonal relationships and effective written and verbal communication with staff, Trustees and citizens.
12. Skill in analyzing management information and accurate data interpretation.
13. Ability to manage dangerous, hazardous or crisis / emergency situations while under extreme stress without loss of productivity.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.15 TRAINING AND EDUCATION SPECIALIST**

**A. Nature and Scope**

The Training and Education Specialist plays a key role in the District's comprehensive bureaus. Considerable effort is expected in the training and education of District personnel, safety, public education, enforcement of codes and ordinances, technical writing, lesson preparation, records management and training program analysis.

**B. Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Training and Education Specialist.

1. Be subordinate in rank to any Chief Officer.
2. Assist the Training/Safety Officer in the operation of the Bureau.
3. Assist with the smooth operation of the Bureaus with regards to scheduling of activities.
4. Keep records as necessary to insure efficient operations of the Bureaus.
5. Properly instruct those personnel inside and outside the Bureaus to insure proper completion of assigned tasks.
6. When it is reported that hazardous conditions exist, promptly supervise the inspection of the situation including reporting to appropriate supervisors.
7. Attend regularly scheduled staff meetings or other meetings as required.
8. The Training and Education Specialist shall work a 44-hour work week. Four 9-hour days and one 8-hour day for a total of 44 hours each week. Report to work at 0800 and leave no later than 1700.
9. Special or creative scheduling may be utilized to ensure proper training schedules are met, night drills, special training events on weekends, etc., as assigned.

**C. Qualifications**

Candidates for Training and Education Specialist must meet the following prerequisites:

1. Fire Officer I.
2. Instructor II.



**CHAPTER THREE – JOB DESCRIPTIONS**

3. Be a Fireground Safety Officer.
4. Associate's degree in Fire Science or related field. (Recommended)

A Training and Education Specialist shall have and maintain the following knowledge and skills:

1. Ability to deal effectively, tactfully, and courteously with both District employees and the general public.
2. Ability to properly instruct or teach District employees or the general public.
3. Knowledge of all state laws, local ordinances, and District policies and rules and regulations.
4. Knowledge of all fire hazards and causes.
5. Knowledge of adjoining districts and departments for use in multiple alarm assignments.
6. Knowledge of the District's pre-incident plans and all streets in the District.
7. The Training and Education Specialist shall, in the absence of the Training/Safety Officer, operate as the head of the Bureau.
8. In the absence of the Training/Safety Officer, the Training and Education Specialist may function as the Incident Scene Safety Officer.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.16 EMERGENCY MEDICAL SERVICES (EMS) COORDINATOR**

**A. Nature and Scope**

The EMS Coordinator shall have the responsibility of coordinating and supervising all phases of the District's EMS function. The responsibilities shall include EMS training, continuing education, quality assurance, EMS records, EMS statistics, communicable disease exposure/risk management, and constructs and implements the EMS budget. The EMS Coordinator shall assure agency compliance with the Illinois Department of Health, the local Project Medical Director and the hospital EMS System. The EMS Coordinator will represent the District at system EMS Coordinator meetings. The EMS Coordinator will report directly to the Deputy Chief.

**B. Duties and Responsibilities**

The EMS Coordinator shall:

1. Training
  - a. Coordinate, plan, organize, and supervise all EMS-related training programs.
  - b. Provide for quality assurance, standards compliance and evaluation of the performance of all personnel involved in Emergency Medical Services delivery. Design education programs that address these issues.
  - c. Coordinate opportunities for personnel to advance their EMS-related education by way of seminars, certification programs, and training events.
2. Safety/Risk Care Management
  - a. Monitor, evaluate, and recommend corrections for dangerous conditions, communicable disease exposure, or other occupational hazards within EMS.
  - b. Based on type of call or incident, the EMS Coordinator may respond to emergency scenes and act as a Sector Officer in a supervisory capacity within the hierarchy of EMS.
  - c. The EMS Coordinator, at his/her discretion, may monitor performance on the scenes of calls by responding with EMS crews and assist and/or supervise the delivery of emergency medical care.

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3. Planning and Implementation
  - a. Construct and implement the annual EMS Budget.
  - b. Develop the Strategic Plan for the EMS Bureau.
  - c. Coordinate the implementation of the EMS Strategic Plan.
4. Public Education
  - a. Coordinate, plan, organize and supervise all EMS-related public education programs, including but not limited to:
  - b. Promotion of Automated External Defibrillators throughout the District.
  - c. BLS CPR.
  - d. Health care provider, Heartsaver, Heartsaver AED and CPR for family and friends.
  - e. First Aid.
  - f. EMS Open house.
  - g. Bicycle helmet safety and Bicycle Rodeo.
  - h. F.R.I.E.N.D.
  - i. Falling prevention.
  - j. Public immunizations.
  - k. Operation Maximum Survival (Cardiac Event Profiling).
  - l. Community Emergency Response Team.
  - m. Safety town.
  - n. Pool safety.
5. Record Maintenance
  - a. Maintain a system for the documentation of continuing education hours in compliance with IDPH and the hospital system under which the District operates.
  - b. Maintain a system for the documentation and confidentiality of Pre-hospital run reports in compliance with Federal, State and local laws and regulations.

**CHAPTER THREE – JOB DESCRIPTIONS**

6. Medical Billing
  - a. Coordinate, plan, organize and supervise all EMS-medical billing. Responsibilities include:
  - b. Collection of all billable EMS records.
  - c. Quality assurance.
  - d. Submission of records to billing subcontractor.
  - e. Managing billing complaints.
  - f. Negotiation of adjustments / settlements.
7. Legal compliance
  - a. Equipment procurement.
  - b. Monitor equipment needs and make purchases as necessary.
  - c. With or without input from line personnel evaluate equipment and supplies necessary to the function of EMS.
  - d. Maintain EMS equipment carried on all vehicles including in-house and subcontracted maintenance.
  - e. Maintain inventory of EMS supplies necessary to replenish supplies used at emergencies.
  - f. Work within the budget process to obtain needed equipment and supplies.
8. External relations
  - a. Public speaking at the request of public or superiors.
  - b. Act as a resource for people with EMS related questions.
  - c. Work with the school districts to meet the needs of technological or other special needs students.
  - d. Develop EMS related press releases.
  - e. Work with the residents to meet the needs of people with technological or other special challenges.
9. Internal relations
  - a. Coach, mentor and communicate with the EMT-P's and EMT/EMT-B's.
  - b. Act as a resource for EMT-P's and EMT/EMT-B's as they deliver patient care and provide good customer service.
  - c. Identify new and current staff in need of additional training.

**CHAPTER THREE – JOB DESCRIPTIONS**

- d. Set goals and objectives for personnel working within the EMS Bureau.
  - e. Monitor, measure and evaluate goals and objectives of personnel working within the EMS Bureau.
  - f. Motivate personnel within the EMS Bureau to attain goals and objectives.
  - g. Communicate with all ranks to clarify, motivate or persuade, to attain organizational goals.
10. Patient Privacy
- a. The employee is expected to protect the privacy of all patient information in accordance with the District privacy policies, procedures and practices, as required by federal and state law, and in accordance with general principle of professionalism as a health care provider. Failure to comply with District policies and procedures on patient privacy may result in disciplinary action up to and including termination of employment with the Lisle-Woodridge Fire District.
  - b. The employee may access protected health information (PHI) and other information only to the extent that is necessary to complete the employee’s job duties. The employee may only share such information with those who have a need to know specific patient information related to treatment, payment or other District operations.
  - c. The employee is expected to actively produce and participate in District privacy training and is required to communicate privacy policy information to coworkers, students, patients and others in accordance with District policy.

**C. Qualifications**

Personnel considered for this assignment shall meet the following prerequisites:

- 1. Certified Firefighter III, Fire Officer I preferred (OSFM).
- 2. Certified EMT-P (IDPH).
- 3. Certified CPR Instructor (AHA).
- 4. Instructor II.
- 5. Demonstrated interest in Emergency Medical Services.
- 6. Demonstrated capability to present EMS training programs.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.17 EMERGENCY MEDICAL SERVICES SPECIALIST**

**A. Nature and Scope**

The Emergency Medical Services Specialist plays a key role in the District's comprehensive bureaus. Considerable effort is expected in emergency medical services, public education, the training of Emergency Medical Services personnel of the District, support of training functions, technical writing, lesson preparation, record management and training program analysis.

**B. Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the Emergency Medical Services Specialist.

1. Be subordinate in rank to any Chief Officer.
2. Assist with the smooth operation of the Bureaus with regards to scheduling of activities.
3. Keep records as necessary to insure efficient operations of the Bureaus.
4. Properly instruct those personnel inside and outside the Bureaus to insure proper completion of assigned tasks.
5. When it is reported that hazardous conditions exist, promptly supervise the inspection of the situation including reporting to appropriate supervisors.
6. Attend regularly scheduled staff meetings or other meetings as required.
7. The Emergency Medical Services Specialist shall work a 44-hour work week, four 9-hour days and one 8-hour day for a total of 44 hours each week. Report to work at 0800 and leave no later than 1700.

**C. Qualifications**

Candidates for Emergency Medical Services Specialist must meet the following prerequisites:

1. Be a Certified Fire Officer II or provisional
2. Be a Certified Instructor III
3. Be ACLS Faculty
4. Associate's degree in Fire Science or related field. (Recommended).

**CHAPTER THREE – JOB DESCRIPTIONS**

An Emergency Medical Services Specialist shall have and maintain the following knowledge and skills:

1. Ability to deal effectively, tactfully, and courteously with both District employees and the general public.
2. Ability to properly instruct or teach District employees or the general public.
3. Knowledge of all state laws, local ordinances, and District policies and rules and regulations.
4. Knowledge of all fire hazards and causes.
5. Knowledge of adjoining districts and departments for use in multiple alarm assignments.
6. Knowledge of the District's pre-incident plans and all streets in the District.
7. The Emergency Medical Services Specialist may function as the Incident Scene Safety Officer, Public Information Officer, or EMS Sector Officer.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.18 APPARATUS OR VEHICLE DRIVERS**

**A. Duties and Responsibilities**

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

1. Check the vehicle at the start of the shift for proper operation and if defects are found, report the same to an officer.
2. Items that can be repaired by the driver, such as the tightening of nuts, bolts, and screws, may be done after the driver receives approval from an officer.
3. Inspect the apparatus or vehicle at the beginning of the shift noting the following:
  - a. Proper levels of oil, fuel and water.
  - b. Proper operation of the brake system.
  - c. All movable parts are properly lubricated.
  - d. Proper inflation pressures of all the tires.
  - e. Tires do not have any cuts, bruises or abrasions.
  - f. Pump and control are functioning properly.
  - g. Master switches and batteries are functioning properly.
  - h. Radio speaker and volume are functioning properly.
  - i. After the inspection is completed, the driver shall report the condition of the apparatus to the officer.
4. The driver shall make an inspection of his apparatus or vehicle after each run. Said inspection shall include all the items listed above.
5. When a piece of apparatus is utilized on a fire call the driver shall be responsible for reporting on the following items:
  6. Pumping time.
  7. Hose lines used.
  8. Pressure maintained.
  9. Drivers of apparatus equipped with a pump, shall make sure that they do not operate the pump at a higher RPM than at which it was designed to operate.



**CHAPTER THREE – JOB DESCRIPTIONS**

10. Drivers of apparatus equipped with a pump shall be able to make mental calculations of engine pressures required for the following:
  - a. Various nozzle sizes.
  - b. Various lengths and sizes of hose.
  - c. Vertical distances of nozzles above or below pumper level.
  - d. Siamese lines.
  - e. Other hook-ups that may be necessary.

**B. Qualifications**

In addition to meeting the requirements of Section 3.02, apparatus or vehicle drivers shall maintain a valid Illinois driver's license, Class B, to be able to drive and operate any District vehicles with a gross weight of 16,000 lbs. or more.

**CHAPTER THREE – JOB DESCRIPTIONS****3.19 FINANCE DIRECTOR****A. Nature and Scope**

The Finance Director is directly responsible to the Fire Chief/Administrator. He/she assists in the planning, coordinating and directing of non-firefighting, business-type operations of the District including, but not limited to, accounting, financial and business-related administrative tasks.

**B. Duties and Responsibilities**

1. Performs all administrative and financial duties and tasks as set forth by the Fire Chief/Administrator and the Board of Trustees in accordance with the rules and policies of the District.
2. Develops and recommends and, upon approval, implements business and financial policies and procedures.
3. Develops and provides management direction for fiscal accounting and internal control activities to ensure compliance with established laws, policies and procedures.
4. Directs and oversees all Finance Department operations.
5. Prepares annual District budget, budget reports and spreadsheets and Tax Levy documents and monitors them to insure adherence to budgetary constraints.
6. Directs the development, preparation and interpretation of all required financial and operating records and reports.
7. Assists in evaluating current and potential fiscal impact of current and proposed activities of the District.
8. Directs inventory control to insure proper and accurate accounting of all properties of the District.
9. Directs and monitors purchasing activities to ensure compliance with budgetary constraints.
10. Assists in the selection, orientation, training, evaluation and management of employees working under this position description.
11. Provides management direction for personnel and payroll programs and activities, including employee payroll deductions, tax withholdings, pension programs and any additional compensation programs.
12. Invests and maintains security of all funds, subject to the policies of the Board of Trustees and applicable state statutes; prepares monthly investment reports.
13. Directs and coordinates the annual audit; prepares worksheets, gathers and organizes data and prepares audit adjusting entries.

**CHAPTER THREE – JOB DESCRIPTIONS****C. Qualifications**

An employee in this position will possess a Bachelor's degree in Accounting, Finance, Business Administration or a related field with three (3) years' experience of government fund accounting/administration experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position. Experience with an automated accounting system, Microsoft Word and Excel is required. This position also requires knowledge of generally accepted accounting principles.

**D. Outsourcing**

The job duties of the Finance Director may be outsourced pursuant to a professional services agreement with a third-party entity or individual.

**CHAPTER THREE – JOB DESCRIPTIONS****3.20 FINANCE ASSISTANT****A. Nature and Scope**

The Finance Assistant provides administrative, analytical and technical support to the Finance Director. He or she reports to the Finance Director. The position requires knowledge of accounting procedures, payroll procedures, and human resources. Verifies and posts transactions to ledgers and other records. He or she performs various accounting tasks as assigned.

**B. Duties and Responsibilities**

1. Performs various studies and research projects as assigned by the Finance Director.
2. Assists the Finance Director with general accounting procedures such as: payroll, purchasing, check processing, and general ledger entries. Assists in annual audit process.
3. Implements policies and procedures as directed by the Finance Director. Recommends improvements in department operations and policies to the Finance Director.
4. Prepares miscellaneous reports and spreadsheets as requested. Maintains accurate records and files of departmental programs, assures quality control of same.
5. Prepares bi-weekly payroll, quarterly and annual forms and related reports.
6. Updates personnel files relating to raises, deductions, and benefits.
7. Serves as the District's quartermaster; orders, maintains and distributes clothing for uniformed personnel.
8. Acts as purchasing agent for the District.
9. Performs all other duties as assigned.

**C. Requisite Knowledge and Skills**

1. Skills in the use of computers and various software applications including spreadsheets, word processing and database. Skills in effective oral and written communications. Ability to conduct research projects and prepare related reports. Ability to identify problems, make decisions and initiate corrective action. Ability to operate standard office equipment.

**CHAPTER THREE – JOB DESCRIPTIONS**

- 2. Worker Characteristics
  - a. Physical Ability Needed:
    - i. Communicate effectively verbally and non-verbally.
    - ii. Operate required equipment.
    - iii. Perform required job tasks and functions.
  - b. Ability Needed To:
    - i. Observe analytically and objectively, analyze situations, determine and take effective actions in accordance with duties and responsibilities.
    - ii. Understand, interpret, and apply applicable Fire District rules and policies.
    - iii. Understand and respond promptly and accurately to written and oral directions, instructions, inquires, and requests.
    - iv. Work independently and effectively.
    - v. Handle situations firmly, courteously, tactfully, and impartially.
    - vi. Express oneself clearly and concisely, orally and in writing.
    - vii. Record information clearly and completely.
    - viii. Maintain confidentiality in the performance of duties.
    - ix. Organize and prioritize duties.
  - c. Emotional and Psychological Stability Needed To:
    - i. Accept constructive criticism in a mature fashion.
    - ii. Effectively communicate and interact positively with fellow employees and citizens.

**D. Qualifications**

Employees in this position will preferably possess an Associate’s degree in Accounting, Finance, Business Administration or a related field with three (3) years of government fund accounting experience or any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position. Experience with an automated accounting system,

**CHAPTER THREE – JOB DESCRIPTIONS**

Microsoft Word and Excel is required. This position also requires knowledge of generally accepted accounting principles.

**E. Outsourcing**

The job duties of the Finance Assistance may be outsourced pursuant to a professional services agreement with a third-party entity or individual.

**CHAPTER THREE – JOB DESCRIPTIONS**

**3.21 ACCOUNTING SPECIALIST**

**A. Nature and Scope**

An Accounting Specialist provides administrative and accounting support to the Finance Department. He or she reports to the Finance Director. The position requires knowledge of accounting procedures. He or she assists in billing and data entry of ambulance calls, cash, accounts receivable, and accounts payable. He or she performs various other accounting tasks as assigned.

**B. Duties and Responsibilities**

1. Performs various projects as assigned by the Finance Director and assists the Finance Assistant with payroll, purchase orders and general ledger entries.
2. Processes accounts receivable; enters invoice and statement data; mails and tracks the payment of bills; answers all vendor/customer inquiries.
3. Reviews all invoices and processes accounts payable checks; prepares related reports, prints checks and mails out payments. Matches invoices and statements with purchase orders to verify charges.
4. Prepares miscellaneous reports and spreadsheets as requested. Maintains and updates files and databases as needed.
5. Orders office supplies, checks prices and stocks supply room.
6. Maintains sick leave and vacation records.
7. Maintains and assists Finance Assistant with quartermaster functions.
8. Maintains fixed asset accounting records.
9. Performs all other duties as assigned.

**C. Requisite Knowledge and Skills**

1. Skills in the use of computers and various software applications including spreadsheets, word processing, and database. Skills in effective oral and written communications. Ability to conduct accounting/finance projects and prepare related reports. Ability to identify problems, makes decisions and initiate corrective action. Ability to operate standard office equipment.
2. Worker Characteristics
  - a. Physical Ability Needed:
    - i. Communicate effectively verbally and non-verbally.
    - ii. Operate required equipment.

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- iii. Perform required job tasks and functions.
- b. Ability Needed To:
  - i. Observe analytically and objectively, analyze situations, determine and take effective actions in accordance with duties and responsibilities.
  - ii. Understand, interpret and apply applicable Fire District rules and policies.
  - iii. Understand and respond promptly and accurately to written and oral directions, instructions, inquires and requests.
  - iv. Work independently and effectively.
  - v. Handle situations firmly, courteously, tactfully, and impartially.
  - vi. Express oneself clearly and concisely, orally and in writing.
  - vii. Record information clearly and completely.
  - viii. Maintain confidentiality in the performance of duties.
  - ix. Organize and prioritize duties.
- c. Emotional and Psychological Stability Needed To:
  - i. Accept constructive criticism in a mature fashion.
  - ii. Effectively communicate and interact positively with fellow employees and citizens.

**D. Qualifications**

An employee in this position will possess data entry experience and college courses in accounting or business. Fund accounting experience is preferred. Proficiency in the use of software applications, databases, Microsoft Word and Excel is required.

**E. Outsourcing**

The job duties of the Accounting Specialist may be outsourced pursuant to a professional services agreement with a third-party entity or individual.



**CHAPTER THREE – JOB DESCRIPTIONS**

**3.22 ADMINISTRATIVE SECRETARY**

**A. Nature and Scope**

Administrative Secretary is an entry-level administrative position. Responsible for assisting the Administrative Departments of the District in a variety of secretarial functions. This position requires a basic knowledge of the District's policies and programs.

An employee in this position will assist the chief officers, department and division heads in various functions as directed. Work under this position will be with moderate supervision, with some work being independent. All work is subject for review by the above personnel. This position may require performing work at one or more stations in the District.

**B. Duties and Responsibilities**

1. Responsible for data entry, filing and records management.
2. Responsible for taking and transcribing minutes.
3. Responsible for preparing correspondence.
4. Performs other duties as required or assigned.
5. This position requires the ability to operate the following:
  - a. Windows based programs
  - b. A good working knowledge of the word processing software, as utilized by the District.
  - c. A good working knowledge of the spreadsheet software, as utilized by the District.
  - d. Basic office equipment; i.e., computer, printer, typewriter, calculator, copier machine, facsimile machine, postage meter, etc.

**C. Requisite Knowledge and Skills**

1. Knowledge of rules, regulations, policies, procedures and functions of the District.
2. Ability to carry out oral and written instructions.
3. Ability to establish and maintain working relationships with superiors, fellow employees, public officials and the public.
4. Skills in the use of the computer applications used by the District that apply to this position.

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- 5. Physical Condition Needed To:
  - a. Communicate effectively, verbally and non-verbally.
  - b. Operate required equipment
  - c. Perform required job tasks and functions
- 6. Ability Needed To:
  - a. Observe analytically and objectively, analyze situations, determine and take effective actions
  - b. Understand, interpret and apply applicable ordinances, and Fire District rules and policies.
  - c. Understand and respond promptly and accurately to written and oral directions, instruction, inquires and requests.
  - d. Work independently and effectively.
  - e. Handle situations firmly, courteously, tactfully and impartially.
  - f. Express oneself clearly and concisely, orally and in writing.
  - g. Record information clearly and completely.
  - h. Maintain confidentiality in the performance of duties.
  - i. Organize and prioritize job duties.

**D. Qualifications**

An employee in this position will preferably possess data entry and secretarial experience and knowledge. Experience with Microsoft Word and Excel is a plus.

**E. Outsourcing**

The job duties of the Administrative Secretary may be outsourced pursuant to a professional services agreement with a third-party entity or individual.

**CHAPTER THREE – JOB DESCRIPTIONS****3.23 MIS SPECIALIST****A. Nature and Scope**

The purpose of this position is to administer the MIS systems, provide support to end users of MIS systems within the District and to install and provide training on hardware and software. The work is performed under the general supervision of the Deputy Chief.

**B. Duties and Responsibilities**

The following examples are included to illustrate the general expectations from the MIS Specialist:

1. Manages the District network including but not limited to:
  - a. Microsoft Server – Active Directory
  - b. Microsoft Exchange Server
  - c. Microsoft SQL Server, Firehouse and MIP/Abila
  - d. Zoll Tablet PCR and Web PCR Server
  - e. Fortigate Firewall, WiFi, and VPN
  - f. Spam and Web Filtering
  - g. Arcserve Backup
  - h. HP Procurve Switches
  - i. Fiber WAN through Lisle I-Net Consortium
2. Provides technical support and assistance to District computer users.
3. Installs and maintains server, workstation, and printer hardware and software; follows preventive maintenance programs; troubleshoots, researches and resolves problems. Coordinates outside service as necessary.
4. Maintains inventory and documentation of District hardware and software.
5. Assists with special projects.
6. Updates and maintains the District and MABAS Division 16 Web Pages.
7. Manages District Social Media presence (Facebook, Twitter).
8. Prepares and manages all aspects of District IT budget.
9. Maintains fleet of Mobile Data computers in vehicles; makes updates to maps and software as necessary.

**CHAPTER THREE – JOB DESCRIPTIONS**

10. Assists with management and maintenance of District phone system and cell phones.
11. Prepares a variety of reports, documents and correspondence; prepares comprehensive reports regarding MIS needs of the District.
12. Adheres to District safety policies and procedures and Rules and Regulations.
13. Requires the ability to perform basic level of data analysis including the ability to review, classify, categorize, prioritize and/or reference data, statutes and/or guidelines and/or group, rank, investigate and diagnose.
14. Requires discretion in determining and referencing such to established standards to recognize interactive effects and relationships.
15. Requires the ability to persuade, convince, influence, train and monitor, in favor of a desired outcome.
16. Requires the ability to communicate orally and in writing with the Deputy Chief, District staff, Board of Trustees, other employees, vendors, technical support personnel and the public.
17. Requires the ability to utilize a variety of reference, descriptive and/or advisory data and information such as computer documentation and inventory, technical operating manuals, periodicals, procedures, guidelines and non-routine correspondence.
18. Requires the ability to operate, calibrate, tune and synchronize, and perform complex rapid adjustment on equipment, machinery and tools such as a computer and other office machines, a vehicle, hand tools and/or related materials used in performing essential functions.
19. Requires the ability to perform addition, subtraction, multiplication and division; and to calculate percentages and decimals.
20. Requires the ability to apply principles of rational systems. Ability to interpret instructions furnished in written, oral, diagrammatic or schedule form. Ability to exercise independent judgment to adopt or modify methods and standards to meet variations in assigned objective.

**CHAPTER THREE – JOB DESCRIPTIONS**

- 21. Requires the ability to exercise the judgment, decisiveness and creativity required in situations involving the evaluation of information against sensory, judgmental and/or subjective criteria, as opposed to criteria that are clearly measurable or verifiable.
- 22. Tasks involve the ability to exert moderate but not constant physical effort, typically involving some combination of climbing and balancing, stooping, kneeling, crouching, crawling, and lifting, carrying, pushing and pulling objects and materials of moderate weight, ten (10) to sixty (60) pounds.
- 23. Requires the ability to recognize and identify degrees of similarities or differences between characteristics of colors, shapes, sounds and textures associated with job-related objects, materials and tasks.
- 24. Ability to work under generally safe and comfortable conditions where exposure to environmental factors may cause discomfort and poses a limited risk of injury.

**C. Work Schedule**

Usually assigned to work a forty (40) hour workweek, Monday thru Friday, 08:00 – 16:30 hours.

**E. Qualifications**

Minimum will be an Associate's degree in Management Information Systems or a related field or any equivalent combination of training experience that provides the following:

- a. Three years of network, hardware and software support experience in a Microsoft environment.
- b. Any equivalent combination of education, training and experience which provides the requisite knowledge skills and abilities for this position.
- c. Must possess a valid State of Illinois vehicle driver's license throughout term of employment.

**E. Outsourcing**

The job duties of the MIS Specialist may be outsourced pursuant to a professional services agreement with a third-party entity or individual.

**CHAPTER THREE – JOB DESCRIPTIONS****3.24 ACCREDITATION MANAGER****A. Nature and Scope**

The Accreditation Manager performs a variety of complex administrative and professional assistance work in facilitating, planning, coordinating and managing the implementation process, maintenance and adherence to the Fire District's accreditation through the Center for Public Safety Excellence (CPSE). The Accreditation Manager leads development of the Risk/Hazard Assessment, Standard of Cover (SOC), Strategic Plan and completion of the Fire and Emergency Service Self-Assessment Manual (FESSAM) and other components in order for Lisle-Woodridge Fire Protection District to gain and maintain accreditation through the CPSE.

The Accreditation Manager reports to the Fire Chief. The Accreditation Manager's role may be assigned to other department staff members as part of their assignments.

**B. Duties and Responsibilities**

1. Manages and coordinates departmental activities and work groups related to the CPSE accreditation process. Acts as primary point of contact for District accreditation team. Develops proofs of compliance for accreditation standards, prepares policy drafts, prepares written documentation and reports, coordinates on-site assessments and inspections, tracks the submission of required administrative reports and works closely with staff on policy review. Many materials are time sensitive and require careful review. The Accreditation Manager must be able to demonstrate a high degree of accuracy and be detail-oriented.
2. Participates in regular conferences with the Fire Chief and department personnel on accreditation, planning, data analysis and other related matters.
3. Recommends changes in policies and procedures when indicated by accreditation process, updates or modifications or industry best practices.
4. Composes/edits a variety of correspondence, reports, memoranda and other material relating to accreditation requiring independent judgment as to content, accuracy and completeness.
5. Develops and conducts training on accreditation and professional topics.
6. Attends Board of Trustee and staff meetings to review departmental operations and provides updates on accreditation process.
7. Assists with the preparation of the departmental annual budget by projection of accreditation costs for the coming fiscal year.

**CHAPTER THREE – JOB DESCRIPTIONS**

8. Provides accreditation related training to departmental personnel.
9. Receives and replies to written and verbal inquiries from other governmental agencies to enhance the accreditation process.
10. Maintains proofs and files as required for CPSE.
11. Develops and submits material required for the Annual Compliance Report (ACR).
12. Assists in the preparation of materials and information for the publication of departmental annual reports.
13. Maintains continuing and substantial interaction with a full range of village employees, the public, various groups and their representatives.
14. As assigned, assists other District personnel in attaining professional designations through CPSE.
15. Attends related meetings and conferences which may require overnight travel. Coordinates with staff on logistics of attendance of other District representatives.
16. Assists professional office staff with data analysis to support decision making and planning functions. Assists with development and maintenance of computer databases to integrate incident data and Geographic Information Systems (GIS).
17. Assists the Fire Chief and other administrative and command staff in the development, research and implementation of general and specific programs and activities that provide continuous organizational improvement.
18. Performs other duties as required.

**CHAPTER THREE – JOB DESCRIPTIONS****C. Qualifications**

This position requires advanced administrative and professional skills necessary to serve in a capacity that provides direct assistance to the Fire Chief or his/her designee. The accreditation Manager must have strong office skills for daily tasks, strong interpersonal skills and the ability to exercise independent judgment and discretion. The Accreditation Manager must possess skill in the use of computer, business software, Geographic Information Systems (GIS), fire record management systems, EMS data systems and 911 communication systems. Broad understanding of fire/EMS operations, administration, 911 communications, practices, principles and public policy development are essential. The position is directly tasked with managing the District's continual improvement process and also provides assistance to the command staff in a wide range of planning and research activities as requested. The Accreditation Manager must be able to interact with staff, line personnel, community stakeholders and the public in a cordial, professional, effective manner. At times, the position may be responsible for other tasks and special projects including assisting with statistical analysis and development of alternative funding opportunities.

1. Knowledge of the principles, practices and procedures of fire and EMS organization management.
2. Knowledge of CPSE accreditation process.
3. Ability to compile documentation required for CPSE accreditation.
4. Knowledge of State and local laws/ordinances.
5. Knowledge of demographic and geographic characteristics of community.
6. Ability to evaluate impact of changes, predicts outcomes and makes recommendations for continued organizational improvement and accreditation compliance.
7. Strong interpersonal, written and oral communications skills.
8. Ability to exercise independent judgment consistent with organizational vision, values and mission.
9. Ability to maintain information of a confidential and/or sensitive nature.



**CHAPTER FOUR – EMPLOYEES IN GENERAL**

**4.01 CONFLICT BETWEEN POLICY AND CBA**

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.01.5 CHAIN OF COMMAND**

- A.** All members and employees shall perform their duties as required or directed by law, District rule, policy or order, or by order of a superior officer.
- B.** All lawful duties required by competent authority shall be performed promptly as directed, notwithstanding the general assignment of duties and responsibilities.
- C.** When more than one Officer of different ranks are assigned to work the same station and shift, the Officer of the higher rank will in charge.
- D.** When more than one Officer of equal rank is assigned to work the same station and shift, the Officer who has the most seniority will be in charge.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.02 REQUISITION AND RECRUITMENT OF NEW EMPLOYEES**

The District shall recruit and select the most qualified persons for positions in the District. All employment selections will be made according to fitness and merit, to be determined when possible and practical through an examination process, and pursuant to applicable law.

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

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

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

The District shall maintain employees' records in accordance with any applicable law, administrative regulations, and/or collective bargaining agreement. Employee records or information contained therein may be released, transferred, disclosed or otherwise disseminated, only as provided by applicable law, District regulations or collective bargaining agreement. The Fire Chief shall develop administrative procedures to implement this policy. (820 ILCS 40/1.01 et seq.; 29 C.F.R §1630.14(b))

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.05 FINGERPRINTS**

The Board shall require a classifiable set of fingerprints of every person who is offered employment as a firefighter/paramedic with the District to be taken and forwarded to the Illinois State Police and Federal Bureau of Investigation pursuant to law (70 ILCS 705/16.06b).

The Fire Chief shall adopt administrative regulations to implement this policy.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.06 ACKNOWLEDGEMENT OF MANDATED REPORTER STATUS**

New employees who are mandated by virtue of their employment to report suspected child abuse or neglect shall sign a statement acknowledging that the employee has knowledge and understanding of the reporting requirements of the Abused and Neglected Child Reporting Act. 325 ILCS 5/1 et seq. The statement shall be signed prior to commencement of the employment and retained by the District. The Fire Chief shall adopt administrative regulations to implement this policy.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.07 FAMILY AND MEDICAL LEAVE**

**A. Generally**

1. Eligible employees who have been employed by the District for at least one (1) year, and for at least 1250 hours during the preceding twelve (12) month period, may be granted family and medical leave pursuant to and in accordance with the Family and Medical Leave Act of 1993 (29 U.S.C. §2601 et seq.), the Pregnancy Discrimination Act of 1978 (42 U.S.C. §2000e(k)), and the administrative regulations on sex discrimination that address pregnancy, childbirth and childrearing (56 Ill. Admin. Code §5210.110) pursuant to the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) For employees not eligible for family and medical leave, the Board shall review the individual circumstances and business considerations involved on a case-by-case basis and in accordance with the law and District policy.
  
2. **Family or medical leave pursuant to this policy shall be unpaid leave.** Employees shall, however, be required to exhaust all accumulated paid leave concurrently with the unpaid leave taken under the FMLA . The type of paid leave to be used shall be determined in accordance with the District's normal leave policies. If the reason for taking FMLA leave constitutes a reason the employee could use a particular type of paid leave, that type of paid leave will be applied. In the event an employee does not have enough paid leave to cover an entire absence taken under the FMLA, the remainder of the leave period will then consist of unpaid leave.

**B. Terms of Leave**

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

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



**CHAPTER FOUR - EMPLOYEES IN GENERAL**

5. Because of a qualifying exigency arising out of the deployment of an employee's spouse, son, daughter, or parent of the employee who is serving on "covered activity duty" in the Armed Forces (or has been notified of an impending call or order to covered active duty in the Armed Forces) ("Qualifying Exigency Leave"). "Covered active duty" means duty during deployment of the service member with the Armed Forces to a foreign country. Qualifying Exigency Leave shall be authorized in accordance with the rules and regulations promulgated by the Department of Labor.

**C. Military Caregiver Leave**

Eligible employees shall be granted a total of twenty-six (26) workweeks of unpaid leave during a single 12-month period to care for a qualified servicemember, as set forth in the Family Medical Leave Act and Department of Labor's rules and regulations. During the single 12-month period in which leave is taken pursuant to this Section, an employee shall be entitled to a combined total of 26 workweeks of leave under the FMLA.

**D. Notice to the District**

An employee intending to take family or medical leave because of an expected birth or placement or because of a planned medical treatment must submit an application for leave at least thirty (30) days before the leave is to begin if practicable. If the leave is to begin within thirty (30) days, an employee must give notice to the Fire Chief as soon as possible.

**E. Benefits During Leave**

1. During a period of family or medical leave, an employee will be retained on the District's health plan under the same conditions that applied before leave commenced. To continue health coverage, the employee must continue to make any contributions that he or she made to the plan before taking leave. Failure of the employee to pay his or her share of the health insurance premium may result in loss of coverage.
2. If the employee fails to return to work after the expiration of the leave, the employee will be required to reimburse the District for payment of health insurance premiums during the family leave, unless the reason the employee fails to return is the presence of a serious health condition which prevents the employee from performing his or her job or is due to circumstances beyond the employee's control.
3. An employee who takes family or medical leave will continue to accrue seniority and other employment benefits during FMLA leave.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****F. Intermittent Leave or Reduced Schedule Leave.**

1. Intermittent leave is FMLA leave taken in separate blocks of time due to a single qualifying reason. A reduced leave schedule is a leave that reduces an employee's usual number of working hours per work week, or hours per work day. A reduced leave schedule is a change in the employee's schedule for a period of time, normally from full-time to part-time.
2. When leave is taken for childbirth or placement of a child for adoption or foster care, an employee may take leave intermittently or on a reduced leave schedule only with the permission of the Fire Chief.
3. Leave may be taken intermittently or on a reduced leave schedule when medically necessary for planned and/or unanticipated medical treatment of a related serious health condition pursuant to the terms set forth in the regulations promulgated by the Department of Labor under the FMLA and the Administrative Regulations adopted by the Fire Chief pursuant to this policy.

**G. Return From Leave**

1. An employee eligible for family and medical leave, with the exception of those employees designated as "highly compensated employees," will be restored to his or her old position or to a position with equivalent pay, benefits, and other terms and conditions of employment. The District cannot guarantee that an employee will be returned to his or her original position. A determination as to whether a position is an equivalent position will be made by the District.
2. The failure of an employee to return to work upon the expiration of a family or medical leave of absence will subject the employee to termination unless an extension is granted. An employee, who requests an extension of family leave or medical leave due to the continuation, recurrence or onset of his or her own serious health condition, or of the serious health condition of the employee's spouse, child or parent, must submit a request for an extension in writing to the Fire Chief. This written request should be made as soon as the employee realizes that he or she will not be able to return at the expiration of the leave period.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

3. If an employee is granted a leave of absence or medical leave for a period of 30 days or longer due to an employee's serious health condition, that employee will not be reinstated as an active employee until the following requirements are fulfilled:
  - a. If returning from a medical leave, a properly completed medical release form signed by the employee's physician and/or, at the direction of the Fire Chief, the District's physician, must be submitted to the Fire Chief or his/her designee. This form must contain the physician's certification that the employee is medically fit to perform his or her duties.
  - b. Officers and members may also be required to complete all requirements of the District Job Task test and may be required to go through refresher courses. They may also be required to give evidence that all EMT/EMT-B or P certification requirements have been kept up to date and are current as of the date of return to service.

**H. Conflict with Changes in the Law**

In the event that, due to an increase in the number of employees employed by the District or otherwise, the employees of the District are entitled to additional or expanded rights under any of the laws listed in Section A above or any new law, such that the terms of the amended or new law are in conflict with the terms of this policy and this policy is no longer in compliance with governing law, the terms of the new or amended law shall prevail and control and the terms of this policy shall automatically incorporate the additional or expanded rights, and the District shall fully comply with such amended or new law. As soon as practicable thereafter, the District shall review the amended or new law and reformulate its policy accordingly.

**I. Administrative Regulations**

The Fire Chief shall develop administrative regulations to implement this policy.

**LEGAL REF. : 42 U.S.C. §2000 e(k); 29 U.S.C. §2601 et seq.; 775 ILCS 5/1-101 et seq.; 56 Ill. Admin. Code §5210.110; 105 ILCS 5/10-22.4, 24-6 and 24-13**

**CHAPTER FOUR – EMPLOYEES IN GENERAL****4.07.5 FIREFIGHTER PREGNANCY**

The District recognizes that the duties of a firefighter are sometimes dangerous and often physically demanding, with periodic exposure to smoke and hazardous materials. The nature of a firefighter's duties also make it impossible to predict when circumstances will arise that may expose a firefighter to risk. While the District understands that such risks are inherent to the duties of a firefighter, these dangers pose a special risk to pregnant firefighters and their fetuses. The NFPA urges firefighters to be aware of the additional risk posed to pregnant firefighters. In order to reduce the potential physical hazards encountered by pregnant firefighters, the following policy is enacted to provide pregnant firefighters with the opportunity to receive temporary reassignment to non-hazardous duty. Nothing in this policy shall violate the Pregnancy Discrimination Act amendment to Title VII of the Civil Rights Act of 1964. 42 U.S.C. § 2000e(k).

**A. Application**

This policy shall apply as soon as a probationary or active firefighter learns that she is pregnant. A pregnant firefighter shall notify the District of her pregnancy as soon as possible after becoming aware that she is pregnant.

**B. Eligibility**

In order to be eligible for a temporary reassignment to non-hazardous duty under this policy, a pregnant firefighter must provide medical proof of pregnancy to the District.

**C. Temporary reassignment**

A pregnant firefighter who requests a non-hazardous duty option under this policy shall be temporarily reassigned to a non-hazardous duty position. Participation is strictly voluntary and by the firefighter's request only. No firefighter will be forced to accept a temporary reassignment to non-hazardous duty under this policy unless it becomes apparent that her condition interferes with her ability to perform her regular duties, endangering herself, other employees or members of the public.

Should the pregnant firefighter choose to remain on her current duty assignment, it shall be the sole responsibility of the firefighter to receive clearance from her OB-GYN to continue working in such capacity. The pregnant firefighter shall present the District with her OB-GYN's clearance immediately following each scheduled examination with her OB-GYN.

**CHAPTER FOUR – EMPLOYEES IN GENERAL**

If at any time the Fire Chief has reason to believe that the pregnant firefighter's condition interferes with her ability to perform her duties and may affect the safety of the pregnant firefighter, other employees or the members of the public, the Fire Chief shall immediately place the pregnant firefighter on non-hazardous duty.

**D. Length of reassignment: Return to firefighting duties**

A temporary reassignment to non-hazardous duty pursuant to the Firefighter Pregnancy Policy shall last for the duration of the pregnancy and any necessary recovery period following the pregnancy, including the period of breastfeeding if the firefighter chooses to breastfeed her newborn child. Prior to being reinstated to her regular duties, a firefighter must provide the District with a work release signed by her OB-GYN. The District retains the right to require that the firefighter be examined by a physician of the District's choosing. If a disagreement arises between the firefighter's physician and the District's physician regarding the firefighter's fitness to return to full duty, the firefighter and the District shall select an independent physician to make the prevailing determination.

**E. Relation to other benefits**

A pregnant firefighter's decision to request a temporary reassignment to non-hazardous duty under this policy will not affect her eligibility for sick leave, FMLA leave or other benefits. If the pregnant firefighter is a probationary employee at the time of temporary reassignment under this policy, the probationary term will be extended by a length of time equal to the time of temporary reassignment.

**F. Effect on seniority and eligibility for promotion**

Pregnant firefighters who request a temporary reassignment to non-hazardous duty under this policy shall not lose seniority status or eligibility for promotion while on temporary reassignment to non-hazardous duty.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.08 SICK LEAVE**

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. To the extent permitted by Illinois and federal law, sick employees are expected to remain at home unless hospitalized, visiting their doctor, or acting pursuant to instructions for care. Unfortunately, sick leave abuse sometimes occurs. Sick leave abuse is a very serious offense which may be cause for termination. The District reserves its right to investigate sick leave abuse with the Union assisting the District as requested (where applicable). To this end the District may use phone calls or other means to verify proper use of sick leave.

**A. Allowance**

Any full-time sworn employee contracting or incurring any non-service connected sickness or disability (except where the injury or illness is incurred while the employee is performing compensated service outside of his/her employment with the District) shall receive sick leave with pay as set forth in this policy. Sick leave will also be allowed in those instances where the employee is unable to obtain treatment from an attending physician or dentist except during working hours provided the employee has been unable to schedule the appointment during non-working hours. Sick leave hours will be deducted from the employee's sick leave allowance based on the number of duty hours the employee is absent from work.

**B. Accumulation**

Full-time sworn employees shall be eligible for and accrue sick leave as follows:

1. Twenty-four (24) hour shift employees shall earn sick leave at the rate of one-hundred-fifty-six (156) hours per year.
2. Employees who work a forty-four (44) hours per week schedule shall earn sick leave at the rate of one-hundred-thirty-five (135) hours per year.
3. Sick Leave shall not be earned during a period of a leave of absence without pay in excess of 30 days or during a suspension without pay.

**C. Notification**

Notification of absence due to sickness or non-job related injury shall be provided by the employee to the Battalion Chief or Acting Battalion Chief as soon as the employee is reasonably aware that he/she is or will be unable to report to duty, and in any event no less than one (1) hour prior to the employee's scheduled starting time for each shift day the employee is off (unless notification of subsequent successive shift days is waived by the Battalion Chief/Division Chief or Deputy Chief). In addition, the employee shall provide information to the

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

Battalion Chief/Division Chief or Deputy Chief as to where he/she is confined and the telephone number where he/she can be reached during his/her absence. An employee who fails to report his/her absence or is unavailable when called upon on the shift day during his/her absence for reasons unrelated to his/her sickness may be considered absent without leave, subject to loss of sick leave pay and other appropriate discipline.

**D. Medical Examinations**

The employee shall submit an acceptable physician's report stating the nature of the illness or injury, any treatment involved, and that the employee is fit to return to duty under the following circumstances:

1. An employee who incurs sickness or injury off-duty in accordance with Section 15.2 of the collective bargaining agreement between the District and the Lisle-Woodridge Fire Fighters Union, I.A.F.F. Local 2986 ("CBA") and is absent for forty-eight (48) or more consecutive duty hours for those employees on twenty four (24) hour shifts, or three (3) or more consecutive days for those employees on forty-four (44) hour work week.
2. On the occasion of an employee's fifth (5th) and subsequent sick leave request during the anniversary year (excluding leaves for personal family medical reasons as set forth in Section 15.7 of the CBA).
3. The physician's report must be approved by a Chief Officer before the employee may return to work. The medical expenses would be the responsibility of the employee.
4. In addition, the District may randomly and/or at its' discretion require employees to submit to a physician's examination, at the District's expense, to verify illness or injury while an employee is on sick leave or to have the employee examined to establish the employee's fitness to return to duty.

**E. Leave for Personal Family Medical Reasons**

An employee may utilize up to one hundred and twenty (120) hours off for sick leave per year as leave for personal family medical reasons. In addition, up to twenty-four (24) hours of sick leave per year may be used for any reason in twelve (12) hour increments, at the discretion of the employee. However, any time scheduled off for this purpose, using non-medical hours in excess of twelve (12) hours, will be subject to floater availability. Emergency leave less than twelve (12)

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

hours must be approved by the Battalion Chief. Personal day non-medical hours may not be used on a recognized holiday called in advance of that holiday. The employee shall notify the Battalion Chief or Acting Battalion Chief if he/she is requesting sick leave for this purpose subject to the other notification requirements of Section 15.4 of the CBA. The District may require an employee to submit a physician's verification for the illness of a family member when sick leave is used under this section, only when the employee is absent for two (2) or more consecutive twenty-four (24) hour shifts (or forty-eight (48) consecutive duty hours), or three (3) consecutive work days for those employees who work forty-four (44) hour work week for the same reason under this policy.

**F. Abuse of Sick Leave**

Abuse of sick leave is a serious matter, and may be subject to discipline up to and including termination.

**G. Cash Payment For Accumulated Unused Sick Leave Upon Retirement or Separation**

Employees who retire or voluntarily leave the District with a minimum of twenty (20) years of service shall be eligible for cash payment of unused accumulated sick leave. Before payment is made, the employee must have accumulated a minimum of one thousand (1000) hours. Once the minimum is reached, all accumulated hours up to a maximum of one thousand four hundred ninety nine (1499) hours will be paid out for employees with twenty (20) or more years of service, pursuant to the following schedule:

**PAYMENT RATE FOR 24 HOUR SHIFT EMPLOYEES  
Payment Rate Accumulated Unused Sick Leave**

Length of Completed Continuous Service	Day of Accumulated Unused Sick Leave
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Twenty years of service and over	\$125.00 per 24 Hour Sick Day
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**PAYMENT RATE FOR 44 HOUR WEEK EMPLOYEES  
Payment Rate Accumulated Unused Sick Leave**

Twenty years of service and over	\$100.00 per 9 Hour Sick Day
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**CHAPTER FOUR - EMPLOYEES IN GENERAL**

The District will make the payment set forth above in one installment upon the first anniversary of the employee's retirement or separation.

However, if the employee wishes to fund their buy down into the post-employment health plan (VEBA plan), the District will allow the employee to request in writing, a transfer of funds to the plan in the amount required for the buy down. The District will transfer the funds prior to the employee receiving benefits from the VEBA plan. Any funds remaining after the buy down will be paid out as set forth in the preceding paragraph.

**H. Payment For Accumulated Unused Sick Leave Towards Insurance**

1. An employee who is a deferred pensioner or has retired and is presently receiving payments from the Firefighters' Pension Fund must apply his/her deferred payment of unused sick leave to purchase either continued group medical insurance at the group rate, or a different medical insurance plan. Unused accumulated sick leave used for this purpose shall have a limit of three thousand (3000) hours. Before payment is made, the employee must have accumulated a minimum of one thousand five hundred (1500) hours. The value of sick hours shall be computed by multiplying the employees hourly rate times thirty-five percent (35%) times the accumulated hours. For all hours in excess of two-thousand (2000), the value of sick leave hours shall be computed by multiplying the employee's hourly rate times forty percent (40%) times the excess hours. The annual amount of reimbursement shall be limited to three thousand six hundred dollars (\$3,600.00) regardless of the amount of accumulation, and it will continue until the hours are exhausted. All accrued sick leave hours are calculated hour-for-hour.
2. There remains no cap on accumulating sick hours while the employee is actively employed by the District; only the amount utilized toward insurance upon retirement.
3. Once the payout determined under this section has been exhausted, the District will notify the employee, and the employees who have stayed with the District's group plan will have the option of continuing the group medical insurance at his/her expense.
4. Any current employee whose accumulated sick hours exceed three thousand (3000) hours as of January 1, 2014 will use that amount of hours as their cap towards insurance upon retirement.
5. Retirees currently on the District's group medical plan shall be able to use the remaining value of their accumulated sick hours toward any medical insurance plan.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**I. Payment For Accumulated Unused Sick Leave Upon Death Of The Employee**

Upon the death of an employee, the District shall make payment to the employee's estate in accordance with the provisions of this policy.

**J. Definition of Sick Day**

A sick day, as that term is used in Article XV of the CBA for computing sick leave payment for accumulated unused sick leave hours, shall consist of twenty-four (24) hours of sick leave for employees who work twenty-four (24) hour shifts, or nine (9) hours of sick leave for employees who work forty-four (44) hours per week.

**K. Civilian Personnel**

The sick leave and other benefits under this policy shall not apply to the District's non-sworn or civilian personnel. Sick leave for such employees shall be governed by Section 6.04 of this policy manual.

**L. Part-time Personnel**

Part-time personnel shall not be entitled to or receive sick leave benefits under this policy.

**CHAPTER FOUR – EMPLOYEES IN GENERAL**

**4.09 FUNERAL PROTOCOL**

- A.** If a death should occur in the family of a District employee, a condolence letter will be sent on behalf of the District. In the event of the death of a retired member, former Trustee, or Commissioner, the District will send a condolence letter and provide representation at the funeral service if possible.
  
- B.** In the event of the death of an active member of the District, appropriate District arrangements shall be made in accordance with the family's wishes and coordinated with the Illinois Fire Chiefs' Service Funeral Project Committee and the Fire Chief.

**CHAPTER FOUR – EMPLOYEES IN GENERAL****4.10 SCHOOL VISITATION RIGHTS**

- A.** The District shall grant qualified employees unpaid leave of up to a total of eight (8) hours during any school year, and no more than four (4) hours of which may be taken on any given day, to attend school conferences or classroom activities related to the employee's child if the conference or classroom activities cannot be scheduled during non-work hours. However, no leave under this policy may be taken by an employee unless the employee has exhausted all accrued vacation leave, personal leave, compensatory leave and any other leave that may be granted to the employee except sick leave and disability leave.
- B.** In order to qualify for school visitation rights, an employee must have performed services for hire for the District for:
1. at least six (6) consecutive months, immediately preceding a request for leave under this policy; and
  2. an average number of hours per week equal to at least one-half the full-time equivalent position in the District's job classification, as defined by District policy or practice, or in accordance with a collective bargaining agreement, during those six (6) months.
  3. "Child" as used in this policy shall include biological, adopted or foster child, a stepchild, or a legal ward of an employee and who is enrolled in a primary or secondary public or private school in Illinois or in a state which shares a common boundary with Illinois. The Fire Chief shall promulgate administrative regulations to implement this policy. (820 ILCS 147/1 et seq.)

**CHAPTER FOUR – EMPLOYEES IN GENERAL****4.11 PHYSICAL AND MENTAL CONDITION**

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.12 REPORTING ILLNESS/INJURY****A. Notification**

*Notification of absence due to sickness or injury shall be provided by the employee to the appropriate supervisor as soon as the employee is reasonably aware that he/she is or will be unable to report to duty, and in any event not less than one-half hour prior to the employee's scheduled starting time for each shift day the employee is off (unless notification of subsequent successive shift days is waived by the District). Sworn personnel shall report to their Battalion Chief, or his/her designee. Administrative and civilian personnel shall report to their immediate supervisor. In addition, the employee shall inform the District as to where he/she is confined and the telephone number where he/she can be reached during his/her absence. To the extent permitted by law, sick or injured employees are expected to remain at home unless hospitalized, visiting their doctor, or acting pursuant to instructions for care. Employees who fail or neglect to comply with this procedure shall be considered A.W.O.L. (See Section 4.14)(B)(21).)*

**B. Employee Contact**

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

**C. On-Duty Injury**

Any time an employee is injured while on duty, the Fire Chief and Deputy Chief shall be notified immediately. Any time an employee is hospitalized while off duty, the station officer shall be notified as soon as possible and the Fire Chief and Deputy Chief informed by the station officer in writing. When an employee is injured while on duty and requires hospital care, he or she shall be taken to the emergency room at Edward Hospital. The proper injury form shall immediately be completed by the employee or his or her supervisor on the employee's behalf.

**D. Medical Examinations**

1. An employee who incurs sickness or injury off the job and is absent from two (2) consecutive scheduled duty shifts shall submit an acceptable physician's report stating the nature of the illness, any treatment involved, and that the employee is fit to return to work. The District's Work Status Form shall constitute an acceptable physician's report (see **Form 13**). The physician's report must be approved by the Battalion Chief or Deputy Chief before the employee may return to work.
2. In addition, the District may, at its discretion, require the employee to submit to a physician's examination at District expense to verify illness or injury while an employee is on sick leave or to examine an employee's fitness to return to duty.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

3. On the occasion of an employee's sixth (6th) and subsequent sick leave request during his/her anniversary year, the employee shall be required to report to a medical facility designated by the District at the District's expense as set forth below, unless the employee has an acceptable written statement from his/her personal physician confirming his/her physical or mental disability. The statement should also include any limitations on his/her return to work and the date that he/she is able to return to work. This statement must be presented prior to the employee's return to work.
4. The examination at the designated medical facility shall be limited to the cost of a Level I examination used to confirm the employee's physical or mental disability. The employee is responsible for any costs incurred from an examination conducted by a physician of his/her choosing. The Level I examination will include nursing assessment, vital signs and the physician's examination. Unless otherwise prohibited by law, the employee will be responsible for any other charges that are incurred, e.g., laboratory, x-ray, injection or culture.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.13 WORKERS' COMPENSATION**

- A.** All employees are protected under the Workers' Compensation Act (820 ILCS 305/1 et seq.) in cases of injury or death arising out of and in the course of employment with the District. In the event of an accident involving an employee during the course of his or her employment, the employee, his or her supervisor or another person acting on behalf of the employee, shall report the accident on the proper form to the Fire Chief as soon as possible and in no case later than twenty-four (24) hours after the accident. Forms for reporting accidents shall be available from the District's administrative offices.
- B.** Employees may utilize accumulated leave time or disability payments to supplement applicable Workers' Compensation Act benefits in order to continue to receive their regular salaries for work absences arising from injury incurred while in the course of employment. Employees covered under the Public Employee Disability Act, 5 ILCS 345/0.01 et seq., who suffer any injury in the line of duty will be paid on the same basis as prior to the injury pursuant to the provision of that Act. Any workers' compensation or disability benefits paid to the employee shall be deducted from any District salary payment from leave time to the employee for the same period. The injured employee shall return workers' compensation payments, in addition to disability payments under the Firefighters' Pension Fund or the Employee Disability Act if eligible, to the District in order to continue to receive full salary payment.
- C.** All employees who seek recovery under Workers' Compensation must provide required medical information to the District regarding the nature and extent of the injury, including, but not limited to a statement regarding the employee's ability to return to normal work activities. This information shall be provided on the District's Work Status Form (see **Form 13**). The District retains the right to require employees to submit to medical examinations conducted by physician(s) selected and paid for by the District. (820 ILCS 305/1 et seq.)



**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.14 EMPLOYEE COMMUNICABLE DISEASES**

**A. Generally**

1. The purposes of this policy are (1) to address potentially severe community health problems, and (2) to balance the interest of an employee with a communicable disease in continuing to work and the interests of patients, victims and co-workers not to be subjected to an unreasonable risk of contracting a communicable disease from the employee.
2. For purposes of this policy, communicable diseases are Acquired Immune Deficiency Syndrome (AIDS) and other diseases so designated as communicable by the Illinois Department of Public Health (IDPH) in its rules, as amended from time to time. AIDS includes infection with the Human Immunodeficiency Virus (HIV) and diseases resulting from HIV.
3. It is generally the intention of the Board of Trustees that:
  - a. Each case of an employee with a communicable disease be handled on an individual basis/
  - b. An employee who is reasonably believed to have AIDS, or a communicable disease for which isolation is required by the Illinois Department of Public Health, be removed from work or be placed in a restricted setting until such time as:
    - i. agreement between the Fire Chief and the employee is reached for continued presence in the regular work setting with appropriate protective measures; or
    - ii. if agreement is not reached, an appropriate medical evaluation of the individual in question has been made and the conditions, if any, established by the Fire Chief under which the employee may return to, or remain at, work.
    - iii. However, removal or a more restrictive placement need not be required, in the discretion of the Fire Chief, if the health risks to other employees and patients or victims are insignificant, the risk of loss of confidentiality due to exclusion or a more restrictive setting is substantial and appropriate interim protective health measures are instituted.
  - c. Absence from work be minimized.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

- d. The use of sick leave and other benefits in connection with the communicable disease be permitted on the same basis as any other employee illness/
- e. The confidentiality interests of the employee with the communicable disease be protected to the extent consistent with efforts to minimize the health risks to other employees and students and with any applicable legal requirements.
- f. In all cases, a reasonable accommodation of an employee with a communicable disease will be explored, and, where feasible, will be implemented. However, this policy shall not be construed so as to require the District to create a position or job which would not otherwise exist absent the need to reasonably accommodate an employee with a communicable disease.
- g. The duties of the Fire Chief under this policy may be delegated to a supervisor of the employee or other administrator.

**B. Procedures**

1. If an officer has reason to believe that an employee may have a communicable disease, the following steps must be taken as soon as reasonably possible:
  - a. The employee shall be contacted by the officer to discuss the basis for the belief that the employee may have a communicable disease.
  - b. If the officer continues to believe that the employee may have a communicable disease after consultation with the employee, the Fire Chief shall be contacted and shall immediately:
    - i) Attempt to reach agreement with the employee for removal from work, a restricted setting or other appropriate protective measures, if the communicable disease in question is AIDS or a communicable disease for which isolation is required under Illinois Department of Public Health (IDPH) Rules. If the communicable disease is not AIDS or one for which isolation is required, agreement shall be sought with respect to appropriate measures to minimize risk of transmission of the disease to others; or
    - ii) If agreement is not reached, the Fire Chief shall: (a) remove the employee from attendance at work; (b) place the employee in a restricted setting; or (c) allow attendance at work in the employee's current placement, provided the health risks to patients, victims and other employees are insignificant, the risk of loss of confidentiality

**CHAPTER FOUR – EMPLOYEES IN GENERAL**

due to removal or a more restricted setting is substantial, and appropriate protective health measures are instituted; and

- iii) Initiate an appropriate medical review.
- c. The medical review shall be conducted in cooperation with the employee, the employee's physician and the Fire Chief. The medical review may include a physician selected, and paid for, by the District with appropriate blood and other tests of bodily fluids, products and tissues. The Fire Chief may also request appropriate public health agencies to participate in the medical review. The medical review shall be completed as quickly as reasonably possible.
- d. Upon completion of the medical review, the Fire Chief shall consult with the employee and determine whether the employee may return to, or remain at, work and, if so, under what conditions. The Fire Chief's determination shall be primarily based on the medical review. The Fire Chief shall promptly communicate his decision in writing to the employee, and develop and implement comprehensive written guidelines as provided below.
  - iii) Comprehensive written guidelines shall be developed by the Fire Chief for all AIDS cases and for other communicable disease cases in which an employee is permitted to return to work while there is some minimal risk of transmission of the disease to others. Among other relevant matters, the guidelines shall identify the health and safety precautions and restrictions to be followed by the District and the employee, the persons who are to be notified of the case, the method for reporting and monitoring the employee's condition, and the employment benefits, if any, to be provided to the employee. The guidelines shall be periodically reviewed and modified by the Fire Chief as appropriate. Modifications may include removal of the employee from work or placement in a more restrictive setting, if reasonably warranted.
- e. If an employee with a communicable disease is permitted to return to, or remain at, work while there is some minimal risk of transmission to others, the Fire Chief shall inform, as necessary, those employees with direct supervisory responsibilities over the employee of the identity of the employee and the nature of the communicable disease. The Fire Chief may inform others as appropriate to the nature of the case.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

- f. In all cases, the reasonable accommodation of an employee with a communicable disease shall be explored, and where feasible, implemented. A reasonable accommodation shall not include the creation of a job or position which would not exist but for the need to accommodate the employee.
- 2. The Fire Chief's decision, including any conditions established for attendance, may be appealed by the employee to the Board of Trustees. The appeal shall be processed as quickly as reasonably possible. Pending any appeal, the employee shall remain out of work if the decision of the Fire Chief is not to admit the employee. If permitted to attend work, the employee shall be subject to any conditions established by the Fire Chief, pending disposition of the appeal of those conditions.

**C. Reporting of Communicable Disease Cases**

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

**D. Additional Rules**

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.15 HAZARDOUS AND INFECTIOUS MATERIALS****A. Hazardous Materials**

1. The Fire Chief or his/her designee will prepare a list of toxic substances used by District employees and develop procedures for their proper and safe containment and use. The list of toxic substances must include those contained in the definition of "toxic substance" in the Toxic Substances Disclosure to Employees Act as well as those listed in Illinois Department of Labor regulations.
2. The Fire Chief is directed to provide District personnel with procedures and training on the purchase, storage, use, transportation, and disposal of hazardous materials. Emergency response and evacuation plans will be a part of the procedures. District staff shall substitute non-hazardous material for hazardous substances whenever possible and minimize the quantity of hazardous substances stored on District facilities. The Fire Chief or his/her designee shall ensure that before any staff member begins a position requiring work with hazardous materials on a regular basis, he or she attends an approved training course.

**B. Infectious Materials**

The Fire Chief or his/her designee shall prepare and distribute to all employees an Occupational Exposure Control Plan to eliminate or minimize occupational exposure to potentially infectious materials. The plan shall be reviewed and updated by the Fire Chief at least annually. The plan shall address the following issues:

1. Exposure determination
2. Implementation schedule
3. Procedures for evaluating an exposure incident
4. The District will also make available those vaccines required by law to be available to all employees who have occupational exposure to potentially infectious materials. It will also maintain training and exposure records as required by law. (820 ILCS 255/1 et seq.; 56 Ill. Admin. Code §350.380; 29 C.F.R §1910.1030).

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.16 VEHICLE POLICY**

Employees shall be reimbursed for travel when using their own personal vehicle for department business in accordance with the District's Travel Expense Policy.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.17 EXPECTATIONS OF CONDUCT/PROHIBITED ACTS**

**A. Generally**

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

**B. Prohibited Conduct**

The following conduct is prohibited of all officers, commissioned members, and civilian personnel.

1. **Violation of Law/District Policy**  
Violation of any Federal, State, County, or local law, or District ordinance, resolution, policy, rule, or regulation. Any violation, conviction or plea of guilty in any context in violation of any law shall be immediately reported to a chief officer.
2. **Disobedience of Policy/Rules/Orders**  
Failure to obey and fully execute any order, written or oral, given by a superior which shall include but not be necessarily limited to matters covered by the District's rules and regulations, all general and special orders, and policies and procedures of the District.
3. **Possession/Use of Alcohol or Controlled Substances.**  
Violation of the District's drug or alcohol policy.
4. **Gambling**  
Gambling while on duty is prohibited.
5. **Violation of District Smoking/Clean Indoor Air Act Policy**  
Smoking in violation of District policy. Employees shall not smoke, use tobacco products or electronic cigarettes while training, while riding in a District vehicle, while engaged in emergency work, while engaged in work in the field, while in the station, while in any public building, or within 15 feet of any entrance, exit, window that opens or ventilation intake of the station or a public building.

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6. Withholding Information on Criminal Activity  
Withholding information on criminal activity from authorized law enforcement agencies or officers of the District.
7. Cooperation with Investigations  
Failure to fully cooperate with a criminal investigation. Nothing in this section shall be violative of one's Federal or State constitutional rights.
8. District Correspondence  
Communicating verbally or in writing on behalf of the District with anyone or any agency outside the District, except with the approval of a superior.
9. Political Utilization of Official Position  
Use of one's official position for political purposes.
10. Notices - Posting/Circulation/Destruction/Defacing  
Destroying or defacing any official written notice relating to District business. The posting or circulation of notices without the permission of the Fire Chief is prohibited.
11. Personal Appearance  
Failure to have a neat, clean personal appearance, which negatively reflects upon the District and the ability of the District to foster a professional, efficient, effective image/posture. The wearing of any improper uniform, failure to carry all necessary equipment or to maintain one's uniform and/or equipment in good order in violation of the District's uniform protocol is prohibited.
12. District Property - Reporting Damage/maintenance or repair issues – Return of District Property  
Failure to immediately report, in writing, all damage to, or maintenance or repair issues involving District vehicles and equipment or to file such reports which contain all known facts surrounding the cause and nature of the damage, repair or maintenance issue. Employees shall return all equipment owned by the District when they retire, resign, or otherwise leave the District, and they shall return any equipment when ordered to do so because of suspension or other absence from work.
13. Unauthorized Persons in District Vehicles  
Allowing unauthorized persons to ride in District vehicles in violation of the District's riding policy.



**CHAPTER FOUR - EMPLOYEES IN GENERAL**

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

Failure to comply with all rules and regulations, general and special orders, policies and procedures of the District, written or verbal orders of a superior. To this end, it shall be considered to be neglect of duty to fail to inquire of a superior any question as to the meaning or application of any law, rule or regulation, general or special order, policy or procedure, written or verbal order. All employees have a duty to assist in the general work of the District whether or not it has been directly assigned. In the absence of specific orders or apparent work to be completed, the employee shall report to the duty officer in charge for assignments.
15. **Receipt or Mail/Calls/Visitors at the Fire Station**

Receiving personal mail or visitors at the station, or utilization of District telecommunications equipment for non-duty related purposes in violation of District policy. Visitors without official and approved District business shall not be allowed in the fire stations between 2200 and 0730 hours.
16. **Distribution of Literature/Solicitation of Others**
  - a. No visitor, may distribute literature on District property without the permission of the Fire Chief. No employee may distribute literature that is not work related on working time or in working areas.
  - b. Solicitation by a District employee on District property for any cause, project, endeavor or organization is prohibited during his or her working time and during the working time of the employees solicited. Employees may solicit during non-work periods such as meals and breaks, but must in no way interfere with District operations. Persons who are not employed by the District are prohibited from any and all solicitation on District property at all times.
17. **Truthfulness/Cooperation**

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

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

19. **Illness/Condition (Physical/Mental) Sick Leave**  
Failure to notify a superior officer when one becomes ill and cannot report for work, or if there is any change in one's physical/mental health. Additionally, the use of sick leave without just cause, false statement, or the furnishing of any false information with reference thereto by any member of the District is strictly prohibited.
20. **Absence from Work**  
Absence from work without permission or abstaining wholly or in part from the full performance of your duties in a normal manner without permission.
21. **Absences Without Leave (A.W.O.L.)**
  - a. Employees who are not present at their scheduled time, date and place without proper notice shall be considered A.W.O.L. The Shift Commander shall immediately be notified of all persons who are A.W.O.L.
  - b. **Reporting Absences:** Employees unable to report to duty or who will be late in reporting to duty must notify the Shift Commander not less than 1/2 hour prior to their scheduled reporting time. Persons who fail to do so will be considered A.W.O.L.
  - c. **Tardiness:** If a person is late in reporting to duty and not present as scheduled, they shall be considered tardy. If another person is voluntarily standing by for them and the Shift Commander has been so notified, the person reporting late shall still be considered tardy, however, they shall not be considered A.W.O.L. A report of all persons tardy shall be entered in the station journal and a notice sent to the Shift Commander.
22. **Residence - Telephone/Address**  
Failing to maintain a telephone number or failing to immediately notify the Fire Chief, in writing, of any change of address or telephone number.
23. **Commercial Use of Enforcement Authority**  
Utilization of the enforcement authority granted/approved by the District where one is compensated, directly or indirectly, for exercising the enforcement/authority image for commercial, as opposed to official purpose, except as authorized in writing by the Fire Chief.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

## 24. Gifts - Solicitation/Acceptance

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

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

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

## 26. Violation of District's Sleep Policy

Occupying beds while on duty at times other than those allowed by policy or allowed by a chief officer.

## 27. Prompt Performance of Duty

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

## 28. Insubordination/Respect for Ranking Officers

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

29. **Solicitation of Favorable Acts**

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

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

Lack of maintenance of good physical/mental condition which interferes with the proper ability to perform the duties outlined in the specific job description.
32. **Termination of Duty/Assignment**

Termination of duty/assignment unless properly relieved or dismissed by supervising authority.
33. **Cooperation with Internal Investigation Superior**

Failure to answer questions, respond to orders, or to render material and relevant statements.
34. **Leaving the District**

Going beyond the District's geographic boundaries while on duty unless in the performance of actual duty, or upon the direct order of a superior.
35. **Rendering and Furnishing Information**

Failure to render aid or furnish information as is consistent with one's duty. To this end, a District employee shall furnish one's name and/or badge number in a respectful manner when so requested.
36. **Loss of Property/Equipment-Reporting**

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

37. **Recovered Property/Evidentiary Material**  
Failure to turn over to the designated agent of the District all lost, stolen, recovered, abandoned or evidentiary material which comes into the possession of the District employee. All such material shall be turned over prior to the completion of the tour of duty during which material came into the possession of the employee of the District.
38. **Fees/Rewards**  
Acceptance or receipt of any fee or reward from any source for any services rendered in the line of duty without the knowledge and written consent of the Fire Chief.
39. **Fighting/Quarreling/Ridicule of Others**  
Fighting or quarreling with another employee of the District while on duty, on District premises, at District sponsored activities, whenever located, in uniform, or at any place where conduct relates to or reflects upon the District. No employee shall ridicule, criticize or otherwise demean another for one's race, color, sex, sexual orientation, gender identity, disability, age, ancestry, national origin, or religion, creed, marital status, military status, pregnancy, status as the beneficiary of an order of protection, citizenship status, genetic information, arrest record, unfavorable discharge from military service or any other status protected under any federal, State or local law .
40. **District Property -- Loss/Damage - Negligence/Inattention**  
Loss/damage to District property due to negligence or inattention to duty.
41. **Knowledge of Laws/Rules and Regulations/Policies and Procedures/General and Special Orders**  
Failure to establish and maintain a working knowledge of laws, policies and procedures, rules and regulations, general and special orders. All employees are expected to read, understand and fully comply with all policies, procedures, rules, regulations and orders of the District.
42. **Registration of Personal Fire Equipment**  
Failure to register with the Fire Chief the description and/or serial numbers of all personal fire equipment owned and carried.
43. **Duplication of District Identification**  
Duplication, trading, or exchange of District identification without the knowledge and written consent of the Fire Chief.
44. **False/Unnecessary Complaints**  
Making a false or unnecessary complaint against a fellow employee of the District.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

45. Public Criticism of District

Unless otherwise permitted by law, members and employees shall avoid open public criticism of the District, its officials, policies, or orders by talking, writing or expression which is (a) defamatory, (b) obscene, (c) unlawful or (d) tends to impair the operation of the District by jeopardizing its efficiency, interfering with the ability of supervisors to maintain discipline, or having been made with reckless disregard for truth. To this end, employees and members shall make maximum utilization of the grievance procedure of the District.

46. Use of Private Vehicles/Equipment

Use of private vehicles/equipment for official purposes unless directed/authorized to do so by the Fire Chief or a supervisor.

47. Private Use of District Property

No employee shall privately use any vehicle, equipment, tools or facilities of the District unless approval is granted by a chief officer and such use conforms to District policy, e.g., service of private vehicle policy and use of District washer and dryer policy.

48. Reports

Failure to promptly submit such reports as are required by the performance of one's duties or by a superior.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.17.1 CONCEALED CARRY AND WEAPONS POLICY**

**A. Possession of Dangerous Weapons**

- Possession of a gun, knife or any other dangerous weapon uncommon to those needed for firefighting or rescue purposes is prohibited.
- Concealed weapons are not permitted in any District facility other than by active law enforcement officers.
- Concealed weapons are not permitted in any District apparatus or vehicle other than by active law enforcement officers.

**B. District parking areas**

- Personnel carrying a concealed weapon are required to properly store their weapon in their personal vehicle. Personnel are permitted a reasonable distance around the vehicle to exit and properly store their weapon.
- Any personal vehicle that has a weapon stored in it is prohibited from entering any District facility.

**C. District signage prohibiting weapons**

- All District facilities shall have public and employee entrances posted indicating weapons are prohibited.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.17.2 PROCEDURES FOR HANDLING PATIENTS WITH A CONCEALED WEAPON(S)****A. Training**

Members of the Lisle-Woodridge Fire District shall complete a weapon handling safety class in collaboration with local law enforcement. Subsequent documentation of the training shall be maintained in the department personnel file.

**B. Conscious / Alert Patients**

1. Patients that have the legal and mental capacity to consent / refuse treatment or transport should be asked if they are carrying a concealed weapon.
2. If patient has a weapon, and is physically able, ask them to lock up their own weapon at home, secure it in the trunk of their motor vehicle, transfer to a family member licensed to carry a weapon, or secure it in the lockbox and complete the Chain-of-Custody Form (Attachment 1).
3. If it is not possible to leave the weapon behind, have the local law enforcement agency respond, if not already on scene and take custody of weapon.
4. If it is not possible for the local law enforcement agency to respond and take custody of the weapon, then the weapon will be secured in a lockbox. The lockbox will be sealed and a Chain-of-Custody Form will be started. Inform receiving hospital during radio report that you have a secured weapon that will need to be handed over upon arrival to hospital and ask that security be present upon arrival. The lockbox will be secured during transport in the ambulance and then handed over to hospital security upon arrival. EMS personnel will complete the Chain-of-Custody Form.
5. If the patient is uncooperative or unwilling to relinquish their weapon, EMS personnel should consider delaying treatment and transport and have local law enforcement agency respond, if not already on scene. Medical control should be contacted and wait for local law enforcement agency to arrive.
6. If EMS personnel are threatened or feel threatened by patient, family member or bystander, even if a weapon is not displayed, personnel should move to a safe location. Notify local law enforcement agency, and wait for the scene to be secured until returning to the scene.



**CHAPTER FOUR - EMPLOYEES IN GENERAL**

7. When a weapon is encountered on a call, the patient care report shall include documentation that a weapon was located, what type of weapon it was i.e. handgun, where it was located, what the disposition was, and any actions or comments made to or by the patient.

**C. Unconscious / Altered Mental Status Patients**

1. Patients who present as unconscious or with altered mental status should be approached with extreme caution.
2. If the patient is unconscious, a weapon should be discovered during an initial physical assessment. If local law enforcement agency is on scene, they shall have the primary responsibility to remove a weapon from an unconscious patient. If local law enforcement agency is not on scene and unable to respond, EMS personnel should use extreme caution when removing the weapon.
3. If the weapon is found in a holster, the weapon shall remain in the holster while it is secured in a lockbox. If you cannot remove the holster, cut away any restraining belts or cloths and secure the holstered weapon in a lockbox.
4. If it is not possible for police to respond and take custody of the weapon, then the weapon will be secured in a lockbox. The lockbox will be sealed and a Chain-of-Custody Form will be started. Inform receiving hospital during radio report that you have a secured weapon that will need to be handed over upon arrival to hospital, ask that security be present upon arrival. The lockbox will be secured during transport in the ambulance and then handed over to hospital security upon arrival. EMS personnel will complete the Chain-of-Custody Form.
5. If EMS personnel are threatened or feel threatened by patient, family member or bystander, even if a weapon is not displayed, personnel should move to a safe location. Notify local law enforcement agency, and wait for the scene to be secured until returning to the scene.
6. When a weapon is encountered on a call, the patient care report shall include documentation that a weapon was located, what type of weapon it was i.e. handgun, where it was located, what the disposition was, and any actions or comments made to or by the patient.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**D. Passengers with a Concealed Weapon**

Potential passengers such as family or friends should be asked if they are carrying a concealed weapon. If the passenger is not willing to secure or relinquish their weapon, they will not be permitted to ride in the ambulance.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.18 VACATION**

**A. Eligibility and Allowances**

Full-time sworn employees shall be eligible for paid vacation in accordance with this policy. Vacation allowances are earned annually on an anniversary year basis. Vacation allowances earned during an anniversary year are taken during the subsequent anniversary year, and are paid at the employee's regular rate of pay in effect when taken. Vacation allowances are earned and taken under the following schedule:

DESCRIPTION HOURS OF VACATION

**24 hour Shift**

At the completion of 1, 2, 3 and 4 years.....	144 Hours
At the completion of 5, 6, 7, 8 and 9 years.....	216 Hours
At the completion of 10, 11, 12, 13 and 14 years.....	312 Hours
At the completion of 15, 16, 17, 18 and 19 years.....	360 Hours
At the completion of 20, 21, 22, 23 and 24 years.....	384 Hours
At the completion of 25, 26, 27, 28 and 29 years.....	384 Hours
At the completion of 30 years and greater.....	384 Hours

**44 hour Workweek**

At the completion of 1, 2, 3 and 4 years.....	105 Hours
At the completion of 5, 6, 7, 8 and 9 years.....	149 Hours
At the completion of 10, 11, 12, 13 and 14 years.....	193 Hours
At the completion of 15, 16, 17, 18 and 19 years.....	237 Hours
At the completion of 20,21,22,23 and 24 years.....	281 Hours
At the completion of 25, 26, 27, 28 and 29 years.....	281 Hours
At the completion of 30 years and greater.....	281 Hours

An employee who is separated from the District shall be compensated for all unused accumulated vacation time at the regular rate of pay in effect at the time of his/her separation. In the case of death of an Employee, compensation for unused vacation shall be paid to his/her estate.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****B. Scheduling**

Vacations shall be scheduled on a seniority basis in accordance with final approval to be granted by the Chief's designee. Vacation hours less than a half shift (11 hours or less), may be compensated at the regular rate of pay. Scheduling for employees on a 44 hour week will be based on availability of days within the particular division.

**C. Vacation Leave**

The following shall constitute the departmental procedure for all 24 hour shift employees' vacation scheduling pursuant to Section 14.2 of the collective bargaining agreement (CBA) between the District and Lisle-Woodridge Fire Fighters Union I.A.F.F. Local 2986:

1. Priority & non-priority vacation requests will be considered only after all work reduction days have been assigned.
2. Priority vacation requests scheduling will begin on January 15<sup>th</sup> each year. Each shift will go through the seniority list once a day until all priority vacation requests have been scheduled for their respective shifts. Priority vacation leave may be taken no earlier than February 1<sup>st</sup> of that year and may not go beyond January 31<sup>st</sup> of the next year. Vacation requests will be approved based on the seven (7) slots per day, which include work reductions.
3. All other vacation requests (secondary requests) submitted during the calendar year will be approved by seniority and only if the shift or shifts can be covered by the floaters assigned to each shift.
4. Shift personnel requesting priority vacation approval for shifts which may fall on a recognized holiday must include in their request either the last full shift (24 hours) prior to the holiday or the next full shift (24 hours) following the holiday.
5. Priority vacation requests can only include earned vacation hours and work reduction days. Shifts requested off must be consecutive.
6. Vacation requests must equal a half shift (12 hours) or full shifts (24 hours) and half shift (4 hours) or full shift (8 or 9 hours) for day shift personnel.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****D. Vacation Hours Adjustment**

1. If an employee becomes seriously ill or injured prior to a previously approved vacation request, the employee may opt to convert the time off to sick leave, if available to the employee.
2. If an employee becomes seriously ill or injured while on an approved vacation leave and requires hospitalization, the employee may opt to submit a request to convert the vacation time to sick leave. This request will be submitted directly to the Fire Chief as soon as practical.
3. If an employee is sick or injured while on vacation and does not require hospitalization, the employee will continue the approved vacation time off with no conversion to sick leave. The employee may opt to submit a request to convert the vacation time to sick leave. This request will be submitted in writing directly to the Fire Chief as soon as practical. The Fire Chief, at his discretion, may approve or deny the request based on an evaluation of the facts presented and verification required.
4. If an employee is on approved vacation leave and a death in the family occurs, (defined in Article XIX Funeral Leave of the CBA) the employee may elect to convert hours or shifts to Funeral Leave Hours (also defined in Article XIX, Section 19.4 of the CBA).
5. Vacation hours not used will be credited to the employees account and the employee may then re-bid for additional vacation hours during the remaining portion of his/her current anniversary year. He/she will not be allowed to use their seniority in bidding for those dates. Vacation hours restored pursuant to this Policy shall not be carried over into a new anniversary year for the employee (except in the case where the end of the employee's anniversary year does not allow sufficient shift days to complete the hours, as determined by the Fire Chief, these hours must be used

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

within sixty (60) days of the beginning date of his/her new anniversary year), nor may the employee cash in unused vacation time restored under this Section.

**E. Civilian Personnel**

The vacation and other benefits under this policy shall not apply to the District's non-sworn or civilian personnel. Vacation benefits for such employees shall be governed by Section 6.04 of this policy manual.

**F. Part-time Personnel**

Part-time personnel shall not be entitled to or receive vacation benefits under this policy.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.19 PERFORMANCE REVIEW**

The continued employment of every employee is based upon acceptable conduct and satisfactory performance of duties. Thus, all employees shall be evaluated periodically in accordance with the systems and procedures established by the Fire Chief.

- A. The objectives of the performance reviews shall be as follows:
  - 1. to convey expectations of a position and to assign responsibility;
  - 2. to keep employees informed of their job performance and provide, where necessary, guidance for improvement;
  - 3. to evaluate employees accurately and fairly;
  - 4. to provide a means for improved communication between supervisor and subordinate; and
  - 5. to recognize and reward outstanding performance.
- B. The Fire Chief shall develop performance evaluation systems and may authorize certain departments or offices to develop their own systems based on basic criteria. The Fire Chief may develop and require the use of a special rating system that records an employee's promotional potential as well as their past performance.
- C. Each officer charged with supervisory duties is responsible for assuring that performance evaluations are made and used in an appropriate manner. The evaluation of an employee's performance shall be reported in forms prescribed by the Fire Chief and shall be maintained according to applicable law.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.20 GRIEVANCES AND APPEALS**

Members of the District deeming themselves aggrieved have the right to redress. Members covered by a collective bargaining agreement should refer to the grievance procedures outlined in their collective bargaining agreement. For non-represented employees, the procedure is set forth below:

- A.** An individual having a grievance should present his grievance to his immediate superior or supervisor and every effort shall be made to resolve the grievance at this level before resorting to formal procedure.
- B.** If the grievance cannot be satisfactorily settled, it may be referred to the Fire Chief and the Board of Trustees. A special committee will be appointed by the President of the Board of Trustees with one-member being a Fire Chief (other than the Chief of the Lisle-Woodridge Fire Protection District,) the Chief of the Lisle-Woodridge Fire Protection District, a Trustee of the Lisle-Woodridge Fire Protection District, and one other member of the Fire District's firefighting forces selected by the grievant.
- C.** The President of the District will be Chairperson.
- D.** The Committee's decision must be final unless mutual agreement by the grievant and the Committee to proceed is reached.
- E.** The agreement to proceed must be made prior to the hearing of the grievance by the Committee.
- F.** All grievances must be made in writing on forms made available by the District and concluded within sixty days after the President of the Board receives formal notice from the grievant.



**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.21 BEREAVEMENT LEAVE**

In the event of death in the immediate family (defined as the employee's legal spouse, parents of spouse, children, step-children, adopted children, grandchildren, parents, step-parents, grandparents, brother, sister), employees shall receive off with pay the day of death and up to three (3) days if needed for matters in direct relation to the death of an immediate family member. One (1) day off with pay for employees shall be allowed to grieve the death of a member of the employee's extended family, defined to include brother-in-law, sister-in-law, aunt, uncle, and foster children (except that if any relative resided in the employee's household at the time of death, the amount of leave time applicable to the immediate family set forth above shall apply). Additional time off up to one (1) day may be taken where needed to attend funerals of those persons defined above, or tend to business relating thereto, to be credited against sick leave for personal family reasons.

Eligible employees (as that term is defined in Section 101(2) of the federal Family and Medical Leave Act, 29 U.S.C. 2601 et seq.) are also entitled to take a maximum of 2 weeks (10 working days) of unpaid bereavement leave to: (a) attend the funeral or alternative to a funeral of a child; (b) make arrangements necessitated by the death of a child; or (c) grieve the death of a child. In the event of the death of more than one child in a 12-month period, an employee is entitled to up to a total of 6 weeks of bereavement leave during the 12-month period.

Bereavement leave under this policy must be completed within 60 days after the date on which the employee receives notice of the death of the child. An employee is required to provide the District with at least 48 hours' advance notice of the employee's intention to take bereavement leave unless providing such notice is not reasonable and practicable. The District may require reasonable documentation, including a death certificate, a published obituary, or written verification of death, burial, or memorial services from a mortuary, funeral home, burial society, crematorium, religious institution or government agency.

An employee who is entitled to take paid or unpaid leave, may elect to substitute any period of paid leave for an equivalent period of unpaid bereavement leave.

**CHAPTER FOUR - EMPLOYEES IN GENERAL**

**4.22 MILITARY LEAVE**

Military leave shall be granted to those employees who are members of the National Guard or Reserve Component of the Uniformed Services of the United States in accordance with applicable Illinois and Federal law.

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.23 JURY DUTY/SUBPOENA FOR TESTIMONY**

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.24 RESIGNATION****A. Generally**

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

**B. Reimbursements**

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

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.25. EXIT INTERVIEW**

All employees who terminate their employment with the District, whether by resignation, retirement, or otherwise, may have an exit interview scheduled between themselves and the Fire Chief. The exit interview shall be entirely voluntary on the part of the employee and in no way shall affect the monies or benefits due to him or her by virtue of his or her separation. The exit interview is designed to obtain information from the employee concerning matters directly associated with District employment such as job satisfaction, working conditions, supervision, training, compensation, work safety procedures, and general suggested ways of improving the overall delivery of services.

**CHAPTER FOUR – EMPLOYEES IN GENERAL****4.26 TRAVEL EXPENSE POLICY****A. Purpose**

The purpose of this policy is to provide procedures for the approval and reimbursement of all travel expenses incurred by District personnel in connection with their attendance at approved events and/or matters on behalf of and for the benefit of the Lisle-Woodridge Fire Protection District as required by the Local Government Travel Expense Control Act. 50 ILCS 150/1 *et seq.*

**B. Definitions**

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

1. “Entertainment” shall mean, but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program or event.
2. “Personnel” shall mean all officials, officers and employees of the District, including members of the District Board of Trustees and other District boards, all full-time and part-time firefighters, fire officers, emergency responders, inspectors, administrative and other support personnel, whether sworn, unsworn, or civilian.
3. “Travel Expense” means any expenditure for travel, meal, and/or lodging directly incident to official travel by District personnel.

**C. Pre-Approval of Travel Expenses**

Prior to incurring any travel expenses associated with the attendance at any event, meeting, training or other matter involving public business on behalf of or for the benefit of the District, District personnel shall submit all projected travel expenses to the Fire Chief or his/her designee for prior approval. Travel expenses for Board members shall be approved by the Board of Trustees.

**D. Payment Options**

As determined by the Fire Chief, travel expenses shall be paid through either of the following methods or a combination of both: (1) personal funds or personal credit card to be reimbursed by the District; and/or (2) use of District card.

**CHAPTER FOUR – EMPLOYEES IN GENERAL****E. Authorized Expenditures**

The payment of travel expenses shall be available to District personnel for expenses incurred incidental to approved District business and activities, including by way of example but not limited to attending training and coordination sessions, meetings and conferences, vehicle and equipment maintenance and support efforts, and other business as expressly approved by the Board. Except as otherwise provided below, the maximum allowable rate for mileage, lodging and meals shall be in accordance with the travel expense reimbursement rates adopted by the federal government's General Services Administration (GSA) for the current calendar year set forth in **Form 11**. The Fire Chief shall be authorized to update and/or revise **Form 11** of this policy on an annual basis to incorporate any revised reimbursement rates promulgated by the GSA for each successive calendar year without further action by the Board. Upon the Fire Chief's promulgation of a revised **Form 11** for this policy, the prior effective **Form 11** shall be void.

1. **Lodging.** The GSA Standard Rate for lodging may be exceeded for those travel locations outside of the specified cities in **Form 11** up to a maximum of **\$250** a night to the extent reasonable and convenient lodging cannot be found at the Standard Rate upon approval by the Fire Chief.
2. **Meals.** Receipts must be provided for the payment and/or reimbursement of the cost of meals. No payment and/or reimbursement may be made for alcoholic beverages or entertainment.
3. **Airfare.** Personnel are expected to exercise diligence in obtaining the lowest available airfare and are encouraged to book all airline flights at least thirty (30) days in advance of the scheduled day of travel to avoid premium airline ticket pricing. Only coach or economy class tickets will be paid for or reimbursed.
4. **Rental Car.** Use of a rental car must be approved on a case-by-case basis. The District will only pay for or reimburse up to the mid-size car rate of a nationally recognized rental car company.

**F. Travel Expense Approval and Reimbursement Form**

Prior to or within (10) working days of completion of travel, a travel expense report, with receipts documenting all expenditures, must be submitted for final approval by the Fire Chief and/or the Board of Trustees. Before a reimbursement for travel expenses may be approved, the following minimum documentation must be submitted, in writing to the Board of Trustees on the approved Travel Expense Reimbursement Form:

**CHAPTER FOUR – EMPLOYEES IN GENERAL**

- (i) an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of travel, meals, or lodging if the expenses have already been incurred;
- (ii) the name of the individual who received or is requesting the travel, meal, or lodging expense;
- (iii) the job title or office of the individual who received or is requesting the travel, meal, or lodging expense;
- (iv) the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

The District’s standardized Travel Expense Approval and Reimbursement Form for the submission of travel expenses is attached at **Form 12**.

No person shall be entitled to reimbursement for travel expenses under this policy unless submitted in accordance with the requirements of this Section pursuant to Section 20 of the Act (50 ILCS 150/20).

**G. Travel Expenses Exceeding the Maximum Rate**

The Board reserves the unfettered right to approve, on a case-by-case basis, travel expenses that exceed the maximum allowable travel, meal, or lodging expenses because of emergency or other extraordinary circumstances pursuant to Section 10 of the Act (50 ILCS 150/10).

**H. Roll Call Vote for Approval of Travel Expenses**

A roll call vote passed by a majority of the Board of Trustees at an open meeting shall be required to approve the payment or reimbursement of travel expenses of the following:

- 1. Any officer or employee that exceeds the maximum reimbursable amounts set for in this policy; and
- 2. Any member of the Board of Trustees.

**I. Entertainment Expenses**

Reimbursement for expenses related to “entertainment,” as defined herein, shall be prohibited unless ancillary to the purpose of a permitted program or event.



**CHAPTER FOUR – EMPLOYEES IN GENERAL**

**J. Employee Repayment for Disallowed Expenses**

To the extent the Board does not approve a District employee's submitted travel expenses that exceed the maximum rates set forth in this policy, that employee shall be responsible for the payment and/or reimbursement to the District of that portion of such expenses that exceed the maximum rates under this policy.

**K. Collective Bargaining Agreement**

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

**CHAPTER FOUR - EMPLOYEES IN GENERAL****4.27 LEAVES FOR VICTIMS OF DOMESTIC OR SEXUAL VIOLENCE**

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

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

Where practicable, employees must provide at least forty-eight (48) hours advance notice of the intention to take leave under this policy. The District may require certification of the need for leave under this policy, as set forth by the Victims' Economic Security and Safety Act.

**LEGAL REF.: 820 ILCS 18/1 *et seq.***

**CHAPTER FOUR – EMPLOYEES IN GENERAL**

**4.28 AGENCY WORKERS**

All individuals who provide administrative or other support services for the District through a contract with an employment staffing agency and/or other entity shall not be considered employees of the District and shall not be entitled to any of the benefits under this policy manual or other employment benefits offered by the District.

**CHAPTER FOUR – EMPLOYEES IN GENERAL****4.29 RELIGIOUS HOLIDAY LEAVE**

The District shall grant an employee's request for time off to observe a religious holiday if the employee gives the District at least five (5) days prior written notice and the absence does not cause an undue hardship. Employees may use earned vacation time or other leave time for such absence, or may seek to make up the time off or receive a per diem deduction of pay. (775 ILCS 5/2-101 and 2-102(e))

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL****5.01 BOARD OF FIRE COMMISSIONERS**

The Board of Trustees hereby reaffirms the appointment and authority of the Board of Fire Commissioners of the Lisle-Woodridge Fire Protection District which has been appointed by the Board of Trustees pursuant to 70 ILCS 705/16.01 et seq. The Board of Fire Commissioners shall have authority over matters of hiring, promotion and discipline and/or termination of commissioned or sworn personnel as provided in 70 ILCS 705/16.01 - 16.18 and 65 ILCS 5/10-2.1-1 et seq. The Board of Trustees grants the Board of Fire Commissioners the authority to discharge unsatisfactory probationary firefighters from continued employment with the District after review of a discharge recommendation by the Fire Chief.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL****5.02 ORDER OF RANK**

- A.** The Board of Fire Commissioners shall be responsible for appointing/promoting all persons, except the Fire Chief, to commissioned ranks. The Fire Chief shall be appointed by the Board of Trustees.
- B.** The Board of Trustees at all times reserves the right to determine the order of rank, the number of members to be employed in any rank or positions, and the need to hire, promote or lay off member personnel. In exercising these rights, the Board of Trustees will request the Board of Fire Commissioners to carry out its statutory functions in these areas as set forth in the Fire Protection District Act and, where applicable, the Municipal Code, which include the establishment of hiring and promotional eligibility registers, and the removal of and/or discipline of sworn personnel.
- C.** The Board of Trustees shall also be responsible for defining and describing the duties and responsibilities of all ranks and positions in the District. These definitions and descriptions shall include statements of expected job duties, prerequisites for qualification, and relationship of the position to other positions in the District. (70 ILCS 705/16.04a)

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

**5.03 APPOINTED SWORN POSITIONS**

The Board of Trustees shall be responsible for authorizing the appointment of sworn personnel or for delegating to the Fire Chief the appointment authority with respect to these positions as may be necessary.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL****5.04 UNIFORMS FOR SWORN PERSONNEL**

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



**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

**5.05 HAIR GROOMING AND PERSONAL APPEARANCE STANDARDS**

Uniformed members shall comply with the following grooming and appearance standards to ensure safety and to maintain a professional and acceptable appearance to our citizens.

**Hair Codes:**

- A. Hair length and style shall be consistent with the provisions of paragraph D below.
- B. Males will be clean shaven, except that a moustache may be permitted. Under no circumstance will a beard and/or goatee be allowed. Mustaches may be worn but must be kept trimmed to the bottom of the upper lip.
- C. Males are permitted sideburns, provided they do not extend downward below the bottom of the earlobe and will end in a clean-shaven horizontal line. Sideburns must be kept neatly trimmed and will not be bushy or flared (not any wider at the bottom than their natural width at the top).
- D. As long as the hair style does not lessen the protection of required safety equipment or expose the member to added personal injury, the acceptability of the style will be judged by the following criteria:
  - 1. Uniformed male personnel:
    - a) Hair must be neat, well-trimmed, and appropriately groomed (combed) at all times. Exceptions naturally would occur at emergency scenes.
    - b) When standing with the head erect, hair must not extend below the bottom edge of the collar at the back of the neck.
    - c) Male members' hair shall not extend below the top of the collar of a top buttoned uniform shirt and shall not extend more than one-half (1/2) inch below the top of the ear. In no case shall a male members' hairstyle be allowed to become bushy. Hair in front will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper fit and function of any authorized headgear or protective hood.
    - d) Hair must not be dyed an unusual or unnatural color.
    - e) Hair must not be worn in an extreme or fad style, such as a Mohawk, ducktail, braids, or in such a way that exceeds length standards.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

2. Uniformed female personnel:

- a) While on duty or in uniform, female members shall wear their hair pulled back and/or pulled up and secured by a non-metal clip or band in such a manner that the hair shall not interfere with the member's ability to wear or use emergency equipment or perform emergency functions.
- b) Hair must be neat, well-trimmed, and appropriately groomed (combed) at all times. Exceptions naturally would occur at emergency scenes and while riding open cab apparatus.
- c) Hair must not extend in length more than six inches below the top of the collar unless it is worn up.
- d) Hair in front and any hair worn up will be groomed so that it does not fall below the band of properly worn headgear. In no case will the bulk or length of the hair interfere with the proper fit and function of any authorized headgear or protective hood.
- e) Hair must not be dyed an unusual or unnatural color.
- f) Hair must not be worn in an extreme or fad style, such as a Mohawk, ducktail, or in such a way that exceeds length standards.
- g) Items used by female personnel to hold the hair in place must be concealed as much as possible and must be of a color and style that blends with the hair.

**Jewelry:**

- A. Insignia may not be worn, except that which is issued by the Lisle-Woodridge Fire District and intended to be worn as part of the Fire District uniform, or other items specifically approved by the Fire Chief.
- B. Any jewelry must be concealed and not visible through the Nomex, dress uniform or uniform t-shirt.
- C. Neck chains may be worn, but must remain concealed from view beneath the dress uniform or uniform t-shirt.
- D. All bracelets, watches, rings, body art and other jewelry must fit snugly.
- E. Earrings, et al.

1. Uniformed female personnel:

Earrings will be of the post type and must have no loops or dangling attachments. Earrings are the only acceptable jewelry that is allowed to be visible. Only one piece of jewelry per ear is allowed.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

2. Uniformed male personnel:  
Earrings will not be permitted.

**Body Art:**

- A. Body art includes, but is not limited to, tattoos, branding, scarification, and mutilation (splitting of the tongue, surgically implanted modifications, and holes/gauges in the ears larger than what is necessary for small post-type jewelry).
- B. No body art shall be visible while on duty. Body art not covered by the uniform, bunker gear or PT gear shall be covered with a neutral colored skin patch. The only exception will be body art (tattoos) on the forearms and hands. Members who, prior to the adoption of this policy, were appointed to the department and who had been permanently marked with body art on portions of the body, other than the forearms and hands, that cannot be covered by properly worn uniforms, bunker gear, or PT gear, shall not be required to cover such markings provided a record of the description and location of such markings has been filed with the Fire Chief and provided further that such markings are not otherwise prohibited by sub paragraph C below.
- C. Body art covered by the uniform shall not be noticeable through the uniform.
- D. Members shall not have body art that exhibits or advocates discrimination against sex, sexual orientation, gender identity, race, color, religion, creed, ancestry, national origin, disability, age or any other protected class under federal, State or local law, or which displays gang, supremacist or extremist group affiliation, drug use, sexually explicit acts, obscene material or otherwise violates District policy.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL****5.06 DISCIPLINE OF COMMISSIONED OR SWORN PERSONNEL****Statement of Purpose**

- A.** Discipline shall be viewed as a means of fostering esprit de corps, while maintaining an atmosphere in which efficient and effective fire service can take place. The primary purpose of discipline shall be to advise and counsel employees on the requirements for a satisfactory record and to take punitive action only when necessary.
- B.** In maintaining discipline in the District, officers will use disciplinary procedures:
  - 1. That recognize and respect the individual's human dignity and worth;
  - 2. That fit the nature of the incident;
  - 3. That are fair and impartial in nature, and firm and consistent in application, where applicable; and
  - 4. That afford, where required, due process for District members.
- C.** In the resolution of disciplinary matters, officers will be supportive of one another so that a unified approach is pursued by the District.

**Imposition of Disciplinary Action**

- A.** Before taking disciplinary action, the supervisory officer shall first investigate the incident. The member shall have an opportunity to give an explanation before the supervisory officer takes disciplinary action.
- B.** If the supervising officer concludes that the disciplinary action must be taken, the action shall:
  - 1. Be administered, whenever possible, in private.
  - 2. Clearly define the unacceptable behavior or unsatisfactory performance and the corrective measures required.
  - 3. Follow the Firemen's Disciplinary Act (50 ILCS 745/1 et seq.), where applicable.
- C.** The Chief shall develop and promulgate administrative regulations regarding discipline for members.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

**5.07 PHYSICAL EXAMINATION**

All sworn personnel shall undergo a complete physical examination by a physician appointed by the District. Time shall be provided while on duty in the event a person does not undergo his physical off duty. No compensation will be paid to an employee off duty for the physical examination.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

**5.08 HOURS FOR SWORN PERSONNEL**

**A. Standard Working Hours - Shift**

All shift personnel shall be on duty twenty-four (24) hours and off duty for forty-eight (48) hours for an average of fifty-six (56) hours per week. All shift personnel shall report to and leave from work at 0700 hours.

**B. Standard Working Hours – Administrative**

Four 9-hour days and one 8-hour day for a total of 44 hours each week. Report to work at 0800 and leave no later than 1700.

**C. Deviation from Standard Working Hours**

The Fire Chief may adjust or change the standard working hours as the operational requirements of the District dictate. If at 0700 hours the District has an incident in progress, all shift personnel that would normally be going off duty are to remain on duty until released by the officer in charge of the incident.

**D. Meals/Breaks**

The Fire Chief is authorized to establish reasonable meal and break periods during the work day. Employees who do not exercise the right to meal or break period shall waive the right to claim the same at a later time or date. In the event an employee is required to work through a meal or break period, he shall be given that time during his tour of duty.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

**5.09 RESPONDING TO EMERGENCIES**

**A. Response in Non-District Vehicles**

No employee may respond to an alarm in a non-District vehicle unless otherwise authorized. Those who are authorized shall do so using all due caution.

**B. Responding to Alarms at Night**

Bunks and sleeping quarters are provided for the convenience of employees while they are working a regular twenty-four (24) hour shift. By no means is an employee relieved of his or her obligation and duty to respond to all alarms because the District allows for sleep time and provides for sleeping quarters. Failure to respond to an alarm, including failure to awake to otherwise respond for duty, shall be cause for disciplinary action. No employee shall sleep in, lie on or otherwise occupy station beds between the hours of 0630 and 2200 hours without the permission of a superior officer.

**CHAPTER FIVE – COMMISSIONED AND SWORN PERSONNEL**

**5.10 RETIREMENT/PENSION**

**A. Notification**

District employees who qualify for a service pension under the Pension Code shall notify the Fire Chief in writing of their intention to retire at least thirty (30) days prior to the effective date. Retiring employees shall make application to the Pension Board in accordance with 40 ILCS 5/4-101 et seq. and the Pension Board's rules and regulations.

**B. Insurance**

Retiring members who leave the District in good standing shall be entitled to continue their insurance coverage with the District in accordance with State law pursuant to the following terms:

1. Health Insurance:

Retiring members may elect to continue their present health insurance through the District. The retiring member shall pay the entire cost of the monthly premium to maintain the coverage. The member shall notify the District of his or her desire to continue in the plan, and the appropriate deduction shall be made from the member's monthly pension check.

2. Life Insurance:

Retiring members may elect, if so authorized under the existing life insurance policy provided through the District, to maintain life insurance coverage by converting it to a personal policy at the time of retirement. The member is responsible for the total premium if such conversion is made.

**C. Return of District Property**

Prior to his or her retirement date, all District property, including badge and ID cards, shall be returned by the member to the Fire Chief.



**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**

**6.01 APPOINTED CIVILIAN POSITIONS**

- A.** The Board of Trustees shall be responsible for hiring and/or appointing personnel to non-sworn positions as may be necessary for the District.
- B.** 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.
- C.** 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.

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)****6.02 DISCIPLINE OF CIVILIAN PERSONNEL**

Non-sworn personnel serve at the will of the District. Certain acts or omissions by a non-sworn employee may result in disciplinary action up to and including termination. Disciplinary action may include oral warning, written reprimand, suspension, involuntary transfer to another positions, 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.

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)****6.03 HOURS OF WORK FOR CIVILIAN PERSONNEL****A. Administrative Support Personnel**

Normal working hours for administrative support personnel shall generally be 8 a.m. to 4:30 p.m., Monday through Friday. All administrative support personnel shall be considered to work a 40-hour work week, eight (8) hours per day. These hours may be staggered to ensure proper coverage of the administrative office and duties. Actual work periods shall be coordinated by the Fire Chief or his/her designee. Lunch hours will be staggered to assure coverage in the administrative office during regular business hours.

**B. Overtime**

1. All employees must receive prior approval from the Fire Chief or his/her designee to work overtime.
2. Administrative support personnel shall submit requests for vacation days in writing to the Fire Chief or his/her designee at least one (1) week prior to requested time off. Vacation requests will be approved on a first come, first choice basis, while also taking into account the needs of the District. If two or more requests are submitted simultaneously for the same time period, seniority will govern.

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**

**6.04 LEAVE FOR CIVILIAN PERSONNEL**

The District’s non-sworn or civilian personnel shall be entitled to the following vacation, sick leave and other benefits:

**A. VACATION**

Vacation allowances are earned annually on an anniversary year basis. Vacation allowances earned during an anniversary year are taken during the subsequent anniversary year, and are paid at the employee’s regular rate of pay in effect when taken. Vacation allowances for administrative support personnel shall be as follows:

At the completion of 1, 2, 3 and 4 years	2 Weeks (10 working days)
At the completion of 5, 6, 7, 8 and 9 years	3 Weeks (15 working days)
At the completion of 10, 11, 12, 13 and 14 years	4 Weeks (20 working days)
At the completion of 15, 16, 17, 18 and 19 years	4 Weeks (20 working days)
At the completion of 20 years and greater	4 Weeks (20 working days)

An employee who is separated from the District shall be compensated for all unused accumulated vacation time at the regular rate of pay in effect at the time of his/her separation. In the case of death of an employee, compensation for unused vacation shall be paid to his/her estate.

Employees shall submit requests for vacation days in writing to the Fire Chief or his/her designee at least one (1) week prior to requested time off. Vacation requests will be approved on a first come, first choice basis while also taking into account the needs of the District. If two or more requests are submitted simultaneously for the same time period, seniority will govern. Up to forty-eight (48) hours of earned vacation hours may be carried over into the employee’s next anniversary year, however, those hours must be used within sixty (60) days into the employee’s new anniversary year. Except as otherwise provided above, no unused vacation day(s) shall be carried over from one anniversary year to the next.

**B. HOLIDAYS**

Each employee shall earn nine (9) calendar holidays as listed below. In addition, three (3) floating holidays, for a total of twelve (12) days.

District offices will be closed for the following holidays:

New Year’s Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Day after Thanksgiving
Christmas Eve	Christmas Day	New Year’s Eve

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**

All holiday hours shall be taken during the calendar year in which they are earned. No administrative hours shall be acquired on days District offices are closed.

**C. SICK LEAVE**

Each employee shall earn sick leave at the rate of one ninety-six (96) hours per year. Sick leave shall not be earned during a period of absence without pay in excess of 30 days or during a suspension without pay.

Notification of absence due to sickness or non-job related injury shall be provided by the employee to the Fire Chief or his/her designee as soon as the employee is reasonably aware that he/she is or will be unable to report to work, and in any event no less than one-half hour prior to the employee's scheduled starting time for each day the employee is off (unless notification of subsequent successive work days is waived by the Fire Chief or his/her designee).

The employee shall submit an acceptable physician's report stating the nature of the illness or injury, any treatment involved, and that the employee is fit to return to work under the following circumstances:

- ◆ An employee who incurs sickness or injury off-duty and is absent for three (3) or more consecutive days.
- ◆ On the occasion of an employee's fifth (5<sup>th</sup>) and subsequent sick leave request during the anniversary year.

Each employee may utilize up to ninety-six (96) hours off for sick leave per year for illness, injury, or medical appointment of the employee's child, spouse, domestic partner, sibling, parent, mother-in-law, father-in-law, grandchild, grandparent, or stepparent, for reasonable periods of time as the employee's attendance may be necessary, on the same terms upon which the employee is able to use sick leave benefits for the employee's own illness or injury. In addition, up to twenty-four (24) hours of sick leave per year may be used for any reason, at the discretion of the employee. Employees shall submit requests for personal days to the Fire Chief at least two (2) days prior to taking the time off, if applicable. If there is a conflict in scheduling, seniority will be applied. All personal days must be taken during the calendar year in which they are earned.

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**

Employees who retire or voluntarily leave the District shall be eligible for cash payment of unused sick leave. Before payment is made, the employee must have accumulated a minimum of nine hundred sixty (960) hours. Once the minimum is reached, all accumulated hours up to a maximum of one thousand four hundred forty (1440) hours will be paid out for employees with less than twenty years of service, and all accumulated hours up to a maximum of two thousand one hundred sixty (2160) hours will be paid out for employees with twenty or more years of service, pursuant to the following schedule:

<i><b>Length of Complete Continuous Service</b></i>	<i><b>Payment Rate Per Sick Day of Accumulated Unused Sick Leave</b></i>
Ten (10) years through Fourteen (14) years of Service	\$30.00 per 8 hour Sick Day
Fifteen (15) through Nineteen Years of Service	\$45.00 per 8 hour Sick Day
Twenty (20) years of service and over	\$75.00 per 8 hour Sick day

The District will make the payment set forth above in two (2) equal installments upon the first and second anniversary of the employee’s retirement or separation.

An employee who is a deferred pensioner or has retired and is presently receiving payments from the Illinois Municipal Retirement Fund may select, as an alternative to cash payment, to apply his/her deferred payment to purchase continued group medical insurance at the group rate. Unused accumulated sick leave used for this purpose shall have no limits on accumulation. Before payment is made, the employee must have accumulated a minimum of one thousand five hundred (1500) hours. The value of sick hours shall be computed by multiplying the employees hourly rate times thirty-five percent (35%) times the accumulated hours. For all hours in excess of two thousand (2000), the value of sick leave hours shall be computed by multiplying the employee’s hourly rate times forty percent (40%) times the excess hours. The annual amount of reimbursement shall be limited to three thousand dollars (\$3000.00) regardless of the amount of accumulation, and it will continue until the hours are exhausted. All accrued sick leave hours are calculated hour-for-hour. An employee eligible for this benefit must select at the time of retirement, to apply his/her unused sick leave payment for this purpose. Once the payout determined under this section has been exhausted, the District will notify the employee, and the employee will have the option of continuing the group medical insurance at his/her expense.

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**

In the event an employee dies while employed by the District, the District will make payment to the employee's estate for up to a maximum of two thousand one hundred sixty (2160) hours of the deceased employee's accumulated unused sick leave at the rate of seventy-five dollars (\$75.00) per sick day, or apply an equal amount to purchase medical insurance (if so selected by the estate on behalf of his/her beneficiaries as mentioned above will be apportioned based on rate of accrual.)

**D. RELIGIOUS HOLIDAY LEAVE**

The District shall grant an employee's request for time off to observe a religious holiday if the employee gives the District at least five (5) days prior written notice and the absence does not cause an undue hardship. Employees may use earned vacation time or other leave time for such absence, or may seek to make up the time off or receive a per diem deduction of pay. (775 ILCS 5/2-101 and 2-102(E))

**E. OTHER LEAVES OF ABSENCE****1. Short-Term Leave:**

Leave without pay upon written request to the Chief may be granted for up to one month (four calendar weeks) during a calendar year, where the absence of the employee does not adversely affect departmental operations. Health, life insurance and medical coverage shall continue during such leave. Any employee who without good cause does not report back to work at the end of such leave shall be considered absent without leave and subject to the disciplinary process up to and including termination of his/her employment with the District.

**2. Extended Leave:**

Extended leave without pay upon written request to the Chief may be granted for a period not to exceed one year, where the absence of the employee does not adversely affect departmental operations. Sick leave, vacation and holiday benefits will not accrue during this type of leave. The employee and dependents shall have the right to continue health and life insurance and group medical coverage during the leave with monthly payment of full applicable premiums. Any employee who without good cause does not report back to work at the end of such leave shall be considered absent without leave and subject to the disciplinary process up to and including termination of his/her employment with the District.

**3. Other Leave:**

The Board of Trustees shall consider requests for leaves of absence without pay not otherwise outlined in the District's policies on an individual basis. Inability or failure to return to work at the end of any leave under the District's policies shall be considered a voluntary resignation of employment.

**CHAPTER SIX – NON-MEMBER OR NON-SWORN PERSONNEL (CIVILIAN EMPLOYEES)**

**F. Part-time Personnel**

Part-time personnel shall not be entitled to or receive sick leave or vacation benefits under this policy.



**CHAPTER SEVEN – FINANCIAL POLICIES MANUAL****7.01 FINANCIAL POLICIES MANUAL**

The Fire Chief shall be directed to create and maintain a separate Financial Policies Manual subject to approval by the Board of Trustees. The District's Financial Policies Manual shall include, at a minimum, the following polices: (1) Fund Balance Policy; (2) Investment Policy; (3) Fire Pension Funding Policy; (4) Fraud Prevention and Detection Policy; (5) Accounts Receivable Policy; (6) Fringe Benefits Policy; (7) Purchasing Policy; (8) Capitalization Policy; and (9) Debt Management Policy. The District may amend the Financial Policies Manual from time to time as determined necessary by the Board of Trustees. All District expenditures and other financial matters shall be done in conformance with the provisions of the Financial Policies Manual.

# **FORMS**

FORM 1

LISLE-WOODRIDGE FIRE DISTRICT  
FREEDOM OF INFORMATION ACT  
WRITTEN REQUEST FOR RECORDS

Dear FOIA Officer (or designee):

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

\_\_\_\_\_ inspect the following records at the Lisle-Woodridge Fire District's Administrative Office.

\_\_\_\_\_ receive copies of the following records from the Lisle-Woodridge Fire District.

(Please be specific in listing records.)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_ Yes

\_\_\_\_\_ No

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

\_\_\_\_\_  
Requestor(s)

\_\_\_\_\_  
Signature(s) of Requestor(s)

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City/State/County/Zip

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Date of Request

.....  
**(For office use only)**

Date Request Received: \_\_\_\_\_

Signature: \_\_\_\_\_

Date Response Due: \_\_\_\_\_

FORM 2

LISLE-WOODRIDGE FIRE DISTRICT  
FREEDOM OF INFORMATION ACT  
APPROVAL FOR REQUEST FOR PUBLIC RECORDS

DATE: \_\_\_\_\_

TO: \_\_\_\_\_  
NAME

FROM:  
Lisle-Woodridge Fire District  
1005 School Street  
Lisle, Illinois 60532

ADDRESS

CITY STATE ZIP

(\_\_\_\_) \_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

\_\_\_\_\_  
\_\_\_\_\_

Your request dated \_\_\_\_\_ for the above captioned records has been approved.

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

\_\_\_\_\_ You may inspect the records at \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

on \_\_\_\_\_  
DATE

\_\_\_\_\_  
FOIA Officer or Designee

\_\_\_\_\_  
Date

FORM 3

LISLE-WOODRIDGE FIRE DISTRICT  
FREEDOM OF INFORMATION ACT  
DENIAL OF REQUEST FOR PUBLIC RECORDS

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM:  
Lisle-Woodridge Fire District  
1005 School Street  
Lisle, Illinois 60532

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE ZIP

(\_\_\_\_) \_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

\_\_\_\_\_  
\_\_\_\_\_

Your request dated \_\_\_\_\_ for the above captioned records has been denied:

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

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

You have the right to appeal the denial of the records you have requested to the Public Access Counselor at Illinois Attorney General, 500 South 2<sup>nd</sup> Street, Springfield, Illinois 62706. If you choose to file a Request for Review with the PAC, you must do so within 60 calendar days of the date of this denial letter. 5ILCS140/9.5 (a). Please note that you must include a copy of your original FOIA request and this denial letter when filing a Request for Review with the PAC.

\_\_\_\_\_  
FOIA Officer or Designee

\_\_\_\_\_  
Date

FORM 4

LISLE-WOODRIDGE FIRE DISTRICT  
FREEDOM OF INFORMATION ACT  
PARTIAL APPROVAL OF REQUEST FOR PUBLIC RECORDS

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM:  
Lisle-Woodridge Fire District  
1005 School Street  
Lisle, Illinois 60532

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY STATE ZIP

(\_\_\_\_) \_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

\_\_\_\_\_  
\_\_\_\_\_

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

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

\_\_\_\_\_ may be inspected at \_\_\_\_\_ on (date) \_\_\_\_\_.

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

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_  
You have the right to appeal the denial of that portion of the records you have requested to the Public Access Counselor at Illinois Attorney General, 500 South 2<sup>nd</sup> Street, Springfield, Illinois 62706. In submitting your notice of appeal, you must include a copy of your original request and this partial denial, and state the reasons why you feel this appeal should be granted.

\_\_\_\_\_  
FOIA Officer or Designee

\_\_\_\_\_  
Date

FORM 5

LISLE-WOODRIDGE FIRE DISTRICT  
FREEDOM OF INFORMATION ACT  
DEFERRAL OF RESPONSE TO REQUEST FOR PUBLIC RECORDS

---

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

FROM:

NAME \_\_\_\_\_

Lisle-Woodridge Fire District  
1005 School Street  
Lisle, Illinois 60532

ADDRESS \_\_\_\_\_

CITY STATE ZIP \_\_\_\_\_

(\_\_\_\_) \_\_\_\_\_  
PHONE NUMBER

DESCRIPTION OF REQUESTED RECORDS:

---

The response to your request dated \_\_\_\_\_ for the above captioned records must be extended an additional five (5) days. Pursuant to Section 3(e) of the Freedom of Information Act, the delay in responding to your request is for the following reason(s):

---

---

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

\_\_\_\_\_  
FOIA Officer or Designee

\_\_\_\_\_  
Date

**FORM 6**  
**LISLE-WOODRIDGE FIRE DISTRICT**  
**FREEDOM OF INFORMATION ACT**  
**NOTICE OF TREATMENT AS A VOLUMINOUS REQUEST**

---

**DATE:** \_\_\_\_\_

**TO:** \_\_\_\_\_

**NAME**

**ADDRESS**

**CITY                      STATE                      ZIP**

(\_\_\_\_\_) \_\_\_\_\_  
**PHONE NUMBER**

**FROM:**  
Lisle-Woodridge Fire District  
1005 School Street  
Lisle, Illinois 60532

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_

\_\_\_\_\_

The response to your request dated \_\_\_\_\_ for the above captioned records is being treated by the District as a voluminous request pursuant to Section 3.6 of the Freedom of Information Act for the following reason(s):

\_\_\_\_\_

\_\_\_\_\_

Please respond within ten (10) business days specifying whether you would like to amend your request such that it will no longer be treated as a voluminous request. The District will have five (5) business days after the receipt of your response or five (5) business days from the last day for you to amend your request, whichever is sooner, to respond to your request. The District may request an additional ten (10) business days to comply with your request.

If you do not respond within ten (10) business days, or if your request continues to be voluminous following your response, the District will respond to the request and assess any fees chargeable pursuant to Section 6 of the Freedom of Information Act.

Please be advised that if you fail to accept or collect any responsive records, you may still be charged by the District for its response pursuant to Section 6 of the Freedom of Information Act. Furthermore, your failure to pay will be considered a debt due and owing to the District and may be collected in accordance with applicable law.

You have the right to appeal the District's treatment of your request as a voluminous request to the Public Access Counselor at Illinois Attorney General, 100 West Randolph Street, Chicago, Illinois.

Freedom of Information Officer or Designee

Date



FORM 7

LISLE-WOODRIDGE FIRE DISTRICT  
FREEDOM OF INFORMATION ACT  
NOTICE OF TREATMENT AS A RECURRENT REQUESTER

---

DATE: \_\_\_\_\_

TO: \_\_\_\_\_

**FROM:**  
Lisle-Woodridge Fire District  
1005 School Street  
Lisle, Illinois 60532

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY                      STATE                      ZIP

(\_\_\_\_\_) \_\_\_\_\_

PHONE NUMBER

**DESCRIPTION OF REQUESTED RECORDS:**

\_\_\_\_\_  
\_\_\_\_\_

You are being treated by the District as a recurrent requester pursuant to Section 3.2 of the Freedom of Information Act for the following reason(s):

\_\_\_\_\_  
\_\_\_\_\_

Accordingly, the District will send an initial response within twenty-one (21) business days after receipt of your request. In this initial response, the District may:

- Provide an estimate of the time required by the District to provide the requested records and an estimate of the fees to be charged;
- Deny the request pursuant to one or more of the exemptions found in the Freedom of Information Act;
- Notify you that the request is unduly burdensome and extend an opportunity to reduce the request to manageable proportions; or
- Provide the requested records.

\_\_\_\_\_  
Freedom of Information Officer or Designee

\_\_\_\_\_  
Date

FORM 8  
(Page 1 of 3)

LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
AUTHORIZATION FOR RELEASE OF EMERGENCY MEDICAL RECORDS

*In accordance with the Health Insurance Portability and Accountability Act (HIPAA)  
(45 CFR Parts 160 and 164)*

Name/Patient: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Date of Birth: \_\_\_\_\_ Last four digits of Social Security Number: \_\_\_\_\_

I, \_\_\_\_\_, the above-identified Patient authorize the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT to release my individual medical records identified below that have been prepared by the Lisle-Woodridge Fire Protection District or its agents, employees or representatives in the course of providing emergency medical services to me on the date(s) indicated below to the following individual and/or entity:

Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_

State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone: \_\_\_\_\_

***Please check each applicable section regarding information to be released. Where initials are required, please initial that section also.***

**Information to be released (please check the applicable sections):**

\_\_\_ Emergency medical service records.

\_\_\_\_\_ Any and all

\_\_\_\_\_ Last five (5) years

\_\_\_\_\_ Other (specify) \_\_\_\_\_

\_\_\_ All medical and related bills related to the above requested information.

I authorize the use or disclosure of the above-named individual's health information as described below for the purpose of:

\_\_\_ At my request

\_\_\_ Other (specify) \_\_\_\_\_

**FORM 8**  
**(Page 2 of 3)**

**The following items must be checked and initialed to be included in the use and/or disclosure of other health information:**

\_\_\_ HIV / AIDS related treatment

\_\_\_ Sexually transmitted diseases

\_\_\_ Mental health

\_\_\_ Drug / alcohol diagnosis, treatment / referral.

- I understand that I may revoke this authorization at any time, provided that I do so in writing to the Lisle-Woodridge Fire Protection District except to the extent that the records have already been released. Unless revoked earlier, this authorization will expire twelve (12) months from the date of signing or until (insert applicable date or event) \_\_\_\_\_.
- I understand that uses and disclosures already made upon my original permission cannot be taken back.
- I understand authorizing the disclosure of health information is voluntary. I can refuse to sign this authorization. I understand that if the person or entity receiving the information is not a health care provider or health plan covered by federal HIPAA privacy regulations, the information described above may be redisclosed and no longer protected by these regulations. However, the recipient may be prohibited from disclosing substance abuse information under the Federal Substance Abuse Confidentiality Requirements.
- I understand that the treatment by any party may not be conditioned upon my signing of this authorization (unless treatment is sought only to create health information for a third party or to take part in a research study) and that I may have the right to refuse to sign this authorization.
- I acknowledge that I have received a copy of this authorization.
- A photocopy of this authorization shall be as valid and effective as the original.
- I understand that uses and disclosures already made upon my original permission cannot be taken back.
- I hereby release the Lisle-Woodridge Fire Protection District its agents, employees and representatives from any liability for providing or releasing the above-described records and any information requested in interpreting information contained in the records.

**FORM 8**  
**(Page 3 of 3)**

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

\_\_\_\_\_  
Signature of Applicant or Applicant's Legal Representative

\_\_\_\_\_  
Date

Print Name of Authorized Representative: \_\_\_\_\_

Authority of representative to sign on behalf of the Patient (include support documentation):

\_\_\_\_\_ - Parent          \_\_\_\_\_ - Legal Guardian          \_\_\_\_\_ - Court Order

\_\_\_\_\_ - Other \_\_\_\_\_

Subscribed and sworn to  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_, \_\_\_\_\_

\_\_\_\_\_  
Notary Public

FORM 9

LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
AFFIDAVIT OF RELATIONSHIP

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

I, \_\_\_\_\_, on oath state:

1. \_\_\_\_\_ (insert name of person) is the subject of an emergency services record(s) prepared and kept by THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT.

2. \_\_\_\_\_ (insert name of person) is unable to lawfully execute a release for these records because: (explain reason - for example, minor, incapacitated, death)

\_\_\_\_\_

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

\_\_\_\_\_

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

\_\_\_\_\_

FURTHER SAYETH AFFIANT NOT.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Print Name)

**SUBSCRIBED and SWORN TO**  
before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

FORM 10

LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
AUTHORIZED RELATIVE CERTIFICATION

I, \_\_\_\_\_, certify under oath that I am an authorized relative of the deceased, \_\_\_\_\_. (A certified copy of the death certificate must be attached).

I certify that to the best of my knowledge and believe that no executor or administrator has been appointed for the deceased's estate; that no agent was authorized to act for the deceased under a power of attorney for health care; and the deceased has not specifically objected to disclosure in writing.

I certify that I am the surviving spouse of the deceased (or)

I certify that there is no surviving spouse and my relationship to the deceased is (check one of the following):

- 1) An adult son or daughter of the deceased;
- 2) Either parent of the deceased;
- 3) An adult brother or sister of the deceased.

This certification is made under penalty of perjury.

Date: \_\_\_\_\_

\_\_\_\_\_  
Print Authorized Relative's Name

\_\_\_\_\_  
Authorized Relative's Signature

\_\_\_\_\_  
Authorized Relative's Address

Note: Perjury is defined in Section 32-2 of the Illinois Criminal Code of 2012 (720 ILCS 5/32-2) and is considered a Class 3 felony.

**SUBSCRIBED and SWORN TO**  
before me this \_\_\_\_\_ day of

\_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Notary Public

**FORM 11**  
**(Page 1 of 3)**

Modified Government Services Administration Reimbursement Schedule  
Per Diem (Lodging, Meals and Incidental Expenses) and Mileage

**Per Diem Rates for Illinois** [Based on FY 2017 GSA Rates]

For per diem rates other States see GSA Portal:

[http://www.gsa.gov/portal/content/104877?utm\\_source=OGP&utm\\_medium=print-radio&utm\\_term=perdiem&utm\\_campaign=shortcuts](http://www.gsa.gov/portal/content/104877?utm_source=OGP&utm_medium=print-radio&utm_term=perdiem&utm_campaign=shortcuts)

Cities not appearing below may be located within a county for which rates are listed.

If unsure, to determine what county a city is located in, visit the National Association of Counties (NACO) website (a non-federal website).

<b>Primary Destination (1, 2)</b>	<b>County (3, 4)</b>	<b>Max lodging (excluding taxes) (5)</b>	<b>Meals &amp; Incidental Expenses (6)</b>
Standard Rate	Applies for all locations without specified rates	\$91	\$51
Bolingbrook / Romeoville / Lemont	Will	\$95	\$54
Chicago	Cook / Lake	\$212	\$74
O'Fallon / Fairview Heights / Collinsville	Bond / Calhoun / Clinton / Jersey / Macoupin / Madison / Monroe / St. Clair	\$125	\$54
Oak Brook Terrace	DuPage	\$112	\$59

**Footnotes**

1. Traveler reimbursement is based on the location of the work activities and not the accommodations, unless lodging is not available at the work activity, then the agency may authorize the rate where lodging is obtained.
2. Unless otherwise specified, the per diem locality is defined as "all locations within, or entirely surrounded by, the corporate limits of the key city, including independent entities located within those boundaries."
3. Per diem localities with county definitions shall include "all locations within, or entirely surrounded by, the corporate limits of the key city as well as the boundaries of the listed counties, including independent entities located within the boundaries of the key city and the listed counties (unless otherwise listed separately)."

**FORM 11**  
**(Page 2 of 3)**

4. When a military installation or Government-related facility (whether or not specifically named) is located partially within more than one city or county boundary, the applicable per diem rate for the entire installation or facility is the higher of the rates which apply to the cities and/or counties, even though part(s) of such activities may be located outside the defined per diem locality.
5. Simplified annual rate used in lieu of GSA's monthly rate.
6. Meals and Incidental Expenses: see Breakdown of M&IE Expenses for important information on first and last days of travel.

**Mileage Reimbursement Rates** [Based on FY 2017 GSA Rates]

In addition to standard Lodging and M&IE Per Diem, you may also receive reimbursement for travel in a Personally Owned Vehicle (POV) for authorized business purposes.

There are three different mileage rates based on type of vehicle and availability of a government owned vehicle:

- 1) Standard Mileage Rate. Used for travel in a Personally Owned Automobile (POA) when a government owned vehicle is not available or not in the government's best interest. You may drive no more than 400 miles a day. For travel farther than 400 miles, check with administration concerning use of commercial air-travel as an alternative.
- 2) Government Vehicle Available Rate. Used for travel when use of a government owned vehicle is available but the traveler chooses to use a personally owned vehicle anyway. If the use of a government owned vehicle would not save the government money, than the Standard Mileage Rate may be paid.
- 3) Motorcycle Rate. Used when a motorcycle is used for business travel. Check with administration concerning use of a motorcycle for business purposes.
- 4) Employee use of a personally owned airplane or aircraft (i.e., helicopter) for official business travel is not authorized and no reimbursement will be provided.
- 5) Reimbursement rate is determined by mileage to/from location of travel for official business.

<b>Personal Owned Vehicle (POV) – Standard Mileage Rate</b>	<b>Government Owned Vehicle Available Rate</b>	<b>Motorcycle Rate</b>
\$0.540	\$0.190	\$0.510



**FORM 11**  
**(Page 3 of 3)**

**Meals and Incidental Expenses (M&IE) Breakdown** [Based on FY 2017 GSA Rates]

The separate amounts for breakfast, lunch and dinner listed in the chart are provided should you need to deduct any of those meals from your trip voucher. For example, if your trip includes meals that are already paid for by the government (such as through a registration fee for a conference), you will need to deduct those meals from your voucher.

The table lists the six M&IE tiers in the lower 48 continental United States (currently ranging from \$51 to \$74). If you need to deduct a meal amount, first determine the location where you will be working while on official travel. You can look up the location-specific information at [www.gsa.gov/perdiem](http://www.gsa.gov/perdiem). The M&IE rate for your location will be one of the six tiers listed on this table. Find the corresponding amount on the first line of the table (M&IE Total) and then look below for each specific meal deduction amount.

The table also lists the portion of the M&IE rate that is provided for incidental expenses (currently \$5 for all tiers).

<b>Total</b>	<b>Continental Breakfast/ Breakfast</b>	<b>Lunch</b>	<b>Dinner</b>	<b>IE</b>
\$51	\$11	\$12	\$23	\$5
\$54	\$12	\$13	\$24	\$5
\$59	\$13	\$15	\$26	\$5
\$64	\$15	\$16	\$28	\$5
\$69	\$16	\$17	\$31	\$5
\$74	\$17	\$18	\$34	\$5

This table lists the amount federal employees receive for the first and last calendar day of travel. The first and last calendar day of travel is calculated at 75 percent.

<b>Total</b>	<b>First &amp; Last Day of Travel</b>
\$51	\$38.25
\$54	\$40.50
\$59	\$44.25
\$64	\$48.00
\$69	\$51.75
\$74	\$55.50

**FORM 12**  
Travel Expense Approval and Reimbursement Form

Date: \_\_\_\_\_  
Requestor: \_\_\_\_\_  
Through: District Fire Chief \_\_\_\_\_ [initial if approved]  
To: Secretary, Board of Trustees

Activity for which Reimbursement is sought: \_\_\_\_\_

Date(s) of Activity: \_\_\_\_\_

Activity Fee: \_\_\_\_\_ [conference or course fee, if any]

Mileage (total): \_\_\_\_\_

Per Diem: B\_\_\_ L\_\_\_ D\_\_\_ Day(s)\_\_\_ Enter # claimed

Lodging Cost: \_\_\_\_\_ [attach receipt(s)]

Travel Cost: \_\_\_\_\_ [attach receipt(s)]

Miscellaneous \_\_\_\_\_ [attach receipt(s)]

**TOTAL TRAVEL EXPENSES:** \_\_\_\_\_

Amount Paid by District: \_\_\_\_\_

Reimbursement Due to Requestor: \_\_\_\_\_

The Board may authorize District pre-payment of the associated Activity Fee, if any.

**Verification by Certification**

Under penalties as provided by law pursuant to Section 1-109 of the Illinois Code of Civil Procedure [735 ILCS 5/1-109], the undersigned requestor certifies that the above travel expense(s) for which reimbursement is claimed were incurred and necessarily incidental to approved District business and activities and that the statements set forth in this instrument are true and correct.

Date: \_\_\_\_\_

\_\_\_\_\_  
[Requestor's signature]



**LISLE-WOODRIDGE FIRE DISTRICT  
WORK STATUS FORM**

**Employee Name:** \_\_\_\_\_

**Date of Injury:** \_\_\_\_\_

**Date Examined by Physician:** \_\_\_\_\_

**Check only ONE of the following:**

\_\_\_\_\_ **The above employee may return to full duty with no restrictions as of**  
\_\_\_\_\_ (date)

\_\_\_\_\_ **The above employee may not return to full duty from**  
\_\_\_\_\_ **to** \_\_\_\_\_  
(date) (date)

\_\_\_\_\_ **The above employee is eligible for LWFD Transitional Work Program with**  
**the following limitations:**  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Diagnosis:** \_\_\_\_\_

**Follow-up Appointment:** \_\_\_\_\_

**Discharged from care:** \_\_\_\_\_

\_\_\_\_\_  
Physician's Signature

\_\_\_\_\_  
(date)

**FORM 14**  
**(Page 1 of 2)**

**Internet Users**  
**Code of Conduct**

Employee Name \_\_\_\_\_

IN USING THE DISTRICT'S COMPUTER SYSTEMS AND INTERNET SERVICE, I AGREE TO COMPLY WITH THE PROVISIONS OF THIS INTERNET CODE OF CONDUCT AND ALL APPLICABLE POLICIES RELATED TO COMPUTERS AND INTERNET SERVICE ADOPTED BY THE BOARD OF TRUSTEES.

1. The District's Internet service exists to provide access to fire service-related information and material. Use of this privilege to look up material which is contrary must be approved by the Fire Chief or System Administrator.
2. The behavior I will display while on line will be cooperative, mature, responsible, and courteous.
3. Publications dealing with pornography, violence, racial or religious intolerance are not acceptable. I will not use the Internet to access or distribute unacceptable material.
4. Information published on the Internet may be inaccurate or may misrepresent a person or situation, thus I will take care in my utilization of this information.
5. I will not break copyright law by duplicating or redistributing another's work without acknowledging their contribution and obtaining any necessary consents to use and/or distribute such information, if necessary.
6. As an employee of the District I will not knowingly or recklessly:
  - a. Use the District's telecommunications system to menace or harass another person; or
  - b. Use the District's telecommunications system in such a way that is found to be inappropriate or offensive by reasonable persons.
7. In all communication with others I will be respectful, accurate and use appropriate written expression.
8. In fairness to others I will make my Internet use efficient as possible.
9. I will not install, load or add any software to any District-owned computer system without permission of the Fire Chief or System Administrator. District software will not be copied or removed for personal use. I will not damage hardware or change any software configurations, including adding unauthorized programs or files.
10. I understand that the District may monitor e-mail messages, Internet use and other electronic files created by employees on a random basis to ensure compliance.

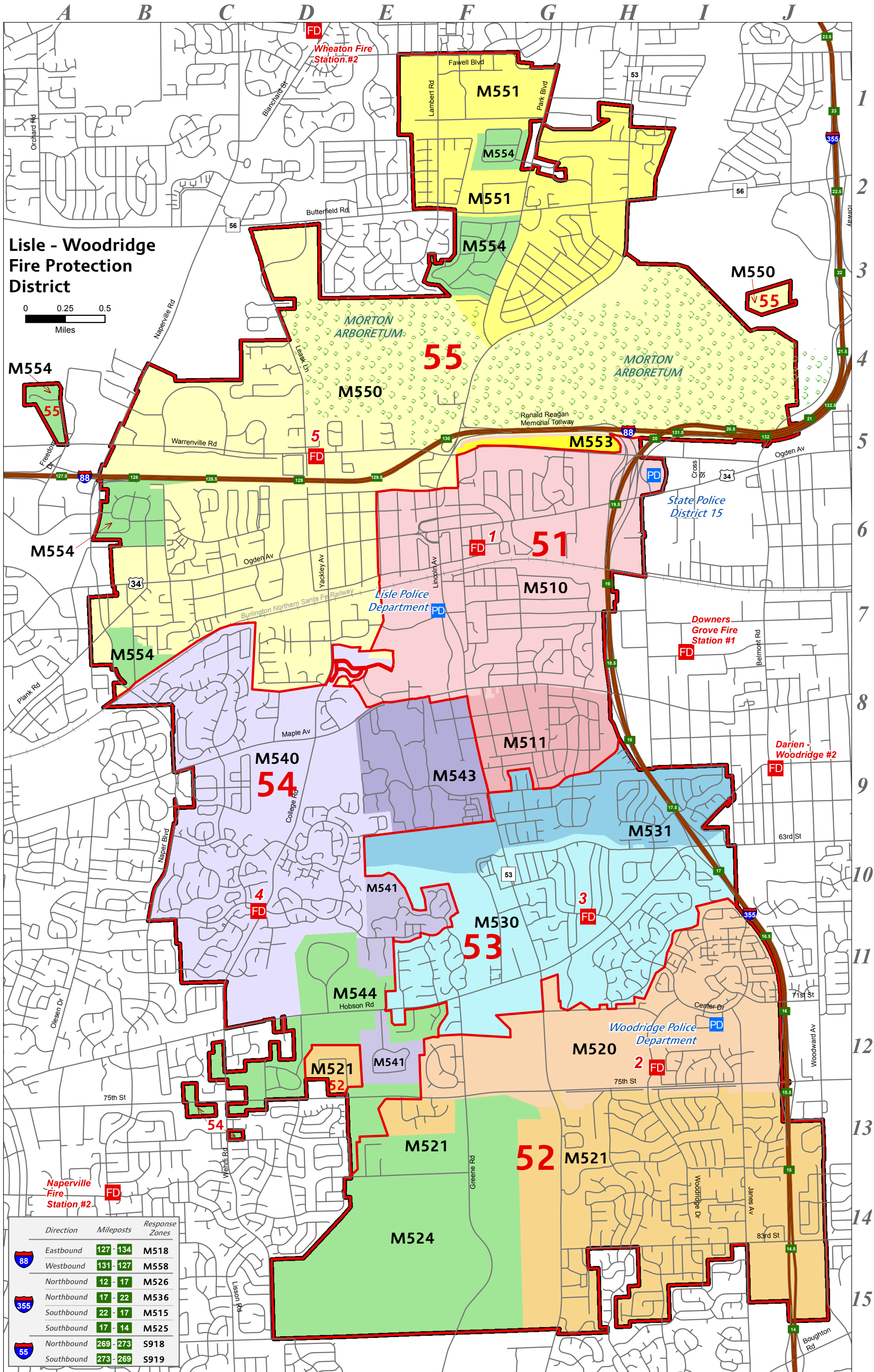
**FORM 14**  
**(Page 2 of 2)**

11. I understand that the System Administrator is responsible for protection and facilitating the Information Systems of the District and it is his/her responsibility to develop and adjust information policies and procedures as needed. The primary goal is to provide optimum security balanced with the ease of use as much as possible. The System Administrator has the authority to make the necessary decisions on system security, monitoring use, configuration, implementation, and to create policies and procedures based on his/her technical expertise.
12. I will report any damage or misuse of the Districts computer system to the Fire Chief or System Administrator immediately.
13. I have also read the District's Computer Usage and Internet Policy contained in the Policy Manual of the Board of Trustees of the Lisle-Woodridge Fire Protection District and agree to comply with the provisions of the policy.

I HAVE READ THE FOLLOWING INTERNET USER CODE OF CONDUCT AND AGREE TO COMPLY WITH ITS TERMS. I FURTHER ACKNOWLEDGE THAT ANY VIOLATION OF THE RULES PROVIDED HEREIN, INCLUDING THE DISTRICT'S COMPUTER USAGE AND INTERNET POLICY, MAY RESULT IN DISCIPLINE AS WELL AS A LOSS OF COMPUTER SYSTEM AND/OR INTERNET PRIVILEGES.

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



Direction	Mileposts	Response Zones
Eastbound	127 - 134	M518
Westbound	131 - 127	M558
Northbound	12 - 17	M526
Southbound	17 - 22	M536
Northbound	17 - 22	M536
Southbound	22 - 17	M515
Southbound	17 - 14	M525
Northbound	269 - 273	S918
Southbound	273 - 269	S919



# Lisle-Woodridge Fire District Organizational Chart

