

VILLAGE OF CHAPIN
ORDINANCE NO. 2009-8

AN ORDINANCE ESTABLISHING PROCEDURES AND RULES GOVERNING THE
VILLAGE OF CHAPIN'S VOLUNTEER FIRE DEPARTMENT

FOR THE
VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS

ADOPTED BY THE
PRESIDENT AND BOARD OF TRUSTEES
OF THE
VILLAGE OF CHAPIN, MORGAN, COUNTY, ILLINOIS

THIS 14 DAY OF October, 2009

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AN ORDINANCE ESTABLISHING PROCEDURES AND RULES GOVERNING THE VILLAGE OF CHAPIN'S VOLUNTEER FIRE DEPARTMENT FOR THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOIS

WHEREAS, on June 1, 1983, the Corporate Authorities of the Village of Chapin, Illinois, passed and approved Ordinance No. 83-1, which established the Village of Chapin Volunteer Fire Department;

WHEREAS, the Corporate Authorities of the Village of Chapin, Illinois, deem it necessary and in the best interests of the Village to establish procedures and rules governing the operation of the Village's volunteer fire department; and

WHEREAS, the Corporate Authorities of the Village of Chapin, Illinois, deem it necessary to repeal Ordinance No. 83-1 in its entirety and to adopt the procedures and rules contained herein as the procedures and rules governing the operation of the volunteer fire department.

NOW, THEREFORE, BE IT ORDAINED BY THE PRESIDENT AND BOARD OF TRUSTEES OF THE VILLAGE OF CHAPIN, MORGAN COUNTY, ILLINOS, AS FOLLOWS:

Section 1: Village Ordinance No. 83-1 is repealed.

Section 2: The Village of Chapin Fire Department, established pursuant to Ordinance No. 83-1, shall continue to exist and operate as a volunteer fire department subject to the procedures and rules enumerated in this Ordinance.

Section 3: The Village of Chapin's volunteer fire department shall continue to be known as the *Village of Chapin Fire Department* (hereinafter "VCFD").

Section 4: The following procedures and rules shall govern the operation and

maintenance of the Village of Chapin Fire Department (VCFD):

A. Members: The VCFD shall be made up of volunteers who will donate their time and skills to the Village. All members of the VCFD, upon recommendation of the Fire Chief, shall be appointed by the Village President with the advice and consent of the Board of Trustees. All newly appointed members of the VCFD shall serve an initial one-year probationary period to be monitored by the Fire Chief. Upon completion of the one-year probationary period, the Fire Chief will evaluate the member's performance and shall advise the Village's Fire and Safety Committee of his/her recommendation as to whether the member should remain a member of the VCFD. The Village's Fire and Safety Committee shall consider the matter and make a recommendation to the President and Board of Trustees as to whether the member should remain a member of the VCFD.

The Village President, with the advice and consent of the Board of Trustees, shall have the authority to remove a member of the VCFD, when the best interests of the Village would be served by the member's removal.

B. Fire Chief: The VCFD shall have a Fire Chief, appointed to that position by the Village President with the advice and consent of the Board of Trustees. The Fire Chief shall be responsible for maintaining the VCFD and its day-to-day operations. The Fire Chief shall be responsible for complying with all of the procedures and rules approved from time to time by the Corporate Authorities and those set forth in this Ordinance.

1. The Fire Chief shall be responsible for the following:
 - a. Establishing a regular program of training for members

so they possess the necessary skills and knowledge to serve as firemen;

b. Establishing a regular training program for members, which complies with federal and/or state mandated training for volunteer firemen, if any;

c. Establishing a system for calling out the members in case of a fire and to coordinate such system with other fire and rescue departments;

d. Enforcing laws, regulations, and ordinances relating to fires, burning and fire safety;

e. Protecting Village residents and property from fire and associated risks;

f. On an annual basis, ensure that the VCFD and its members complete the following testing and training:

i. Hazardous Materials Awareness Training for all members including annual refresher training;

ii. Compliance with state regulations concerning Respiratory Protection Program, including, Self-Contained Breathing Apparatus (SCBA) hydrostatic testing, flow testing, fit testing, and training;

iii. Fire hydrant testing;

iv. Fire apparatus pump testing;

v. Fire hose testing; and

- vi. Medical evaluations of members.
- g. Implementation and enforcement of Standard Operating Procedures (SOPS) approved from time to time by the Corporate Authorities;
- h. Ensuring that the VCFD is in compliance with the National Fire Incident Reporting System (NFIRS);
- i. Establishing and maintaining accurate records documenting the training sessions each member attends and successfully completes;
- j. Maintaining all fire vehicles and equipment in good repair and operable condition;
- k. Recommending to the Corporate Authorities those individuals whom the Fire Chief believes should be considered as candidates for the VCFD;
- l. On a monthly basis, report to the Corporate Authorities on the activities, status and operations of the VCFD and its vehicles, equipment and members. The monthly reports shall be presented by the Fire Chief to the Corporate Authorities during their regular monthly meeting and shall be subject to their approval. The monthly reports shall contain the written minutes of all meetings held by the VCFD during the previous month;
- m. Preparation and submission to the Corporate Authorities by March 1st of each year, an appropriations request and

departmental budget for the next fiscal year;

n. To prepare and submit to the Village's Fire and Safety Committee by March 1st of each year, written performance evaluations for each member of the VCFD;

o. Prepare and submit to the Village's Fire and Safety Committee by March 1st of each year, a written inventory identifying the VCFD's vehicles, equipment and supplies;

p. Notifying and advising the Village's Fire and Safety Committee of any disciplinary issues and/or violations of Village personnel rules and procedures involving a member of the VCFD, and provide the committee with recommendations as to any disciplinary and/or corrective action the Fire Chief deems appropriate; and

q. Notifying and advising the Village's Fire and Safety Committee of any situation or condition that is or may impact the health and safety of Village residents or the operation and maintenance of the VCFD.

2. The Fire Chief is authorized and instructed to cooperate and integrate with any rural and volunteer fire associations in the Chapin area. If, in the opinion of the Fire Chief, it is necessary or desirable for the VCFD to enter into mutual aid agreements with other organizations or entities, such agreements shall first be presented by the Chief to the Board of Trustees for consideration and approval.

3. The Fire Chief will be paid an annual salary to be set by the Corporate Authorities in April of each year. The Fire Chief's performance of his/her duties and

responsibilities during the prior year shall be taken into consideration in determining the amount of his/her salary for the following fiscal year. The Fire Chief's performance will be evaluated when other Village department heads are evaluated.

C. The Corporate Authorities shall fund the activities, acquisitions and salaries of the VCFD from the Fire Fund by annual appropriation.

D. The Corporate Authorities may, in its discretion, authorize the Fire Chief to make purchases of less than \$100.00 for the VCFD without first obtaining the approval of the Corporate Authorities.

E. Proceeds raised and received by the VCFD through the efforts of its members shall be deposited with the Village Treasurer and shall be used for the benefit of the VCFD.


Section 5: This Ordinance shall be in full force and effect upon its passage and approval as provided by law.

Passed and approved by the President and Board of Trustees of the Village of Chapin, Morgan County, Illinois, this 14 day of October, 2009.


Bryce McCormick, Village President

(SEAL)

ATTEST:


Carrie Berry, Village Clerk

Ayes: _____
Nays: _____
Absent: _____

STATE OF ILLINOIS)
COUNTY OF MORGAN)

SS CERTIFICATION

I, Carrie Berry, the Clerk of the Village of Chapin, Morgan County, Illinois, do hereby certify that attached copy of Ordinance No. 2009-8 is a true and correct copy of an Ordinance passed by the President and Board of Trustees of the Village of Chapin, at a regular meeting of said Village Board held on the 14 day of October, 2009, all as the original of the same remains in the official records of my office.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Village of Chapin, this 14 day of October, 2009.

Carrie Berry
Carrie Berry, Village Clerk

(SEAL)