

VILLAGE OF CHAPIN
ORDINANCE NO. 2023-3

AN ORDINANCE REVISING 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 12 DAY OF July, 2023

ORDINANCE NO. 2023-3

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

WHEREAS, on October 14, 2009, the President and Board of Trustees of the Village of Chapin, Illinois (hereinafter "Corporate Authorities"), passed and approved Ordinance No. 2009-8, which repealed Ordinance N. 83-1 and adopted procedures and rules for the Village of Chapin Volunteer Fire Department; and

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

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

Section 1. The Village of Chapin Fire Department established pursuant to Ordinance No. 83-1 and continued in operation pursuant to Ordinance No. 2009-8 shall continue to exist and operate as a volunteer fire department subject to the procedures and rules enumerated in this Ordinance. Ordinance No. 2009-8 is repealed upon the passage of this Ordinance.

Section 2. The Village of Chapin's volunteer fire department shall continue to be known as the *Village of Chapin Fire Department* (hereinafter "VCFD").

Section 3. The following procedures and rules shall govern the operation and maintenance of the Village of Chapin Fire Department (VCFD):

A. Members: The VCFD shall consist 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 Public Safety Committee of his/her recommendation as to whether the member should remain a member of the VCFD. The Public 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.

Annually, each member of the VCFD shall complete sexual harassment prevention training as prescribed by the Corporate Authorities. Annually, each member of the VCFD shall review the Village's Fraud, Waste, and Abuse Policy and sign and deliver his/her written acknowledgement of doing so. Failure or refusal to complete the sexual harassment prevention training, or to read and return the signed acknowledgement for the Fraud, Waste, and Abuse Policy, may subject the member to discipline up to discharge from the VCFD. Annually, each member of the VCFD shall complete anti-hazing training.

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

member, the Village President and the Board of Trustees shall receive input from the Fire Chief and the Assistant.

B. Fire Chief and Assistant 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 recommend to the President and Board of Trustees a person to serve as Assistant Fire Chief (hereinafter "Assistant"), and the President and Board of Trustees may approve said recommendation, it being the desire of the corporate authorities that there be an Assistant at all times if practicable.

The Fire Chief and Assistant shall be responsible for maintaining the VCFD and its day-to-day operations. The Fire Chief and Assistant 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 and Assistant 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 firefighters;

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

c. Establishing a system for calling out the members in

case of an emergency 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, or more frequently as required or dictated by law or regulation, ensure that the VCFD and its firefighters 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 in coordination with the village's water department;

iv. Fire apparatus pump testing;

v. Fire hose testing;

vi. Medical evaluations of members;

vii. Sexual harassment prevention training; and

viii. Anti-hazing training.

g. Implementation and enforcement of Standard Operating Guidelines (SOGs) approved from time to time by the Corporate Authorities;

h. Ensuring that the VCFD is in compliance with the reporting requirements of the National Fire Incident Reporting System (NFIRS) and any successor laws and regulations.

i. Ensuring that all firefighters complete as required National Incident Management System (NIMS) training based on their roles and responsibilities consistent with the latest FEMA/DHS NIMS guidance;

j. Establishing and maintaining accurate records documenting the training sessions each member attends and successfully completes;

k. Maintaining all fire vehicles and fire equipment in good repair and operable condition;

l. Maintaining a current inventory of all fire vehicles and fire equipment and submitting to the Corporate Authorities and the Public Safety Committee an annual inventory by March 1st of each year;

m. Completing an annual inspection (or more often if required by law, rule or regulation) of all fire vehicles and of all fire equipment including, but, not limited to, fire extinguishers, turnout

gear, helmets, gloves, ladders, tools, and to provide to the Corporate Authorities the results of said inspection by March 1st of each year;

n. Recommending to the Corporate Authorities those individuals whom the Fire Chief believes should be considered as candidates for the VCFD;

o. 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 or, if unavailable, by the Assistant, 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. The monthly reports shall also contain an itemization of all monies received and expended by the VCFD during the previous month, along with all billing statements, invoices and receipts, to the extent not duplicative of the information provided to the Corporate Authorities by the Village Treasurer in his/her monthly report;

p. Preparation and submission to the Corporate Authorities by March 1st of each year, an appropriations request and departmental budget for the next fiscal year;

q. To prepare and submit to the Village's Public Safety Committee by March 1st of each year, written performance evaluations

for each member of the VCFD;

r. Notifying and advising the Village's Public 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

s. Notifying and advising the Village's Public 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 and Assistant 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 or Assistant, it is necessary or desirable for the VCFD to enter into mutual aid agreements with other organizations or entities, such agreements shall be first presented by the Fire Chief or Assistant to the Corporate Authorities for consideration and approval.

3. The Fire Chief and Assistant will be paid an annual salary to be set by the Corporate Authorities in April of each year. The Fire Chief's and Assistant'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 and Assistant's performance will be evaluated when other Village department heads are evaluated. The Corporate Authorities will

annually prescribe the duties and responsibilities of the Fire Chief and Assistant and advise the Fire Chief and Assistant of them. The Corporate Authorities will develop evaluation forms and procedures to effectuate the provisions of this subparagraph.

C. The Corporate Authorities shall give prior approval of all expenditures for or on behalf of the VCFD; however, the Corporate Authorities may, in their discretion, authorize the Fire Chief and Assistant to make purchases of less than \$100.00 for the VCFD without first obtaining the approval of the Corporate Authorities. Notwithstanding the foregoing, should exigent circumstances exist the Fire Chief and Assistant may make purchases of \$100.00 or more with prior approval of the Village President or his/her designee.

D. All funds of the VCFD, received by appropriation, federal or state grants, fund raising projects or donation to the VCFD, shall be deposited with the Village Treasurer and maintained by the treasurer in a separate account. The Village Treasurer shall maintain all funds of the VCFD and provide the Corporate Authorities, on a monthly basis, with a report detailing all receipts and expenditures from the VCFD's account during the previous month. Neither the Fire Chief, Assistant, nor the members of the VCFD shall hold or operate a separate financial account for the VCFD.

Section 4. All ordinances or resolutions in conflict with the provisions of this ordinance are amended to conform with the terms of this ordinance.

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 12 day of July, 2023.



Rex Brockhouse, Village President

(SEAL)

ATTEST:



CHRISTINA COURIER, Village Clerk

Ayes: 6
Nays: 0
Absent: 0

STATE OF ILLINOIS)
)
COUNTY OF MORGAN) SS CERTIFICATION

I, Christina Courier, the Clerk of the Village of Chapin, Morgan County, Illinois, do hereby certify that attached copy of Ordinance No. 2023-3 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 12 day of July, 2023, 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 12 day of July, 2023.



Christina Courier, Village Clerk

(SEAL)

STATE OF ILLINOIS)
)
COUNTY OF MORGAN)

SS

PUBLICATION CERTIFICATE

I, Christina Courier, certify that I am the Village Clerk of the Village of Chapin, Morgan County, Illinois.

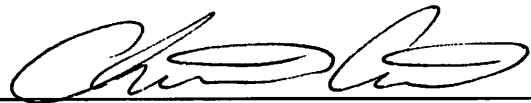
I further certify that on the 12 day of July, 2023, the President and Board of Trustees of the Village of Chapin, Illinois, passed and approved Ordinance No. 2023-3, entitled:

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

which provided by its terms that it should be published in pamphlet form.

The pamphlet form of Ordinance No. 2023- 3, including the Ordinance and a cover sheet thereof, was prepared, and a copy of such Ordinance was posted at the Village Hall, commencing on the 13 day of July, 2023, and continuing for at least ten (10) days thereafter. Copies of such Ordinance were also available for public inspection upon request in the Office of the Village Clerk.

Dated at Chapin, Illinois, this 12 day of July, 2023.



Christina Courier, Village Clerk

(SEAL)