



**FIRST FIRE PROTECTION DISTRICT OF ANTIOCH TOWNSHIP
(Admin Bldg.) 438 Orchard Street, Antioch, IL. 60020**

May 08 2024

CALL TO ORDER

The regular meeting of the Board of Trustees was called to order by Trustee Dvorak at 5:00 P.M. 438 Orchard Street, Antioch, IL.

ATTENDANCE

The Following Trustees were present, Trustee Dvorak, Trustee Ebert, Trustee Ruth, Chief Cokefair, Attorney Flaherty, L. Kikos, Trustee Dalgaard absent at the beginning of the meeting.

**PUBLIC COMMENT
GUEST**

None

Chief introduced John Buckley and Ray Kay from Illinois Fire Chiefs regarding the Fire Chief recruitment process, see attached.

MINUTES

Trustee Dvorak presented the District Minutes April 10, 2024, Trustee Ebert motioned, second Trustee Ruth, to approve the District Minutes April 10, 2024, as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert 1 absent

NO: 0

THE MOTION CARRIED

TREASURERS REPORT

The Treasurer report was presented by Trustee Ebert see attached. A motion made by Trustee Dvorak second Trustee Ruth to approve the May 8, 202, treasurer's report as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert, 1 absent

NO: 0

THE MOTION CARRIED

AUTHORIZE PAYMENT

Trustee Dvorak reviewed the bills list with the trustees. A motion was made by Trustee Ruth second Trustee Dvorak to approve the district bills of May 8, 2024 and transfer funds from the corporate Fund Money Market Account #016624-05 to the checking account #016624-01 at Heartland Bank to cover payment of account payables for May 8, 2024, as audited by the district board in the amount of \$146,072.55 for the First Fire Protection District A/P \$154,600.39 debited from the 403 accounts for payroll/tax liabilities for a total of \$300,672.94 as presented. Chief noted end of year bills were paid out and emailed to trustees.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert 1 absent

NO: 0

THE MOTION CARRIED

AUTHORIZE TRANSFER A motion was made by Trustee Dvorak second Trustee Ruth to transfer \$150,000 from the operating money market account to the checking account at Heartland bank for May 08, 2024, account payables, as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert 1 absent

NO: 0

THE MOTION CARRIED

COMMITTEE REPORT None

ATTORNEYS REPORT Attorney Flaherty noted legislative bills passed one house sitting in another house. Mobile bill 3599 passed the senate. Bidding bill 2879, Bill 3908 six weeks maternity leave for full time fire Bill 4359 passed houses and senate.

CHIEF COKEFAIR review of attached Chief's Report.

Action Items

Discussion and Action on eliminating the Full-Time Medical Officers Position in the 2024-2025 Budget year spoke about last meeting in closed session, notice given to Diana Horton as of June 28, 2024 to stay on as support personnel. Position was broken up into two positions with two of our Lieutenants. A motion was made by Trustee Ebert, second Trustee Ruth to eliminate the Full-Time Medical Officer Position in the 2024-2025 Budget year as of June 28, 2024 as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

Discussion and Possible Action on Approval of Outstanding Check Policy. A motion was made by Trustee Dvorak, second Trustee Ebert to approve the outstanding check policy 1-37 as presented.

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

Discussion and Possible Action on Approval of Capital Asset Policy. A motion was made by Trustee Dvorak, second Trustee Ruth to approve the capital asset policy 1-36 as presented.

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

CHIEF COKEFAIR

Discussion and Possible Action on Approval of the First Fire Protection Monthly Meeting Dates second and times to stay the second Wednesday of each month, to begin at 5:00 PM. Note Lori will send a copy to the county and post on the web site. A motion was made by Trustee Ebert, second Trustee Dvorak to approve the First Fire Protection Monthly Meeting Dates and times as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

Discussion and Possible Action on Approval of the First Fire Protection District Financial Institutions. Trustee Ebert noted state bank of the lakes has become just a dump station of just lease monies. Trustee Ebert would like to reduce the number of institutions the district is using now that we have Sawyer Falduto. Trustee Dvorak agreed on Trustee Eberts decision. A motion was made by Trustee Dvorak, second Trustee Ebert to approve the First Fire Protection District Financial Institutions Heartland Bank, Hinsdale Bank and Trust, Sawyer Falduto Asset Management, Bernardi Securities or as the board approves as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

Discussion and Possible Action on Approval of the Retention of the First Fire Protection District Attorney, Shawn Flaherty. A motion was made by Trustee Dvorak second Trustee Ruth to retain Shawn Flaherty as the attorney for the First Fire Protection District as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

Discussion and Action on the 2024-2025 Budget and Appropriation Ordinance Posting and Hearing June 12th Special District Meeting. A motion was made Trustee Dvorak second Trustee Ebert to post the Budget and Appropriation Ordinance Hearing and hold the meeting on June 12, 2024 as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

CHIEF COKEFAIR

Discussion and Possible Action on Approving the Fire Chief to Enter into an Agreement with Grow Marketing for Website Redesign not to Exceed \$15,000. A motion was made Trustee Dvorak second Trustee Ebert to enter into an agreement with Grow Marketing for the website redesign not to exceed \$15,000 as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert Dalgaard

NO: 0

THE MOTION CARRIED

Discussion Items

CHIEF COKEFAIR

Construction Project Update station 2 to begin in two weeks, excavation of storage building to begin. Station 1 is still updating trustees with pictures.

2024-25 Tentative Budget Update operational.

Discussion on projection from Sawyer Falduto estimated cash flows and 5% yield on invested dollars for the Operational Reserve Account 2024-2025.

Save the Date Illinois Fire Service Combined Conference September 15-18th

The Chief would like to look for Lori's position to see if he can post for 60 days and go through a process, trustees agree to put something out.

Took delivery of new ambulance this week and IDPH coming June 3rd.

B/C car into service, switched frequencies to Starcom.

TRUSTEE DVORAK

Discussion on search for the vacant trustee position, had two candidates for another interview, since then one bowed out last night so only have one to interview. Would like Trustee Ebert and Trustee Ruth to sit down with Eric Liebert if they have any questions and get their opinion. Will set up a meeting in the coming weeks and hopefully have the position filled for the June meeting.

TRUSTEE RUTH

NONE

TRUSTEE DALGAARD

NONE

TRUSTEE EBERT

NONE

NEW BUSINESS

NONE

OLD BUSINESS

NONE

PUBLIC COMMENT

NONE



Antioch Fire Department and the
First Fire Protection District of Antioch Township

Inter-Departmental Memorandum

To: Trustees of the First Fire Protection District of Antioch Township
From: Jon Cokefair, Fire Chief
Date: Friday, May 03, 2024
Re: Fire Chief's monthly status and information report

PERSONNEL Items of interest

New Paramedics: None

Certifications: FSVO FF/EMT M. Morris and FF/EMT Aiden Lowery

April Anniversaries

FF/EMT Dan Frank – 8 years

FF/EMT- Ryan Day – 3 years

Support Services Anniversaries

None

New Hires-

New hires beginning Rides.

New Hire Support Services

None

Resignations

FF/EMT Allex Amaria – Chicago FD

Leave of Absence

None

Return to Duty

None

Moved to Support Services

None

Facilities

Station 1

Daily Status sent out. Making great progress

Station 2

The trailers are all set, crews will be moving into them in the next week. Construction will be starting shortly. Out building should be delivered on 5/3/24.

Station 3

No Report

Station Renovation

We continue to meet with FGM and Camosy Construction. This meeting is with the site superintendent and the project coordinator.

Proposed Schedule:

Station 2 starting May 13th

No Money Draws in April- FGM \$30,286.50

Estimates

April 2024 - \$900,000

May 2024 - \$1,200,000

June 2024 - \$1,000,000

July 2024 - \$900,000

August 2024 - \$750,000

September 2024 - \$650,000

October 2024 - \$500,000

November 2024 - \$350,000

Continued to look at Furnishing possibilities.

Construction Expenditures to date:

<u>Company</u>	<u>Expenditure Total</u>
Camosy	\$ 470,659.00
Re Allen	\$ 7,700.00
FGM	\$ 623,571.77
Storage Facility	\$ 39,975.00
Office Facility	\$ 26,000.00
Fees	\$ 3,652.00
Total	\$ 1,171,557.77

Vehicle Information

2141	PM service	New O2 sensor	New brakes
2140	PM service		Liquid springs
2147	PM service		Air leak fixes
2149	Muffler	Needs new brakes	
2163	Pm service		
2123	Fix the pass side step		
2125	Rear brakes fixed	Springs	PM service
2131	Monthly inspection	PM Service	
2150	Pm service on the motors		
2197	New head lamps		
B-21/2191	Radio and lights installed		

Monthly Mileage

	March	April	Monthly Total
2140	126,258	127,005	747
2141	70,507	73,466	2,959
2147	152,210	154,957	2,747
2149	174,340	176,458	2,118
2121	10,160	10,412	252
2123	39,079	39,496	417
2125	OOS	75,888	0
2126	Storage	Storage	Storage
2163	24,825	25,130	305
2131	16,760	17,540	780

Training

The Training Division worked on a new layout of training to meet the needs of OFSM and OSHA requirements in quarterly layout. The quarterly layout was rolled out at the end of January, giving members the ability to see their progress and know what training documents / activities need to be recorded and mimicked by Fire manager.

Training Hours-

April- 2167 hours

2024- 5413 hours

Notable Trainings April

- Ropes & knots with rescue packaging and pulley systems

Daily / Weekly Training

- Back to basics with both EMS and Fire training
 - o Protocol review / EKG
 - o Mandatory TS courses
 - o Lawyer Reivew / discussions
 - o Hazmat
 - o Tyler CAD training

March



Incident Type Report (Summary) Fire

Basic Incident Type Code And Description (FD1.21)	Total Incidents	Total Incidents Percent of Incidents	Total Property Loss	Total Content Loss	Total Loss	Total Loss Percent of Total
Incident Type Category (FD1.21): 1 - Fire						
118 - Trash or rubbish fire, contained	1	0.38%				
138 - Off-road vehicle or heavy equipment fire	1	0.38%	0.00	0.00	0.00	
150 - Outside rubbish fire, other	1	0.38%				
Total: 3		Total: 1.13%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 3 - Rescue & Emergency Medical Service Incident						
300 - Rescue, EMS incident, other	2	0.75%				
321 - EMS call	193	72.83%				
322 - Motor vehicle accident with injuries	6	2.26%				
324 - Motor vehicle accident with no injuries	3	1.13%				
Total: 204		Total: 76.98%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 4 - Hazardous Condition (No Fire)						
412 - Gas leak (natural gas or LPG)	1	0.38%				
424 - Carbon monoxide incident	1	0.38%				
444 - Power line down	1	0.38%				
Total: 3		Total: 1.13%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 5 - Service Call						
500 - Service call, other	6	2.26%				
511 - Lock-out	2	0.75%				
531 - Smoke or odor removal	1	0.38%				
551 - Assist police or other governmental agency	1	0.38%				
571 - Cover assignment, standby, moveup	11	4.15%				
Total: 21		Total: 7.92%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 6 - Good Intent Call						
611 - Dispatched and cancelled en route	4	1.51%				
681 - Smoke scare, odor of smoke	1	0.38%				
Total: 5		Total: 1.89%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Incident Type Category (FD1.21): 7 - False Alarm & False Call						
700 - False alarm or false call, other	1	0.38%				
735 - Alarm system sounded due to malfunction	2	0.75%				
736 - CO detector activation due to malfunction	1	0.38%				
740 - Unintentional transmission of alarm, other	1	0.38%				
743 - Smoke detector activation, no fire - unintentional	5	1.89%				
745 - Alarm system activation, no fire - unintentional	19	7.17%				
Total: 29		Total: 10.94%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%
Total: 265		Total: 100.00%	Total: 0.00	Total: 0.00	Total: 0.00	Total: 0.00%

FIRE Calls 61 EMS Calls 204 PCR's Written 213

Structure Fires – None

April



NFIRS Run Data Report - Day of Week

Day of Week	Number of Incidents
01 - Sunday	39
02 - Monday	45
03 - Tuesday	40
04 - Wednesday	44
05 - Thursday	23
06 - Friday	36
07 - Saturday	35
Total: 266	

20 PARAMEDICS/ 40 EMT'S (13 PARAMEDIC STUDENTS)

CAR SEATS –?

CPR – ?

FULL ARRESTS/DOA

@ 4

- Search
- Ropes / Knots
- FAE pump test

Fire Prevention

86- Inspections

Backflow Test Station #3

Final Inspection for 15 Lakes Steak House

Fire Drill—Pre School United Methodist

Fire Drill---Antioch High School

Black Pipe inspection for Springlake Marina

Fire Investigator Class at Elburn FD 2nd and 4th weeks of April

I continue to learn the district and am meeting a lot of amazing people along with some strange and not so amazing people.

Submitted

Steve McDaniel

Fire Inspector

Freedom Of Information Act Requests

	<u>EMS</u>	<u>FIRE</u>
April	0	0
2024	11	16

CHAPTER ONE – GENERAL PROVISIONS

1.37 OUTSTANDING CHECK POLICY

Purpose

The purpose of the First Fire Protection District of Antioch, Illinois Outstanding Check Policy is to ensure accurate cash reporting and management.

Procedure

When a check is outstanding for more than six (6) months the First Fire Protection District of Antioch, or his/her designee, shall notify the payee by first class mail that the check was issued and is still outstanding. The letter shall indicate the check number, check date, and the amount of the outstanding check. The payee will have 30 days to claim the outstanding check.

At least once each year, the First Fire Protection District of Antioch Treasurer, or his/her designee, shall prepare a listing of all checks that have been outstanding for more than six (6) months in which notification was sent to the payee and the check was not claimed. A journal entry will be done to deposit the funds into the First Fire Protection District of Antioch unclaimed liability account.

Once a year, in September, the First Fire Protection District of Antioch Treasurer will review the listing of all checks that have been outstanding and deposited into the unclaimed liability account to determine which outstanding checks will be sent (checks dated three (3) years or older) to the State of Illinois, Unclaimed Property Division, per State Statute.

ORDINANCE NO. 2024-2

**ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS
OF THE FIRST FIRE PROTECTION DISTRICT OF ANTIOCH,
LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING MAY 1, 2024, AND ENDING APRIL 30, 2025**

WHEREAS, the Board of Trustees of the First Fire Protection District of Antioch, Lake County, Illinois, caused to be prepared in tentative form a Budget and the Secretary of this Board has made the same conveniently available for public inspection for at least thirty days prior to final action thereon; and

WHEREAS, a public hearing was held as to such Budget on the 10th day of July, 2024 and Notice of said hearing was given at least thirty (30) days prior thereto as required by law, and the Board having met all other applicable legal requirements.

NOW, THEREFORE, BE IT ORDAINED by the Board of Trustees of the First Fire Protection District of Antioch, Lake County, Illinois, as follows:

Section 1: That the fiscal year of this Fire Protection District is hereby fixed to begin on May 1, 2024, and end on April 30, 2025.

Section 2: That the following Budget containing an estimate of the revenues available and expenditures and the appropriations contained therein be and the same is hereby adopted as the Budget and Appropriations for this fire protection district for this fiscal year; and the following sums of money, or as much thereof as may be authorized by law, is hereby appropriated to defray the necessary expenses and liabilities of the First Fire Protection District of Antioch, for its fiscal year beginning May 1, 2024, and ending April 30, 2025 for the respective objects and purposes, as hereinafter set forth namely:

PART I - CORPORATE FUND
Estimated Corporate Fund Revenues

Item 1: Balance and Reserve on hand as of April 30, 2024	\$ 2,887,330
Item 2: Property taxes to be received in FY 2024-2025	3,287,000
Item 3: Fire Prevention Revenue	40,000
Item 4: Foreign Fire Insurance	50,000
Item 5: Interest Income	80,000
Item 6: Impact Fees	10,000
Item 7: Rental Income	28,700
Item 8: Transfer from Bond & Interest Fund	4,400,000
Item 9: Social Security Extension for Property Taxes	105,000
Item 10: Miscellaneous Income	<u>20,000</u>
TOTAL ESTIMATED AMOUNT AVAILABLE:	<u>\$10,908,030</u>

Estimated Corporate Fund Expenditures and Appropriations

	<u>BUDGETED</u>	<u>APPROPRIATED</u>
A. Administration:		
Dayshift Personnel:	134,418	147,860
Duty Crews:	526,962	579,658
Administrative Benefits/Pension:	120,000	132,000
Contract Personnel	1,051,050	1,156,155
Payroll Taxes:	141,500	155,650
Trustee Fees / Training:	14,200	15,620
Professional Services:	10,000	11,000
Insurance / Work Comp:	225,390	247,929
Travel:	6,000	6,620
Training:	17,000	18,700
Postage and Shipping:	3,200	3,520
Printing Materials:	4,000	4,400
Accounting:	44,000	48,400
Legal Services:	36,000	39,600
Contract Services:	189,000	207,900
Dispatch Fees:	44,800	49,280
Foreign Fire Expenses:	50,000	50,000
Professional Dues:	16,480	18,126
Office Supplies:	4,000	4,400
Medical Services:	18,500	20,350
Public Education and Relief Fund:	21,500	23,650
Computers:	4,500	4,950
Communications / Internet:	30,000	33,000
Misc. Expenses	<u>7,000</u>	<u>7,700</u>
TOTAL ADMINISTRATION:	\$2,719,500	\$2,988,468
B. Fire Operations /Equipment:		
Vehicle Maintenance:	80,000	88,000
Equipment Maintenance:	29,100	32,010
Fuel:	45,000	49,500
Operating Supplies:	42,000	46,200
Uniforms and Gear:	36,350	39,985
Small Equipment:	30,000	33,000
Building Maintenance:	1,070,000	1,177,000
Grounds Maintenance:	2,000	2,200
Garbage and Cleaning Supplies:	11,000	12,100
Utilities:	<u>47,000</u>	<u>51,700</u>
TOTAL FIRE OPERATIONS:	\$1,392,450	\$1,531,695
C. Fire Capital Expenses:		
Engine Payment:	79,000	79,000
Quint Payment:	97,000	97,000

Midi Pumper Loan:	19,200	19,200
Building Bond Payment	237,600	237,600
Construction Expenses:	<u>\$4,000,000</u>	<u>\$4,000,000</u>
TOTAL FIRE CAPITAL EXPENSES:	\$4,432,800	\$4,432,800
D. Fire Reserve Fund:		
1. Reserve Fund:	\$2,360,000	\$2,360,000
TOTAL FIRE RESERVE FUND:	\$2,360,000	\$2,360,000
TOTAL CORPORATE FUND ESTIMATED EXPENDITURES AND APPROPRIATIONS:	<u>\$10,904,750</u>	<u>\$11,312,963</u>
ESTIMATED CORPORATE FUND BALANCE AS OF APRIL 30, 2025:		\$3280

PART II - AMBULANCE FUND
Estimated Ambulance Fund Revenues

Item 1: Balance and Reserve on hand as of April 30, 2024	\$ 200,000
Item 2: Property taxes to be received in FY 2024-2025	3,287,000
Item 3: Miscellaneous Income	60,000
Item 4: Transfer from Bond & Interest Fund	3,600,000
Item 5: Ambulance Billing	<u>2,200,000</u>
TOTAL ESTIMATED AMOUNT AVAILABLE:	<u>\$ 9,347,000</u>

Estimated Ambulance Fund Expenditures and Appropriations

	<u>BUDGETED</u>	<u>APPROPRIATED</u>
A. Administration:		
Dayshift Personnel:	258,463	284,309
Duty Crew Personnel:	922,428	1,014,671
Contract Labor:	1,951,950	2,147,145
Training:	3500	3,850
Postage and Shipping:	250	275
Dispatch:	83,200	91,520
Image Trend / Cell Phones:	12,000	13,200
Paramedic Billing:	70,000	77,000
GMET Fees:	365,000	401,500
EMS Dues:	1,600	1,760
EMS Office Supplies:	200	220
Computers:	4,000	4,400
TOTAL ADMINISTRATION:	\$3,672,591	\$4,039,850

B.	EMS Operations:		
	EMS Equipment Maintenance:	20,000	22,000
	EMS Vehicle Maintenance:	40,000	44,000
	EMS Supplies & Equipment:	20,000	22,000
	Fuel:	45,000	49,500
	Uniforms and Gear:	65,650	72,215
	Small Equipment:	<u>40,500</u>	<u>44,550</u>
	TOTAL EMS OPERATIONS:	\$231,150	\$254,265
C.	EMS Capital Expenditures:		
	Ambulance #3 Payment:	54,000	54,000
	Cardiac Monitors:	45,000	45,000
	Utility SUV	71,000	78,100
	2025 Ambulance	320,000	352,000
	Dive Van	100,000	110,000
	Building Bond Payment	642,400	642,400
	Construction Expenses:	<u>4,000,000</u>	<u>4,000,000</u>
	TOTAL EMS CAPITAL EXPENSES:	\$5,232,400	\$5,281,500
D.	Reserve Fund:		
	EMS Reserve:	200,000	200,000
	TOTAL RESERVE FUND:	\$200,000	\$200,000
	TOTAL AMBULANCE FUND ESTIMATED EXPENDITURES AND APPROPRIATIONS:	<u>\$9,336,141</u>	<u>\$9,775,615</u>
	ESTIMATED AMBULANCE FUND BALANCE AS OF APRIL 30, 2025:		\$10,859

PART III- BOND & INTEREST FUND
Estimated Bond & Interest Fund Revenues

Item 1: Balance on hand as of April 30, 2024	\$ 9,307,876
Item 2: Interest on Bond	200,000
TOTAL ESTIMATED AMOUNT AVAILABLE	<u>\$ 9,507,876</u>

Estimated Bond & Interest Fund Expenditures and Appropriations

	<u>BUDGETED</u>	<u>APPROPRIATED</u>
Transfer to Corporate and EMS Funds for Construction Expences	<u>\$8,000,000</u>	<u>\$8,000,000</u>

**TOTAL ESTIMATED BOND & INTEREST FUND
EXPENDITURES AND APPROPRIATIONS**

\$ 8,000,000

\$ 8,000,000

REMAINING BOND RESERVE FUND = \$1,507,876

The foregoing appropriations are appropriated for Bond & Interest fund purposes and pursuant to 40 ILCS 5/21-110.

Estimated Cash (Non-Reserve) balance on hand as of April 30, 2025

\$ 0

S U M M A R Y

TOTAL CORPORATE FUND APPROPRIATIONS	\$ 11,312,963
TOTAL AMBULANCE FUND APPROPRIATIONS	\$ 9,775,615
TOTAL BOND & INTEREST FUND APPROPRIATIONS	<u>\$ 8,000,000</u>
TOTAL ESTIMATED APPROPRIATIONS:	\$29,088,578

Section 3: That all unexpended balances of any item or items of any general appropriation in this Ordinance be expended in making up any insufficiency in any other item or items in the same general appropriation and for the same general purpose of any like appropriation made by this Ordinance.

Section 4: That the invalidity of any item or Section of this Ordinance shall not affect the validity of the whole or any other part hereof.

Section 5: That this Ordinance shall be in full force and effect from and after passage, approval and publication as provided by law.

ADOPTED and APPROVED this 10th day of July, 2024, pursuant to a roll call vote as follows:

AYES: _____

NAYS: _____

ABSENT: _____

(SEAL)

ATTEST:

President, Board of Trustees
First Fire Protection District of Antioch

Secretary, Board of Trustees
First Fire Protection District of Antioch

STATE OF ILLINOIS)
) SS
COUNTY OF LAKE)

SECRETARY'S CERTIFICATE

I, **TIMOTHY RUTH**, Secretary of the Board of Trustees of the First Fire Protection District of Antioch, in the County of Lake and State of Illinois, do hereby certify that attached hereto is a true and correct copy of that certain Ordinance now on file in my office entitled:

ORDINANCE NO. 2024-1

**ORDINANCE PROVIDING FOR THE BUDGET AND APPROPRIATIONS
OF THE FIRST FIRE PROTECTION DISTRICT OF ANTIOCH,
LAKE COUNTY, ILLINOIS, FOR THE FISCAL YEAR
BEGINNING MAY 1, 2024, AND ENDING APRIL 30, 2025**

which Ordinance was duly adopted and approved by the Board of Trustees of the First Fire Protection District of Antioch at a meeting held on the 12th day of June, 2024.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

I do further certify that the Ordinance of which the foregoing is a true and correct copy, is entrusted to my care for safekeeping, and that I am the lawful keeper of the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said First Fire Protection District this 12th day of June, 2024.

(SEAL)

Secretary, Board of Trustees
First Fire Protection District of Antioch

STATE OF ILLINOIS)
) SS
 COUNTY OF LAKE)

**FIRST FIRE PROTECTION DISTRICT OF ANTIOCH
 ESTIMATE OF REVENUES FOR FISCAL YEAR
BEGINNING MAY 1, 2024 AND ENDING APRIL 30, 2025**

I, **TIMOTHY RUTH**, do hereby certify that I am the Treasurer and Chief Fiscal Officer of the First Fire Protection District of Antioch, County of Lake, State of Illinois, and I further certify that the following is an estimate of the revenues, by source, anticipated to be received by the District during the Fiscal year beginning May 1, 2024 and ending April 30, 2025.

SOURCE	AMOUNT
I. <u>Estimated Corporate Fund Revenues</u>	
Item 1: Balance and Reserve on hand as of April 30, 2024	\$ 2,887,330
Item 2: Property taxes to be received in FY 2024-2025	3,287,000
Item 3: Fire Prevention Revenue	40,000
Item 4: Foreign Fire Insurance	50,000
Item 5: Interest Income	80,000
Item 6: Impact Fees	10,000
Item 7: Rental Income	28,700
Item 8: Transfer from Bond & Interest Fund	4,400,000
Item 9: Social Security Extension for Property Taxes	105,000
Item 10: Miscellaneous Income	<u>20,000</u>
TOTAL ESTIMATED AMOUNT AVAILABLE:	<u>\$10,908,030</u>
II. <u>Estimated Ambulance Fund Revenues</u>	
Item 1: Balance and Reserve on hand as of April 30, 2024	\$ 200,000
Item 2: Property taxes to be received in FY 2024-2025	3,287,000
Item 3: Miscellaneous Income	60,000
Item 4: Transfer from Bond & Interest Fund	3,600,000
Item 5: Ambulance Billing	<u>2,200,000</u>
TOTAL ESTIMATED AMOUNT AVAILABLE:	<u>\$ 9,347,000</u>
III. <u>Estimated Bond & Interest Fund Revenues</u>	
Item 1: Balance on hand as of April 30, 2024	\$9,307,876
Item 2: Interest on Bond	<u>200,000</u>
TOTAL ESTIMATED AMOUNT AVAILABLE:	<u>\$9,507,876</u>
<u>SUMMARY</u>	
I. ESTIMATED CORPORATE FUND REVENUES	\$10,908,030
II. ESTIMATED AMBULANCE FUND REVENUES	\$9,347,000
III. ESTIMATED BOND & INTEREST FUND REVENUES	<u>\$9,507,876</u>

**TOTAL ESTIMATED REVENUES ANTICIPATED TO BE
AVAILABLE IN FISCAL YEAR 2024-2025:**

\$29,762,906

I do further certify that the above estimate of revenues, by source, anticipated to be received in the following fiscal year was made in full compliance with the provisions of 35 ILCS 200/18-45.

Given under my hand this 12th day of June, 2024.

(SEAL)

Chief Fiscal Officer
First Fire Protection District of Antioch

Executive Recruitment

Overview of Fire Chief Selection Process

Our program reduces the internal workload on staff review and preparation of a qualified list of Candidates for you to interview. We provide a complete approach to delivering advertisement, resume reviews, Assessment Centers, Candidate review, and final recommendations to you for this critical senior staff position in your operation. We focus our energy on providing an impartial, professional assessment team to make sure our customized approach delivers a cost-effective, complete process of recruitment and review of top-quality candidates. **We are confident that our network and professional outreach creates a distinct advantage over our competition and ensures that your leadership goals are met. We specialize in executive level Fire Chief Officer selection.** At a time where highly skillful, efficient and functional public safety operations are critical to the success of any local government operation, our process can define the most professional and goal-oriented field of professionals from you to choose from in your staffing needs.

The following is a summary of the services we can perform:

1. **Focus Interviews w/ Stakeholders:** The IFCA will conduct focus interviews (on-site) to employee groups to fully understand the needs of the position and the organization. The IFCA will work with the organization's leadership team in selecting the appropriate focus groups. The information gained from this portion of the process is invaluable in creating the job advertisement and candidate profile for the position. Finding the right fit is paramount. This service can be completed in 25-35 hours. Fee estimate: \$3,500.00 - \$4,500.00 (Travel expenses not included).
2. **Advertisement Development:** Assist in the construction of a position advertisement. Over the years we have found that the job advertisement is the one instrument that has an overwhelming influence on the quality and number of Candidates applying for the position. Approximate time would be six (6) hours (\$700.00).



3. Place advertisements, with your approval, in the following:
 - a. **Illinois Fire Chiefs Association Web Site Posting** – We will provide an IFCA membership e-mail distribution statewide (our competition does not have that level of market outreach) of the position advertisement through our Executive Board Area Representative network statewide, as well as posting on our website. Cost = \$350.00
 - b. **International Association of Fire Chiefs Daily Dispatch** Ad placement \$TBD to run within the Great Lakes Division (Illinois, Wisconsin, Indiana, Minnesota, Iowa, Missouri) and \$ TBD to run the ad nationally. Position advertisements will be published for 6-weeks or until the ads closing date (whichever occurs first). The billing for the use of the Daily Dispatch is a direct bill to you as the client, and we have a \$200 Administrative set up fee.
 - c. **ICMA and IML Websites** if you choose. The fee for IML is estimated at \$ TBD /30 days on their website. ICMA has a varying degree of fees, and we can solidify that cost if you choose this route. There is a \$200 Administrative fee.
 - d. **Women in Fire and Emergency Services** –The cost for this service is \$TBD per month, There is a \$200 Administrative fee.
3. ***Resume Review:*** The Illinois Fire Chiefs Association will accept the résumés. We will provide you with periodic updates. Our team will review all résumés and make recommendations on the strongest Candidates for an Assessment Center. Our typical fee structure for the resume selection process will be based on a rate of \$360/hour (this includes three consultants) participating in that evaluation process.

The approximate time to complete the résumé review is estimated at eight (8) to fifteen (15) hours, depending on the number of résumés received. Résumé review costs are estimated at \$3,600.00 - \$5,500.00. Résumé acceptance at the IFCA office and processing costs are billed at \$90.00/hour (approximately four (4) hours). This may include periodic applicant list or copies of résumés to you, mailings to each Candidate upon receipt of résumé and mailings to the unsuccessful and successful Candidates after the résumé review meeting. Again, these are estimates, and final invoicing would reflect actual time spent.



Assessment Center Process

Given the specifics of the proposed position, it is felt that the consulting team evaluating candidate résumés can select Candidates to participate in further evaluations – our structured evaluation exercises are listed below. The process of résumé review would establish which evaluation processes you would choose. We would require a minimum of three (3) assessors depending on the final Candidate numbers being evaluated through the Assessment Center Process.

- a. **Leaderless Group Problem Solving Exercise** – This exercise is designed for top management positions. The Candidates are required to work together in a group to reach a consensus on a real or fictitious issue or challenge (can be determined by the host agency) with very little information and limited direction. The exercise is used to evaluate the Candidate’s ability to establish and work with informal leadership roles while making decisions and solving problems.
- b. **Writing Exercise** (based on the Leaderless Group Problem Solving Exercise). This exercise is given to evaluate the Candidate’s written communications skills by requiring them to take the thoughts and discussions which occurred in the Leaderless Group Exercise and put them in writing to the Organization’s Counsel, community leaders or other interested stakeholders in the community. (Computers and printer to be provided by the host agency or required of the Candidates to bring with is recommended).
- c. **Presentation Exercise** – This exercise requires the Candidates to prepare an outline and then give a verbal presentation before a group (the assessors) simulating a Staff or Organization’s Council meeting. The exercise is used to evaluate the Candidates oral communication skills to adequately present, sell, or support/oppose an idea or concept.
- d. **Structured Oral Interview** - The structured interview is designed to assess both attitudinal and background information on the Candidate. The questions can be standard, custom or a mixture of both. The custom questions can be designed in collaboration with you to address specific objectives, subjects or topics that are focused on your organization.



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The **cost per candidate FOR THE ASSESSMENT CENTER is \$ 1,700.00/candidate** (4-processes) for ranked order scores and a discussion with the Organization's leadership team/decision makers about the strengths and weaknesses of each candidate immediately after the Assessment Center or next morning. Assessor travel expenses are extra. Assessor lodging and meals would be an additional cost.

Also, we have found it valuable for employer representatives to be present in the morning just before the start of the Assessment Center to meet the Candidates and then to have lunch with the Candidates during the process. This provides a better evaluation of the Candidates during our evaluation period (different environment) and provides you with a view of their social skills and public interaction, critical traits for the best candidate.

We would conduct the Assessment Center in approximately one day using three a minimum of (3) Assessors starting at 0800 hours and ending at approximately 1730 hours.

The Organization would be responsible for any expenses relating to the Candidates for the Assessment Center process, including meals, travel, and lodging, if necessary. We are open to any alterations and changes you feel necessary in the process outlined above.

Our goal is your satisfaction with the process and the result of hiring a Fire Chief that can provide you with the key, professional abilities to meet the needs of today's fire service. The trained professionals that conduct the process do not make your selection and only recommend those Candidates that are fitting for your organization. We would highly recommend a final interview process with selected personnel from the Fire Department for the final position offer to the best Candidate. Our success rate has been nearly 100%.

If the organization contracts with the IFCA for Interim Fire Chief Services, and contracts with the IFCA for the Executive Recruitment (Fire Chief Search) a credit may be applied to the Executive Recruitment Services based upon the level of interim chief services offered.



**First FPD of Antioch Township - Operational Reserve
Cash Flow Analysis - As of May 2, 2024**

Period	Starting Balance	Cash Inflows (Beg. of Month)	Cash Outflows (Beg. of Month)	Interest Income (5% Yield)	Ending Balance
July 2024	\$1,000,000	\$3,000,000	-\$256,000	\$15,600	\$3,759,600
Aug. 2024	\$3,759,600	\$0	-\$524,000	\$13,482	\$3,249,082
Sept. 2024	\$3,249,082	\$0	-\$808,000	\$10,171	\$2,451,253
Oct. 2024	\$2,451,253	\$3,000,000	-\$602,000	\$20,205	\$4,869,458
Nov. 2024	\$4,869,458	\$0	-\$254,000	\$19,231	\$4,634,689
Dec. 2024	\$4,634,689	\$0	-\$1,170,000	\$14,436	\$3,479,125
Jan. 2025	\$3,479,125	\$0	-\$503,000	\$12,401	\$2,988,526
Feb. 2025	\$2,988,526	\$0	-\$291,000	\$11,240	\$2,708,766
Mar. 2025	\$2,708,766	\$0	-\$555,000	\$8,974	\$2,162,740
Apr. 2025	\$2,162,740	\$0	-\$1,056,000	\$4,611	\$1,111,351

The table above is a hypothetical cash flow projection based on the following assumptions:

- 1) Starting cash position on 6/30/2024 is \$1,000,000
- 2) All cash inflows and outflows are recived on the first of the month
- 3) Yield is 5% and assumed to be paid monthly

Summary Table	
Starting Balance	\$1,000,000
Inflows	\$6,000,000
Outflows	-\$6,019,000
Interest Income	\$130,351
Ending Balance	\$1,111,351

CHAPTER ONE – GENERAL PROVISIONS

1.36 CAPITALIZATION POLICY

Purpose

The purpose of this document is to provide policy for the First Fire Protection District of Antioch (Fire District) regarding the funding and purchase of capital assets as well as to define policy for long term capital projects.

Definitions

Capitalization Criteria:

Capital assets, also known as fixed assets or capital equipment, are Fire District owned property consisting of plant or equipment that is expected to have expected utilization period or service life over multiple years. In order to qualify as capital, an asset must:

- Be tangible property, except for software.
- Have a useful life of five or more years
- Cost at least \$5,000 (directly related costs including all costs to bring the asset to full service) for each individual item, or a group of items to be used as a system

A system is a set of items that are so related or connected that they are considered one, such as a computer system.

A complement of low cost equipment purchased together for a common purpose may also be considered for capitalization. The policy for capitalizing such items is only applicable when the following four criteria are met:

- A group or mass purchase of items must be for the outfitting of a facility
- The group or mass purchase price of the items must have an aggregate value of \$25,000
- The individual items must be easily identifiable and controllable
- The individual items must have the same useful service life

All computer or computer related hardware intended to be consistently used as a system are to be capitalized if their cost is equal to or greater than \$5,000. This includes miscellaneous internal components and software under \$5,000 that are included in the original system purchase. However, all add-on hardware components obtained after the original system purchased are to be expensed if their costs is less than \$5,000. Except as noted above, software purchases, if made separately, will generally be expensed unless the cost is equal to or greater than \$5,000.

Capitalized value shall include the actual purchase price or construction cost of the asset, including any directly related costs to put the asset into service, such as taxes, freight, architectural fees, consulting fees and installation costs. Capitalized installation costs consist only of those costs that result in a direct and identifiable benefit to the asset being acquired or constructed.

Expense Criteria:

If separately identifiable from the cost of the asset, related education, training, extended warranty and travel costs shall be expensed in the General Fund. The costs of demolition, disconnect/reconnect, and movement of other equipment or furnishings to accommodate the installation of a new asset shall be expensed. Requirements documentation and test procedure costs shall be expensed. Maintenance and ordinary repair costs shall be expensed. If an item does not meet the criteria for capitalization, it shall be expensed.

Betterments or Improvements:

Betterments or Improvements (Upgrades) to existing assets may be capitalized. To qualify for capitalization, an improvement must meet the following criteria:

- The cost of the improvement must be equal to or greater than \$5,000.
- The costs of the improvement must be at least 25% of the acquisition cost or be greater than \$25,000 and result in one or more of the following:
 - Adds to the asset's useful life (prolongs the life of the asset up to 2 years).
 - Increases the overall capacity of the asset.
 - Adds a new facility or equipment (in the case of buildings)
 - Changes the function of the equipment
 - Changes the market value of the asset.

Leases/Rentals of Capital Equipment:

Leases or rentals of capital equipment used by the Fire District shall be expensed via the General/Ambulance Funds.

Long Term Capital Projects;

The funding for long term capital projects may come from various sources. They could be funded by transfers from the General Fund. They could be funded by donations. They could be funded by grants. Or they could be funded via external financing. As a general rule, these various funding sources will be shown as revenue to the Capital Fund and used to procure the prescribed capital assets. It is possible that a grant or other revenue source may require separate accounting. In this case, it will be the policy of the Fire District to establish a Special Project Fund for this purpose. In the case where financing has been

obtained and the District is obligated to repay a long term loan in excess of one year, it will be appropriate for the District to establish a Debt Service Fund to accommodate these activities.

Capital Budgeting:

Fire District Management shall submit a detailed capital plan and have it approved as part of the annual budget cycle. All projected purchases must be justified as part of this process. Fire District Management shall submit forecasts of projected capital expenditures as part of the yearly budgeting process.

Policy

The Fire District shall establish a separate fund to account for all capital purchases and projects. Periodically, as determined by the Board, transfers of funds shall be made from the General or Ambulance Funds to the Capital Projects Fund to provide the resources to enable capital purchases. As part of the annual planning cycle, District Management shall prepare forecasts and budgets for potential or planned capital expenditures. All capital purchases shall be made from the Capital Projects Fund. Fire District Management shall maintain the appropriate records and periodically conduct inventory reviews to demonstrate stewardship and control over these capital assets such that all active assets and their location are recorded.

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Putting Together an Advertisement

Community Overview

FD/FPD Overview

- Current staffing/response model
- Future staffing/response plans

Minimum Qualifications

- OSFM Firefighter II\Basic Operations Firefighter Certification
- OSFM Fire Officer II\Advanced Fire Officer Certification
- Associates Degree in fire science or Bachelor's Degree
- OR other qualifications as detailed in 65 ILCS 5/10-1-7.3

Optional Qualifications

- Associates or Bachelor Degree
- Masters Preferred
- Executive Fire Officer
- OSFM Chief Fire Officer
- Chief Fire Officer recognition with CFAI
- Years of Service (often 10)
- Years of command experience (often 5)
- Job responsibilities commiserate with a shift officer or above
- EMT or EMT-P
- Union Negotiations
- Hazmat\TRT
- Training\Teaching experience
- Fire Prevention
- EMS Transport
- Strategic Planning
- Illinois Class B-Non CDL or ability to obtain
- Residency Requirement

Compensation Package

Response Expectations

- Is the Fire Chief the Primary Responder
- Is the Chief expected to live in the response area



EXECUTIVE SESSION NONE

ADJOURN

Trustee Ebert made a motion, second by Trustee Ruth to adjourn the meeting at 18:05 pm as presented.

On roll call the vote was:

YES: Dvorak, Ruth, Ebert 1 absent

NO: 0

THE MOTION CARRIED



Timothy Ruth, Secretary