

Administrative SOG

Makanda Township
Fire Department



To direct the daily operations of the fire department and provide rules for the regulation of the organization.

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AP 001: Mission Statement

Mission Statement

The Mission of the Makanda Township Fire Department is to protect the lives and property of the residents and visitors to our service area. We respond to dispatched calls for fire, rescue and medical emergencies by providing a dedicated staff that is continually trained, professional and courteous. Through various educational efforts we provide fire prevention programs to our residents and businesses. Our motto is "Voluntary Service, Mandatory Duty."

AP 002: Organization

002.1

The Makanda Township Fire Department, hereinafter referred to as the Department, is organized primarily around each of its fire stations. In addition to the Chief Officers of the Department, each station is under direction of a Captain who typically has two Lieutenants who assist in the direction of overall Station operations. Firefighters and Probationary Firefighters are given specific station assignments and report directly to their station's Lieutenants.

002.2

The Department is governed by the Board of Trustees of Makanda Township as provided in 60 ILCS 1/200-13 of the Illinois code. Under this statute, the Township Board has the legal duty to provide as nearly adequate protection from fire for all persons and property within the Township as possible. To the extent practicable, the Township Board will also ensure that the Department complies with State and Federal standards pertaining to the fire service. In addition, the Township Board is charged with the responsibility to prescribe necessary regulations for prevention and control of fire within the Township. The guidelines contained in this document are approved by the Board of Trustees of Makanda Township and may be modified or changed as the need arises in accordance with the procedures outlined in AP 002.3.

002.3

The guidelines herein contained were established by and may be modified or changed in line with the following process:

- Any member of the Department in good standing may propose an addition or change in this document providing that the member is at least the rank of Probationary Firefighter having not less than 1 year experience on the Department. Such proposals must be made to the Chief, in writing, and contain specific proposed language.
- Within 60 days of receipt of such a proposal, the Chief must convene a Guideline Committee to consider the proposal. A Guideline Committee will ordinarily be made up of a Chief Officer, a Line Officer (i.e., Captain or Lieutenant), and two Firefighters. These members will be chosen by their respective peers.
- The member who proposed the addition or change will be offered the opportunity to serve as an ad hoc member of the Guideline Committee.
- Once appointed, the Committee shall seek consensus in all deliberations concerning the proposed change. The Committee will report their recommendation to adopt, to adopt with specific modification, or not to adopt the proposal to the entire membership.

- By a vote of at least $\frac{3}{4}$ (75%) majority of eligible members, the proposed change, together with the accompanying modifications if any, will be adopted and written into this Guideline document.
- The Chief has the discretion of forming a Guideline Committee to consider any change, or similar change, that was previously adjudicated under this provision
- If the committee has not finalized the proposed change within 60 day the chief has the authority to extend the dead line or appoint a different committee.

AP 003 Positions, Duties and Requirements

The Department is comprised of the following positions together with the associated duties. The requirements specified in this section represent the minimum standard for attainment of each position. Deviations from these provisions may be made by the Chief of the Department on a case-by-case basis. All positions carry an "other duties as assigned" proviso.

	Position	Duties	Requirements
003.1	Candidate Firefighter	<ul style="list-style-type: none"> Primarily serves in a support role to the mission of the Department in exterior operations. Takes direction from station Lieutenant(s) to whom they are assigned. 	<ul style="list-style-type: none"> 18 years of age A signed and approved application
003.2	Probationary Firefighter	<ul style="list-style-type: none"> Performs interior, exterior and support functions as assigned. Ordinarily takes direction from station Lieutenant(s) to whom they are assigned. 	<ul style="list-style-type: none"> Successful completion of recruit training.
003.3	Firefighter	<ul style="list-style-type: none"> Performs interior, exterior and support functions as assigned. Ordinarily takes direction from station Lieutenants(s) to whom they are assigned. Serves in a leadership role to Probationary Firefighters. 	<ul style="list-style-type: none"> Six months service as a Probationary Firefighter CPR certification

003.4	Lieutenant	<ul style="list-style-type: none"> • Serves as team leader for a number of subordinate personnel specifically assigned to him/her. • Performs, supervises and directs interior and exterior operations. • Ordinarily takes direction from the Captain of the station to which he/she is assigned. 	<ul style="list-style-type: none"> • Demonstrates the knowledge skills and abilities necessary to lead other members in fulfilling the mission of the Department. • Successfully served at least 6 months as a Firefighter.
003.5	Captain	<ul style="list-style-type: none"> • Supervises and directs the work of the Lieutenants assigned to him/her. • Has overall responsibility for operations of the station to which he/she is assigned in fulfilling the mission of the Department. • Serves as selecting official for announced and temporary (i.e., NTE 1-year) Lieutenant vacancies for his/her station. • Ordinarily takes direction from the Battalion Chief. 	<ul style="list-style-type: none"> • Demonstrates the knowledge, skills and abilities necessary to lead senior fire service Officers in fulfilling the mission of the Department. • Successfully served a combined total of 24 months as a Firefighter <u>and</u> Officer. A minimum of 6 of the 24 months must have been as an Officer.

003.6	Battalion Chief	<ul style="list-style-type: none"> • Supervises and directs the work of the Captains of the Department • Ordinarily takes direction from the Assistant Chief. 	<ul style="list-style-type: none"> • Demonstrates the knowledge, skills and abilities necessary to lead senior fire service Officers in fulfilling the mission of the Department. • Successfully served a combined total of 36 months including at least one year as an Officer.
003.7	Assistant Chief	<ul style="list-style-type: none"> • Supervises day-to-day activities of the Department • Works under direct supervision of the Chief of the Department. 	<ul style="list-style-type: none"> • Successfully served a combined total of 36 months as a Firefighter <u>and</u> Officer. A minimum of 18 of the 36 months must have been as an Officer.
003.8	Chief	<ul style="list-style-type: none"> • Has Overall responsibility for all activities and operations of the Department 	<ul style="list-style-type: none"> • This position is appointed by the Township Board who determines the necessary requirements of the position in cooperation with the membership.

003.9

Note: Any length of service requirement in this Handbook is measured from an individual's Entrance on Duty (EOD) date. EOD date is determined by the date of the first regularly scheduled meeting or training session attended by the individual following the approval of their written application. In addition, a voting member of the Department must have at least one year service and meet the training standard provided in 008.2 (i.e., a member in good standing).

Chain Of Command

Chief

Staff Officer Safety Officer

Assistant Chief

Battalion Chief

Captains

Lieutenants

Firefighters

Support Personnel

Probationary
Firefighters

003.97

The Chain of Command should be followed for all complaints, concerns, and grievances.

AP 004: Staff Officers

004.1

Staff Officer Positions

In addition to the Line Officer positions (AP 003), the Department structure includes Staff Officer positions. Staff Officers have no line authority. Staff Officers report to the Chief and are appointed by the Chief outside of the normal promotion process described in Chapter AP 006. Assignment to these positions should generally align with an appointee's experience and training (e.g., a Medical Staff Officer would ideally have training and experience above the First Responder level).

Staff Officer positions are ongoing assignments that should be staffed whenever a vacancy occurs. The following sections delineate the established Staff Officer positions within the Department and include a list of their primary duties. They are provided in alphabetical order only.

004.2

Fire Prevention Officer

- Carries the responsibility for design and conduct of fire prevention programs for the public schools in the service area. These programs are generally held annually in each school and include, but are not limited to, a presentation of the "Smokehouse" to primary grade level classes.
- Coordinates special presentations or tours of the fire station and, where necessary, enlists the assistance of members of the Department to assist in this effort. Every effort should be made to accommodate reasonable requests from the community for such activities.
- Organizes and serves as the contact point for school officials' requests for Department participation in fire drills and other related activities.
- Oversees the maintenance and operation of the Department "Smokehouse" and ensures that other users are properly trained in its safe setup and use.
- Recommends annual expenditures of the Department budget under the line item "Fire Prevention." Purchases resulting from these expenditures include materials given to students and teachers during Fire Prevention week as well as materials and information provided to members of the community at other related events.

004.3

Medical Officer

- Works through the Chief to ensure that the appropriate Department personnel are in compliance with prescribed licensure and system protocols.
- Recommends and/or conducts both refresher and new system training on a regular basis on medically related issues.
- Maintains individual medical records to satisfy any documentation requirement of law, regulation or Department Guideline.
- Serves as liaison between the Department and local medical service providers.
- Carries responsibility for the maintenance and inspection of the Department medical bags, medical equipment (e.g., AED, pulse oximeter, etc.) and member first aid kits.
- Recommends annual expenditures of the Department budget under the line item "Medical." Purchases resulting from these expenditures include, but are not limited to, the costs relating to the conduct of ongoing medical training, medical supplies and the maintenance of medical equipment.

004.4

Health & Safety Officer

- Carries the responsibility for identifying and recommending correction of health and safety hazards within the Department.
- Works through the Chief to assist in ensuring that the Department is in compliance with applicable health and safety laws, codes, standards, Department SOG's and operating guidelines.
- Assists in the development of health and safety training for all members of the Department.
- Develops corrective recommendations for the Chief arising from a review of any accidents or injuries that may occur during any Department activity.
- Ensures that all training exercises are conducted within established health and safety standards.
- Recommends annual expenditures of the Department budget under the line item "Health and Safety." Purchases resulting from these expenditures include, but are not limited to, the costs relating to the conduct of ongoing health and safety training, the purchase of health and safety supplies and/or equipment.

004.5

Training Officer

- Carries responsibility for oversight, facilitation, planning and execution of training events conducted within the Department.
- Maintains the Department and individual training files in accordance with applicable laws, regulations and Department Guideline.
- Serves as the contact point and assists members in their efforts to participate in training events outside the Department.
- Assists members of the Department in their participation in training events outside the Department (e.g., NIMS, IFSI, etc.).
- Recommends annual expenditures of the Department budget under the line item "Training." Purchases resulting from these expenditures include the costs relating to the conduct of ongoing Department training, the recruit training program, and outside training activities (e.g., IFSI classes).

004.6

Committees and Workgroups

From time to time, project-specific assignments may be made to members of the Department in the form of committees or workgroups. These positions ordinarily terminate upon completion of the defined objective. Consequently, there are no standing committees within the Department structure. Committee and workgroup chairpersons do not carry ongoing authorities or responsibilities of a Staff Officer.

AP 005: Discipline

005.1

Members of the Department must represent honor, integrity and professionalism at all times while representing themselves as a member of the Department. All members shall be held to this standard. Failure to adhere to this standard may result in suspension from duty or other disciplinary action. Offenses subject to disciplinary suspension include, but are not limited to:

- Any action that compromises the safety of members of the Department,
- Any action that compromises the trust of the Department to the public or other public service agencies,
- Any action that results in a felony conviction, or
- Any action that jeopardizes the Department's ability to accomplish its current mission.

005.2

Senior officers (i.e., Assistant Chief, Battalion Chief, or Captain) may suspend any member as necessary for cause for 24 hours or less. The Chief of the Department may suspend any member as necessary for cause for up to 30 days. Recommended suspensions of 30 days or more will be adjudicated through a hearing before a Department Disciplinary Panel.

005.3

A Department Disciplinary Panel will be named by the Chief of the Department. It will consist of three members in good standing appointed by the Chief.

005.4

Any member of the department who uses their position to obtain personal financial gain, gratuity, or favor may be charged with Official Misconduct. Such charges will be adjudicated under a Department Disciplinary Panel. Department discipline in these matters will be processed in addition to any civil or criminal actions brought under Law. (Note: This paragraph does not apply to public servant discounts that are generally offered to all members.)

005.5

All disciplinary actions must be made in writing to the affected member within 48 hours of the offense. A copy of the document will be placed in the appropriate Official Personnel File (OPF). The affected member will be allowed to write a rebuttal to any such documentation. Ordinarily, disciplinary documentation will be purged from the OPF after 12 months by the author.

005.6

A member may appeal any disciplinary suspension. Appeals must be made in writing to the Chief of the Department within 3 days of receipt of the written notice of suspension. Cases involving action by the Department Disciplinary Panel may be appealed to a second panel.

AP 006: Promotion Process

006.1

The Department fills vacancies for promotion to Line Officer positions using a 4-step process. These steps include: 1) Vacancy announcement, 2) Application, 3) Panel interview, and 4) Selection.

006.2

Vacancy Announcements

Vacancy announcements will be posted on the bulletin board in each station for a period of at least 3 weeks. For each announcement, the Chief will assign an officer who will ensure that all members in good standing are informed of the announcement (e-mail is an acceptable method for this contact). The closing date and officer to whom the applications are to be given will be included in each announcement.

006.3

Application Process

Applications must be submitted in writing in accordance with the directions in the vacancy announcement. Although no specific format is required, each application should contain at a minimum. The following information:

- Statement of how the applicant meets the requirements for the new position as outlined in AP 003ff,
- A list of relevant training successfully completed by the applicant (copies of certificates need not be submitted unless requested by the interview panel),
- Statement by the applicant indicating any knowledge, skills or abilities they possess that particularly qualifies them for the new position,
- A list of the applicant's participation and/or leadership role in committees, staff positions, fundraisers, or other Department activities.

006.4

Interview Panel

Ordinarily, the interview panel will consist of three MTFD members selected by the chief. It is anticipated that panel membership will align with the position being selected (e.g., a candidate for Captain might be paneled by a firefighter, a Lieutenant and another Captain).

Prior to conducting panel interviews, members should meet to establish the methodology they will follow (e.g., questions to be asked of the candidates).

Shortly after the panel interviews are conducted, the panel will inform the selecting official of their first and second recommendations for filling the vacancy. These two recommendations will be determined by consensus. Additionally, panel members may be asked to orally discuss the rationale for their recommendations with the selecting official.

All deliberations, notes, or records of the panel members are strictly confidential. Panel members may not discuss any part of their work with anyone but the selecting official. Therefore, all questions concerning any selection should be directed to the selecting official.

006.5

The Selecting Official

The Selecting Official retains responsibility for making a promotion decision between the two candidates recommended by the interview panel. No selection is final until the concurring official signs off on the selection.

The following chart designates the Selecting and Concurring Officials for each line officer vacancy:

<u>Posted Position</u>	<u>Selecting Official</u>	<u>Concurring Official</u>
Lieutenant	Captain	Battalion Chief
Captain	Battalion Chief	Assistant Chief
Battalion Chief	Assistant Chief	Chief
Assistant Chief	Chief	Township Board

Selection of the Chief of the Department

It is recognized that the selection of the chief of the Department warrants a process different from those provided for other positions. The following process will be used.

Vacancy Announcements will be posted on the bulletin board in each station for a period of at least 3 weeks. Posting of these announcements will be the responsibility of the out-going Chief. Where this is not practical, the next available Line Officer will be responsible for posting the vacancy announcement. At a minimum, these announcements should specify the posting time period and the disposition of the applications.

All timely filed applications will be posted in each station for a period of not less than 10 days following the closing date. The process allows members of the Department time to review the applications prior to the Department-wide panel activity.

At the first scheduled membership meeting (e.g., training session) following the 10-day posting period, all applicants will be paneled by the full membership. A moderator will be selected by the membership to ensure an orderly process. In situations where there is only one applicant, the panel will function to assess the suitability of the applicant for the Chief's position.

Where more than one applicant is involved, a closed ballot will be utilized to allow every member in good standing to vote for their preferred selection. Votes will be tallied publicly and a summary of the results will be reported to the Township Board at their next regularly scheduled meeting by the panel moderator. Any member who is eligible to vote in more than one venue (e.g., as a Department member and Township Board Trustee) will only vote as a Trustee. When only one candidate is involved, the vote will measure the memberships willingness to recommend the applicant to the Board for selection.

AP 007: Uniform Requirements

007.1

Department uniforms are defined as follows:

Class "A"

Shirt: White (Captains and above) or Navy Blue (all others) with 5 creases, either long or short sleeve with epaulets and 2 flap-type pockets. The shirt should display the Department patch on the left shoulder and a reversed American flag on the right shoulder. Both patches should be placed approximately 1" from the shoulder seam. Proper rank should be displayed on both collar points. Badge and nametag are optional.

Undershirt: Should match the class "A" color being worn.
Undershirt sleeves should not extend past the class "A" sleeve.

Trousers: Navy blue or black; with or without cargo pockets.

Shoes: Black shoes or boots that can accept a shine.

Belt: Black leather or nylon.

Class "B"

Shirt: Department polo shirt with or without pocket.

Trousers: Navy blue or black.

Shoes: Black shoes or boots that can accept a shine.

Belt: Black leather or nylon.

Class "C"

Department t-shirt with either jeans or shorts and closed-toe shoes.

007.2

Department Issued Gear:

All department issued gear should be maintained in a state of cleanliness and readiness. Any deficient gear should be reported to the Chief as soon as possible for repair or replacement.

Bunker Gear:

Bunker gear, also known as turnout gear, should not be worn in public unless conducting official business. Examples of official business include, but are not limited to, transportation during dispatched calls and Department authorized public relations functions. These same rules apply to wild land firefighting gear.

007.3

Badge:

The Department Badge should only be worn on the Class "A" uniform shirt. The Department Badge is not a required piece of uniform apparel.

Members may purchase a Department Badge at their own expense.

The Badge should measure approximately 2-1/4" W x 3-1/16" H. The Department rank should be shown on the top line, followed by "Makanda Twp." on the 2nd line. "Fire Department" or "Fire Rescue" should be shown on the 3rd line and the member's call number should be displayed at the bottom. The Seal of the State of Illinois should be positioned in the center of the badge.

007.4

Maintenance:

Proper maintenance of personal apparel is the responsibility of each member. Any clothing that is ripped, torn, or faded should not be worn while conducting Department business. All articles should be clean and respectable.

AP 008: Training Requirements

008.1

General

The membership of MTFD will meet periodically to conduct training. The frequency and duration of this training should be compliant with appropriate NFPA and IDOL/OSHA guidelines.

008.2

Membership Training Standard

To maintain good standing, a member must have served at least one year and attend a minimum of one-half of all scheduled training in a given 3-month period (i.e., 50/3 rule).

A member may be excused (for reason) from training by a Captain or Chief Officer for up to 90 days. Reasons include, but are not limited to, job/employment responsibilities, school/class conflicts, family emergencies, and military obligations. Any member with an excused absence will be considered present for purposes of their membership standing. Requests for excused absence for more than 90 days require Chief approval.

A member who fails to meet the 50/3 standard will be considered a "member-inactive."

Two consecutive quarters of "member-inactive" status will be considered grounds for change to "inactive" status and subsequent termination of membership in MTFD.

A member may request a leave of absence, not to exceed 4 months. An approved leave of absence will not affect a member's membership status.

A "member inactive" may regain good standing after attending no less than three consecutive scheduled training sessions.

008.3

Department-Issued Equipment Considerations

Members who are on an approved leave of absence must return all department-issued equipment to their station house for safe-keeping.

Members who are in "member-inactive" status must return all department-issued equipment to the Chief where it will be available for reissuance.

008.3

All training not organized by Makanda Township Fire department must be preapproved by the chief.

AP 009: Ratification

This guide was drafted by a Department committee appointed by Chief Mike Maddox in January 2008. There were two revisions requested by the township board in January 2009. Chief Jim Bilderback presented the revisions to the township board in February 2014. The committee was charged with the responsibility of recommending a new Department Administrative SOG that was in conformance with applicable laws and regulations and that would provide a substantive working guide for the ongoing operations of the Department. Final wording of the draft guide was to be derived by consensus of the committee members.

Following completion of their work, the committee provided copies of the draft guide to all members of the department for review. After a two-week review period, members met and were invited to discuss the guide, seek clarification of its provisions, and make suggested changes in its language. Subsequent meetings of the committee addressed the items raised during the membership review and incorporated those changes that they deemed appropriate.

The final draft language was subsequently submitted to the membership of the Department for consideration and approval. The committee determined that a 3/4 (75%) favorable roll call vote of all members in good standing would warrant forwarding of the guide to the Township Board together with a recommendation of ratification.

Resolution dated February 11, 2014:

It is hereby resolved by the membership of Makanda Township Fire Department that the SOG herein contained shall govern all administrative operations of this Department. It is further understood that these SOGs, shall replace all previous editions of Department Guidelines. Forthwith, and by our votes below, we respectfully submit this work for ratification by the Makanda Township Board.

Roll call vote of membership on January 12, 2009:

	Yea	Nea	Abstain	Absent
Chief Jimmy Bilderback	X			
Bat. Chief Jesse Riechman	X			
Capt. Mitch Falat	X			
Capt. Mike Vansickle	X			
S.O. Dick Falat	X			
Asst. S.O. Ron Hertter				X
Lt. Josh Lipe	X			
Lt. Edwin Robinson	X			
Lt. Andy Flor	X			
Nikki Bilderback	X			
Phil Conte	X			
Jennifer Gilbert				X
Dane Happ				X
Mike Mogharreban	X			
Stephanie Robinson	X			
Patrick Spengler				X
Kris Whitlock	X			
Matt Woyneronski	X			
Jim Crane*				X
Wynona Bilderback*			X	
Vote compilation				

(20 Members):

14
(78%)

0

0

4
(22%)

By our signatures, we the members of the Makanda Township Board give our approval to the adoption of this Administrative SOG.

Name:

Date:
