



# Decennial Committee on Local Government Efficiency Report

Adopted:

March 14, 2024

Channahon Fire Protection District

24929 S. Center Street

Channahon, Illinois 60410

815-467-6767



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## EXECUTIVE SUMMARY

The Decennial Committees on Local Government Efficiency Act was formed by Illinois Public Act 102-1088; 50 ILCS 70/1. The Act became effective in June 2022, requiring fire protection districts to form a committee to study the topic of efficiency once every ten years.

The Channahon Fire Protection District ("Fire District") formed its Committee on Local Government Efficiency on May 11, 2023, to study efficiencies and report recommendations regarding those efficiencies and increased accountability pursuant to the Act.

The committee's purpose is to collectively review efficiency and accountability methods currently in practice but also explore potential opportunities to improve productivity.

The members of the Committee collaborated over a 7-month period to study the fire district's application of efficiency in various aspects including but not limited to financial, procedural, cooperative, and operational efficiency.

This document will report on the findings of the committee. The document will also share the recommendations and explore the applications of the suggested outcomes.

It is important to emphasize the impacts of evolution and adaptation within the external environment as it relates to the application of this report in a decade's time. While assumptions are made about future outcomes, the ideas, perceptions, and theories presented will be altered or require adaptation to sustain some level of application. Our experiences in management find that planning, objectives, and tangible goals are important to improving practice and procedures.

Managing anticipated and unforeseen change is the most difficult challenge an organization faces as it balances adaptation to change and sustainment of the mission. While the District maintains commitment to the strategic planning process, the process does not offer alternatives or encourage the fluidity for adaptive outcomes. Managing change and planning for flexibility in goal obtainment provides an improved capability of incorporating concepts of this report into future organizational applications.

## DECENNIAL COMMITTEE INFORMATION

### Committee Members

Don Montgomery	Trustee/Board President/Committee Chairperson
Mike Rittof	Trustee/Board Secretary
Steve Rittof	Trustee/Board Treasurer
Casey Caldwell	Trustee
Mike McMillin	Trustee
John Petrakis	Fire Chief
Chuck Szoke	Community Resident Appointee
Tina Zugel	Community Resident Appointee

### Senior Support to the Committee:

Jeff Toepper	Deputy Fire Chief
Jacque Arnold	Executive Fire Support Manager

### Decennial Committee Meetings

September 14, 2023	9:00 AM	Channahon Fire Protection District; Station 1
December 12, 2023	10:00 AM	Channahon Fire Protection District; Station 1
January 31, 2024	9:00 AM	Channahon Fire Protection District; Station 1
March 14, 2024	9:00 AM	Channahon Fire Protection District; Station 1

## INTRODUCTION

The Channahon Fire Protection District is a small career fire protection district located in the Southwest suburbs of Chicago in Will County. The district consists of full-time positions of Fire Chief, Deputy Fire Chief, Executive Fire Support Manager, and twenty-one career firefighter/paramedics. Also serving the Fire District are a Fire Prevention Officer, shared Public Education Coordinator (with Minooka Fire Protection District), part-time Information Technology Manager, and Support. Other support staff include the Training Officer (assigned to a Fire Captain) and EMS Administrator (assigned to Fire Lieutenant).

The District is governed by a five-member Board of Trustees. The Trustees serve rotating three-year terms and are appointed by the Will County Executive.

The Channahon Fire Department was established on July 28, 1950. The first five trustees were John N. Westerveld, Steve Rittof, John J. Dollinger, Robert J. Lamping, and Lawrence R. Jeffery. The first five officers were elected on August 31, 1950; they were Steve Rittof (Fire Chief), Everett McCoy (First Assistant), L.W. Piercy (Second Assistant), Maurice Frederick (Capitan), and Charles Crawford (Lieutenant).

The Fire Protection District was established in August of 1960 following passage of a referendum.

The District has two manned fire houses with three Advanced Life Support ambulances, two Advanced Life Support engines, and numerous other pieces of emergency response apparatus. The call volume consists of emergency medical, fire, mutual aid, hazardous materials, and emergency water rescue calls. Technically trained staff participate and represent the District with the MABAS Division 15 technical rescue and water rescue teams.

The District operates on a calendar year fiscal year (January 1-December 31 annually). The limiting rate has increased 2.46% in the last 4 years. The levy extension has increased 19.95% in the last 4 years. Overall, the allocated funding provided through all revenue sources has increased 40.27% since 2020.

Two significant factors have contributed to the growth of the District's financial position:

- Ambulance transport continues to incrementally rise with additional housing and commercial industrial growth.
- Moderate diversification of the taxing base within the fire district, particularly the construction of over 3.3 million square feet of commercial east of Interstate 55 at Bluff Road.

## GENERAL OVERVIEW OF GOVERNING STATUTES, ORDINANCES, RULES, PROCEDURES, POWERS, & JURISDICTION

The Fire District was established by a referendum initiated and approved by the voters of the District in 1960. All Illinois fire districts are governed by the Fire Protection District Act, 70 ILCS 705/ *et seq.* Having a separate and distinct taxing body for fire suppression, emergency medical services, and related services within the local community which operates apart from general purpose governments, is extremely beneficial to the community for many reasons.

- Non-partisan board. The Fire District is governed by a board of five Trustees. Trustees must reside within the boundaries of the District and are appointed by the Will County Executive for three-year staggered terms. Pursuant to state law, commissioners are non-partisan and serve with \$4,500.00 annual compensation.
- Accessible and focused representation. Having a dedicated board to oversee these essential services and programs provides the community with increased access to their representatives and allows those representatives to remain focused solely on those services and programs. This is contrasted with general purpose governments where representatives are responsible for broad oversight on a wide range of issues. This special purpose benefit is particularly advantageous when it comes to budget and finance oversight.
- Increased transparency. Having a dedicated unit of local government to provide fire suppression and emergency medical services also improves the relationship between the fire district and its residents because of the transparency and openness related to the board and fire district operations. Having a detailed agenda and action items allows taxpayers to be better informed about the inner workings of this local government. When individual units of government are responsible for providing specified services like fire districts, transparency is increased because action items and budget procedures are more detailed and subject to more scrutiny by locally elected officials than is the case with larger, multi-purpose governments with a multitude of departments.
- Protection of revenues. Because the Fire District is a separate unit of local government, the revenues it generates can only be used for fire district purposes. This assurance is contrasted with general purpose governments like cities, villages, and counties that provide a multitude of services such as police, public works, zoning, economic development, etc., where revenues that are generated can be expended on these other services with limited, if any, input from voters.
- Providing the Community more with efficiency. The Fire District does more with fewer funding options. Unlike other units of local government that receive direct state funding, and income, sales, use, hotel/motel, motor fuel and other taxes, the Fire District's only tax revenues come from a modest portion of a resident's overall property tax bill. In fact, despite its limited funding options, the Fire District share is just 11.25 % of the local real estate property tax bill.

# GENERAL INFORMATION

## Location

The District provides services for portions of the Village of Channahon, the Village of Minooka and Channahon Township. The District is wholly located within Will County, Illinois.

The following Units of Local Government overlap the District's service area:

Channahon School District 17	Shorewood Troy Library District
Troy School District 30-C	Channahon Park District
Minooka High School District 111	Village of Channahon
Joliet Twp School District 204	Village of Minooka
Joliet Junior College District 525	Will County
Channahon Township	Will County Forest Preserve District
Troy Township	
Three Rivers Public Library District	

## District Physical Demographics

CFPD includes residential (primarily single family) properties, commercial and retail structures, one senior apartment complex, petrochemical operations and storage, manufacturing facilities, and a growing number of large warehousing and distribution centers. The District protects 13 miles of Interstate 55, 7 nautical miles of the Des Plaines, 5.5 nautical miles of the DuPage Rivers, and other bodies of water. Other facilities include school buildings; governmental administration and program buildings; recreational parks, preserves and trails; rail lines; and pipeline facilities.

## Fire Stations

Station 1	24929 S. Center Street, Channahon
Station 2 (closing 5/2024)	23341 W. McClintock Road, Channahon
Station 2 (operational 5/2024)	23730 S. Thomas Dillon Drive, Channahon

## Staffing

25 Full Time    3 Part Time

## Fire & EMS Apparatus

411	Engine 2022 Enforcer	418	Brush Attack 2001 Ford
421	Engine 2012 Quantum	458	Utility 2014 F350
412	Reserve Engine 2004 Quantum	488	Utility 2009 Kubota
414	Ambulance 2020 F550	498	Manitou 2023 Tri-Toon Craft
424	Ambulance 2016 F550	Boat	14' Tracker Jon Boat
415	Reserve Ambulance 2012 F450	Boat	10' Avon Zodiac Inflatable
417	Tender 2014 Kenworth	TRT	2012 Cargo Mate
496	Squad 2023 Ford F59 Water Rescue	401	Command Staff 2023 Interceptor
448	Fire Prevention 2013 Interceptor	402	Command Staff 2023 Interceptor

## Services & Programs

### Service List:

- Emergency Incident management
- Administrative
- Fire Suppression
- Emergency Medical Services (Advanced Life Support)
- Fire Inspections
- Community Education
- Community Risk Reduction & Support Services
- Fire Investigations
- Technical Rescue
- Water Rescue
- Hazard inspections

### Potential Future Services:

- Cadet/Recruit training program

### Program List

- American Heart Association Cardio Pulmonary Resuscitation (CPR) and First Aid Classes:
  - Healthcare Provider Class
  - Heartsaver CPR with AED
  - 1st Aid Class
  - 1st Aid/CPR/AED Class
  - CPR for Family and Friends
  - Babysitting Class
- School-Based Programs
  - Pre-K: Sesame Street Fire Safety Program by FEMA and U.S. Fire Administration. Through fun activities, children (ages 3-4) learn simple fire safety information with their favorite Sesame Street characters.
  - Kindergarten: Within these visits, the children learn three topics: Firefighters are your friends, Fire Prevention Tools (Smoke Alarms) and Stop/Drop/Roll. Each topic has a corresponding video from Rainbow Valley.
  - 1<sup>st</sup> and 2<sup>nd</sup> grade
    - Fire drills at school/home
    - Vehicle Safety
    - Fire safety
    - Poison Safety
    - Kitchen safety
    - Severe Weather Safety
    - Holiday safety
    - Water and Bike Safety



- 3<sup>rd</sup> and 4<sup>th</sup> grade
  - Fire Safety Calendars. While learning to draw perspective, dimension and still life, the students get the opportunity to meet our firefighters. The winning pictures become our annual calendar.
- 6<sup>th</sup> grade
  - Risk Watch program is a weeklong program that targets the eight leading causes of injury for children: motor vehicle crashes, fires and burns, choking, suffocation, and strangulation, poisoning, falls unintentional firearms incidents, bike and pedestrian hazards and water hazards.
- Adults
  - There is a wide range of Fire Safety topics for adults, from Home Safety Inspections to How to teach your children about Fire Safety.
- Older Adult Safety Programs
  - 'Remembering When, A Fall and Fire Prevention Program for older adults' is a program that is centered around 16 key safety messages--eight fire prevention and eight fall prevention. Developed by the National Fire Protection Association (NFPA) and the Centers for Disease Control and Prevention (CDC) to help older adults live safely at home for as long as possible.
- Boy and Girl Scout Programs
  - Topics range from fire safety to First Aid and CPR to a tour of the fire station. These talks/tours are done in the months of November through February. It is recommended that several scout groups do this together or several groups may be scheduled at the same time/day slot.
- Station Tours
  - A tour of the facility and the equipment lasts approximately 30-45 minutes.
- Touch-a-Truck
  - We come visit you! This is for block parties and corporate events only. Sorry, no birthday parties. The Fire District Request Form must be filled out along with the Village of Channahon's Open Air Event request form. The fire crews will bring an engine and an ambulance. Our visits are limited to one hour. Requests are first come, first serve. In the event of emergency calls or in climate weather, Touch-a-truck events may have to be canceled at the last minute.
- Other Programming
  - Local Emergency Planning Review
  - Fire Extinguisher Training
  - Child Safety Seat Inspections
  - Juvenile Fire Setters Intervention Referrals

Potential Future Programs:

- Citizen's Fire Academy
- Stop the Bleed
- Community/Business Active Threat Training Preparedness with Channahon Police Department

## Budget

<u>Year</u>	<u>Revenues</u>	<u>Expenditures</u>
FY2024	\$5,487,712.57	\$5,487,712.57
FY2023	\$4,923,212.16	\$4,923,211.82
FY2022	\$4,456,429.50	\$4,456,429.50
FY2021	\$4,097,467.77	\$4,094,683.13

The Fire District's budget is balanced. Annual EAV levels and ambulance billings provide increasing revenue opportunities. Expenditures are regularly reviewed. Budgetary challenges include new community development issues, labor costs, equipment costs, and personnel recruitment/retention costs.

## Equalized Assessed Value (EAV)

<u>Year</u>	<u>EAV</u>	<u>Tax Rate</u>
TY2022	\$454,154,333	.9667
TY2022	\$420,959,821	.9556
TY2020	\$391,398,641	.9323

## Insurance Services Office (ISO) Rating

The District's current ISO rating is 2.

## Recognitions and Certifications

### Staff Years of Service

0 - 5 Years	12
6 - 10 Years	4
11 - 15 Years	3
16 - 20 Years	4
21 - 25 Years	0
25+ Years	1

### Staff Certifications

Basic Operations Firefighter	25	Instructor I	16
Advanced Technician Firefighter	18	Instructor II	9
Fire Service Vehicle Operator	22	Instructor III	1
Fire Apparatus Engineer	25	Training Program Manager	1
Basic Company Officer	8	Life Safety Educator	2
Advanced Company Officer	7	Fire Prevention Officer	1
Chief Fire Officer	2		
Fire Service Executive Support	1		
Incident Safety Officer	5	Vehicle and Machinery Operations	20
Health and Safety Officer	4	Vehicle and Machinery Technician	8
Fire Department Safety Officer	3	Rope Operations	19
		Rope Technician	2

Structural Collapse Operations	2	Swift Water Technician	7
Structural Collapse Technician	2	Ice Rescue Technician	1
Trench Collapse Operations	7	Open Water Diver	1
Trench Collapse Technician	2	Dry Suit Diver	1
Confined Space Operations	3	Full Face Diver	1
Confined Space Technician	3	Ice Diver	1
		Emergency Rescue Diver	1
Surface Water Operations	13	Sonar Technician	3
Watercraft Technician	4		

Pre-Hospital Care Providers

Paramedic 23

Advanced Degrees

Associate Degree 2

Bachelor's Degree 3

Master's Degree 2

Industry Specific Recognitions/Education

National Fire Academy Executive Fire Officer 1

Chief Fire Officer Designee 1

National Incident Management System

IS-100 25

IS-200 25

ICS 300 7

ICS 400 7

IS-700 25

IS- 800 25

**Intergovernmental Agreements**

The Fire District works diligently to provide the best possible programs, services, and facilities to our community at the least possible cost. One of the many ways the Fire District achieves this goal is by partnering with neighboring fire districts, school districts, other units of local government within or near the community, the State, non-profit organizations, and for-profit corporations.

Automatic aid agreements

- Elwood Fire Protection District
- Minooka Fire Protection District
- Morris Fire Protection District
- Rockdale Fire Protection District
- Troy Fire Protection District
- Village of Channahon Emergency Management Agency

Mutual aid agreements

- Braidwood Fire Protection District
- Coal City Fire Protection District
- Dwight Fire Protection District

East Joliet Fire Protection District  
Grundy County Emergency Management Agency  
Plainfield Fire Protection District  
Seneca Fire Protection District  
Will County Emergency Management Agency  
Wilmington Fire Protection District

For a full listing of all IGAs and interrelationships with other units of local government, the State of Illinois, partnerships or other interrelationships with non-profits, and Informal cooperation with other units of local government which save taxpayer dollars by eliminating redundancy see Appendix "C".

#### Joint Purchasing and Functional Cooperation

The Fire District participates in joint purchasing cooperatives pursuant to the governmental Joint Purchasing Act (30 ILCS 525/0.01 *et seq.*) thereby saving taxpayer dollars through economies of scale, including using a long-standing mutual aid and collaboration model established in 1969, Mutual Aid Box Alarm System (MABAS).

Channahon FPD is a member of the Des Plaines Valley Mutual Aid Division 15. Since 1992, the fire district has partnered with other local emergency response agencies. The relationship between the district and the MABAS Division 15 affiliates has offered a multitude of joint efforts including automatic aid for various incidents, mutual aid resources to summon when additional resources are necessary for incident mitigation, shared special response teams including technical rescue, water rescue, hazardous materials response, fire and arson investigation, incident management, and incident rehabilitation.

Joint purchases and shared resources include:

- Technical rescue vehicles and equipment
- Water rescue vehicles and equipment
- Hazardous materials vehicles and equipment
- Fire investigation van and supplies
- Rehabilitation van and supplies
- Specially trained individuals in technical rescue, water rescue, hazardous materials, and fire/arson investigation
- UAS/Drone Units
- Mass casualty trailer
- Reserve apparatus units

This collaborative model has also established opportunities for joint trainings, work groups, communications interoperability, policy and guideline development, bulk purchasing, and the inception of one of the few consolidated central dispatch centers in the early 1990's, Western Will County Emergency Communications Center before the forced consolidation of centers in 2017.

In recent years, especially following the response to active threat incidents, fire and police agencies have collaborated to jointly purchase personal protective equipment, medical supplies, and training.

The joint purchasing model and functional cooperation have been a long-standing practice in the Will County area for several decades because of the establishment of MABAS Division 15. It continues to offer joint and collaborative opportunities for fire districts and their partners.

# REVIEW OF GOVERNING STATUTES, FIRE DISTRICT POLICIES, RULES, REGULATIONS, PROCEDURES, TRAINING MATERIALS, REPORTS, AND OTHER DOCUMENTS

## Governing Statutes (External Review)

- Illinois Fire Protection District Act (70 ILCS/705)
- Illinois Open Meetings Act (OMA) (5 ILCS 120)
- Illinois Freedom of Information Act (FOIA) (5 ILCS 140)
- Illinois State Officials and Employees Ethics Act (5 ILCS 430/1-1 and other State ethics laws)
- Fire District OMA Officer (5 ILCS 120/1.05(a): Jacque Arnold
- Fire District FOIA Officer (5 ILCS 140/3.5(a): Jacque Arnold

## Policies, Ordinances, Rules, & Bylaws (Internal Review)

<u>Policy</u>	<u>Date Revised</u>
Sexual Harassment Policy (775 ILCS 5/2-109)	08/10/2023
IDOL Mandated Policies	08/10/2023
Drug and Alcohol Policies	08/10/2023
Admin policies of the CFPD Board of Trustees Manual	08/10/2023

## Existing Procedures

- FOIA Forms and Procedures (5 ILCS 140/1 et. seq.)
- Perform Semiannual Review of Closed Session Minutes (5 ILCS 120/2.06)
- Trustees Filed Statement of Economic Interest Policy (5 ILCS 420/4A-101)
- Retention, Destruction, and Review of other Documents
- Post/File OSHA 300A Report each February 1
- Grant Management and Reporting
- National Fire Incident Reporting System (NFIRS) Compliance
- National Incident Management System compliance

## Training

- Board Member OMA Training (5 ILCS 120/1.05(b))
- FOIA Officer Training (5 ILCS 140/3.5(b))
- Sexual Harassment Prevention Training (775 ILCS 5/2-109(c))

## Reports and Documents

<u>Annual Call Volume</u>	
2023	1,672
2022	1,728
2023	1,808

Call Types

	<u>2023</u>	<u>2022</u>	<u>2021</u>
False Alarms	129	145	133
Fires	37	26	35
Good Intent Calls	300	291	319
Hazardous Condition	29	44	38
Rescue and EMS	912	989	1,027
Service Call	264	243	241
Special Incident	0	0	15

## COMMUNITY TRANSPARENCY

The following information about the Fire District may be obtained by the public in the location listed.

<b>Document</b>	<b>Location(s) Available</b>
Annual Tax Levy	Administrative Office, Fire Station #1
Annual Budget Ordinance	Administrative Offices, Fire Station #1
Agenda and minutes	District Website Administrative Offices, Fire Station #1
Comptroller's Finance Report	District Website Administrative Offices, Fire Station #1
Annual Audit	Administrative Offices, Fire Station #1
Statement of Receipts and Disbursements	Administrative Offices County Clerk
Conduct Ordinances	Administrative Offices, Fire Station #1
Change Management Plan	Administrative Offices, Fire Station #1
Strategic plans	Administrative Offices, Fire Station #1
Succession Plan	Administrative Offices, Fire Station #1

Fire District website: [www.channahonfire.com](http://www.channahonfire.com)

For a comprehensive list of items found on the District's website see Appendix "D".

The Fire District offers residents many opportunities to provide feedback. These include:

- The Board of Trustees meets monthly. Residents may provide public comment at every meeting.
- The Fire District's annual Budget and Appropriation Ordinance is available in tentative form at least 30 days prior to its adoption at an open meeting of the Fire District board. Additionally, at least one public hearing is held prior to final action, and notice of the hearing is published in the newspaper at least one week prior to the hearing.

- The Fire District's annual property tax levy is approved at an open meeting of the Fire District board in accordance with the Open Meetings Act. All public notice and hearing requirements under the Truth in Taxation Law are followed prior to the adoption of this annual tax levy. The Fire District's annual levy is also subject to the Property Tax Limitation Act.
- The public can contact the Fire District at 815-467-6767 or [contact@channahonfire.com](mailto:contact@channahonfire.com) for general information.



## CURRENT ACCOUNTABILITY AND AREAS OF EFFICIENCY

- Western Will County Consolidated Emergency Communication Center
  - Deployment (Dispatch & Recommends)
  - Radio Communications
- Interoperability with Local PDs
  - Channahon, Minooka Police; Will County Sheriff; Forest Preserve District of Will County Police; Illinois State Police
- Automatic and Mutual Aid Agreements
  - Refer to Schedule on pages 11-12
- Regional Special Teams
  - MABAS Division 15
- Emergency Medical Services
- Fire Suppression
- Incident Command and Management
- Specialty Teams/Training
  - Water and Dive Rescue
  - Fire Investigation
  - Technical Rescue
  - Hazardous Materials
- Public Service
- Community Support Services
- Education, Inspections
- Budgeting
- Planning
- Implementation
- Evaluation
- Participate in shared fleet maintenance resources

### Decennial Committee Identified District Strengths

- Command Personnel
- Mix of Board makeup with Senior Members and New Members
- Strategic and Succession Plans in place
- Partnerships (mutual aid, WESCOM, local governments)
- Education
- Community respect for the Fire District
- Cash reserves
- Real Estate Property Tax receipts increasing
- Classes and Specialized Training
- Clear who is running the organization
- Pension funded more than 100% - second ranking in the state @130%
- Equipment, personal protective equipment, fleet – Possess necessities to provide services to the community
- Fire in neighborhood, large number of firefighters and equipment among with community support

## CURRENT INITIATIVES UNDERWAY TO IMPROVE EFFICIENCIES

- Ongoing and annual reviews of internal policy development and management to align with best practices and Statutory Changes
  - Open Meetings Act
  - Freedom of Information Act
  - Ethics
  - Public Comment Policy
  - Sexual Harassment and Harassment Policy
  - Drug and Alcohol Policy
  - Purchasing and Investment Practices
  - Semi-Annual Review of Closed Session Minutes
- Ordinances & Resolutions Categorizing
  - Review and Update Cycles
- Operational Guide Development and Management
  - Review and Updates Cycles
- Strategic Planning & Management
  - Review and Updates Cycles
- Risk Management
  - Gap Analysis
  - NFPA 1500 Worksheet
- Fleet maintenance and ongoing management of new vehicle and electronic components
- Human Resources
  - Additional staff; explore opportunities to outsource specific tasks
  - Internal Data Collection and Records Management
- State Fire Marshal Training and Re-Credentialing
- Fire Inspection and Code Enforcement
  - Coordination of processes and staffing with Villages of Channahon/Minooka
  - Fire Inspection Data Collection and Retainment
- Community Education
  - Review of educational programs
  - Review division of labor among programs
- Explore optimal operational staffing

# RECOMMENDATIONS FOR IMPROVEMENTS TO INCREASE ACCOUNTABILITY AND EFFICIENCY

## INTERNAL

The following items were collectively identified through SWOT analysis and reviews of district services including administrative, operational, and support services.

### Administrative Staffing

- Explore additional staffing
- Update Succession Plan in light of upcoming retirements

### Operational Staffing

- Explore daily staffing levels

### Training and Education

- Administration
- Cooperative Trainings
- Psychomotor

### Health and Wellness

- Metrics and Follow-up

### Pre-Incident Planning

- Frequency
- Review and Update Cycles

### Community Care and Risk Reduction

- Mental Wellness

### Transparency & Government Affairs Access

- Open Meeting Procedures
- Accessibility of Board and Administrative Staff Contacts to Public
- Availability of Financial Audits to Public
- Purchasing and Bidding Policies to Post for Common Access
- Availability of General Finance and Budget Information

## EXTERNAL

### Unfunded Mandates

The following categories identify unfunded mandates the Channahon Fire Protection has experienced creating forced expenditures that are not planned but shall be funded because of state statutes.

#### *Boards, Commissions, and Committees*

Pension Board Member Training Requirements      Costs associated with training/travel

Fire Commissioner Member Training Requirements      Costs associated with training/travel

#### *Property Tax*

Property Tax Extension Limitation Law      Revenue stagnancy/loss

Truth in Taxation Notice and Hearings      Costs associated with private sector advertisements

*Public Records and Meetings*

Open Meeting Act Training Requirements

Costs associated with training

FOIA Officer Training Requirements

Costs associated with training

FOIA Fee Limitations

Statute allowed fees vs. true cost and time

Notary Public Notice Requirements

Civil liabilities associated with maintaining notary; Insurance coverage

*Labor Relations & Human Resources*

Fire Department Promotion Act

Costs associated with managing eligibility processes, registers, and examinations; Costs associated with providing review sessions to candidates

Minimum Wage Laws

Costs associated with increased wages, overtime rates, and other payable benefits derived from wages

*Certification and Licensing Training and Maintenance*

Training Requirements

Costs associated with initial training and relationship between additional contact hours and/or practical sessions; Tuition, Overtime, Backfill

*Financial & Revenue Sources*

Tax Increment Finance Districts

Freezing property taxes of the fire district, Lacking input and negotiation powers of a fire district affected by the formation of TIFs, No limits as to how much land use can be developed as a TIF, No power/authority of fire district board to revoke the formation of a TIF

Tax Abatement/Enterprise Zone

Places all negotiation power within the authority of the municipality; Limits fire district's inclusion and input for compromise with village and developers; Limiting factor in revenue increases depending on how the village structures the agreements and annexations

Health Insurance Mandates and Coverage Expansion

Direct costs deflected to policy holders (ie: fire district) to provide certain coverages or expanded coverages to employees

Decennial Committee Identified District Weaknesses, Opportunities, Threats

- Weaknesses
  - Appointed rather than elected Trustees

- Limited resources available on website
- District staff wages – compensation, collective bargaining challenges
- Backfill Overtime
- Current hiring issues, pool of candidates, retention
- Website is not user friendly
  
- Opportunities
  - Village of Channahon EMA assets, coordination
  - Real Estate Property Tax – new growth, EAV increase
  - New training/technologies
  - Resource sharing with other Departments/local govts; shared grant writer
  - Increase contributions/donations
  - Meet with other local government groups
  - Improve Mental Health Programs
  - Additional administrative staff to better divide the mounting administrative tasks associated with managing information, reports, data, and policy
  - Outsource administrative functions: payroll, book keeping
  
- Threats
  - Loss of young staff to larger fire departments and districts offering more attractive pay, benefits, and call volume
  - Village of Channahon’s lack of recognition of the fire district in pre-emptive land use and development discussion that may impact operational deployment and ISO rating
  - Lack of Support from Village of Channahon Administration when consulting with potential developers and inclusion of the fire district as a stakeholder
  - Village of Channahon’s implementation of multiple incentive zones for large developments which impact the fire district’s property tax revenues over long periods of time (years)
  - Will County Land Use Department’s unwillingness to enforce fire code regulations and lacking processes to better manage the types of occupancies, permitting, and ongoing code enforcement
  - Global perceptions of public safety resulting from negative media, social media platforms, and watch groups
  - Asset acquisition/replacement costs
  - Higher costs associated with the construction and unforeseen circumstances of vandalism at new fire station site
  - Industrial properties – impact from groundbreaking and beyond
  - Increased traffic counts and simultaneous road construction projects limiting access across the fire protection area as well as our auto/mutual aid partners – road construction
  - Legislation – no control over new statutes, mandates
  - District 3 (south of Des Plaines River) response area
  - Specialty operations responses, MABAS callouts – insufficient funds to cross train all staff

## CONCLUSION

The Channahon Fire Protection District will continue to strive towards continued innovative and unique service delivery with emphasis on efficiency and diligence. Our organization will continue to proactively approach the challenges and trends that have the potential to influence our service ability with regard and attentiveness to the impacts our service needs can pose to the tax paying citizens and businesses of the fire protection district.

Participating in the Decennial Committee on Local Government Efficiency mandate has been a positive experience for our Board of Trustees and Administration. The opportunity to focus on our current position and status within modern service delivery and have community involvement has been invaluable. While we identified many elements we considered as being strong, we also revealed many opportunities to improve or implement practices that may offer increased effectiveness in our continued service to the community. We are enthusiastic to pursue the improvements and opportunities identified in the process in the coming years as we have made these items part of our strategic vision.

On behalf of the Channahon Fire Protection District Board of Trustees, Executive Fire Leadership, Administrative Support, and Operations Staff, thank you for allowing us the privilege to serve you, the Channahon Community.

## Appendix "A"

Channahon Fire Protection District

Ordinance #05112023

*Creating and Authorizing a Committee Pursuant to the  
Decennial Committees on Local Government Efficiency Act*

**ORDINANCE NO. 05112023**

**AN ORDINANCE CREATING AND AUTHORIZING A COMMITTEE PURSUANT TO  
THE DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

**WHEREAS**, the Channahon Fire Protection District (the "District") is a fire protection district duly organized under the laws of the State of Illinois (70 ILCS 705/1); and

**WHEREAS**, the Board of Trustees of the District (the "Board") has full power pursuant to Section 6 of the Illinois Fire Protection District Act (70 ILCS 705/6) to pass all necessary ordinances, and rules and regulations for the proper management and conduct of the business of the Board for carrying into effect the objects for which the District was formed; and

**WHEREAS**, the Illinois General Assembly passed the Decennial Committees on Local Government Efficiency Act (the "Act"; P.A. 102-1088; 50 ILCS 70/1 *et seq.*) requiring all units of local government that levy any tax, with the exception of counties and municipalities, to establish committees by June 10, 2023, and at least once every ten (10) years thereafter, to study local efficiencies and report recommendations to the county in which the governmental unit is located; and

**WHEREAS**, Section 10 of the Act (50 ILCS 70/10) requires that the committee be comprised of the elected or appointed members of the governing board of the governmental unit, at least two (2) residents of the governmental unit who are appointed by the chair of the board with the advice and consent of the board, any chief executive officer or other officer of the governmental unit, and any additional members appointed by the chairperson of the committee as he or she deems appropriate; and

**WHEREAS**, the committee shall file a written report which summarizes its findings and includes recommendations in respect to increased accountability and efficiency with the county board in which the governmental unit is located no later than eighteen months after the formation of the committee; and



**WHEREAS**, pursuant to the Act, the Board is authorized and required to create a committee for the purpose of studying the District's accountability and efficiency; and

**WHEREAS**, it is the opinion of the Board of Trustees of the Channahon Fire Protection District that it is in the best interests of the health, welfare and safety of the District to create a committee for the purposes set forth herein.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Trustees of the Channahon Fire Protection District, Will County, as follows:

**Section One:** The Board of Trustees hereby finds that all of the recitals hereinbefore stated as contained in the preamble to this Ordinance are true and correct and adopted as if set forth verbatim herein.

**Section Two:** The Board of Trustees of the Channahon Fire Protection District hereby creates the Decennial Committee on Local Government Efficiency (hereinafter, the "Committee") which shall consist of the members of the Board of Trustees, the Fire Chief, Chuck Szolke, and Tina Zugel.

**Section Three:** The Committee shall perform the requirements as set forth in the Act which shall include but not be limited to the following:

- A. Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the State.
- B. Collect data, research and analysis to assist in the preparation of the report as required herein.
- C. Conduct at least three public meetings.
- D. Upon conclusion of each public meeting the Committee shall conduct a survey of all residents in attendance at the public meeting, soliciting input on the meeting agenda and related discussion topics.

- E. Prepare and submit a written report to the County Board within eighteen months from the date of the creation of the Committee which shall set forth recommendations for the increased accountability and efficiency of the District.

**Section Four:** The Committee shall hold at least three meetings within eighteen months of the adoption of this Ordinance. The Committee's meetings must comply with the Open Meetings Act. Said meetings may be conducted during Channahon Fire Protection District's regularly scheduled Board of Trustees meetings provided that separate notice of the Committee meeting is given under the Open Meetings Act, a majority of Committee members are present, and the Committee meeting is listed on the District's regular meeting's agenda.

**Section Five:** The Committee shall automatically be dissolved upon the submittal of the required report to the applicable County Board.

**Section Six:** This Ordinance shall be in full force and effect from and after its passage, approval and publication as provided by law.

**Section Seven:** All ordinances, parts of ordinances or board actions in conflict with this Ordinance are hereby repealed to the extent of such conflict.

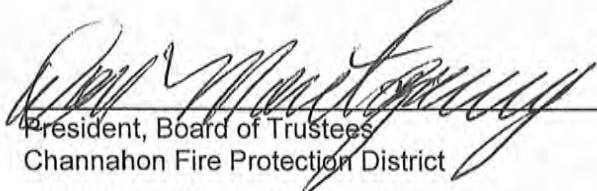
**Section Eight:** If any section, paragraph, clause or provision of this ordinance is declared by a court of law to be invalid or unconstitutional, the invalidity or unconstitutionality thereof shall not affect the validity of any other provisions of this Ordinance, which are hereby declared to be separable.

**ADOPTED** by the following roll call vote:

AYES: 5

NAYS: 0

ABSENT: 0

  
\_\_\_\_\_  
President, Board of Trustees  
Channahon Fire Protection District

**ATTEST:**

  
\_\_\_\_\_  
Secretary, Board of Trustees  
Channahon Fire Protection District

STATE OF ILLINOIS            )  
  ) SS  
COUNTY OF WILL            )

**SECRETARY'S CERTIFICATE**

Michael Rittof, the duly qualified Secretary of the Board of Trustees of the Channahon Fire Protection District, Will County, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 05112023**

**AN ORDINANCE CREATING AND AUTHORIZING A COMMITTEE PURSUANT TO THE DECENNIAL COMMITTEES ON LOCAL GOVERNMENT EFFICIENCY ACT**

which Ordinance was adopted by the Board of Trustees of the Channahon Fire Protection District at a meeting held on May 11<sup>th</sup>, 2023. I do further certify that a quorum of said Board was present in person at said meeting, or by electronic means at said meeting, and that the Board complied with all requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 11 day of May, 2023.

  
\_\_\_\_\_  
Secretary, Board of Trustees  
Channahon Fire Protection District

**Appendix "B"**  
Decennial Committee Meetings  
Agendas and Minutes

CHANNAHON FIRE PROTECTION DISTRICT  
STATION #1  
ADMINISTRATIVE CHAMBERS  
24929 S. CENTER STREET  
CHANNAHON IL 60410

MEETING AGENDA #1  
Decennial Committees on Local Government Efficiency Act Committee

September 14, 2023  
10:00 AM

1. Roll Call
2. Public Comment (Speakers will be limited to 3 minutes each)
3. Approval of Minutes of Prior Meeting(s)
4. Study of Local Government Efficiencies
  - a. New Business
    - i. Internal & External SWOT Analysis
5. Setting of Next Meeting *\*\*Choose remaining dates at September meeting*
6. Adjournment



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

www.channahonfire.com

## Decennial Efficiency Committee Meeting Minutes

On the 14<sup>th</sup> day of September 2023, the first meeting of the Decennial Efficiency Committee of the Channahon Fire Protection District held at fire station #1 was called to order at 9:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance.

In attendance were Chuck Szoke and Tina Zugel, committee members, President Montgomery, Secretary M. Rittof, Treasurer S. Rittof, Trustee Caldwell, and Trustee McMillin. Chief Petrakis, Deputy Chief Toepper, and Executive Assistant Arnold were in attendance.

**MATTER OF THE PUBLIC:** None

**APPROVAL OF THE MINUTES:** NONE

### STUDY OF LOCAL GOVERNMENT EFFICIENCIES

#### 1. NEW BUSINESS:

- a. **Internal & External SWOT Analysis:** Chief Petrakis explained what the goals of the committee are to have the District Leadership work with Community Members to identify the efficiencies within the district. Chief Petrakis introduced Chuck Szoke and Tina Zugel to the board.

A discussion was held on the SWOT analysis:

#### **Strengths**

Command Personnel

Senior members and new individuals (Trustees), mix of Board makeup.

Strategic and Succession Plans in place

Partnerships (mutual aid, WESCOM, local governments)

Education

Community respect for the fire district

Cash reserves

RE Prop tax receipts increasing

Classes and specialized training

It is very clear who is running the organization.

Overfunded pension fund - second in state at 130%

Fire equipment – have what we need to protect the community.

Fire in neighborhood, large number of firefighters and equipment along with community support

### **Weaknesses**

Appointed rather than elected Trustees.  
Limited resources available on website – agendas, minutes, and better understanding of the fire district  
District staff wages – union. Compensation is a challenge.  
Backfill overtime is always a concern.  
Number of staff limits – current hiring issues  
Code enforcement role in the Village of Channahon  
Lack of support from the Village of Channahon  
Citizen Training  
The website is not user friendly – who takes general questions.

### **Opportunities**

Village of Channahon EMA  
RE Property Tax – new growth, EAV increase.  
New training/technologies  
Resource sharing with other Departments/local govts, shared grant writer  
Increase contributions/donations.  
Sit down with other local government groups.  
Better mental health programs – Joliet has a program.  
Chiefs have a better presence in the community. Attending community events  
Adding additional staff to split some of the workload the Chiefs are currently doing.  
Outsourcing administrative functions: payroll, bookkeeping

### **Threats**

Manpower new hires  
Village of Channahon  
Asset acquisition/replacement costs  
Higher costs with new station  
Industrial properties – from Day 1  
Road traffic – road construction  
Legislation – no control  
District 3 (across the river) response area has some businesses and a few residents.  
Specialty team responses –MABAS teams are called out. We do not have the funds to train all our people to have individuals available on every shift.

Some items that were discussed offer clarification. Budget: what is backfill, State reimbursement, Ambulance billing fees, Risk care wages, and Income \$70K IL.



2. Setting of Next Meeting

- a. A discussion was held regarding the next meeting. It would be best to hold a special meeting. The next meeting will be on December 12, 2023, at 9am. J. Arnold is to post the special meeting date.

There being no further or other business to come before the meeting, upon motion duly made by Treasurer S. Rittof, seconded by Trustee McMillin, unanimously approved, the meeting adjourned at 10:30 a.m.

Respectfully Submitted

*Jacque Arnold*

Executive Fire Support Manager

CHANNAHON FIRE PROTECTION DISTRICT  
STATION #1  
ADMINISTRATIVE CHAMBERS  
24929 S. CENTER STREET  
CHANNAHON IL 60410

MEETING AGENDA #2  
Decennial Committees on Local Government Efficiency Act Committee

December 12, 2023  
10:00 AM

1. Roll Call
2. Public Comment (Speakers will be limited to 3 minutes each)
3. Approval of Minutes of Prior Meeting(s)
4. Study of Local Government Efficiencies
  - a. Old Business
    - i. None
  - b. New Business
    - i. Efficiency Evaluation of Service and Program Administration
    - ii. Efficiency Evaluation of Administrative Procedures
    - iii. Efficiency Evaluation of Government Transparency
5. Establish Time and Date of Next Meeting
6. Adjournment



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

www.channahonfire.com

## Decennial Efficiency Committee Meeting Minutes

On the 12<sup>th</sup> day of December 2023, the second meeting of the Decennial Efficiency Committee for the Channahon Fire Protection District held at fire station #1 was called to order at 10:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance.

In attendance were Chuck Szoke and Tina Zugel, committee members, President Montgomery, Secretary M. Rittof, Treasurer S. Rittof, Chief Petrakis, and Executive Assistant Arnold.

**MATTER OF THE PUBLIC:** None

**APPROVAL OF THE MINUTES:** Tabled to the next meeting, corrections were needed.

### STUDY OF LOCAL GOVERNMENT EFFICIENCIES

a. **OLD BUSINESS:**

i. **None**

B. **NEW BUSINESS:**

i. **Efficiency Evaluation of Service and Program Administration:**

ii. **Efficiency Evaluation of Administrative Procedures:**

iii. **Efficiency Evaluation of Government Transparency:**

Everyone was given two documents; one is the instructions for the committee and the other is a compliance review metrics (attached.) Chief Petrakis informed the committee that he has been in contact with Attorney John Motylinski regarding the district's policy manual. The Chief wants to make sure there are no changes that need to be made.

The committee began reviewing the current and future services and programs. The purpose of the review is to rate the significance of each service or program as it relates to its current state of productivity. After everyone's rating, the committee will review improvements and strengths to focus upon. Secretary M. Rittof asked how the committee can rate the operational services. A discussion was held on the rating significance and the lists were reviewed. Committee Member Szoke stated the rating system is not the focus, it is studying each metric and analyzing efficiency. Treasurer S. Rittof made mention of the things the fire district has recently purchased or will be purchasing; new boat, new dive vehicle, two new chief cars, and we will be remounting an ambulance.

Secretary M. Rittof feels there are opportunities to be more efficient through working with other agencies to share services. Chief Petrakis discussed areas where the fire district shares assets, such as mutual aid and special team resources through MABAS. Secretary M. Rittof feels we should continue to share and see if there are other areas that we could collaborate with MABAS organizations. The Chief reminded the board we do collaborate with other MABAS agencies for a variety of activities.

Committee Member Szoke explained that we are doing this to see where the districts efficiencies are, negative and positive and to determine what the solutions are to correct the problem areas. Chief Petrakis feels this is like a strategic plan and it is a living document that constantly changes. Explanation of what the committee is to do:

COMMITTEE DUTIES The duties of each committee include, but are not limited to, the following: • Study the governmental unit's governing statutes, ordinances, rules, procedures, powers, jurisdiction, shared services, intergovernmental agreements and interrelationships with other governmental units and the state; • Collect data, research and analysis as necessary to prepare a report that summarizes the committee's work, findings and recommendations with respect to increased accountability and efficiency; and, • Provide a report to the county board in which the governmental unit is located no later than 18 months after the formation of the committee.

A discussion continued regarding the added commitments and demands of being a fire district. Chief Petrakis referenced the various administrative functions which have become challenging and require focus. He explained that we cannot continue to rely on giving extra duties to fire district staff. The Chief stated that every level of the organization is busy and overloaded. The fire district's administrative task load is ever growing, and it becomes more difficult to find the balance of tasks, meetings, responsibilities, etc. President Montgomery asked the Chief is there was anything other than manpower that he found where we are deficient. The Chief replied manpower is one of many issues the fire district is faced with. Additionally, the Chief expressed his intent for this committee is to help identify exactly what else we can do better or more efficiently.

#### **ESTABLISH TIME AND DATE OF NEXT MEETING**

- iv. A discussion was held regarding the next meeting. The next meeting will be on January 31, 2024, at 9am. J. Arnold is to post the special meeting date.

There being no further or other business to come before the meeting, upon motion duly made by Secretary M. Rittof, seconded by Treasurer S. Rittof, unanimously approved, the meeting adjourned at 10:30 a.m.

Respectfully Submitted  
*Jacque Arnold*  
Executive Fire Support Manager

DECENNIAL COMMITTEE ON GOVERNMENT EFFICIENCY  
CHANNAHON FIRE PROTECTION DISTRICT  
MEETING #2  
*COMPLIANCE REVIEW METRICS*  
*GOVERNANCE, POLICIES, PROCEDURES, TRANSPARENCY*

- **INSTRUCTIONS FOR COMMITTEE**
  - Service and Program Administration
    - Referring to the various programs offered by the District, provide a review and any subjective comments regarding:
      - Review of Current Services
      - Examine Need for Future Services
      - Review of Current Programs
      - Examine Need for Future Programs
    - Examine and Assess:
      - Purpose
        - Does the program fit the mission of the fire protection district?
        - What is the rationale for the program's function?
      - Service management
        - Do the individuals or groups assigned to manage the program exhibit proper oversight and execution of the program's intent?
      - Performance
        - Are the programs effective in supporting the mission of the District?
      - Economics
        - Are the expenses allocated for the program justified?
      - Effectiveness
        - Does the program meet modern needs?
    - Refer to the service categories and content. Rank the significance of each service provision 1-5 1 being the highest priority and 5 being the lowest priority.
      - If you have feedback on current service offerings, please be sure to include it and have prepared content word-processed for inclusion in the final report.
      - If you have feedback for future service offerings, please be sure to include it and have prepared content word-processed for inclusion into the final report.
  - Administrative Procedures
    - Refer to the Channahon Fire Protection District Board of Trustee's Administration and Policy Manual:
      - Review Current Administrative Procedures (as listed)
      - Examine Need for Procedural Modifications
      - Examine Need for Procedural Additions

DECENNIAL COMMITTEE ON GOVERNMENT EFFICIENCY  
CHANNAHON FIRE PROTECTION DISTRICT  
MEETING #2  
*COMPLIANCE REVIEW METRICS*  
*GOVERNANCE, POLICIES, PROCEDURES, TRANSPARENCY*

- Examine and Assess:
  - Purpose
    - Does the policy provide clear guidance to direct the process or procedure it is written for?
  - Procedure Scope
    - What is the rationale for the policy's function?
  - Conformity
    - Does the written policy reflect current practice?
  - Current
    - Is the policy or procedure recent and reflect modern best practices?
- Transparency
  - Review policies, procedures, postings, and website and evaluate:
    - Review of Budgetary Planning and Execution
    - Review Open Meeting Procedures
    - Review Accessibility of Board and Administrative Staff to Public
    - Review Availability of Financial Audits to Public
    - Review Purchasing and Bidding Policies for Posting at Common Access
    - Review Posting and Access to all Financial Information
- Evaluate:
  - Overall Organizational Transparency
  - Recommendation to Improve or Establish Transparency Practices

DECENNIAL COMMITTEE ON GOVERNMENT EFFICIENCY  
 CHANNAHON FIRE PROTECTION DISTRICT  
 MEETING #2  
*COMPLIANCE REVIEW METRICS*  
*GOVERNANCE, POLICIES, PROCEDURES, TRANSPARENCY*

- Service and Program Administration
  - A key element of the Channahon Fire Protection District's ability is having a high level of commitment for quality service provision, as well as measuring its effectiveness.
- Services by Category

Operational Services	Program Significance (Rate 1-5)
Emergency Medical Services	
Fire Suppression	
Incident Management	
Water and Dive Rescue	
Hazard Investigation	
Technical Rescue (High Angle, Low Angle, Confined Space, and Collapse)	
Hazardous Materials (Operations Level)	
Public Service	
Administrative Services	Program Significance (Rate 1-5)
Budget Planning, Implementation, and Evaluation	
Policy Development	
Strategic Planning	
Risk Management	
Hazard Vulnerability Assessment	
Fleet Maintenance	
Human Resources	
Accident and Injury Investigation	
Logistics	
Data Collection and Records Management	

DECENNIAL COMMITTEE ON GOVERNMENT EFFICIENCY  
CHANNAHON FIRE PROTECTION DISTRICT  
MEETING #2  
*COMPLIANCE REVIEW METRICS*  
*GOVERNANCE, POLICIES, PROCEDURES, TRANSPARENCY*

---

Support Services

Program Significance (Rate 1-5)

---

Training and Education

Health and Wellness

Pre-Incident Planning

Community Care and Risk Reduction

Fire Inspection and Code Enforcement

Community Education

---

- Administrative Procedures
  - The Channahon Fire Protection District has executed various administrative procedures and policies to provide an objective set of rules directing routine practices and operations. Additionally, they establish the legitimacy of management action by ensuring the application of management rules and decisions is done in an objective, fair, and consistent manner.
  - Board of Trustees Administrative Manual
    - Open Meetings Act
    - Freedom of Information Act
    - Ethics
    - Public Comment Policy
    - Sexual Harassment and Harassment Policies
    - Drug and Alcohol Policies
    - Purchasing
    - Semi-Annual Review of Closed Session Minutes
    - Filing Economic Statement of Interest
    - Ordinances & Resolutions
    - Review and Update Cycles
- Transparency
  - The Channahon Fire Protection District strives to provide transparency as an obligation to remain open, accountable, and honest with citizens on how it is conducting business and spending revenues. Transparency is a sacred characteristic of public trust as it equates to expending taxpayer money in the smartest way possible to deliver better outcomes and more effective government.



CHANNAHON FIRE PROTECTION DISTRICT  
STATION #1  
ADMINISTRATIVE CHAMBERS  
24929 S. CENTER STREET  
CHANNAHON IL 60410

MEETING AGENDA #3  
Decennial Committees on Local Government Efficiency Act Committee

January 31, 2024  
9:00 AM

1. Roll Call
2. Public Comment (Speakers will be limited to 3 minutes each)
3. Approval of Minutes of Prior Meeting(s)
4. Study of Local Government Efficiencies
  - a. New Business
    - i. Assessment of Efficiencies Review and Evaluation Matrix
5. Adjournment



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

815-467-6767

FAX: 815-467-5081



## DECENNIAL COMMITTEE ON LOCAL GOVERNMENT EFFICIENCY

- President Montgomery called the regular meeting of the Channahon Fire Protection District Decennial Committee on Local Government Efficiency to order on January 31, 2024, and was held at fire station #1 was called to order at 9:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance. Fire District President Don Montgomery, Trustee Steve Rittof, Trustee Mike McMillin, Committee Member Chuck Szoke, Committee Member Tina Zugel, Chief John Petrakis, and Deputy Chief Jeff Toepper were present. Trustee Mike Rittof, Trustee Casey Caldwell, and Executive Assistant were absent.

## APPROVAL OF MEETING MINUTES:

- President Montgomery called for action to approve the minutes from the September 14, 2023 and October 12, 2023. A motion was made by President Montgomery; seconded by Trustee McMillin. Roll call vote: Fire District President Don Montgomery - YES, Trustee Steve Rittof - YES, Trustee Mike McMillin - YES, Committee Member Chuck Szoke - YES, Committee Member Tina Zugel - YES. Motion carried.

## NEW BUSINESS:

- Study of Local Government Efficiencies
  - Assessment of Efficiencies Review and Evaluation Matrix
    - Chief Petrakis addressed the Committee and shared the progress of the evaluation progress and the composition of the report's first draft. The first draft of the report was composed by Committee Member Szoke and sent to the Committee for review. Chief Petrakis asked Committee Member Szoke to provide an overview of the document.
    - Committee Member Szoke discussed the report's content, format, and sections still being authored as further required information is being gathered for insertion into the report. He referenced the template provided by district legal and completed report of the Channahon Park District as examples of the report's format and content. Committee Member Szoke referenced the Efficiency and Evaluation Matrix that was composed following the October 12, 2023 meeting. He explained the significance of the matrix and its application in the report. He further discussed the identified opportunities to sustain current efficiencies and pursue potential improvements. Committee Member Szoke shared the connections between the strategic plan and navigating future goals and activities of the fire district as it applies to improved efficiency within the organization.
    - Trustee McMillin asked Committee Member Szoke what other content is necessary and is the Committee missing any items that are necessary for the report. Committee Member Szoke reinforced the document as a template and the Committee has the latitude to expand the application of the content to meet the needs of the District's report. He referred to the draft report document and pointed out specific data being used to compose the document and how it can be organized for local use.
    - Chief Petrakis referred the Committee's attention to the Review and Evaluation Matrix, particularly the "working towards goal/standard" and "opportunities to improve goal/standard". He discussed each individual point in both columns and identified opportunities for improvement. Chief Petrakis shared efforts are currently underway to make the improvements.



## CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON IL 60410

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- Trustee Rittof shared the District's experience with specific aspects of efficiency and explained the previous fleet maintenance management and spoke to the shortfalls of having a paid position to employ an emergency vehicle technician. He felt the current practices established by Deputy Chief Toepper are working and more efficient.
- Committee Member Szoke reinforced the purpose of the document and how it is not just an opportunity to improve but also a method to highlight the current efficiencies and effectiveness of the District's practices. He emphasized the value of composing the document to be useful and applicable for change.
- President Montgomery shared his insights and opinions of the challenges the district faces including growth, development, and call volume.
- Deputy Chief Toepper asked Committee Members Szoke and Zugel what items they feel are strengths and/or opportunities. Committee Member Zugel stated an item she felt was important was the relationship between the fire district and village. She stated she learned a lot about the challenges the district faces and how important it is to have good working relationships with other local government partners. Committee Member Szoke stated he felt the organization was in a good place overall. He did emphasize the importance of current practices and the significance of having up to date policies, procedures, and practices in a document. He stated the district's practices appear to be well written and modern but mentions this because it is easy to let these documents go to the wayside. Committee Member Szoke encouraged the District to continue on its current path because good things are happening internally and this document will help continue that forward progression.
- With no further discussion, Chief Petrakis summarized the next steps toward completing the document including the composition of the final report, reconvening to review, and recommendation from the Committee to the Board of Trustees to adopt the document.

### ADJOURNMENT:

- There being no further business, a motion was made by President Montgomery to adjourn the meeting at 10:00 a.m.; seconded by Trustee McMillin. Roll call vote: Fire District President Don Montgomery - YES, Trustee Steve Rittof - YES, Trustee Mike McMillin - YES, Committee Member Chuck Szoke - YES, Committee Member Tina Zugel - YES. Motion carried. seconded by Trustee McMillin. Motion carries.

Respectfully submitted,  
John Petrakis, Fire Chief

CHANNAHON FIRE PROTECTION DISTRICT  
STATION #1  
ADMINISTRATIVE CHAMBERS  
24929 S. CENTER STREET  
CHANNAHON IL 60410

MEETING AGENDA #4  
Decennial Committees on Local Government Efficiency Act Committee

March 14, 2024  
9:00 AM

1. Roll Call
2. Public Comment (Speakers will be limited to 3 minutes each)
3. Approval of Minutes of Prior Meeting(s)
4. Discuss and Approve of Efficiency Act Report
  - a. *Approval Final Draft of Channahon Fire Protection District Decennial Committee on Local Government Efficiency Report*
5. Adjournment



# CHANNAHON FIRE PROTECTION DISTRICT

24929 S. CENTER STREET

CHANNAHON, IL 60410

PHONE: 815.467.6767 • FAX: 815.467.5081

www.channahonfire.com

## Board of Trustee Regular Meeting Minutes

On the 14<sup>th</sup> day of March 2024, the regular meeting of the Board of Trustees of the Channahon Fire Protection District held at fire station #1 was called to order at 9:00 a.m., pursuant to notice, at the Fire Station #1, 24929 S. Center St., Channahon, Illinois with the Pledge of Allegiance.

In attendance were President Montgomery, Secretary M. Rittof, Treasurer S. Rittof, Trustee Caldwell, and Trustee McMillin. Chief Petrakis and Executive Assistant Arnold were in attendance.

Guests: Lt. Koranda, Chuck Szoke, Luanne Cantrell, and Andy Fitzgerald attended the meeting.

### **MATTER OF THE PUBLIC:**

### **APPROVAL OF THE MINUTES:**

Trustee McMillin made a motion to approve the February 8, 2024, regular meeting minutes, seconded by Secretary M. Rittof. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.

### **TREASURER REPORT:**

The Treasurer's report ending February 2024 along with the disbursement record for February 2024 were presented, showing disbursements by check number, date, payee, and amount. Treasurer S. Rittof made a motion to accept the reports as presented, seconded by Trustee McMillin. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.

The outstanding bills to be paid were presented. The Trustees reviewed the bills. Treasurer S. Rittof made a motion to pay the bills as presented, seconded by Trustee McMillin. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.

### **MONEY COLLECTED:**

\$39,085.59 - Ambulance Billing (\$106,252.06 for 2024); \$210.00 - Donations; \$804.00 – Fire Recovery, \$6,800.00 – Impact Fees; \$15,225.54 – Interest; \$131,797.64 – Reimbursements; \$588.59 – Will County Treasurer.

### **COMMUNICATIONS:**

1. Thank you from Kiddie Kampus Learning Center – Chief Petrakis
2. Thank you from Joann Smothers for Ron's Service

3. Thank you from Braidwood Fire for the assistance on a fire call.
4. Thank you from Camp I Am Me for the t-shirt donation.

**OLD BUSINESS:**

- 1. Station #2 Construction Updates:** Waiting for Perry Wegman to join the meeting to discuss the station's progress.

President Montgomery requested a motion to open the meeting for the Decennial Committees on Local Government Efficiency Act. At 9:04 a.m. Secretary M. Rittof made a motion to open the meeting, seconded by Trustee McMillin. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.

Chuck Szoke informed the board that the report meets all the requirements and will not need to be redone for 10 years. Chuck Szoke and Tina Zugel received great input from the district board, Chiefs, and the administration to be able to put the report together. Not only is there a great report to submit to the county, but we can also share it with the community. There is still work to be done within the district, but the areas have been recognized. Secretary M. Rittof agreed that it is a great report, and thanked Chuck for his and Tina's hard work. This should be used as a new step to grow the agency; use the document as a guide to that growth.

President Montgomery requested a motion to close the meeting for the Decennial Committees on Local Government Efficiency Act. At 9:20 a.m. Secretary M. Rittof made a motion to close the meeting, seconded by Treasurer S. Rittof. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.

**NEW BUSINESS:**

- 1. Hold the Decennial Committee Meeting – Final approval of the Channahon Fire Protection District Decennial Committee on Local Government Efficiency Report:** Secretary M. Rittof made a motion to approve the report as presented seconded by Treasurer S. Rittof. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.

Treasurer S. Rittof asked Chuck Szoke if he would be interested in being a grant writer for the district. He would be willing to have a conversation with the district about that.

- 2. Discuss and approve the reappointment of Steve Troutman to the CFPD Pension Board:** Secretary M. Rittof made a motion to reappoint Steve Troutman to the CFPD Pension Board seconded by Treasurer S. Rittof. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes; Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin – Yes. Motion carried.
- 3. Discuss and surplus Ambulance Chassis 415 – 2012 Ford 450 VIN: 1FDUF4HT1CEC73361:** Secretary M. Rittof made a motion to surplus the ambulance chassis and sell it, seconded by Trustee McMillin. A roll call vote: President Montgomery – Yes; Treasurer S. Rittof – Yes;

Secretary M. Rittof – Yes; Trustee Caldwell – Yes; Trustee McMillin - Yes. Motion carried. Ben Petro, the mechanic that has been working on our equipment, has someone that is interested in the chassis. Secretary M. Rittof would like Chief Petrakis to check with the attorney to make sure we can just sell it and do not need to have a sealed bid. The ambulance will be going in to begin the work in April, will have the chassis to sell by May.

- 4. Discuss and approve the purchase of the New Water Rescue Squad 496 graphics including installation – Harmonic Design - \$4,925.00;** DC Toepper stated this is more of an informative item, being it is under the approval amount. Squad should be here any time.

Perry Wegman joined the meeting to discuss the station 2 construction progress. The inside construction is going well. There is an issue with a storm drain, working on determining what the repair needs to be. They are hoping to pull off the lid, shorten the structure, and replace the lid. Hoping to replace the ring. Thomas Engineering need to approve the new structure. Trustee Caldwell asked if this would slow down the apron pour? Perry is hoping not, the pour is scheduled for April as soon as the weather breaks. Austin Tyler is all set to do it right away. The drain issue is between the sidewalk and the road so the apron can be done, and they could come out to do a second pour to finish. Station should be done, and we will be in by June; that is the plan. The board would like a complete budget breakdown for the next meeting. Trustee Caldwell asked if any of the contractors have asked for extra due to the delays. Perry said very few.

**WESCOM:** None

**LEGAL UPDATE:** None.

**FIRE PREVENTION AND INSPECTION MONTHLY REPORT:** Attached

**DEPUTY CHIEF REPORT AND VEHICLE/BUILDING MAINTENANCE:** (report attached)

- 421 repairs started in January, about \$8,000 so far. YTD we are at \$15,000 for vehicle maintenance.
- Ben Petro is working out well. H is using our vendors, and we are being billed directly. He does the work at night and at the weekend.
- Have been working with Joliet on working together.
- SOG revisions
- ISO work
- Pension meeting – IMEs are scheduled. Once we get those back there will be a hearing.
- Truck fires – 3 trucks on Riverside Drive, one on the Frontage Road
- Helped with a Morris house fire.
- Have had some crashes on I-55
- Current 416 – DC would like to explore some other options on selling or donating the current squad. We are not getting any interest in selling it. The board would like to have the Chief check with the attorney about donating it or selling it out right.
- Getting ready for pump tests and engine PM's
- Will be on vacation in April.

**CHIEF REPORT:** (report attached)

- ISO prep is being done.
- The Chief's car was hit in the parking lot of the station and goes in on Monday for repair.
- Community Risk Reduction: Chief Petrakis presented the board a pack of information about the position and the costs associated with hiring someone. A discussion was held. One-third of our calls are list assist, mental health, or psych. Luanne will be like a counselor for the community. Secretary M. Rittof is all for the program but wants to know where we are with Thrive works. Why are they being so responsive to everyone but Channahon? Having a program like this will get information to the community faster and will keep our firefighters in the district. Having someone that can just talk to people or help make necessary arrangements for getting assistance frees up the shifts. Jacque is to check with the insurance carrier to see if we are open to any additional liability if we move forward. Secretary M. Rittof is not in favor if we cannot duplicate a program like Thrive Works. We would be offering a service where we can have someone talk to the community. We are meeting with Mental Health Matters. This program will help with senior services and follow-up on calls. When Luanne started with the district, she was planning to help the guys, but it became clear that the community was where she could make the most difference. Lt. Koranda discussed the significance of having Luanne available to help intervene with the 90% of the 1/3 or calls to which the CFPD responds to. There are hopes that Will County will fund the cost for individuals to get the assistance that is beyond what the district can offer.
- Inspection issues with the Village. Inspector Mazziotta has been working along with the Minooka inspector and the Village of Channahon (Kirk) to revise the fire code. The Village has the authority, and we will never have jurisdiction over them. Chief Yancey has not responded to the request for information to provide the Village to set up a meeting. Secretary M. Rittof would like Chief Petrakis to move forward with meeting with the Village to resolve the inspection issues.
- Smoke Detector Program – Chief Petrakis asked Cindy about the Red Cross program and she is not a fan. We have a program in place. Lt. Koranda stated the rigs have smoke detectors on them and if the crews are on a call that needs one, they will give them a detector. They will also ask to see if there is someone that can put it up for them. A question was asked about where we would get the money. Cindy did get a grant from Three Rivers Festival one year and we have received detectors from IFSA. Secretary M. Rittof stated the Red Cross supplies the detectors.

There being no further or other business to come before the meeting, upon motion duly made by Secretary M. Rittof, seconded by Treasurer S. Rittof, unanimously approved, the meeting adjourned at 10:55 a.m.

Respectfully Submitted

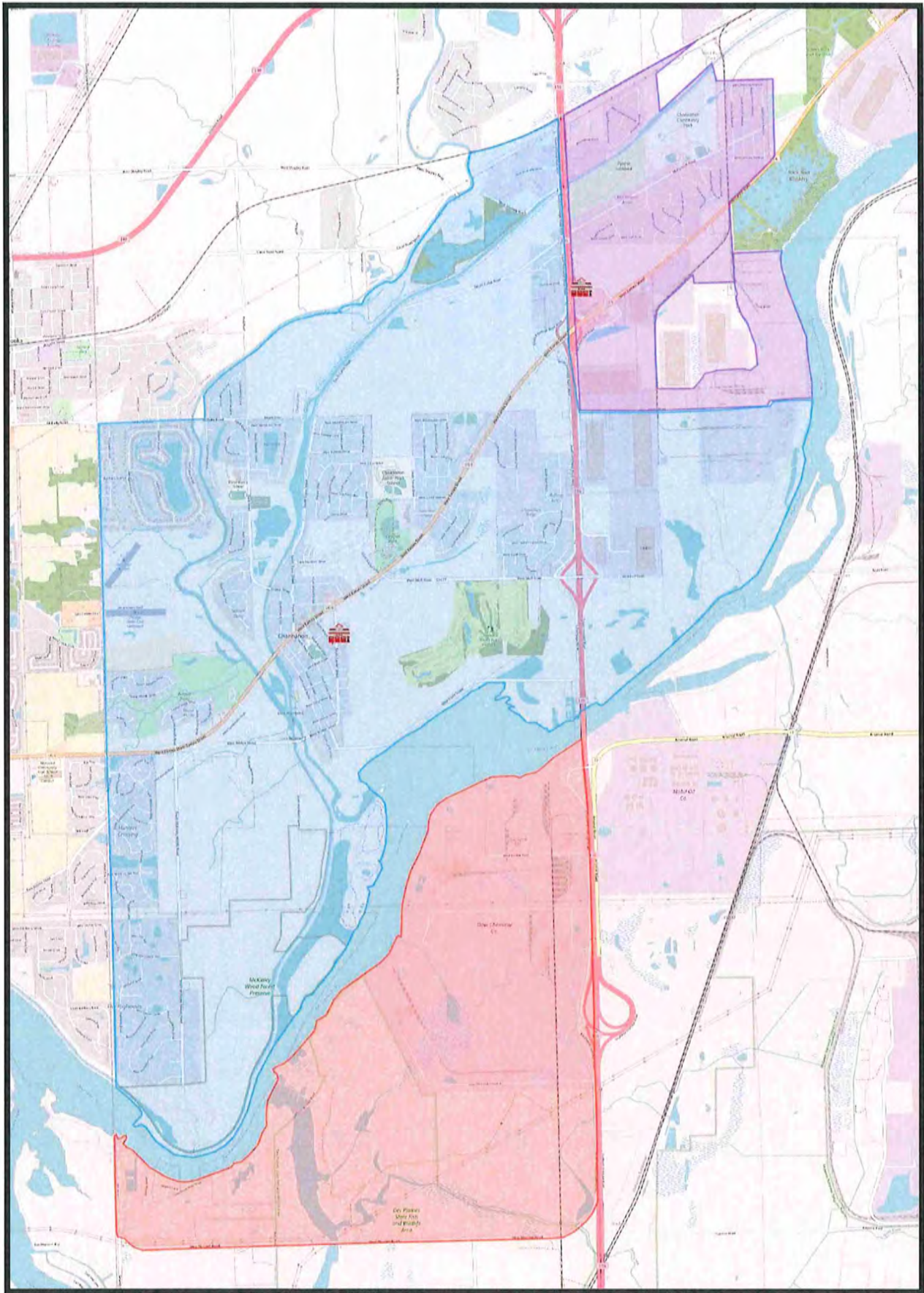
*Jacque Arnold*

Executive Fire Support Manager



## Appendix "C"

Fire Protection District Map



## Appendix “D”

Intergovernmental Agreements (IGAs) List

**Channahon Fire Protection District  
Decennial Committee Report  
Intergovernmental Agreements (IGA)**

**Automatic Mutual Aid**

A RESOLUTION AUTHORIZING THE CHANNAHON FIRE PROTECTION DISTRICT TO ENTER INTO AN INTERGOVERNMENTAL AUTOMATIC RESPONSE AGREEMENT WITH THE MINOOKA FIRE PROTECTION DISTRICT.

February 21, 2008

A RESOLUTION AUTHORIZING THE CHANNAHON FIRE PROTECTION DISTRICT TO ENTER INTO AN INTERGOVERNMENTAL AUTOMATIC RESPONSE AGREEMENT WITH THE TROY FIRE PROTECTION DISTRICT.

February 21, 2008

A RESOLUTION AUTHORIZING THE CHANNAHON FIRE PROTECTION DISTRICT TO ENTER INTO AN INTERGOVERNMENTAL AUTOMATIC RESPONSE AGREEMENT WITH THE ELWOOD FIRE PROTECTION DISTRICT.

February 21, 2008

THIS AGREEMENT, MADE AND ENTERED INTO ON THE DATE SET FORTH NEXT TO THE SIGNATURES OF EACH PARTY HEREUNTO, BY AND BETWEEN THE CHANNAHON FIRE PROTECTION DISTRICT, BODY CORPORATE AND POLITIC ("CHANNAHON"), THE MINOOKA FIRE PROTECTION DISTRICT, BODY CORPORATE AND POLITIC ("MINOOKA") AND THE TROY FIRE PROTECTION DISTRICT, BODY CORPORATE AND POLITIC ("TROY").

March 3, 2009

THIS AGREEMENT, MADE AND ENTERED INTO ON THE DATE SET FORTH NEXT TO THE SIGNATURES OF EACH PARTY HEREUNTO, BY AND BETWEEN THE CHANNAHON FIRE PROTECTION DISTRICT, BODY CORPORATE AND POLITIC ("CHANNAHON"), THE EAST JOLIET FIRE PROTECTION DISTRICT, BODY CORPORATE AND POLITIC ("EAST JOLIET")

January 22, 2019

**Channahon Park District**

INTERGOVERNMENTAL COOPERATION AGREEMENT FOR INFORMATION TECHNOLOGY AND COMPUTER MAINTENANCE SERVICES

February 6, 2014

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CHANNAHON PARK DISTRICT AND THE CHANNAHON FIRE PROTECTION DISTRICT FOR INFORMATION TECHNOLOGY AND COMPUTER MAINTENANCE SERVICES

February 1, 2015

**Channahon Taxing Districts**

AGREEMENT TO PROVIDE FOR THE FINANCING OF PUBLIC IMPROVEMENTS BETWEEN THE VILLAGE OF CHANNAHON AND CERTAIN TAXING DISTRICTS FOR THE DEVELOPMENT OF PROPERTY GENERALLY LOCATED AT THE NORTHEAST CORNER OF BLUFF ROAD AND I-55

February 12, 2015

A RESOLUTION APPROVING AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF CHANNAHON, CHANNAHON SCHOOL DISTRICT NO. 17, MINOOKA COMMUNITY HIGH SCHOOL DISTRICT NO. 111, THE THREE RIVERS PUBLIC LIBRARY DISTRICT, THE CHANNAHON PARK DISTRICT, AND THE CHANNAHON FIRE PROTECTION DISTRICT - Tryon Street TIF

June 6, 2022

**Channahon Township**

An Intergovernmental Cooperation Agreement Between Channahon Township, Will County, Illinois and Channahon Fire Protection District, Will County, Illinois (Purpose: Through the collaborative sharing of TOWNSHIP and FIRE personnel and equipment, as outlined in this agreement, will enhance the services and opportunities for residents of the TOWNSHIP and FIRE DISTRICT.

December 12, 2015

**Village of Channahon**

This agreement, made and entered as of the 1st day of April 2003, by and between the VILLAGE OF CHANNAHON, an Illinois municipal corporation ("VILLAGE") and the CHANNAHON FIRE PROTECTION DISTRICT, an Illinois municipal corporation ("DISTRICT"); - Fire Code Prevention

April 1, 2003

AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF CHANNAHON AND THE CHANNAHON FIRE PROTECTION DISTRICT CONCERNING THE IMPOSITION, COLLECTION, AND EXPENDITURE OF FIRE DISTRICT IMPACT FEES

May 10, 2007

INTERGOVERNMENTAL AGREEMENT BETWEEN THE VILLAGE OF CHANNAHON AND THE CHANNAHON FIRE PROTECTION DISTRICT RE: STREET LAMP POST USE

September 19, 2016

**Four Rivers Environmental Education Center**

Intergovernmental Agreement regarding the improvement and use of the Marina at McKinley Woods. Four Rivers Environmental Education Center

November 8, 2018

**Illinois Department of Healthcare and Family Services**

INTERGOVERNMENTAL AGREEMENT BETWEEN THE ILLINOIS DEPARTMENT OF HEALTHCARE AND FAMILY SERVICES AND CHANNAHON FIRE PROTECTION DISTRICT – GEMT

June 11, 2020

**Illinois State Police**

STATE OF ILLINOIS, ILLINOIS STATE POLICE INTER AGENCY AGREEMENT BETWEEN THE ILLINOIS STATE POLICE AND CHANNAHON FIRE PROTECTION DISTRICT - Criminal History Record Information

February 18, 2013

**Lockport Township Fire Protection District**

INTERGOVERNMENTAL AGREEMENT BETWEEN THE LOCKPORT TOWNSHIP FIRE PROTECTION DISTRICT AND THE CHANNAHON FIRE PROTECTION DISTRICT FOR FLEET MAINTENANCE AND REPAIR SERVICES

October 1, 2023

**Makanda Township**

INTERGOVERNMENTAL AGREEMENT BETWEEN CHANNAHON FIRE PROTECTION DISTRICT AND MAKANDA TOWNSHIP - PURCHASE OF 1981 FORD FIRE ENGINE

July 8, 2004

**Minooka Fire Protection District**

INTERGOVERNMENTAL AGREEMENT BETWEEN THE CHANNAHON FIRE PROTECTION DISTRICT AND THE MINOOKA FIRE PROTECTION DISTRICT REGARDING THE SHARING OF FIRE APPARATUS

May 13, 2004

INTERGOVERNMENTAL AGREEMENT BETWEEN CHANNAHON FIRE PROTECTION DISTRICT AND MINOOKA FIRE PROTECTION DISTRICT - Share services for the position of Fire Prevention Officer

May 7, 2009

INTERGOVERNMENTAL AGREEMENT BETWEEN CHANNAHON FIRE PROTECTION DISTRICT, TROY FIRE PROTECTION DISTRICT, AND MINOOKA FIRE PROTECTION DISTRICT - Porta Count Pro Respirator Fit Tester 8030

February 27, 2013

INTERGOVERNMENTAL AGREEMENT BETWEEN CHANNAHON FIRE PROTECTION DISTRICT AND MINOOKA FIRE PROTECTION DISTRICT - Share services for the position of Fire and Life Safety Education Specialist

November 14, 2013

**Mutual Aid Box Alarm System (MABAS)**

AN RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT FOR PARTICIPATION IN THE MUTUAL AID BOX ALARM SYSTEM (MABAS MASTER AGREEMENT 2022)

November 10, 2022

**WESCOM**

INTERGOVERNMENTAL AGREEMENT BETWEEN WESCOM AND INDIVIDUAL WESCOM MEMBERS FOR STARCOM 21 RADIO PROJECT FINANCING

November 10, 2016

ADDENDUM/ERRATA INTERGOVERNMENTAL AGREEMENT BETWEEN WESCOM AND INDIVIDUAL WESCOM MEMBERS FOR STARCOM 21 RADIO PROJECT FINANCING 11/3/2016

December 6, 2016

**Will County 9-1-1 Emergency Telephone System Board**

INTERGOVERNMENTAL AGREEMENT BETWEEN THE WILL COUNTY 9-1-1 EMERGENCY TELEPHONE SYSTEM BOARD AND THE MUNICIPAL AGENCY OR PUBLIC SAFETY ANSWERING POINT KNOWN AS CHANNAHON FIRE PROTECTION DISTRICT FOR THE FUNDING OF 9-1-1 SURCHARGE RELOCATION

Renews Yearly

AUTHORIZING THE COUNTY EXECUTIVE TO EXECUTE AN INTERGOVERNMENTAL AGREEMENT WITH CHANNAHON FIRE PROTECTION DISTRICT TO PROVIDE ACCESS TO THE COUNTYWIDE RADIO SYSTEM

October 24, 2020

## Appendix "E"

Summary of Items on District Website



**Channahon Fire Protection District  
Decennial Committee Report  
District Website Contents**

URL: [www.channahonfire.com](http://www.channahonfire.com)

[Home](#)

[Scrolling safety messages](#)

[Chief's Message](#)

[Facebook post/link](#)

[Community Education Scheduling](#)

- Car Seat Information

[Mission Statement](#)

[Contact Information](#)

[Links](#)

- Accessibility Statement
- Freedom Of Information
- Board Up Policy & Form
- Fire District Event Request Form
- Staff Email

[General Information](#)

- Annual Report
- Decennial Report
- Strategic Plan
- Succession Plan

[About](#)

- History & Heritage
- In Memoriam
- Mission Statement & Vision

[Operations](#)

- EMS
- Fire Rescue
- Water Rescue
- Training

[Board Up Policy](#)

[Fire Inspections](#)

[Freedom of Information](#)

[Frequently Asked Questions](#)

[Knox Box](#)

[Administration](#)

[Boards and Committees](#)

[Board of Trustees](#)

[Board of Commissioners](#)

[Decennial Committee](#)

[Foreign Fire Insurance Board](#)

[Pension Fund Board of Trustees](#)

[Finance & Transparency](#)

[Freedom of Information](#)

[Events & Announcements](#)

[Careers](#)

[Requests For Proposal or BID](#)

[Safety & Education](#)

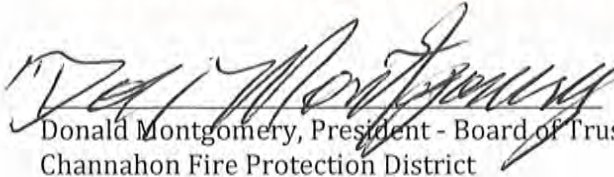
[Classes](#)

- CPR
- Babysitting


[Fire & Life Safety](#)

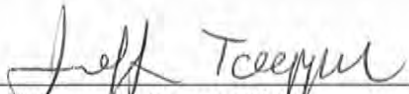
- Firefighter Cindy's Kids Page

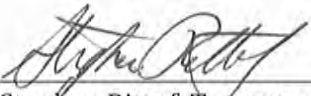
# COMMITTEE RATIFICATION AND SIGNATURE

  
Donald Montgomery, President - Board of Trustees  
Channahon Fire Protection District

  
John Petrakis, Fire Chief  
Channahon Fire Protection District

  
Michael Rittof, Secretary - Board of Trustees  
Channahon Fire Protection District


  
Jeff Toepper, Deputy Chief  
Channahon Fire Protection District

  
Stephen Rittof, Treasurer - Board of Trustees  
Channahon Fire Protection District

  
Chuck Szoka, Community Resident Appointee

  
Casey Caldwell - Board of Trustees  
Channahon Fire Protection District

  
Tina Zugel, Community Resident Appointee

  
Michael McMillin - Board of Trustees  
Channahon Fire Protection District

