



WOODSTOCK FIRE/RESCUE DISTRICT

Report for compliance with the decennial committee on local
government efficiency act.



Woodstock Fire/Rescue District

Decennial Committee Final Report

435 E. Judd St.
Woodstock, IL 60098
(815) 338-2621

The Woodstock Fire/Rescue District (WFRD) was established in 1993 through a consolidation referendum. Before the creation of the WFRD, there were three separate agencies that provided fire & Emergency Medical Services (EMS) to the City of Woodstock and the surrounding areas. The Woodstock City Fire Department covered areas that fell within the Woodstock city limits. The Woodstock Rural Fire Protection District covered the unincorporated areas outside of the Woodstock City limits and the Woodstock Rescue Squad provided EMS to both the city and rural fire district.

The District is governed by an elected five-member trustee board that have staggered six-year terms. The Board of Trustees is the corporate authority of the Fire/Rescue District as identified in the Illinois Statute. Within the Board of Trustees are elected positions of President, Secretary and Treasurer. The Board of Trustees is legally responsible for establishing general policies to guide the District, approve programs and services, pass tax levies, and appropriate financial resources. The Board of Trustees appoints a three-member Board of Fire Commissioners on staggered terms. The Fire Commission is responsible for overseeing the hiring, promoting, disciplining, and terminating of full-time firefighters. The Board of Trustees also appoints a Fire Chief to serve as the Chief Administrator for the District.

The District employs forty-seven (47) full-time members and (18) part-time members. The District is staffed by a Fire Chief, Deputy Chief, a Battalion Chief of Training, three Battalion Chiefs, nine Lieutenants, thirty cross trained firefighter/paramedic's, eighteen firefighter/EMT's, Administrative Assistant, Office Assistant, and one mechanic.

The Woodstock Fire/Rescue District (WFRD) is centrally located in McHenry County, approximately 55 miles north west of Chicago. WFRD is a combination department of career and part-time personnel that operate out of three fire stations and responds to over 5,500 incidents annually. Of the 5,500 calls answered by WFRD, 75% are for EMS, 24% are service calls, and 1% are fire incidents. WFRD has a full time residential population base of 30,691 and the district covers 83 square miles. Approximately 73% of the District is utilized for agriculture, open space, right of way and undeveloped properties and 21% is used for residential purposes. The remaining 6% is utilized for commercial and industrial means. Only 26% of the District has fire hydrants requiring the need to own and operate two water tenders to shuttle water for fire suppression.

The townships of Greenwood, Hartland, Dorr, and Seneca fall into the WFRD. The Village of Greenwood and the Creekside subdivision located in the Village of Wonder Lake is also serviced by WFRD. The highest population density is located in the City of Woodstock. WFRD is a heavy bedroom community and typical residential structures include single family, multi-family, and apartment buildings.



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GENERAL INFORMATION

The District encompasses a majority of the zip code area 60098 that is considered Woodstock, Illinois. The coverage area is 83 square miles that includes all of the City of Woodstock, portions of the Villages of Bull Valley, Greenwood, and Wonder Lake.

In addition to Township government, there are other government agencies that fall in WFRD.

Law Enforcement:

McHenry County Sheriff's Office
Woodstock Police Department
Wonder Lake Police Department
Bull Valley Police Department

Schools:

Woodstock Community Unit District 200
Marian Central Catholic High School
St. Mary Elementary & Junior High School
Crystal Lake Montessori School

McHenry County Government:

McHenry County Government Center
Valley High Nursing Home
McHenry County Highway Department

A. Community Demographics and Development

Woodstock Fire/Rescue District: 83 Square Miles
Permanent City Population: 25,329
Weekday (daytime) Population: 28,976
Population Density: 1,864/square mile
Road & Highways: 275 Linear Miles
Total Assessed Valuation: \$1,001,016,060

B. Fire Stations

Name of Station	Location
Station 1 – Headquarters	435 E. Judd Street
Station 2	1325 Dean Street
Station 3	2900 Raffel Road
Fleet Maintenance Facility	513 E. Judd Street



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C. Employees

Full-Time	Part-Time	Volunteer/Recruit's
47	18	9

D. Fire & EMS Apparatus

Vehicle Type	Total	Year
Engine	3	2009, 2018, 2022
Truck	1	2009
Ambulance	5	2010, 2017, 2019, 2021, 2022
Tender	2	1993, 2007
Utility Terrain Vehicle	2	2000, 2019
Utility Vehicles	4	2002, 2006, 2022, 2023
Command Vehicles	4	2015, 2017, 2022, 2022
Staff Vehicles	2	2007, 2022
Trailers	3	2007, 2007, 2018

E. Service & Programs

The Woodstock Fire/Rescue District (WFRD) responds to a broad range of emergency incidents as well as providing a number of specialized services-i.e., fire prevention and emergency preparedness for the Woodstock community. Services that the fire District provides to the Woodstock community are outlined as follows.

FIRE SUPPRESSION RESPONSE

Fire suppression personnel provide emergency response to a range of fire suppression-related incidents involving structures, wildland areas, vehicles and dumpsters/trash. The District staffs one engine, two ambulances, one jump company (engine/ambulance), along with a Shift Commander vehicle to protect the District. A three-platoon/shift configuration with a minimum staffing of 14 each day provides the community with service 24 hours a day, seven days a week, 365 days a year.

EMERGENCY MEDICAL SERVICES RESPONSE

The District provides first responder medical care and transportation services at an advanced life support level. Seventy-nine percent of the on-duty staff are certified paramedics while the remaining 21% are emergency medical technicians. Currently, the District permanently staffs two ambulances with one paramedic and one EMT along with one jump company ambulance staffed with two paramedics and an EMT.

TECHNICAL RESCUE RESPONSE

The District provides vehicle accident response, natural disaster response, confined space, low and high angle rope rescue, and structural collapse rescue. All firefighters are trained at a minimum to the awareness level in technical rescue response skills.



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HAZARDOUS MATERIALS

The District responds to a variety of hazardous material issues. Some common issues are reports of generalized odor investigations, carbon monoxide incidents and gas leaks. All firefighters are trained at a minimum to the operations level in hazardous materials response skills.

SPECIALIZED SERVICES

Fire Prevention Services

Building Plan Check Services

- Fire alarm plans
- Fire sprinkler plans
- Structural plans
- Site plans

Permits or approvals

- Special events
- Pyrotechnics

Fire Investigation Services

Inspections

- Businesses
- Existing buildings
- Fire sprinkler systems
- Hazardous material storage
- Fire alarm systems

Public Education Services

- School Tours
- Fire safety education
- Injury prevention
- CPR/AED training
- Car seat inspections

CURRENT DELIVERY SYSTEM

The District is divided into three response zones with one fire station in each zone. The District utilizes a three-shift schedule, staffing each shift for a 24-hour period, 7 days a week, and 365 days a year. The minimum on-duty staffing level of 14 personnel has been established for around-the-clock delivery of emergency services. Personnel callback procedures have been established along with auto and mutual aid agreements to facilitate additional staffing as needed. The District uses four different types of primary apparatus to respond to emergencies.

ENGINE COMPANY

The primary fire emergency response apparatus for the Woodstock Fire/Rescue District is the engine company. There is an engine company in the northern and southern response zones of the District. Engine companies are staffed with a minimum of three personnel: a supervising Lieutenant, an engineer (driver), and a firefighter/EMT. All personnel are required to be certified at a minimum to the emergency medical technician (EMT) basic level. However, all career personnel maintain certification to the level of paramedic. The engine companies carry a full complement of advanced and basic medical equipment and can deliver the same high quality of care of a paramedic ambulance. Each engine is a triple combination pumper, equipped with a minimum of a 1250 gallon per minute (gpm) pump, a 750 gallon water tank and a full complement of hose. Engines are also equipped with 10 gallons



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of AFFF firefighting foam, pre-connected medium and large diameter hand lines, a deck gun, 1000 feet of five-inch supply hose, and two sections of hard suction hose. The primary purpose of an engine is to provide personnel with equipment and water to sustain an initial attack on a structure, wildland or other type of fire. Each engine company is also equipped with a variety of emergency equipment such as basic and advanced life support medical equipment, emergency scene lighting, basic tools for defensive hazardous materials mitigation, basic water rescue equipment and rehab supplies. Each engine company is also equipped with 50 feet of ground ladders, specialized wildland firefighting equipment, forcible entry tools, auto extrication equipment and a thermal imaging camera.

PARAMEDIC AMBULANCE

All three fire stations are equipped with ambulances that provide paramedic care. Each ambulance is staffed with a minimum of one paramedic having advanced life support (ALS) certification along with an EMT basic. The ambulances carry both ALS and BLS equipment and provide a high level of emergency medical care. Some of the items carried on ambulances are advanced airways, monitor/defibrillators, CPR Compression Devices, and medications. Firefighter/paramedics are able to supply immediate life saving measures and transport patients to the appropriate facilities. From routine medical problems to the most critically ill or injured patient, ambulances fill a significant role in Woodstock – especially considering that 75% of all District calls are for EMS services. Though their primary role is EMS, these units are staffed with structural firefighting protective equipment, a thermal imaging camera, basic forcible entry tools, and self-contained breathing apparatus (SCBA).

TRUCK COMPANY

The Woodstock Fire/Rescue District has one truck company, centrally located within the District at Station 1. The truck company is supervised by a Lieutenant and is staffed with an engineer (driver) and a firefighter EMT. All personnel are required at a minimum to be certified at the emergency medical technician (EMT) basic level. However, all career personnel maintain a paramedic advanced life support (ALS) certification. The truck carries a full complement of ALS and BLS equipment and can deliver the same high quality of care of a paramedic ambulance.

The truck has a 105-foot rear mounted aerial ladder, which is able to reach the equivalent of up to 7 stories high. The truck allows firefighters to access or egress a building from significant heights and to attack a fire from an above the fire position. The aerial ladder is capable of allowing firefighters to direct an elevated master water stream of up to 1000 gpm from the tip of the ladder. In addition to the aerial ladder device, the truck is also equipped with over 160 feet of ground ladders, heavy rescue



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and auto extrication equipment and many other types of equipment to handle various types of calls throughout the District.

SHIFT COMMANDER VEHICLE

One Battalion Chief is responsible for overall field operations from a command vehicle. The command vehicle, centrally located at Station 1, is equipped with advanced communication equipment, a mobile data computer, and several command aids. From this command vehicle, a Battalion Chief is able to direct emergency scene operations and command all firefighting, lifesaving, and fire prevention operations. Some additional equipment carried in the command vehicle includes SCBA, command worksheets, reference materials and EMS equipment along with an automated external defibrillator (AED).

RESERVE AND SPECIALTY APPARATUS

The District maintains a fleet of reserve apparatus. Reserve apparatus are utilized to accommodate periodic maintenance and repair of front-line apparatus, and to staff additional units during large-scale emergencies. The Districts specialty apparatus are comprised of two water tenders and two Utility Terrain Vehicles (UTV). An enclosed trailer carries the equipment needed for the technical rescue team and divers.

F. Financials

End-of-Year Financial Report		
Fiscal Year	Revenues	Expenditures
FY2019	\$7,727,883	\$7,360,133
FY2020	\$7,914,683	\$7,813,183
FY2021	\$9,753,768	\$9,308,700
FY2022	\$10,504,375	\$10,092,040
FY2023	\$11,652,605	\$10,949,200

G. Equalized Assessed Value (EAV)

Tax Year	EAV
2019	771,746,494
2020	803,265,466
2021	853,776,998
2022	917,900,351
2023	1,001,016,060



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H. Insurance Services Office (ISO) Rating

The Woodstock Fire/Rescue District's current ISO rating is a 3. Rural areas <5 miles from a fire station have a rating of 5. >5 miles from a fire station are rated at 10.

COMMITTEE INFORMATION

Decennial Committee Members	
Chief	Brendan Parker
Deputy Chief	Matt Hedges
Trustee President	Fred Spitzer
Trustee Secretary	Robert Kristensen
Trustee Treasurer	Pat Burke
Trustee	Noel Baldwin
Trustee	Kim Mueller
WFRD Resident	Daniel Pauley
WFRD Resident	Nicholas Mueller

Decennial Committee Meeting Dates	
Meeting Date	Location
8/24/2023	Station 3, 2900 Raffel Road
1/25/2024	Station 3, 2990 Raffel Road
9/26/2024	Station 3, 2900 Raffel Road

AWARDS & RECOGNITIONS

The District embraces recognition of employees and citizens for efforts that go above and beyond. A recognition program has established various recognition levels and award types based on the actions of the individual(s).

INTERGOVERNMENTAL AGREEMENTS (IGA's)

AGENCY	SERVICES SHARED OR PROVIDED
Huntley FPD, Nunda FPD, Marengo FRD, Harvard FPD, Cary FPD	Communication Specialist Service
McHenry County Sheriff's Office	Tactical Emergency Medical Support
City of McHenry	Dispatching services
City of Woodstock	Information Technology Services
City of Woodstock	Response to a confined space or trench rescue incident
City of Woodstock	Use of antenna in Emricson Park



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City of Woodstock	Wireless Alarm Program
Crystal Lake FD, Harvard FPD, HAGFPD, Huntley FPD, Marengo FRD, McHenry TFPD, Wonder Lake FPD, & Union FPD	Manpower and apparatus for response to a reported structure fire
Marengo FRD & Wonder Lake FPD	Manpower & apparatus for response to motor vehicle accidents
Wonder Lake FPD	Divers and equipment for response to water rescue incidents

GOVERNING STATUS, FIRE DISTRICT POLICIES, RULES, PROCEDURES, TRAINING MATERIALS, REPORTS, AND OTHER DOCUMENTS

A. Governing Statutes

- Fire Protection District Act (70 ILCS/705)
- Illinois Open Meetings (OMA) Act (5ILCS 120)
 - Annually, the District Trustees designate an OMA officer and designee
- Illinois Freedom of Information Act (5 ILCS 140)
 - Annually, the District Trustees designate a FOIA officer and designee.
- State Officials and Employees Ethics Act (5ILCS 430/1-1) and other State Ethics Laws

B. Policies, Ordinances, Rules, & Bylaws

- Purchasing Policy (02-005)
- Recognition Program (02-006)
- Building/Personnel Security & Safety (02-010)
- Personnel Manual (2014)
- Board of Fire Commissioners Rules & Regulations

C. Procedures

- FOIA Forms and Procedures (5 ILCS 140/1 *et. seq*)
- Perform Semiannual review of closed session minutes (5 ICLS 120/2.06)
- Filed Statements of Economic Interest (5 ILCS 420/4A-101)
- Retention, Destruction, and Review of other documents
- Post/File OSHA 300A Report
- Grant Management and Reporting
- NIFRS Compliance



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D. 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©)
- EMS & Fire Training report presented at every regularly scheduled BOT meeting

E. Reports

- Call volume reports are presented monthly at the regularly scheduled Board of Trustee meetings. Call volume information includes;
 - Total call volume for the year
 - Call volume by month
 - Total call volume by apparatus
 - Call volume by station
 - Transport destinations by month
 - Annual Audit
 - Financial Report

F. Documents

- Schedule of all Board of Trustee meetings (5 ILCS 120/2.03)
- Schedule of all Board of Fire Commissioners meetings
- Schedule of all Foreign Fire Insurance Board meetings

G. Transparency

- The District conducts business in the open meeting format that allows for public attendance. Trustee packets are on display during the open meetings and available on the District's website post meeting. Additional information about the District and the services that are provided can be found on the website.
- The Board of Trustees hired a full time Fire Chief to serve as the Executive Officer that oversees the day-to-day operations and financial state of the District. The Fire Chief is supported by a Deputy Chief and Administrative Assistant who both help execute administrative duties.
- Annual audits of the District's funds are required per state statute and ensure best business practices are followed. Accounting services are rendered to aid in managing the fiduciary responsibilities of the District.



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RECOMMENDATIONS FOR INCREASED ACCOUNTABILITY AND EFFICIENCY

The roots of the Woodstock Fire/Rescue District (WFRD) were established utilizing volunteer members and operating on a small budget of tax revenue and donations amongst three separate emergency service organizations. Efficiencies were identified and implemented 30 years ago through consolidation. Since the merger, the reliance on call back members has transitioned to putting personnel in the stations. The lack of call back personnel has created a full reliance on personnel living in the stations and mutual aid from neighboring Districts.

A Community Based Strategic planning process was conducted in 2019. The collaboration of WFRD residents and WFRD members resulted in the creation of a Community Risk Assessment and Standards of Cover. A four-year Strategic Plan was also created which shaped many of the programs we have in place today. The completion of the next strategic plan is in the final stages for implementation January 1, 2025.

A Capital Improvement Program (CIP) has been created to identify aging vehicles & equipment, and make building upgrades. New mechanical systems and lighting fixtures in the facilities has helped reduce utility bills. Power load stretchers have reduced the chance of personnel suffering a back injury.

A physical fitness program, Employee Assistance Program, and Firefighter Peer Support Program are in place to help reduce physical and mental health injuries.

Community Risk Reduction Programs help keep those residing and visiting the District safe by reducing the potential for activating the 911 system. Fire prevention programs, public CPR certification, and injury reduction programs create a safety minded community.

Recruitment and retention have been an issue for the District for many years. This is true for the fire service in general. The District has created multiple ranks within the organization to help combat this ongoing issue. Succession planning is constantly in place and can be seen at every level. Each rank is designed to feed into the rank above creating opportunities for employees.



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SUCCESSION PLANNING

RANK	DESCRIPTION
Cadet Program	Young adults high school age participates in fire/EMS hands on activities that allow them to learn about the fire service and the organization.
Recruit Program	Young adults over the age of 18 work a minimum of 12 hours a week as part of a shift and have certification as an EMT or Firefighter.
Part-Time Firefighter/EMT/Paramedic	Part-time members are trained to a minimum level of Firefighter/EMT. Opportunities allow for paramedic certification and able to test for full time employment.
Full Time Firefighter/EMT/Paramedic	Full-time members are trained to a minimum level of Firefighter/Paramedic. Opportunities allow for Company Officer certification and able to act up and test for Lieutenant.
Lieutenant	Lieutenants are trained to a minimum level of Company Officer. Opportunities allow for Advanced Officer certification and able to act up and test for Battalion Chief.
Battalion Chief	Battalion Chiefs are trained to a minimum level of Advanced Officer. Opportunities allow for Chief Fire Officer certification, obtaining Associates Degree, and have Chief Officer responsibilities.
Deputy Chief	Deputy Chief is trained to a minimum level of Chief Fire Officer. Opportunities allow for obtaining a Bachelor's degree and have additional Chief Officer responsibilities.
Fire Chief	Fire Chief is trained to a minimum level of Chief Fire Officer & Bachelor's degree. Opportunities allow for obtaining a Master's degree and have additional Chief Officer responsibilities.

CONCLUSION

The Woodstock Fire/Rescue District operates on a very lean budget. Emphasis is continually placed on securing alternative funding in the form of grants, loans, donations, and partnerships with shared services. The combination staffing model of full time and part time personnel has allowed for a daily minimum of 14 personnel per day that responds to 5,500 calls. As the community continues to grow, the demand for service will increase. The following needs have been forecasted for the next decade to meet the needs of the community.

- Increase the minimum staffing to 17
- Build a fourth fire station
- Build a training facility
- Increase administrative positions to include a Second Deputy Chief, Fire Marshal, and EMS Coordinator.

RESIDENT SURVEY



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Legislation that has established the Decennial Committee rules & regulations requires a survey be distributed to the residents in attendance at the Decennial Committee Meetings. Three meetings were held and a total of 7 surveys were completed and turned in over the three meetings.

A. Results

1. Do you feel that the WFRD has efficiencies in place that are related to the matters discussed?
 - ☐ Yes, x 7.
 - ☐ WFRD appears to have numerous plans in place.
 - ☐ Is efficient in the agreements they have set up with other agencies around the county.
 - ☐ There are procedures in place and future efficiencies related to staffing and development.
 - ☐ Information provided covers the efficiencies the department is doing.
2. Do you feel that the WFRD is doing everything they can to improve efficiencies?
 - ☐ Yes, x 7.
 - ☐ WFRD is looking for ways and working to improve efficiencies.
 - ☐ Above & Beyond.
 - ☐ Absolutely.
 - ☐ Future efficiencies are listed and covered.
 - ☐ Especially with support of the union.
3. Are there efficiency opportunities available that are related to the matters discussed today?
If so, please explain.
 - ☐ Not that I can think of.
 - ☐ Not at this time.
 - ☐ Not that I have observed at this time.
 - ☐ No comment.
 - ☐ None that have been discussed during the IGA meeting.
 - ☐ N/A – Unknown at this time.
 - ☐ There are current opportunities the department has.
 - ☐ Not to my knowledge.
4. To your knowledge, does the WFRD embrace change in current practices to improve efficiency?
 - ☐ Yes, x 6.
 - ☐ They embrace any change that will hopefully improve efficiency at the department.
 - ☐ Without a doubt. To my knowledge, WFRD is very open minded.



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- Going through the IGA session, they are discussing and working on the practices of the district.
- To my knowledge, they are looking to improve their budget and any way to be more efficient.

5. Additional Comments:

- N/A x2.
- Great job.
- No Comment x4
- None



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DECENNIAL COMMITTEE MEETING MINUTES

September 28, 2023

Call to Order

The regular meeting was called to order at 6:32 p.m. by President Fred Spitzer.

Roll Call

Present: Nicholas Mueller, Dan Pauley, Trustee Kim Mueller Treasurer Pat Burke, Trustee Noel Baldwin, President Fred Spitzer. Also in Attendance: Kalene Nebert, Deputy Chief Matt Hedges, and Chief Brenden Parker. At 6:47 pm, Secretary Kristensen entered the meeting.

Absent: None

Public Comments- None

Correspondence - None

Minutes- None

New Business

Intergovernmental Agreements (IGA's). Chief Parker discussed Intergovernmental agreements and gave a slide show presentation further explaining the importance of IGA's.

With there being no further discussion, a motion was made by President Spitzer and Trustee Mueller to adjourn the Decennial Committee meeting. Voice vote taken, motion passed unanimously.

Meeting adjourned at **6:52 p.m.**

A survey was distributed to the residents who attended the meeting.

Respectfully submitted,

Secretary, Robert A. Kristensen



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January 24, 2024

Call to Order

The regular meeting was called to order at 6:30 p.m. by President Fred Spitzer.

Roll Call

Present: Nicholas Mueller, Trustee Kim Mueller Treasurer Pat Burke, Trustee Noel Baldwin, President Fred Spitzer, also in attendance were Kalene Nebert, Deputy Chief Matt Hedges, and Chief Brenden Parker.

Absent: Dan Pauley, Secretary Kristensen

Public Comments- None

Correspondence - None

Minutes- A motion was made by Trustee Kim Mueller and seconded by Treasurer Pat Burke to approve the minutes from the September 28, 2023 Roll call vote: Spitzer-yes; Burke- yes; Baldwin- yes; Mueller-yes, Nebert - yes, Hedges - yes, and Parker – yes, Nicholas Mueller - yes Motion Passed. 8 aye, 0 nay.

New Business

Chief Parker discussed staffing Administration full-time and part-time employees.

Chief Parker discussed deployment.

With there being no further discussion, a motion was made by President Spitzer and Trustee Mueller to adjourn the Decennial Committee meeting. Voice vote taken, motion passed unanimously.

The meeting adjourned at **6:55 p.m.**

A survey was distributed to the residents who attended the meeting.
Respectfully submitted,

Secretary, Robert A. Kristensen



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September 26, 2024

Call to Order

The regular meeting was called to order at 6:30 p.m. by President Fred Spitzer.

Roll Call

Present: Trustee Kim Mueller, Treasurer Pat Burke, Trustee Noel Baldwin, President Fred Spitzer, Nicholas Mueller, Dan Pauley also in attendance were Deputy Chief Matt Hedges, and Chief Brenden Parker.

Absent: Secretary Kristensen entered at 6:32 p.m.

Public Comments- None

Correspondence - None

Minutes- A motion was made by Trustee Kim Mueller and seconded by Treasurer Pat Burke to approve the minutes from the January 25, 2024 Roll call vote: Mueller- yes, Burke- yes, Baldwin- yes, Spitzer- yes, Parker – yes, Hedges – yes, Nicholas Mueller – yes, Dan Pauley – yes Motion Passed. 8 aye, 0 nay.

New Business

Chief Parker discussed Budget Efficiencies

Closed Session - None

Possible Action after Closed Session- None

The meeting adjourned at **6:45 p.m.**

A survey was distributed to the residents who attended the meeting.
Respectfully submitted,

Secretary, Robert A. Kristensen



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Woodstock Fire Rescue District Zones

