

ORDINANCE #218

AN ORDINANCE PROVIDING FOR THE APPOINTMENT OF OFFICERS OF THE WOODSTOCK FIRE/RESCUE DISTRICT'S BOARD OF FIRE COMMISSIONERS

WHEREAS, the Woodstock Fire/Rescue District has twelve (12) or more full-time paid members, and

WHEREAS, in accordance with 70 ILCS 705/16.02, the Board of Trustees of any fire protection district having a fire department of which 12 or more are full-time paid members shall appoint a separate Board of Fire Commissioners pursuant to Section 16.02 for the purpose of administering the provisions of Sections 16.01 to 16.18, inclusive.

NOW, THEREFORE, BE IT ORDAINED BY THE BOARD OF TRUSTEES OF THE WOODSTOCK FIRE/RESCUE DISTRICT, MCHENRY COUNTY, ILLINOIS, AS FOLLOWS:

A. SOURCE OF AUTHORITY

This ordinance is hereby established by the Board of Trustees of the Woodstock Fire/Rescue District pursuant to the power and authority derived from the Fire Protection District Act, 70 ILCS 705/16.01 et seq., and the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-1 et seq.

B. DEFINITIONS

The word "District" shall mean the Woodstock Fire/Rescue District. The words "Commission" or "Board" shall mean the Board of Fire Commissioners of the District. The word "Commissioner" shall refer to an individual member of the Board. The word "Trustee(s)" wherever used shall mean the Board of Trustees of the District. The word "Member" shall mean any person employed directly in fire suppression or emergency medical activities in a full-time sworn capacity by the District but specifically does not include part-time firefighters, dispatchers, inspectors, or clerical personnel. The masculine noun or pronoun includes the feminine. The singular includes the plural, and the plural includes the singular.

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C. CREATION, APPOINTMENTS, TERMS, REMOVAL

Section One: Creation: On March 23, 2006 a Board of Fire Commissioners consisting of three (3) members was created. The members of the Commission must be residents of the District and will be considered officers of the District. The members of the Commission shall file an oath of office with the Secretary of the Board of Trustees.

Section Two: Appointments: The Board of Fire Commissioners shall be appointed by the Board President with the advice and consent of the full board.

Section Three: Terms: Other than original appointments the terms of office shall be three (3) years and until their respective successors have been appointed and qualified.

1. Vacancies: Vacancies on the Board of Fire Commissioners shall be filled in the same manner as original appointments.

Section Four: Removal: Once appointed, members of the Board of Fire Commissioners shall not be subject to removal, except for cause, upon written charges, and after an opportunity to be heard within 30 days in his or her defense before a regular meeting of the District trustees. A majority vote of the trustees shall be required to remove any member of the board from office.

D. QUALIFICATIONS

Section One: Members of the commission must reside within the boundaries of the Woodstock Fire/Rescue District at the time of their appointment, and throughout their appointment on the Board.

Section Two: No person shall be appointed a commissioner who has been convicted of a felony under the laws of this State or comparable laws of any other state or the United States.

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Section Three: Of the three members of a board of fire commissioners, no more than two of the commissioners may be of the same political party, as proven by affidavit of the candidates, and each shall possess the qualifications required of other officers of the fire protection district, shall take oath, or affirmation, of office, give bond, and shall be subject to removal from office, in the same manner as other appointive officers of the fire protection district and consistent with the provisions of Section 16.02 hereof.

E. OFFICERS OF THE COMMISSION

The Commission annually shall elect a Chairperson and a Secretary during the first meeting in January. They shall hold office until their successors are duly elected and qualified. The Chairperson shall be the presiding officer at all meetings. The Secretary shall assist the Commission by preparing all correspondence, keeping records, assisting in the testing process and performing other duties as assigned by the Commission. The Secretary shall keep, or cause to be kept, the minutes of all meetings of the Commission in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Commission, and shall perform all other duties the Commission prescribes.

F. DUTIES OF THE COMMISSION

The scope of the duties of the Commission shall generally include:

Section One: Establishing policies for recruiting, testing, selection and promotion for all members covered under its authority.

Section Two: Establishing guidelines and procedures for hearings required for discipline, demotion and termination of members of the District covered by its authority.

Section Three: Serving as an appeals board or hearing board for District members disciplined or terminated under guidelines established by these rules.

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Section Four: The Commission shall have such other powers and duties as are given it by the statutes of the State of Illinois.

G. MEETINGS

Section One: Regular Meetings

Meetings of the Commission shall be held as determined necessary by the members of the Commission. Meetings shall be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.

Section Two: Special Meetings

Special meetings shall be open, and notice thereof shall be posted forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Commission, and signed either by the Chairperson of the Commission, or any Commissioner thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Commission and shall set forth the time and place of such special meeting.

Section Three: Closed Sessions

During any regular, special meeting, or meeting for the purpose of interviewing scheduled by the Board of Trustees or the Fire Commission, a closed session may be held for any purpose permitted by law as set forth in 5 ILCS 120/2. Closed sessions may be limited to Commissioners and such invited persons as the Commission may deem necessary. The Secretary will record the motion to close the meeting, record the roll call vote of the Commissioners on said motion, and keep minutes of the closed session.

Section Four: Quorum

A majority of the Board shall constitute a quorum for the conduct of all business.

Section Five: Order of Business

The order of business at any meeting, except hearings and oral interviews of candidates, should be:

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1. Call to Order
2. Roll Call
3. Public Comments
4. Approval of the Minutes
5. Communications
6. Unfinished Business
7. New Business
8. Adjournment

Section Six: Procedure

Meetings of the Board shall be conducted in an orderly manner and in accordance with Roberts Rules of Order.

H. CONFLICTING ORDINANCES

Any provisions set forth in previous ordinances found to be in conflict with this ordinance are hereby repealed.

Adopted this 24th day of January, 2019.

AYES : 3
NAYES : 0
ABSENT : 2

APPROVED:

Robert A. Kristensen
President, Robert A. Kristensen

ATTEST:

Kenneth Marunde
Secretary, Kenneth Marunde