

ORDINANCE NO. CFPD 25-005
CHATHAM COMMUNITY FIRE PROTECTION DISTRICT
AN ORDINANCE REVISING TRAVEL REIMBURSEMENT

WHEREAS, the Illinois General Assembly has recently enacted Public Act 99-0604, known as the “Local Government Travel Expense Control Act”, which Act becomes effective on January 1, 2017; and

WHEREAS, pursuant to the Act, fire protection districts, as units of local government, are required to establish regulations with respect to allowable travel, meals, and lodging expenses;

WHEREAS, the Board of Trustees has determined that a policy for payment and reimbursement expenses should be established which conforms to the requirements of Public Act 99-0604 and establishes uniform and transparent proviso for such expenses and reimbursements;

NOW, THEREFORE be it ordained by the Board of Trustees of Chatham Community Fire Protection District (District) as follows:

SECTION 1: The recitals set forth above are hereby expressly incorporated herein.

SECTION 2: Definitions. All definitions and terms in this Ordinance shall conform to those set out in the Public Act 99-0064, including, but not limited to:

“Entertainment” includes but is not limited to, shows, amusements, theaters, circuses, sporting events, or any other place of public or private entertainment or amusement, unless ancillary to the purpose of the program.

“Public Business” means expenses incurred in the performance of a public purpose which is required or useful for the benefit of the District to carry out the responsibilities of District Business.

“Travel” means any expenditure directly incident to official travel by the employees, members, volunteers, and offices of the District involving reimbursement to travelers or direct payment to private agencies providing transportation or related services.

“Employees, members, volunteers, and officers” means all person who are paid or unpaid members of officers of the District’s Fire Department, its Emergency Medical Service (if any), its administrative personnel (if any), and members of the Board of Trustees (including any non-trustee appointed Treasurer).

SECTION 3: The District shall pay and/or reimburse travel, meals, and lodging expenses incurred by its employees, members, volunteers, and officers at the Districts sole discretion and with prior approval and is provided in current collective bargaining agreement between the District and Local 4490; office employment agreement; and operating guidelines of the District regarding training and travel:

Hotel room reservation will be made by the District or its designated representative if an

overnight stay is required. Generally, there will be one person per room assigned. Payment for room will generally be made directly by the District or its designated representative in advance.

Payment or reimbursement for meals will be based upon rates established by the federal government for travel expenses, subsistence expenses, and mileage allowances under 5 U.S.C. 5701 through 5711. The allowance will be paid to the person receiving reimbursement upon submission of a "Travel, Meal, and Lodging Expense Payment or Reimbursement Request Form Attachment A."

If a department vehicle is not provided, payment to or reimbursement of the members for transportation in a private vehicle will be based on rates established by the federal government for travel expenses, subsistence expenses, and mileage allowances under 5 U.S.C. 5701 through 5711 or upon actual fuel receipts. Carpooling will generally be required when more than one person is attending a particular training or approved activity. Reimbursement for fuel usage will generally be based upon one vehicle per four attendees. Use of private vehicles for transportation will require prior approval of the Fire Chief if the person desires to be reimbursed for travel expenses under this policy. When a payment for fuel where the fuel cost is incurred by the person operating the District vehicle it will be made on actual fuel receipts. Persons who choose not to carpool will not be reimbursed for fuel expenses incurred by them in traveling to the training or event separately unless otherwise approved in advance by the Board of Trustees. The payment to or reimbursement of the members will be paid to the person receiving reimbursement upon submission of a "Travel, Meal, and Lodging Expense Payment or Reimbursement Request Form, Attachment A."

Persons using a District vehicle for transportation to and from training or other authorized events are strictly prohibited from operating the vehicle while in an impaired state.

Reimbursements for training or other purposes will be made in accordance with Chatham Fire Department Operating Guidelines (including Guideline No 8002) and the provisions of the Collective Bargaining Agreement between the District and Local Union 4490 and as provided in the employment agreements between the District and Department Fire Chief, Assistant Chief and Division Chief.

SECTION 4: Reimbursement or payment for expenditures for alcoholic beverages is specifically excluded from payment or reimbursement

SECTION 5: Reimbursement for meals, mileage, and lodging shall be based on current IRS and State of Illinois rates and will be adjusted yearly to reflect current rates. (5ILCS 140/1 et seq).

SECTION 6: Expenses for travel, meals, and lodging of: (1) any officer or employee that exceeds the maximum reimbursement allowed under the foregoing requirements adopted under the provisions of the Ordinance or (2) any member of the Board of Trustees of the District may only be approved by roll call vote at an open meeting of the Board of Trustees. However, in the event of an emergency or other extraordinary circumstances, the corporate authorities may

approve more than the maximum allowable expense set forth above.

SECTION 7: The District will not reimburse any employee, member, volunteer, or officer for any activities which would be considered entertainment. Activities which would be otherwise considered entertainment, but which are excluded from the prohibition on reimbursement due to being ancillary to the purpose of the program or even, may be reimbursed in accordance with the provisions of this Ordinance.

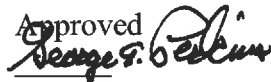
Section 8: Any policy, resolution, or ordinance which conflicts with the provision of this ordinance shall be and is hereby repealed to the extent of such conflict. This section shall not, however, abrogate or modify any existing policy, rule, guideline, or contractual provision currently in effect which is not contradictory to or in conflict with the provision of this ordinance.

Section 9: This ordinance shall be in full force and effect from and after the date of its adoption and approval.

Ayes 3

Nays 0

PASSED, SIGNED AND RECORDED by the **CHATHAM COMMUNITY FIRE PROTECTION DISTRICT**, Sangamon County, Illinois, 23rd day of September 2025.

Approved


President, Board of Trustees
Chatham Community Fire Protection District

Attest:



Secretary, Board of Trustees
Chatham Community Fire Protection District

STATE OF ILLINOIS
COUNTY OF SANGAMON

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CERTIFICATE

I, Kevin S. Bell, Secretary of the Board of Trustees of the Chatham Community Fire Protection District, Sangamon County, Illinois, do hereby certify that the foregoing document, consisting of three (3) typewritten pages, not including this certificate, is a true and correct copy of an Ordinance entitled:

**ORDINANCE NO. 25-CFPD-05
AN ORDINANCE REVISING TRAVEL REIMBURSEMENT**

Which was passed by the Board of Trustees of said Chatham Community Fire Protection District at a meeting held thereof at the Fire Station Building in the Village of Chatham, Sangamon County, Illinois, on September 23rd, 2025 at which time and place a quorum of the members of the Board of Trustees were present and duly acting throughout the entire meeting.

IN WITNESS WHEREOF, I have hereunto set my hand as Secretary of the Board of Trustees of the Chatham Community Fire Protection District and affixed the seal of said Fire Protection District hereto this 23rd day of September 2025



Kevin S. Bell, Secretary, Board of Trustees of the
Chatham Community Fire Protection District