

Chatham Community Fire Protection District 2023 Decennial Committee Report



**Written and approved by the Chatham Community Fire
Protection District Decennial Committee on February 29, 2024**

Committee History

In July 2022, the Illinois General Assembly enacted (50 ILCS 70/) Decennial Committees on Local Government Efficiency Act. This act directed units of government to form committees to study local efficiencies and report recommendations regarding efficiencies and increased accountability to the county board in which the governmental unit is located. All meetings were subject to the Open Meetings act, all meetings were held at the in the conference room of the Chatham Fire Protection District. Meeting times were 6:00 pm and were open to the public. Minutes of all meetings are available from the Fire District office and are included with the report filed with Sangamon County Public requests must be sent to District.office@cf-d-il.com and may be sent electronically, picked up in person, or sent via U.S. mail.

The Chatham Community Fire Protection District (CFPD) approved the formation of the Decennial Committee on July 11, 2023 with the following meeting dates.

August 29, 2023- Committee introductions and information dissemination

January 25, 2024- Committee findings and recommendations for the final report

February 29, 2024- Presentation of report for revision and acceptance

Committee Membership

CFPD President George Perkins

CFPD Treasurer Gary Mueller

CFPD Secretary Kevin Bell

Community Member Lisa Smith

Community Member Aaron Hogan

Chatham Fire Department Chief Gary Self

MISSION STATEMENT

The Chatham Fire Department exists to provide exceptional fire protection, emergency medical care and protection from other disasters to the citizens of the Chatham Fire Protection District. We will accomplish this through training, prevention, and dedication to our customers.

VISION STATEMENT

We shall provide a high level of customer service by protecting life, property, and the environment through the delivery of compassionate, innovative, fiscally responsible firefighting, rescue, fire prevention, and emergency medical services. As the core service of the district, we are committed to protecting our customers, families, and our colleagues, from all hazards known and unknown.

VALUES

We will always protect life and property with these core values

Honesty: Trust from our customers is never taken for granted. We will always strive to maintain that trust.

Innovation: We will use the latest techniques and technology to provide the best possible outcome for our customers.

Leadership: Leading through the courage to act when needed to protect life and property. Leading with professionalism, dedication, and competence always

Teamwork: We will work together to accomplish our mission and protect those we serve

Compassion: We will always treat as we want treated. Always be nice.

Important Dates

1928: The Chatham Fireman's association was formed to provide fire protection to the citizens of the Village of Chatham.

1949: The Chatham Community Fire Protection District was formed by a vote of the resident withing the proposed boundaries.

1956: The Chatham Fireman's Association and the Chatham Fire Protection District merged to form one organization.

1965: The Chatham Fire Department was formed withing the Chatham Fire Protection District

1998: The headquarters of the Chatham Fire Protection District was dedicated.

1999: The first full-time Fire Chief was hired, along with two members to provide daytime coverage Monday- Friday.

2003: The Chatham Fire Department transitioned to 24-hour ambulance coverage with the hire of 6 new members.

District Demographics and Department Information

The Chatham Community Fire Protection District is a public fire protection district organized and operating pursuant to the provisions of the Illinois Fire Protection District Act (70 ILCS 705/0.01 et seq.) The district provides fire, rescue and paramedic ambulance services to the residents and property owners within a territory covering approximately 75 square miles with over 20,000 residents, all within Sangamon County. The medical resource hospital is St. John's Hospital. The district is comprised of a combination of residential, both single and multi-family, light industrial, commercial, and agricultural, along with several parks. The district has two major interstates, a state highway, and one rail system with several crossings within it. The district operates from a single fire station located at 1 Fireman's Sq. Chatham Il. The station has seven bays, one training room, one conference room, five offices and living quarters for the staff. The station was built in 1998 and occupied in 1999. The district also owns an approximately seven-acre tract on the eastern side of the fire district for future expansion.

District Trustees are appointed by the Sangamon County Board. Each Trustee is appointed to a three-year term with the terms staggered for continuity. The Chatham Fire Protection District Trustees are charged with the fiduciary and administrative duties for the district. The Trustees must appoint Fire Commissioners to oversee civil service (shift) hiring and discipline over 24-hour suspensions. The Trustees appoint three Commissioners to staggered three-year terms. The district Trustees also appoint all non-civil service employees including the Fire Chief, Assistant Chief, Division Chief, and all administrative personnel. These employees serve at will. The trustees entrust day-to-day operations to the staff. Duties and assignments include, but are not limited to: The breakdown is:

- District Trustees- 3
- District Commissioners- 3
- Staff Chiefs- 3
- Lieutenants- 3
- Firefighter Paramedics- 12
- Volunteer firefighters- 12
- Paid On Call Medics- 3
- Administrative- 3

Positional Duties

Fire Chief: Overall responsibility for the operations of the department

- Comprehensive planning
- Annual report
- Department liaison with the Board of Trustees and Commissioners
- Ordinances and Resolutions
- Discipline under 24-hour suspensions.
- Incident Command
- Public Education

Assistant Fire Chief: Day-to day operations

- Medical Division manager
- Grant writing
- Equipment maintenance, repair, and replacement
- FOIA/OMA
- Disciplinary investigations and recommendations
- Incident Command
- Public Education

Division Chief

- Fire training and reporting
- EMS training and reporting
- Incident reporting
- Overall department maintenance
- Incident Command
- Public Education

Office Manager

- Payroll
- FOIA/OMA
- Personnel records
- Benefits administrator
- Board of Trustees administrator

Administrative Assistant/AHATC coordinator

- Assists Office Manager
- Social Media Coordinator
- American Heart Association administration, supervises all AHATC instructors
- CPR and BLS instruction both within and outside department

Lieutenants

- Overall responsibility for shift activities
- Shift training
- Emergency response
- Public Education
- Duties as assigned

Shift Firefighter/Paramedics

- Incident response
- Assigned duties
- Public Education

Volunteer Staff

- Incident Response
- Duties as assigned
- Public Education

The district owns and operates the following apparatus:

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| • 2020 Ford/ Medix ambulance | • 2010 Ford F-550 brush truck |
| • 2020 Chevrolet Tahoe | • 2008 Emergency One fire engine |
| • 2019 Ford F-350 utility pickup | • 2006 Ford F-550 brush truck |
| • 2018 Ford/Horton ambulance | • 2001 Emergency One ladder truck |
| • 2016 Ford F-250 Command truck | • 2000 Emergency One fire engine |
| • 2016 John Deere UTV | • 2000 Trailer Express utility trailer |
| • 2016 Peterbilt tanker | • 1991 Emergency One fire engine |
| • 2015 Ford/Horton ambulance | • 1991 Fire Safety house |

The district has a new ambulance and fire engine on order for delivery in 2024 and 2025, respectively. The ambulance will be an addition to the fleet, the oldest ambulance will be scheduled for refurbishment including a new chassis. The new fire engine will replace the oldest engine. NFPA 1901 recommends replacement of any fire apparatus over 25 years old, the engine being replaced will be 34 years old when replaced. The average lifespan of a frontline ambulance is five years, and 200,000 miles.

There are six schools within the district with a total of 4,669 students. The breakdown of student per school is:

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| • Glenwood High School - 1507 | • Ball Elementary - 490 |
| • Glenwood Middle School - 757 | • Chatham Elementary - 471 |
| • Glenwood Intermediate School - 728 | • Glenwood Elementary – 599 |
| | • PreK - 117 |

District Financial Information

The assessed valuation of the district is \$ 416,055,277 based on the latest information from the county assessor's office. The most recent levy totaled \$2,471,530.00 and was comprised of the following levies:

- Corporate levy- \$985,765
- Ambulance levy- \$985,765
- Pension- \$315,000
- Insurance- \$185,000

Sangamon County participates in the Property Tax Extension Limitation Law. This limits the amount a non-municipal taxing body can request each year for operational purposes to the lower of 5% or the increase in the All-Urban Users Consumer Price Index. This limited the 2023-2024 tax extension to \$2,236,195.20.

Definitions:

Equalized Assessed Value- The value of all land and property given by the Sangamon County Clerk's Office

District Levy- The amount a district asks for to operate in the next fiscal year

Tax Extension- The amount a district receives in tax money from the Sangamon County Treasurer's Office

The most recent Budget and Appropriations Ordinance totaled \$5,977,192.33 of this \$2,236,195.20 was the tax extension. The remaining \$3,740,997.13 is reserve funding for capital and other projects. Capital projects include real estate purchases and repair, apparatus purchases and repair, and equipment purchases and repair. The reserve funding will be utilized to purchase the ambulance and fire engine set for delivery in 2024 and 2025.

Committee Actions and Reviews

The Committee reviewed the following in performing its duties under the Act:

- Relevant provisions of the Illinois Fire Protection District Act.
- Shared services
- Intergovernmental agreements including mutual aid agreements
- MABAS agreement
- EMS agreements, District levies and extensions, and budgets.
- The District's current policies and ordinances, bylaws, and other internal documents.

The Committee solicited input from the public regarding how the District and Department could be made more efficient and effective. Based on its work, the Committee concluded that the District is operating in a generally efficient manner given its financial resources, personnel, facilities, and equipment. The citizen committee members remarked the district and department do well working within the amount of money extended. The district and department are organized, and morale is generally good.

The Committee concluded that the District's greatest needs in order to maintain or improve its efficiency in delivering the services it provides to the public are:

- Maintaining coverage with the continual expansion of the village boundaries. A second staffed station will be an urgent need in the near future.
- Building upon the public outreach with education
- Initiating and maintaining communication with local homeowner's associations and other organizations.

The Village of Chatham has seen an exponential growth in population. When we first occupied our current firehouse in 1999, the population of the village was just over 8,000. By 2010 the population had grown to 11,500, and in 2023 it is currently over 14,000. The village comprehensive plan estimates that by 2040 we will see a population range between 18,000 and 23,000. This growth will overwhelm the current resources of the fire district.

Planning for future development, especially emergency services combines many factors. The National Fire Protection Association is a standards agency that provides minimum guidelines for fire departments. NFPA 1710 states that within four minutes the first fire engine must arrive on scene, and the full complement of fire apparatus within eight minutes. The medical response arrival time should be within five minutes as well. There are currently areas of the village and district where we cannot meet these standards.

As the village grows, the fire district must adjust to continue to provide adequate emergency services, both fire and EMS. If the proposed Pulliam Rd. interstate exchange comes to fruition, the village will expand to the South and East. To properly serve the residents of the district with the anticipated growth, a second station needs to be built. Working with the village and taxpayers is paramount to continue providing quick, professional emergency services our customer's demand.

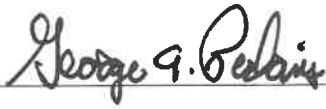
Public outreach is accomplished in two ways, directly and indirectly. Direct outreach involves face to face communication either in person or through video conferencing. While we strive to meet our customers to provide information and education, our continual rise in emergency responses hinders our efforts. The district does not have a person dedicated solely to public information and education; all employees are first responders. Call volume has increased from around 500 per year in 2003 to over 2800 in 2023. Future needs may dictate the addition of a public education/ inspection position be added. Meeting with our homeowners' associations to provide education and information may be accomplished more efficiently with this addition as well.

Indirect communication comes through social media and mailings. The district has a vibrant social media presence, providing timely updates and information to residents. This presence is dependent upon a resident reaching out through liking or signing up to receive the information. The district has looked into a push notification system, but costs preclude this. The village alert system could possibly be used for emergency alerts as an alternative.

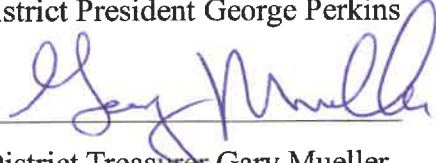
The Committee concluded that the services provided by the District and the Fire Department are essential to the residents and property owners of the District, but that addressing the needs identified above in a timely and sufficient manner will be necessary to maintain the efficiency of the District.

Upon submission of its Report, the Committee is dissolved in accordance with the Act.
Respectfully submitted on April 9th, 2024

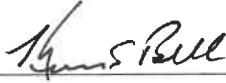
Committee Members



District President George Perkins



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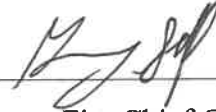
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