

*VILLAGE OF*  
**STEGER**  
**BOARD OF TRUSTEES**  
**REGULAR MEETING AGENDA**

**JANUARY 4, 2016**

- A. CALL TO ORDER
- B. PLEDGE OF ALLEGIANCE
- C. ROLL CALL
- D. AWARDS, HONORS, AND SPECIAL RECOGNITIONS
- E. MAYORAL APPOINTMENTS
- F. MINUTES OF TAX LEVY HEARING DECEMBER 7, 2015
- G. MINUTES OF PREVIOUS BOARD MEETING DECEMBER 7, 2015
- H. AUDIENCE PARTICIPATION
- I. REPORTS
  - 1. Administrator
  - 2. Department Heads
    - a. Public Infrastructure/Code Enforcement Director
    - b. Fire Chief
    - c. Police Chief
    - d. EMA Chief
    - e. Community Center Director
    - f. HR Director
    - g. Housing Director
  - 3. Attorney
  - 4. Treasurer

5. Trustee/Liaison

6. Clerk's Report

The next Village Board meeting will be Tuesday, January 19, 2016.

The Village Hall will be closed Monday, January 18<sup>th</sup> in observance of the Martin Luther King, Jr. Holiday

7. Mayor's Report

J. PAYING OF THE BILLS

K. CORRESPONDENCE

Thank you note from the Lopez family

L. OLD BUSINESS:

M. NEW BUSINESS:

**RESOLUTION NO. 1088**

**A RESOLUTION PROPOSING A RE DEVELOPMENT PLAN AND PROJECT FOR, AND THE DESIGNATION OF THE CHICAGO ROAD TAX INCREMENT FINANCING RE DEVELOPMENT PROJECT AREA AND THE ADOPTION OF TAX INCREMENT ALLOCATION FINANCING THEREFORE, CONVENING A JOINT REVIEW BOARD AND CALLING A PUBLIC HEARING IN CONNECTION THEREWITH**

**RESOLUTION NO. 1089**

**A RESOLUTION AUTHORIZING THE EXECUTION OF THE PACE BUS MUNICIPAL VEHICLE PROGRAM AGREEMENT, THE ADOPTION OF A DRUG AND ALCOHOL POLICY AND SAFETY SECURITY AND EMERGENCY PREPAREDNESS PLAN (SSEPP) AS THEY PERTAIN TO EMPLOYEES INVOLVED IN THE PROGRAM**

**RESOLUTION NO. 1090**

**A RESOLUTION REGARDING THE TRI-RIVER POLICE TRAINING REGION INTERGOVERNMENTAL AGREEMENT.**

**ORDINANCE NO. 1113**

**A ORDINANCE ESTABLISHING A  
COMPENSATION SCHEDULE FOR THE  
EMPLOYEES AND NON-ELECTED  
OFFICIALS EFFECTIVE JANUARY 1, 2016.**

**ORDINANCE NO. 1114**

**ORDINANCE AUTHORIZING APPROVING  
AND RATIFYING PAYMENTS OF SALARY  
OR OTHER COMPENSATION**

Request to hire two (2) part time employees, not to exceed a total of 30 hours per week, for the Pace Municipal Vehicle Program.

Fire Department Five Year Strategic Plan

Steger Days of Music Discussion

Discussion of Steger Piano donation

Approval of Firemen's Quarterly Payroll

Steger Little League Baseball has scheduled Opening Day for Saturday April 30, 2016. Little League requests permission to parade from the Community Center to Hecht Park. The first game of the season is scheduled for 12:30pm. All are invited.

Temporary Business License Application of Liberty Tax Service at 14 E. 33<sup>rd</sup> Place, pending inspections.

N. ADJOURN TO CLOSED SESSION – Land Acquisition

5 ILCS 120/2 (c) (5) The Purchase or Lease of Real Property for the use of the Public Body, pursuant to Section 2(c)(5) of the Open Meetings Act

O. RECONVENE FOR ACTION ON ITEMS DISCUSSED IN CLOSED SESSION (if necessary)

N. ADJOURNMENT



MINUTES FOR THE TAX LEVY HEARING  
MONDAY, DECEMBER 7, 2015 AT 6:45 PM

Village President Kenneth A. Peterson, Jr. called the meeting to order and directed Village Clerk Carmen S. Recupito, Jr. to call the roll.

The Village Clerk called the roll and the following Trustees were present: Joyce, Sarek, Lopez, Skrezyna and Buxton. Also present were Director of Public Infrastructure Dave Toepper, Housing and Community Development Director Alice Peterson, Fire Chief Nowell Fillion, EMA Chief Tom Johnston, Community Center Director Diane Rossi and Village Administrator Mike Tilton.

6:47pm Trustee Perchinski arrived.

Village President Peterson gave a brief overview regarding the Tax Levy Ordinance No. 1109. Mayor Peterson explained that the Levy represents a 1.35% increase for 2015. The 2013 and 2014 Levies both had decreases.

Opportunity was given both to the Board of Trustees and to the public to ask any questions regarding the levy.

There being no further business to discuss Trustee Perchinski made the motion to adjourn. Trustee Lopez seconded the motion. Voice vote was requested and all aye votes were recorded.

TAX LEVY HEARING ADJOURNED AT 6:57 PM

\_\_\_\_\_  
Carmen S. Recupito, Jr., Village Clerk

Approved:

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President



MINUTES OF THE REGULAR MEETING  
OF THE BOARD OF TRUSTEES OF THE  
VILLAGE OF STEGER, WILL & COOK  
COUNTIES, ILLINOIS

The Board of Trustees convened in regular session at 7:00 P.M. on this 7<sup>TH</sup> day of December, 2015 in the Municipal Building of the Village of Steger with the Village Clerk Carmen S. Recupito, Jr. attending and Mayor Peterson presiding.

The Village Clerk called the roll and the following Trustees were present; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Also present were Fire Chief Nowell Fillion, Director of Public Infrastructure Dave Toepper, EMA Chief Tom Johnston, Community Center Director Diane Rossi, Human Resources Director Mary Jo Seehausen, Housing and Community Development Director Alice Peterson, Village Administrator Mike Tilton and Village Attorney Kurt Asprooth.

**AWARDS, HONORS, SPECIAL RECOGNITIONS AND PRESENTATIONS**

Mayor Peterson invited Ken Boehm to come forward and be sworn in as Steger Police Chief. The Village Clerk swore Mr. Boehm into office. The Board and the audience congratulated and welcomed Mr. Boehm. Mayor Peterson explained the process of selecting a new Police Chief and discussed Chief Boehm's qualifications. Chief Boehm thanked the Board for its confidence and shared some of his professional experience.

**MINUTES**

Trustee Lopez made a motion to approve the minutes of the previous Board Meeting, as all members have copies. Trustee Perchinski seconded the motion. Voice vote was called; all ayes. Motion carried.

**AUDIENCE PARTICIPATION**

Bruce Hackel from ReMax gave his annual Real Estate report. Mr. Hackel stated that the market is rebounding and showing signs of improving in Steger.

Steger Little League requested "Tag Days" in May. Mayor Peterson asked that Little League provide a letter to the Board to be approved at the next Board meeting.

**REPORTS**

**Village Administrator Mike Tilton** reported that H.B. 2039 has been passed in Springfield. The Bill will release all of the Village's funds that have been held up there. (Video Gaming and MFT funds)

Mr. Tilton has completed the Pace Bus application. This is a federal program with Pace that will be run through the Village for its residents. The program should be up and running by about February 2016 and will provide residents with transportation.

The TIF meeting will be Wednesday December 9<sup>th</sup> at the Community Center at 6pm.

Mr. Tilton discussed a letter from the City of Chicago Heights regarding St. James Hospital. Mr. Tilton explained that the Hospital may close and be demolished. A meeting will be held Thursday December 11<sup>th</sup> at 3:30pm at the Community Center. Mr. Tilton encouraged residents to attend the hearing and express their concern. Mayor Peterson shared his concerns with the audience and asked those who cannot to attend to email or send a letter in support of keeping St. James Hospital open.

Mr. Tilton also reported that the Enterprise Zone issues have been ironed out. The village should know results by the end of 2015.

**Director of Public Infrastructure Dave Toepper**, had no report.

**Fire Chief Nowell Fillion** welcomed Police Chief Boehm to Steger.

The Fire Department had 117 calls for service in November; 94 ambulance and 23 fire. 1264 total calls thus far in 2015.

Mark Zielinski of Matteson Fire Department passed away recently while responding to a call. The patient, Russell Wierzgac, father of former Steger Fire Fighter Bess Vlahakis also passed away.

**Police Chief Ken Boehm** recognized Deputy Chief Pat Rossi for his work over the last three months as “acting Chief”. Chief Boehm stated that he looks forward to working with Deputy Chief Rossi in the future. The audience applauded Deputy Chief Rossi.

Mayor Peterson stated that Deputy Chief Rossi went above and beyond during the three month period.

**EMA Chief Tom Johnston** reported that EMA had twelve patrols, 17 emergency callouts and two special events for total manhours of 384 in November.

Chief Johnston has offered EMA services to the Village of Beecher for traffic control for Mark Zielinski’s wake and funeral services.

**Community Center Director Diane Rossi** stated that the senior Christmas luncheon will be held on December 18<sup>th</sup> at 10am. Mrs. Rossi encouraged the Board to attend.

The Community Center's paint project is set to begin. Plumbing work in the showers at the Community Center will be completed soon.

**HR Director Mary Jo Seehausen** had no report.

**Housing and Community Development Director Alice Peterson** had no report.

**Village Attorney Kurt Asprooth** had no report.



## **TRUSTEES' REPORTS**

**Trustee Buxton** Treasurer's Report is attached to the official minutes.

Miller Woods and MWRD have a hearing at the Cook County Circuit Court regarding de-annexation on January 12, 2016. An amended petition for de-annexation will be filed. The next step will be a public hearing in Chicago.

**Trustee Skrezyna** had no report.

**Trustee Lopez** had no report.

**Trustee Sarek** reported that Volleyball and Basketball are set to start in January.

**Trustee Perchinski** welcomed Chief Boehm and Thanked Deputy Chief Rossi for his work while the Village searched for a new chief.

Trustee Perchinski also thanked the Fire Department and stated that the Pancake Breakfast with Santa was a big hit. The dedication of the antique firetruck to Chief Elmer Joyce was very nice and the whole event was well attended.

Trustee Perchinski asked Public Infrastructure Director Toepper to get sand bags to Firemen's Park and to flood the ice skating rink for winter. When flooded and frozen, EMA will provide lighting.

**Trustee Joyce** reported that the Bloom Trail Parent Co op is hosting Breakfast with Santa on Saturday December 12<sup>th</sup> from 10am to 1pm. All are welcome to attend.

**CLERK'S REPORT** Clerk Recupito reported December 21st Board Meeting has been canceled. The next Village Board Meeting will be January 4, 2016

**PRESIDENT PETERSON** appointed Pete Smith, Lisa Smith, Jim Hanus and Alice Peterson to the Citizens Committee. Trustee Perchinski made a motion to approve the Mayor's appointments. Trustee

Mayor Peterson wished everyone a Merry Christmas and a Happy New Year. He also invited everyone to stay for pizza following the meeting.

## **BILLS**

Trustee Skrezyna made a motion to pay the bills as listed. Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

## **CORRESPONDENCE**

Daily Southtown letter to the editor from Jim Garrett of Chicago Southland Convention and Visitors Bureau regarding Balmoral Park.



**OLD BUSINESS:**

Trustee Lopez made a motion to table *indefinitely* the Intergovernmental Agreement by and between the Village of Steger and the Metropolitan Water Reclamation District for the Distribution of Rain Barrels. Trustee Skrezyna seconded the motion. Voice vote was called and all ayes were recorded. Motion carried.

**NEW BUSINESS:**

Trustee Perchinski made a motion to adopt ORDINANCE NO. 1109 AN ORDINANCE LEVYING TAXES FOR CORPORATE PURPOSES OF THE VILLAGE OF STEGER, ILLINOIS, FOR THE FISCAL YEAR COMMENCING ON THE FIRST DAY OF JANUARY, 2016 AND ENDING ON THE THIRTY FIRST DAY OF DECEMBER, 2016 Trustee Buxton seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Lopez made a motion to adopt ORDINANCE NO. 1110 AN ORDINANCE AUTHORIZING THE ESTABLISHMENT OF INTERESTED PARTIES REGISTRIES AND ADOPTING RULES FOR SUCH REGISTRIES FOR REDEVELOPMENT PROJECT AREAS IN THE VILLAGE OF STEGER Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Sarek, Lopez, Skrezyna and Buxton. Trustee Perchinski abstained. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to adopt ORDINANCE NO. 1111 AN ORDINANCE AMENDING CHAPTER 70, SECTION 70-10 AND CHAPTER 86, SECTIONS 86-33 AND 86-211 OF THE MUNICIPAL CODE OF STEGER, ILLINOIS REGARDING THE BILLING OF SOLID WASTE AND WASTEWATER SERVICES FOR THE VILLAGE OF STEGER, ILLINOIS. Trustee Skrezyna seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Skrezyna and Buxton. Trustee Lopez abstained. Mayor Peterson voted aye. Motion carried.

Trustee Buxton made a motion to adopt ORDINANCE NO. 1112 AN ORDINANCE AUTHORIZING AND APPROVING THE AWARD OF SPECIAL COMPENSATION TO A CERTAIN INDIVIDUAL FOR THE VILLAGE OF STEGER. Trustee Joyce seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to approve RESOLUTION NO. 1086 A RESOLUTION AUTHORIZING THE VILLAGE PRESIDENT TO ENTER INTO A CERTAIN AGREEMENT WITH LOCKRIDGE OUTDOOR ADVERTISING, LLC FOR THE VILLAGE OF STEGER. Trustee Lopez seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.



Trustee Lopez made a motion to approve RESOLUTION NO. 1087 A RESOLUTION TO ADOPT THE ANNUAL 1,000 HOUR STANDARD FOR IMRF PARTICIPATION. Trustee Joyce seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to file A PROCLAMATION HONORING THE LATE FIRE CHIEF ELMER JOYCE FOR YEARS OF SERVICE Trustee Skrezyna seconded the motion. Voice vote was called. All ayes were recorded. Motion carried.

Trustee Lopez made a motion to approve the 2016 Board Meeting Dates. Trustee Perchinski seconded the motion. Voice vote was called. All ayes were recorded. Motion carried.

Trustee Perchinski made a motion to approve payment of recurring bills due to canceled December 21st Board meeting. Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Discussion on Steger Days of Music – Trustee Sarek suggested an event on a smaller scale that includes the Firefighters' Street dance and children's events. Mayor Peterson explained that previous events did not include all the manhours by Village employees or consider how the event taxed the Village. The mayor explained that recent Steger Days of Music meetings are held to review the 2015 event and consider options going forward. Trustee Perchinski added that an event such as Steger Days of Music needs time to grow before it is making money. Trustee Sarek stated that 2015 Steger Days of Music was the Village's third event that has lost money. Trustee Sarek believes that construction of a new Village Hall should be the focus. Mayor Peterson explained that a complete budget will be presented before going forward with Steger Days of Music plans.

Trustee Perchinski made a motion to approve the request of Misericordia to hold its Annual Misericordia/Jelly Belly Candy Days tag day fundraiser on Friday and Saturday April 29 and 30, 2016 at 34th Street and Chicago Road. A certificate of insurance has been provided, as long as Misericordia understand the Village restrictions. Trustee Lopez seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

Trustee Perchinski made a motion to ADJOURN TO CLOSED SESSION - Personnel 5 ILCS 120/2 (c) (1) Appointment, employment, compensation, discipline, performance or dismissal of specific employees, pursuant to Section 2(c)(1) of the Open Meetings Act. Trustee Lopez seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried. **7:46pm**

**9:33pm**

Roll was called. The following Trustees were in attendance; Joyce, Perchinski, Sarek, Lopez, Skrezyna, Buxton and Mayor Peterson.

Mayor Peterson appointed Ken Boehm as the Village's new Police Chief. Trustee Joyce made a motion to concur with the Mayor's appointment. Trustee Sarek seconded the motion. Roll was called. The following Trustees voted aye; Joyce, Perchinski, Sarek, Lopez, Skrezyna and Buxton. Mayor Peterson voted aye. Motion carried.

There being no further business to discuss, Trustee Perchinski made a motion to adjourn. Trustee Sarek seconded the motion. Voice vote; all ayes. Motion carried.

**MEETING ADJOURNED AT 9:35pm**

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Kenneth A. Peterson, Jr., Village President

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Carmen S. Recupito, Jr., Village Clerk



PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
GUARANTEED TECHNICAL SERV & CONSULT INC	2013030	01-00-32901		COMPUTER IT	270.00
GUARANTEED TECHNICAL SERV & CONSULT INC	2013050	01-00-32901		COMPUTER IT	308.76
GUARANTEED TECHNICAL SERV & CONSULT INC	2013060	01-00-32901		COMPUTER IT	135.00
TRI-RIVER POLICE TRAINING REGION	2013060	01-00-32901		COMPUTER IT	135.00
COM ED	84103 1215	01-00-33102		MONTHLY SERVICE	1513.88
COM ED	99093 1215	01-00-33102		MONTHLY SERVICE	8237.94
COMED	22049 1215	01-00-33102		MONTHLY SERVICE	289.31
COMED	73007 1215	01-00-33102		MONTHLY SERVICE	382.42
COMED	80004 1215	01-00-33102		MONTHLY SERVICE	54.32
COMED	81001 1215	01-00-33102		MONTHLY SERVICE	41.52
NICOR GAS	30319 6 1115	01-00-33200		MONTHLY SERVICE	130.67
WALTON OFFICE SUPPLY	292903-0	01-00-33500		OFFICE SUPPLIES	67.26
MERTS HVAC	082702	01-00-33703		HVAC MAINT	76.67
PROSHRED SECURITY	100066773	01-00-33900		SHRED SERVICE	45.00
GIANOPOLUS, DENNIS G. P.C.	16351	01-00-34100		LEGAL SERVICE	6798.33
JOSEPH A SCHUDT & ASSOCIATES	1115093	01-00-34300		AUG, SEPT, OCT ENGI	1480.00
JOSEPH A SCHUDT & ASSOCIATES	1115094	01-00-34300		ENGINEERING	6067.50
PROVEN BUSINESS SYSTEMS	272924	01-00-37900		LASERFISCHE	6700.00
SOUTH SUBURBAN MAYORS & MANAGERS ASSOC	2016-0238	01-00-38800		SSMMA DINNER MTGS	1610.00
TOTAL FOR FUND 01		DEPT. 00			34343.58
ANDREWS PRINTING	55118	01-01-33400		ELECTRICAL INSPEC	59.00
TOTAL FOR FUND 01		DEPT. 01			59.00
MUNICIPAL SYSTEMS, INC	11780	01-07-34902		ABC/MOVE	450.00
MUNICIPAL SYSTEMS, INC	11781	01-07-34902		MUNICIPAL OFFENSE	881.25
TOTAL FOR FUND 01		DEPT. 07			1331.25

DATE: 12/30/15

Wednesday December 30, 2015

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PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO	DESCRIPTION	AMOUNT	DIST
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TOTAL FOR FUND 01						35733.83	
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SOUTH SHORE PLUMBING & HTG SUPPLY CO INC	D-197417	02-00-31100			HOT WTR TANK	239.44	
NICOR GAS	30319 6 1115	02-00-33200			MONTHLY SERVICE	130.55	
HERITAGE F/S, INC.	67754	02-00-33300			GASOLINE	116.58	
TRAINING CONCEPTS, INC.	25762	02-00-33500			ID CARDS HCP	99.95	
CYLINDER MAINTENANCE AND SUPPLY	4624	02-00-33702			MEDICAL OXYGEN	13.50	
MERTS HVAC	082702	02-00-33703			HVAC MAINT	76.67	
METRO PARAMEDIC SERVICES INC.	020-00107	02-00-34250			JAN. 2016 PARAMED	19753.03	
ATWOOD, RICH	121415	02-00-34500			ADMINISTRATIVE HO	224.00	
ATWOOD, RICH	122115	02-00-34500			ADMINISTRATIVE HO	240.00	

TOTAL FOR FUND 02		DEPT. 00				20893.72	
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TOTAL FOR FUND 02						20893.72	
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MAJOR APPLIANCE SERVICE INC	212384	03-30-31700			STOVE REPAIR	165.03	
UNIFIRST CORPORATION	062 0155234	03-30-32900			MONTHLY SERVICE	23.50	
COMED	19001 1215	03-30-33100			MONTHLY SERVICE	42.14	
NICOR GAS	41000 4 1115	03-30-33200			MONTHLY SERVICE	322.66	
A T & T	754-3690 263 3	03-30-33700			MONTHLY PHONE SVC	16.53	
KONICA MINOLTA BUSINESS SOLUTIONS	9001980884	03-30-33703			MAINT CONTRACT	25.00	
MERTS HVAC	082702	03-30-33703			HVAC MAINT	138.75	
PROTECTION ONE ALARM MONITORING, INC.	120315	03-30-33704			MONTHLY SERVICE	31.02	

TOTAL FOR FUND 03		DEPT. 30				764.63	
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COMED	82008 1215	03-31-33100			MONTHLY SERVICE	753.37	
NICOR GAS	51000 41115	03-31-33200			MONTHLY SERVICE	183.91	

TOTAL FOR FUND 03		DEPT. 31				937.28	
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DATE: 12/30/15

Wednesday December 30, 2015

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PAYABLE TO

INV NO

G/L NUMBER

CHECK DATE

CHECK NO

AMOUNT

DESCRIPTION

DIST

TOTAL FOR FUND 03

1701.91

MERTS HVAC

083375

04-00-31100

BLDG MAINT

405.00

JAMES HERR & SONS

98596

04-00-31805

VEHICLE MAINT

40.76

HERITAGE F/S, INC.

67754

04-00-33300

GASOLINE

1271.22

CORE INTEGRATED MARKETING

102058

04-00-33400

LETTERHEAD

222.71

WALTON OFFICE SUPPLY

292895-0

04-00-33500

OFFICE SUPPLIES

366.51

A&R SHARED SERVICES CENTER

T1618348

04-00-33701

COMMUNICATION CHG

5.00

MOTOROLA SOLUTIONS-STARCOM13108

21112103015

04-00-33702

STARCOM RADIOS

1386.00

MERTS HVAC

082702

04-00-33703

HVAC MAINT

76.67

MUNICIPAL COLLECTION SERVICES

C40556

04-00-34102

OVERPAYMENT

36.91

GUARANTEED TECHNICAL SERV & CONSULT INC

2013030

04-00-34104

COMPUTER IT

405.00

GUARANTEED TECHNICAL SERV & CONSULT INC

2013050

04-00-34104

COMPUTER IT

90.00

COUNTY LINE PET HOSPITAL, P.C

10/2015

04-00-34600

IMPOUND FEES

84.00

COUNTY LINE PET HOSPITAL, P.C

11/2015

04-00-34600

IMPOUND FEES

185.00

COUNTY LINE PET HOSPITAL, P.C

9/2015

04-00-34600

IMPOUND FEES

126.00

MARLIN BUSINESS BANK

13773595

04-00-37902

LAPTOPS

1034.42

TRI-RIVER POLICE TRAINING REGION

3852

04-00-38700

POLICE TRAINING

600.00

CRITICAL REACH

16-524

04-00-38901

2016 FEES

285.00

TOTAL FOR FUND 04

DEPT. 00

6620.20

TOTAL FOR FUND 04

6620.20

GRILLI CONSTRUCTION INC

20015

05-00-38900

VLG HALL FLOOR JO

21089.16

TOTAL FOR FUND 05

DEPT. 00

21089.16

TOTAL FOR FUND 05

21089.16

GALLAGHER MATERIALS CORP

637890MB

06-00-31204

PATCHING

348.84



PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT	DIST
M&J UNDERGROUND, INC	M15-0618	06-00-31504.01		DITCH MAINT	1805.00	
USA BLUE BOOK	821290	06-00-31505		VALVE	96.03	
MONARCH AUTO SUPPLY INC	6981-325622	06-00-31805		BILLING CORRECTIO	19.36-	
COMED	52003 1215	06-00-33100		MONTHLY SERVICE	63.47	
COMED	76056 1215	06-00-33100		MONTHLY SERVICE	1778.42	
COMED	67036 1215	06-00-33101		MONTHLY SERVICE	2472.83	
POSTMASTER	2016	06-00-33600		PERMIT FEES 2016	225.00	
MERTS HVAC	082702	06-00-33703		HVAC MAINT	240.00	
WATER RESOURCES INC	30197	06-00-37507		METERS	5427.64	
USA BLUE BOOK	828614	06-00-37800		DRUM SCALE	5203.67	
TOTAL FOR FUND 06		DEPT. 00			17641.54	
TOTAL FOR FUND 06				17641.54		
MONARCH AUTO SUPPLY INC	6981-327404	07-00-31805		VEHICLE MAINT	363.90	
MONARCH AUTO SUPPLY INC	6981-327832	07-00-31805		VEHICLE MAINT	28.56	
MONARCH AUTO SUPPLY INC	6981-327858	07-00-31805		VEHICLE MAINT	109.20	
MONARCH AUTO SUPPLY INC	6981-328192	07-00-31805		VEHICLE MAINT	117.51	
MONARCH AUTO SUPPLY INC	6981-328193	07-00-31805		VEHICLE MAINT	13.99	
NICOR GAS	51000 3 1115	07-00-33200		MONTHLY SERVICE	104.43	
HERITAGE F/S, INC.	67754	07-00-33300		GASOLINE	69.51	
COMCAST	120115	07-00-33700		MONTHLY SERVICE	39.90	
COMCAST	120115	07-00-33701		CABLE/INTERNET SV	88.88	
MERTS HVAC	082702	07-00-33703		HVAC MAINT	72.26	
TYCO INTEGRATED SECURITY	25565815	07-00-33704		QUARTERLY SERVICE	170.28	
TYCO INTEGRATED SECURITY	25565816	07-00-33704		QUARTERLY SERVICE	166.26	
TOTAL FOR FUND 07		DEPT. 00			1344.68	

PAYABLE TO	INV NO	G/L NUMBER	CHECK DATE	CHECK NO DESCRIPTION	AMOUNT DIST
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TOTAL FOR FUND 07					1344.68
JOSEPH A SCHUDT & ASSOCIATES 1115092		08-00-34300		JULY-OCT SVC	2590.00
TOTAL FOR FUND 08		DEPT. 00			2590.00
TOTAL FOR FUND 08					2590.00
VISION SERVICE PLAN (IL) JANUARY 2016		15-00-36901		MONTHLY PREMIUM	590.21
TOTAL FOR FUND 15		DEPT. 00			590.21
TOTAL FOR FUND 15					590.21
NICOR GAS 31000 2 1115		16-00-33200		MONTHLY SERVICE	191.31
HERITAGE F/S, INC. 67754		16-00-33300		GASOLINE	325.09
COMCAST 121015		16-00-33700		MONTHLY SERVICE	39.90
COMCAST 121015		16-00-33701		CABLE/INTERNET SV	90.94
MERTS HVAC 082702		16-00-33703		HVAC MAINT	45.23
TOTAL FOR FUND 16		DEPT. 00			692.47
TOTAL FOR FUND 16					692.47
** TOTAL CHECKS TO BE ISSUED					108897.72
01	CORPORATE				35733.83
02	FIRE PROTECTION				20893.72
03	PLAYGROUND/RECREATION				1701.91
04	POLICE PROTECTION				6620.20
05	PUBLIC BENEFIT				21089.16
06	WATER/SEWER FUND				17641.54
07	ROAD & BRIDGE				1344.68

SYS DATE:12/30/15

Village of Steger

SYS TIME:14:29

A / P W A R R A N T L I S T

[NW2]

REGISTER # 646

DATE: 12/30/15

wednesday December 30, 2015

PAGE 6

PAYABLE TO

INV NO

G/L NUMBER

CHECK DATE

CHECK NO

AMOUNT

DIST

	INV NO	G/L NUMBER	CHECK DATE	CHECK NO	AMOUNT	DIST
08					2590.00	
15					590.21	
16					692.47	
TOTAL FOR REGULAR CHECKS:					108,897.72	




Dear Ken, The Village  
Board & Staff,

Thank you for the  
beautiful flowers  
you sent in memory  
of my Mother. It  
means so much to  
our family to know  
we have your support  
during this difficult  
time.

Ernie, Maureen  
& The Lopez  
Family



The family of  
*Modesta A. Lopez*  
acknowledges with deep  
appreciation your kind expression of  
sympathy.

—  —

**RESOLUTION NO. 1088**

**A RESOLUTION PROPOSING A REDEVELOPMENT PLAN  
AND PROJECT FOR, AND THE DESIGNATION OF THE  
CHICAGO ROAD TAX INCREMENT FINANCING  
REDEVELOPMENT PROJECT AREA AND THE ADOPTION OF  
TAX INCREMENT ALLOCATION FINANCING THEREFORE,  
CONVENING A JOINT REVIEW BOARD AND  
CALLING A PUBLIC HEARING IN CONNECTION THEREWITH**

WHEREAS, pursuant to the Tax Increment Allocation Redevelopment Act, supplemented and amended ("Act"), the Village of Steger, Cook and Will Counties, Illinois, ("Village") is authorized to approve a redevelopment plan for and to designate redevelopment project area and adopt tax increment allocation financing therefor; and

WHEREAS, the President and Board of Trustees ("Corporate Authorities") have heretofore caused a study to be conducted to determine the conditions in that part of the Village legally described in Exhibit A attached hereto and made a part hereof The proposed TIF District is generally bounded by 31<sup>st</sup> Street on the north, Union Avenue on the east, Richton Road on the south, and the frontage properties to the west of Chicago Road. Adjacent right-of-ways are also included. The complete legal is in Exhibit A-1, attached hereto and made a part hereof; and

WHEREAS, the Corporate Authorities have determined that said territory would qualify as a "Redevelopment Project Area" as defined in the Act and that said territory on the whole has not been subject to growth and development through private enterprise and would not reasonably be anticipated to be developed without the adoption of a redevelopment plan and the use of tax increment allocation financing as provided in the Act; and

WHEREAS, the Corporate Authorities have heretofore and it hereby is determined that it is advisable that the Village afford itself of the provisions of the Act and by ordinance approve a redevelopment plan ("Redevelopment Plan") and a redevelopment project ("Project") and designate said territory as legally described in Exhibit A as a redevelopment project area to be known as the "Chicago Road Tax Increment Financing Redevelopment Project Area" ("Redevelopment Project Area"), and also that the Village by ordinance adopt tax increment allocation financing in order to pay all or a portion of the eligible redevelopment project costs for the Project in the Redevelopment Project Area, as provided in the Act; and

WHEREAS, the Act requires the Village to conduct a public hearing prior to the adoption of ordinances approving the Redevelopment Plan and Project, designating the Redevelopment Project Area, and adopting tax increment allocation financing, at which hearing any interested person or affected taxing district may file with the Village Clerk written objections to and may be heard orally with respect to the proposed approval of the Redevelopment Plan and Project, designation of the Redevelopment Project Area, and adoption of a tax increment allocation financing therefor; and



WHEREAS, the Act further requires that prior to holding a public hearing, the Village shall convene a joint review board consisting of a representative selected by each community college district; local elementary school district and high school district or each local community unit school district; park district; library district; township; fire protection district; and county that will have the authority to directly levy taxes on the property within the proposed Redevelopment Project Area at the time that the proposed Redevelopment Project Area is approved, a representative selected by the Village, and a public member selected in accordance with the Act, to consider the subject matter of the public hearing; and

WHEREAS, the Act further requires that the time and place of such public hearing be fixed by ordinance or resolution adopted by the Corporate Authorities; and

WHEREAS, the Act further requires that not less than ten (10) days prior to adopting such ordinance or resolution fixing the time and place of a public hearing, the Village must make available for public inspection a redevelopment plan or a separate report that provides in reasonable detail the basis for the proposed Redevelopment Project Area's qualifying as a "redevelopment project area" under the Act; and

WHEREAS, the firm of Kane, McKenna & Associates, Inc., has conducted an eligibility survey of the proposed Redevelopment Project Area and has prepared its report (the "Report") that said proposed area qualifies as a "redevelopment project area" as defined in the Act, which survey and findings have been presented to the Corporate Authorities and are now on file in the official files and records of the Village; and

WHEREAS, the Report and Redevelopment Plan has heretofore been on file and available for public inspection for at least ten (10) days in the offices of the Village Clerk prior to the adoption of this Resolution as required pursuant to the Act; and

WHEREAS, the Act requires that notice of the public hearing be given by publication and mailing; and

WHEREAS, the Act requires that the Village shall provide notice of the availability of the Redevelopment Plan and eligibility report, including how to obtain such information, by mail within a reasonable time after the adoption of this Resolution, to all residential addresses that, after a good faith effort, the Village determines are located within 750 feet of the boundaries of the proposed Redevelopment Project Area; and

**WHEREAS, implementation of the Redevelopment Plan shall not result in the displacement of residents from 10 or more inhabited residential units. The Redevelopment Project Area does include 75 or more inhabited residential units and as such the Village will conduct or has conducted the required Public meeting.**

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of Steger, Cook and Will Counties, Illinois as follows:

Section 1. That the foregoing recital clauses to this Resolution are adopted as findings of the Corporate Authorities of the Village of Steger and are incorporated herein by specific reference.

Section 2. The approval of the Redevelopment Plan and Project, the designation of the Redevelopment Project Area, and the adoption of tax increment allocation financing therefore are hereby proposed.



Section 3. A public hearing shall be held by the Board of Trustees of the Village of Steger, at 6:00 p.m. on February 22, at the Steger Community Center 3501 Hopkins, Steger, Illinois 60475, for the purpose of hearing from any interested persons or affected taxing districts regarding the proposed approval of the Redevelopment Plan and Project, designation of the Redevelopment Project Area, and adoption of tax increment allocation financing therefor.

Section 4. Notice of public hearing, substantially in the form attached hereto and made a part hereof as Exhibit B, shall be published at least twice, the publications to be not more than 30 nor less than 10 days prior to the public hearing, in a newspaper of general circulation within the taxing districts having property in the Redevelopment Project Area. In addition, notice shall be mailed by certified mail not less than 10 days prior to the date set for the public hearing, addressed to the person or persons in whose name the general taxes for the last preceding year were paid on each lot, block, tract, or parcel of land lying within the Redevelopment Project Area. In the event taxes for the last preceding year were not paid, the notice shall also be sent to the persons last listed on the tax rolls within the preceding three years as the owners of such property.

Section 5. Notice shall also be given by certified mail to all taxing districts of which taxable property is included in the Redevelopment Project Area and to the Illinois Department of Commerce and Economic Opportunity not less than 45 days prior to the public hearing, and such notice shall also include an invitation to each taxing district and the Illinois Department of Commerce and Economic Opportunity to submit written comments prior to the date of the public hearing to the Village, to the attention of the Deputy Village Clerk, 3320 Lewis Avenue, Steger, Illinois 60475, concerning the subject matter of the public hearing. Each such mailed notice shall include a copy of the proposed Redevelopment Plan.

Section 6. Notice of availability of the Redevelopment Plan and the Report, including how to obtain information, shall also be given by mail within a reasonable time after the adoption of this Resolution to all residential addresses that, after a good faith effort, the Village determines are located within 750 feet of the boundaries of the Redevelopment Project Area.

Section 7. Since December 10, 2015, a draft of the Redevelopment Plan and Project and the Report has been on file in the Office of the Village Clerk at the Steger Village Hall, 3320 Lewis Avenue, Steger, Illinois 60475, and since such date has been available for public inspection.

Section 8. A joint review board as set forth in the Act is hereby convened and the board shall meet, review such documents, and issue such report as set forth in the Act. The first meeting of said joint review board shall be held at 10:00 a.m. on January 20, 2016, at the Steger Village Hall, 3320 Lewis Avenue, Steger, Illinois 60475.

Section 9. This Resolution shall be in full force and effect upon its passage and approval in accordance with law.

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Village President

ATTEST:



**EXHIBIT A**

**Proposed Chicago Road TIF District - Legal Description**

**EXHIBIT B**  
**Notice of Public Hearing**

VILLAGE OF STEGER, COOK AND WILL COUNTIES, ILLINOIS  
CHICAGO ROAD TAX INCREMENT FINANCING REDEVELOPMENT  
PROJECT AREA

Notice is hereby given that on February 22, 2016 at 7:00 p.m. at the Steger Community Center, 3501 Hopkins Avenue, Steger, Illinois 60475, a public hearing will be held to consider the approval of a redevelopment plan ("Redevelopment Plan") and project ("Project") for the designation of a redevelopment project area ("Redevelopment Project Area") to be known as the "Chicago Road Increment Financing Redevelopment Project Area" and the adoption of tax increment allocation financing therefor. The Redevelopment Project Area consists of the territory legally described in Exhibit I, attached hereto and made a part hereof.

The proposed TIF District is generally bounded by 31<sup>st</sup> Street on the north, Union Avenue on the east, Richton Road on the south, and the frontage properties to the west of Chicago Road. Adjacent right-of-ways are included.

There will be considered at the public hearing the Redevelopment Plan and Project for the Redevelopment Project Area. The Redevelopment Plan as proposed is on file and available for public inspection at the office of the Village Clerk, 3320 Lewis, Steger, Illinois. The proposed Redevelopment Plan and Project includes the acquisition and conveyance of land in the Redevelopment Project Area, demolition, clearance and related site preparation activities, the construction, acquisition and installation of certain public works and improvements, if any, including, but not limited to, streets, storm sewers, water mains, sanitary sewers, traffic signalization, curbs, gutters, landscaping and parking facilities and related costs and expenses, all as provided in the Tax Increment Allocation Redevelopment Act, as supplemented and amended.

Prior to the date of the public hearing, each taxing district having property in the Redevelopment Project Area and the Illinois Department of Commerce and Economic Opportunity (f/k/a Illinois Department of Commerce and Community Affairs) may submit written comments to the Village, to the attention of the Village Clerk, 3320 Lewis Avenue, Steger, Illinois, 60475.

There is hereby convened a joint review board to consider the proposed approval of the Redevelopment Plan and Project designation of the Redevelopment Project Area and adoption of tax increment allocation financing therefor. The joint review board shall



consist of a representative selected by each community college district; local elementary school district and high school district or each local community unit school district; park district; library district; township; fire protection district; and county that has authority to directly levy taxes on the property within the Redevelopment Project Area; a representative selected by the Village; and a public member selected in accordance with the Act. The first meeting of said joint review board shall be held at 10:00 a.m. on the 20<sup>th</sup> day of January, 2016, at the Steger Village Hall, 3320 Lewis Avenue, Steger, Illinois.

At the public hearing, all interested persons or affected taxing districts may file written objections with the Village Clerk and may be heard orally with respect to any issues regarding the approval of the Redevelopment Plan and Project, the designation of the Redevelopment Project Area, and the adoption of tax increment allocation financing therefor. The hearing may be adjourned by the Village Board of Trustees without further notice other than a motion to be entered upon the minutes of the hearing fixing the time and place of the subsequent hearing.

/s/ \_\_\_\_\_  
Village Clerk  
Village of Steger

**EXHIBIT "I" (to EXHIBIT "B")  
PROPOSED CHICAGO ROAD PROJECT AREA**

**LEGAL DESCRIPTION FOR THE CHICAGO ROAD TAX INCREMENT FINANCE  
DISTRICT**

**RESOLUTION NO. 1089**

**A RESOLUTION AUTHORIZING THE EXECUTION OF THE  
PACE BUS MUNICIPAL VEHICLE PROGRAM AGREEMENT, THE  
ADOPTION OF A DRUG AND ALCOHOL POLICY AND SAFETY  
SECURITY AND EMERGENCY PREPAREDNESS PLAN (SSEPP) AS  
THEY PERTAIN TO EMPLOYEES INVOLVED IN THE PROGRAM**

**WHEREAS**, the VILLAGE OF STEGER (hereinafter referred to as "STEGER") is interested in contracting with Pace Suburban Bus (hereinafter referred to as "Pace") for the purpose of providing locally based service vehicles within the Community Vehicle Program; and

**WHEREAS**, Pace offers the Community Vehicle Program to units of government throughout the area which provides for the lease of vehicles in order to accomplish the goals of the program and respective needs of the participating communities; and

**WHEREAS**, the parties hereto are desirous of entering into an agreement for a cooperative Community Vehicle Program; and

**WHEREAS**, STEGER feels that it is in its best interest to enter into agreements for Pace's Community Vehicle Program; and

**WHEREAS**, there are certain compliance requirements within the Community Vehicle Program with which the Village of Steger does not comply; and

**WHEREAS**, Pace has a Drug and Alcohol Policy and Safety Security and Emergency Preparedness Plan which comply with FTA standards.

**NOW, THEREFORE, BE IT RESOLVED**, The Village of Steger hereby approves the Locally Based Service Agreement in the form attached hereto and made part hereof.

**BE IT FURTHER RESOLVED**, that in order to adequately address the requirements of the terms of the Agreements, the Village of Steger hereby adopts a Drug and Alcohol Policy, as well as a Safety Security and Emergency Preparedness Plan (SSEPP), substantially in the form used by Pace, for those employees involved in the Community Vehicle Program.

DATED at Steger, Illinois this 4<sup>th</sup> day of January, 2016

\_\_\_\_\_  
Kenneth A. Peterson, Jr.  
Village President

Attest:

\_\_\_\_\_  
Carmen S. Recupito, Jr.  
Village Clerk



## PACE MUNICIPAL VEHICLE PROGRAM AGREEMENT

THIS AGREEMENT made this 4th day of January, 2016 by and between Pace, the Suburban Bus Division of the RTA (hereinafter referred to as "Pace"), and VILLAGE OF STEGER (hereinafter referred to as "Municipality") whose address is 3320 Lewis Ave., Steger, IL. For the purposes of this contract, "Municipality" is defined as any City, Village, Township, County, Park District, unit of local government, public Community College or University, or a Municipality comprised of any of the above within the six-county jurisdiction of the Regional Transportation Authority.

WHEREAS, Pace is devoted to the provision of public transportation as an essential public purpose, important to the goals of improved access and mobility for the people of Northeastern Illinois, reduced traffic congestion and environmental hazards, and support for the Region's economy; and

WHEREAS, the Municipality has requested the use of public transportation vehicle(s) for regular and continuing general or special transportation to the public for certain public transportation purposes (described in Exhibit B attached hereto);

NOW, THEREFORE, the Parties agree as follows:

1. **Basic Rate/Funding**

Pace shall furnish vehicle(s) to Municipality for its Service. At the end of each month of service, Pace shall send the Municipality an invoice for the following month's Service, payable within 30 days of receipt. At that time, Municipality shall pay Pace One Hundred Dollars ( \$100.00) per month per vehicle. Pace has the right to change monthly fares when deemed appropriate by the Pace Board of Directors. Pace will provide the Municipality with thirty (30) day written notice prior to any change in monthly fares. Should the Municipality's monthly fare payment become two or more months in arrears, a late fee of \$25.00 per month per vehicle will be charged until the account is brought to current.

2. **Receipt of Vehicle(s) / Service to Disabled**

Acceptance of a non-lift equipped vehicle is contingent upon Municipality continuing its pre-existing service for individuals with disabilities, with vehicles other than the vehicle contracted for herein, for the duration of this contract. Should Municipality discontinue its existing service to individuals with disabilities at any time during the pendency of this contract, Municipality shall immediately notify Pace, who may, in its sole discretion either replace the vehicle(s) contracted for herein with one(s) that will enable the Municipality to continue service for individuals with disabilities, if equipment is available, or terminate this contract.

Municipality must comply in all respects to the federal requirement for comparable paratransit service. A demand responsive system shall be deemed to provide equivalent service if the service available to individuals with disabilities, including individuals who use mobility aids, is provided in the most integrated setting appropriate to the needs of the individual and is equivalent to the service provided other individuals with respect to the



following service characteristics:

1. Response time;
2. Fares;
3. Geographic area of service;
4. Hours and days of service;
5. Availability of information;
6. Reservations capability;
7. Any constraints on capacity or service availability;
8. Restrictions priorities based on trip purpose.

Municipality shall certify to Pace on The Monthly Municipal Vehicle Program Report that it is providing equivalent service to individuals with disabilities, including individuals who use mobility aids, in its demand responsive transportation services.

3. **Pass Through Funding Provisions**

Pace applied and received federal funds to purchase the equipment being used by municipality in this project. As a condition to receipt of these federal funds Pace agrees to comply with all applicable Federal laws, regulations, and directives contained in the current FTA Master Agreement MA (13) for Federal Fiscal Year 2015 which can be found at the FTA website <http://www.fta.dot.gov/documents/13-Master.doc>. Said Master Agreement is incorporated by reference into this Agreement as though fully set forth herein. As a condition to Municipality's use of federally funded equipment in the project, Municipality agrees to comply with all applicable Federal laws, regulations, and directives contained in the current FTA Master Agreement MA (13) for Federal Fiscal Year 2015.

The Certifications and Assurances attached hereto and made a part hereof as Exhibit A, is a streamlined compilation from the Master Agreement of provisions covered by statutory or regulatory certification or assurance requirements. Not every provision of these certifications and assurances will apply to Municipality or this project. Page 1 of Exhibit A indicates applicable provisions for this project. To ensure compliance with the applicable terms of the Master Agreement, Municipality agrees to execute and submit to Pace page 2 of Exhibit A, **FEDERAL FISCAL YEAR 2015 FTA CERTIFICATIONS AND ASSURANCES SIGNATURE PAGE.** Thereafter on an annual basis Municipality shall execute Certifications and Assurances to ensure that it continues to comply with all applicable provisions of the Master Agreement for the life of the project and the term of this Agreement.

Municipality understands and agrees that Federal laws, regulations, and directives applicable to this project and to Pace and the Municipality on the date on which the FTA authorized assistance for the project may be modified from time to time. In particular, new Federal laws, regulations, and directives may become effective after the date on which Pace executed the Grant Agreement for the project and the changed requirements will apply to the project, except to the extent that the FTA determines otherwise in writing.

4. **Security Deposit**



Municipality shall pay to Pace a security deposit in the amount of One Thousand Dollars (\$1,000.00) per vehicle prior to receipt of each vehicle. The deposit amount (without interest) shall be returned to Municipality upon return of the vehicle to Pace, provided the vehicle is returned in the same condition as when it was delivered to Municipality, ordinary wear and tear excepted. Any amounts due to Pace from Municipality may be deducted from the deposit amount.

5. **Vehicle Usage Requirement**

Pace will review monthly the vehicle utilization in terms of the program goals and stated contractual intended use. Pace reserves the right to terminate this Agreement, or substitute a more appropriate vehicle based on the vehicle utilization, in the event that the vehicle is not being used in a manner consistent with the program goals and stated contractual intended use.

6. **Conditions and Restrictions on Use**

Municipality **shall not allow** the vehicle(s) to be used in the following manner:

- (a) For courier service, ambulance-type service, or the transportation of goods, to pull trailers, or allow the consumption of alcoholic beverages on the vehicle.
- (b) For personal use of any driver or other person.
- (c) Use or allow the vehicle to be used illegally or improperly for hire.
- (d) Remove the vehicle from the State of Illinois, unless written approval is obtained in advance from Pace (See Exhibit C).
- (e) Alter, mark or install equipment in or on the vehicle, unless written approval is obtained in advance from Pace (See Exhibit C).
- (f) Expose the vehicle to seizure, confiscation, forfeiture or other involuntary transfer.
- (g) For charter service.
- (h) For school bus service.
- (i) For non-transit use.
- (j) To transport groups of children under the age of eight (8).

Municipality shall ensure that the vehicle is locked at all times while parked and that the vehicle is parked while not in use, and overnight, in a secure, off-street location (preferably on Municipality's property or at public transportation centers). Municipality shall take appropriate steps towards the security of Pace's vehicle(s). Municipality shall notify Pace where the vehicles will be located/stored overnight. Municipality is responsible for all dispatch operations for the service.

7. **Drug and Alcohol Policy and Training Program**

Municipality shall have an adopted Drug and Alcohol Policy and Training Program in effect during the terms of this Agreement. The Drug and Alcohol Policy and Training Program must meet Federal Transit Administration (FTA) and Pace mandates pertaining to deterrence,



provisions for drug and alcohol testing and methodology. A current copy of Municipality's Drug and Alcohol Policy and Training Program must be provided to Pace.

8. **Safety, Security and Emergency Preparedness Plan**

Municipality shall have an adopted Safety, Security and Emergency Preparedness Plan in effect during the terms of this Agreement. The Safety, Security and Emergency Preparedness Plan must meet Federal Transit Administration (FTA) and Pace mandates. A current copy of the Municipality's Safety, Security and Emergency Preparedness Plan must be provided to Pace.

9. **Drivers**

Municipality is responsible for providing its own drivers. Each Municipal Vehicle Program driver must be approved by Pace prior to operating a Pace vehicle. Drivers are not considered employees or agents of Pace or the RTA. Municipality may select its own employees to serve as drivers, including but not limited to bonded municipal drivers or municipal employees. Municipal Vehicle Program drivers must be selected on the basis of their qualifications, in accordance with Federal, State, and Local laws and regulations, and within the provisions of the established Pace Municipal Vehicle Program Driver Standards and Municipal Vehicle Program Operations Manual.

Municipality shall ensure that Pace vehicle(s) are operated only by Pace approved drivers that meet the established Pace Municipal Vehicle Program Driver Standards, including all federal, state and local standards. Municipality shall comply with driver and safety standards set forth in the Pace Municipal Vehicle Program Operations Manual. In addition, Municipality shall maintain a file on said drivers evidencing valid drivers license, valid U.S. DOT physical examination, drug and alcohol test results, a criminal background check, driver training, and Motor Vehicle Reports for the previous five (5) years and/or their entire driving history as necessary.

Municipality shall use its own established driver training program, and, shall provide documentation for said programs as to any of its drivers under this Agreement. Pace reserves the right to establish additional guidelines in regards to driver procedures and standards. Guidelines established in any bulletins or manuals are to be considered as part of this Agreement.

10. **Transportation Coordinator**

Municipality must designate an individual to serve as Pace's primary contact person on all matters relating to operation of the Pace vehicle(s) and to coordinate the Municipal Vehicle Program for the Municipality. This individual is required to attend and complete administrative training provided by Pace. Municipality will notify Pace immediately if this individual is replaced.



11. **Employees**

**Compliance with Federal, State and Local Laws.** Municipality agrees that with respect to persons employed by it to provide the Transportation Services and Other Services, it will comply with all applicable federal, state, and local labor laws including, but not limited to, any and all laws relating to the minimum wages to be paid to its employees, limitations upon the employment of minors, minimum fair wage standards for minors, the payment of wages due employees, and all applicable regulations established to protect the health and safety of employees, passengers, and the public-at-large. Municipality also agrees to provide the employee protection, if required, under Section 13(c) of the Urban Mass Transportation Act of 1964, as amended, 49 U.S.C. ' 1609(c), and Section 2.16 of the Regional Transportation Authority Act, (70 ILCS 3615/2.16), for persons employed by it to provide the Transportation Services.

**Employees.** Municipality shall employ only such persons as are competent and qualified to provide the Transportation Services in accordance with the requirements of this Agreement and Pace policies, practices, procedures and standards. All employees shall meet all applicable qualifications established by federal, state and local laws and regulations. Drivers shall display proper courtesy toward passengers and maintain a neat and clean appearance. Municipality shall comply with all Federal and Pace requirements relating to drug and alcohol testing. Municipality shall participate in driver training programs, if any, established by Pace during the Agreement Term and shall comply with all Pace, Federal, and State driver and safety standards. Failure by Municipality or any Third Party Provider of Municipality to comply with said requirements shall constitute grounds for termination of this Agreement.

**Employment Contracts and Labor Agreements.** Municipality shall notify Pace of any labor negotiations being conducted with its employees and shall keep Pace fully informed of any pending labor issues which may affect service.

12. **Records and Reports**

Municipality must designate an individual to serve as Pace's contact person on all matters relating to operation of the Pace vehicle. This individual must attend an orientation session with Pace staff regarding monthly reporting procedures prior to Municipality's receipt of vehicle. Municipality shall keep accurate and timely records on such forms as are provided by Pace. Municipality shall collect and forward these reports to Pace on such schedule as directed by Pace. These reports include, but are not limited to monthly reports and monthly ridership log for each vehicle, and driver information forms. Failure to comply with the reporting required herein shall be considered a breach of this Agreement and cause for immediate termination. A \$7.00 late fee may be charged for late or missed reports that are postmarked after the 5<sup>th</sup> of the month.

Municipality agrees to report the actual miles traveled in each vehicle per month on such forms as are provided by Pace. Municipality agrees to report revenues and expenses of operation on a monthly basis. In addition, Municipality agrees to complete the Ridership Log on a monthly basis.

Pace reserves the right to change the reporting requirements as necessary upon 30 days



written notice to Municipality. Any reporting forms provided by Pace to the Municipality are to be considered as included with this Agreement.

13. **Accident Reporting**

Municipality agrees to comply with any accident reporting procedures as set forth by Pace. Serious accident/incidents which involve injuries requiring transport from the scene or requiring any vehicle to be towed from the scene or any other event of a serious nature, must be immediately reported to Pace. Any damage to Pace vehicle as the result of an accident will be the responsibility of the Municipality, and any necessary repairs must be effected in a timely basis. Pace reserves the right to revise accident reporting procedures as necessary upon 30 days written notice to Municipality. Any accident reporting procedures or forms provided by Pace to the Municipality shall be considered to be part of this Agreement.

14. **Maintenance and Repairs**

Municipality acknowledges that a Pace designated vendor will provide fleet management services for Pace fleet vehicles utilized in the Municipal Vehicle Program. Municipality agrees to cooperate with the Pace designated vendor at all times and to abide by any rules promulgated by Pace and the Pace designated vendor with respect to fleet management services utilized in the Municipal Vehicle Program. Pace reserves the right to revise maintenance requirements and procedures as necessary.

Pace shall pay the costs of ordinary maintenance and repairs, provided Municipality adheres to Pace's inspection and maintenance schedule. Municipality shall be liable for all repair and maintenance costs resulting from its failure to adhere to the inspection and preventive maintenance schedule, or attributable to abuse of the vehicle or negligence in its maintenance.

Municipality shall ensure that drivers perform all maintenance, cleanings and servicing of the vehicles as per the schedule set forth in Pace's Municipal Vehicle Program Operations Manual and vehicle's owner manual; have the vehicle safety inspected semi-annually as required by law; obtain prior approval from the Pace Office or its designated agent for any expenditure in excess of \$50.00 per vehicle.

Municipality shall be responsible for the cost of all washing, detailing and storage of the vehicle as per the schedule set forth in Pace's Municipal Vehicle Program Operations Manual and to the extent necessary to maintain the vehicle in good and clean condition.

15. **Pace Equipment Provided; Inventory and Documentation**

Pace reserves the right to substitute a different vehicle at any time. Municipality agrees to comply with all Pace procedures for handling Pace Equipment. Municipality agrees to cooperate fully with Pace in developing and maintaining an accurate inventory of all Pace Equipment from time to time in the possession of Municipality. Municipality shall complete and process all documentation necessary to evidence and record the receipt, possession, return or transfer of any Pace Equipment coming into, being in or leaving its possession.



16. **Equipment Inspection**

Pace or its designee shall have the right from time to time to cause the equipment and maintenance records to be inspected during normal business hours by any person appointed by Pace. Municipality must comply with Illinois Department of Transportation safety inspection every six months. Upon receipt of documentation evidencing compliance with Illinois Department of Transportation safety inspection, Municipality shall furnish same to Pace within a reasonable time, not to exceed ten (10) days.

Should the above inspection find that the equipment has not been maintained in accordance with the terms and conditions of Section 13 of this Agreement, the inspector shall report all deficiencies noted to the Municipality. Municipality shall have thirty (30) days to correct the deficiencies noted. If not corrected, it shall constitute a breach of this Agreement and cause for immediate termination and repossession of any and all vehicles.

17. **Return of Vehicle**

Upon termination of the Agreement, Municipality shall return the vehicle to Pace in the same condition as when it was delivered, ordinary wear and tear excepted. Upon its delivery and return, Municipality and Pace shall inspect the vehicle and provide a report on its condition. The report shall be signed by both Pace and Municipality.

Any damage to the vehicle which is determined by Pace to be caused by Municipality's neglect of the vehicle will be the sole responsibility of Municipality, and Municipality shall compensate Pace for the cost of such repairs.

18. **Hold Harmless, Indemnification and Insurance**

Municipality, its officers, employees, agents and contractors agree:

(a) To waive, release and hold harmless Pace, its directors, officers, employees and agents, or any other transportation agency, from and against any claims, injuries, losses, or any causes of action whatsoever, arising out of or in any way relating to the use of Pace Vehicles by any and all third party providers as defined in paragraph 24 of this agreement, and as provided in the Agreement by Municipality, its officers, employees, agents, contractors.

(b) To indemnify Pace, its directors, officers, employees and agents, and any other transportation agency, from and against any claims, liabilities, losses, suits, judgments or settlements of any party arising out of or in any way relating to the use of Pace Vehicles by any and all third party providers as defined in paragraph 24 of this agreement, and by Municipality, its officers, employees, agents, contractors.

(c) To indemnify Pace, its directors, officers, employees and agents against any and all financial loss resulting from a violation of Pace requirements or misuse of Pace property. In the event of any resulting financial loss to Pace, Municipality agrees to be responsible for the full amount of the loss including but not limited to:



- The cost of reasonable and necessary repairs to the Pace vehicle, or the Actual Cash Value of the Pace vehicle whichever is less.
- Loss of use of the Pace vehicle.
- Loss of revenue.
- All unauthorized charges on the Pace provided credit card(s) assigned and issued to the Municipality.

Municipality and any of its officers, directors, employees, agents, contractors or third party providers utilizing the Pace Vehicles agree to comply with the Municipal Participant Insurance Requirements in Exhibit D and shall each carry and keep in force commercial general and auto liability insurance covering the use of the Pace Vehicles in amounts not less than the following:

- (a) Commercial General Liability (including Broad Form Contractual):
  - (1) Bodily Injury Liability
  - (2) Property Damage Liability
 Combined Liability Limits of \$5,000,000.00
- (b) Auto Liability:
  - (1) Bodily Injury Liability
  - (2) Property Damage Liability
 Combined Liability Limits of \$5,000,000.00
- (c) Auto Physical Damage:
  - (1) Collision and Comprehensive
- (d) Worker's Compensation: Minimum statutory coverage.

If Municipality's current certificate of insurance does not meet the requirements stated above, Municipality must update their insurance to meet these requirements and resubmit the certificate of insurance to Pace for approval. Upon thirty (30) day written notice to the Municipality, Pace reserves the right to change minimum insurance requirements.

Insurance carried by Municipality and its contractors shall be primary over any other insurance carried by Pace, including self-insurance. The Suburban Bus Division of the Regional Transportation Authority, d/b/a Pace, and the Regional Transportation Authority shall be named as additional insureds on above policies. Insurance is to be provided by an insurance company which meets or exceeds Best's rating of A-VII. Before delivery of the equipment, Municipality shall present certificates of insurance satisfactory to Pace, showing Pace and RTA (as described herein) as additional insureds, including certificates from any of its contractors utilizing the Pace Vehicles. Municipality shall provide Pace with any new certificate of insurance upon renewal or if any information has changed.

19. **Equal Employment And Business Opportunity, Non-Discrimination**

**Compliance With Federal, State and Local Laws.** Municipality shall comply with all applicable federal, state and local anti-discrimination and equal employment and business opportunity laws and regulations, including, but not limited to, the Age Discrimination in Employment Act, as amended, 29 U.S.C. " 621 et seq., Title VII of the Civil Rights Acts of



1964, as amended, 42 U.S.C. " 2000e et seq., the Civil Rights Acts of 1866 and 1871, 42 U.S.C. " 1981 and 1983; and the Illinois Human Rights Act, 775 ILCS 5/1-101 et seq.

**Equal Employment Opportunity.** Municipality shall comply with all of the affirmative action, equal employment opportunity and disadvantaged business enterprise requirements in Exhibit A.

**Failure to Comply.** In the event Municipality's noncompliance with any provision set forth in Exhibit A or with any federal, state, or local anti-discrimination or equal employment or business opportunity law, including but not limited to those identified in Section 18 hereof, results in Municipality being declared non-responsible and, therefore, ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, this Agreement may be canceled or voided by Pace in whole or in part, and such other sanctions, penalties or remedies as may be provided by law or regulation may be imposed or invoked.

Municipality shall comply with all applicable provisions of Section 504 of the Rehabilitation Act and the Americans with Disabilities Act.

20. **Non-Discrimination**

Municipality understands and agrees that regardless of the primary purpose of the usage of the vehicle, that service provided must be open to the public (within the limits of schedule and space availability) and shall not be restricted to a particular group of individuals. The parties shall cooperate to ensure that no person shall be denied the opportunity to participate in nor be subjected to discrimination in the conduct of the service because of race, creed, color, age, sex, national origin, nor the presence of any sensory, mental or physical disability, nor in any manner contrary to applicable local ordinance, state and federal laws and regulations, specifically including Title VI of the Civil Rights Act of 1964; Title 49, Code of Federal Regulations, Part 21 - Nondiscrimination in Federally Assisted Programs of the Department of Transportation. Municipality agrees to comply with all provisions of Affirmative Action, Equal Employment Opportunity and Disadvantaged Business Enterprises set forth in Exhibit A attached hereto.

21. **Audit and Record Keeping**

Municipality shall permit authorized representatives of Pace, the Federal Transit Administration (FTA), or its designees to inspect and audit all records and data associated with the operation of the Service. Municipality shall retain all records associated with the service for a period of five (5) years following expiration or termination of the service or such longer period of time for any pending audit, litigation or other claim.

22. **Financial Integrity**

As a condition of participation in the Municipal Service, Municipality will be required to provide a financial audit for the most recent year and any other financial information requested by Pace to assist Pace in verifying Municipality's financial capability to undertake its obligation under this Agreement. At any time during the term of its participation in the Municipal Service, Municipality agrees to furnish Pace within forty-eight hours of receipt of



Pace's written request (which request may be forwarded by mail, telefax, or e-mail transmission), evidence satisfactory to Pace of Municipality's ability and capacity, financial or otherwise, to carry out its obligation under this Agreement and the Municipal Service.

23. **Entire Agreement**

This Agreement contains the full understanding between Pace and the Municipality. All prior Agreements, oral or written, are hereby expressly canceled.

24. **Amendments**

Pace reserves the right to make amendments by modifying and/or adding to any of the terms of this Agreement by providing the Municipality with thirty (30) days written notice.

25. **Third Party Providers Requirements**

"Third Party Providers" as used in this Agreement are any other parties who, pursuant to contract or agreement with Municipality, directly provide a significant part of the Transportation Services. All service provided by a Third Party Provider to a Municipality shall be competitively solicited at least once every five years and as frequently as once a year if required by Pace. Contracts with Third Party Providers shall be made in accordance with applicable laws. All such agreements shall be in writing with a copy provided to Pace. Submission of the third party agreement to Pace does not release the Municipality from any obligation under this Agreement, nor operate as a waiver of any rights of Pace under this Agreement. The Municipality shall cause each of its Third Party Providers to comply with all applicable provisions of this Agreement and the Pace Vehicle Program Operations Manual as if the name of the Third Party Provider has been substituted for the name of the Municipality therein. In the event that Pace Equipment is to be used by a Third Party Provider, such Third Party Provider shall execute a written sublease in a form approved by Pace prior to the use of Pace Equipment.

26. **Terms**

This Agreement shall be effective as of the day of its signing and shall continue in force until one of the parties gives the other party written notice thirty (30) days in advance of the desired termination date. Either party may terminate this Agreement, with the required written notice thirty (30) days in advance of the desired termination date, without cause or reason. Pace may terminate the Agreement upon five (5) days notice in the event of failure by the Municipality to correct any safety or accident reporting violations or for failure of Municipality to pay Pace amounts due on a timely basis. If upon termination or directed to return the vehicle to Pace, Municipality fails to return the vehicle to Pace, Municipality will permit Pace, without demand, legal process, or a breach of the peace, to enter any premises under the contract of Municipality where the vehicles are located and to take possession of and remove the equipment. Municipality shall not prosecute or assist in the prosecution of any claim, suit, action, or other proceeding arising out of any such repossession by Pace.

This Agreement may not be assigned by Municipality without the approval of Pace. All successors and assigned will be bound by the terms and conditions of this Agreement and must fully comply therewith.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed as of the MUNICIPALITY date indicated above by their duly-authorized representatives.

VILLAGE OF STEGER

PACE

Signed: \_\_\_\_\_  
Kenneth A. Peterson, Jr. President

Signed: \_\_\_\_\_  
T. J. Ross, Executive Director

Date: \_\_\_\_\_

Date: \_\_\_\_\_





Tri-River Police Training Region, Inc.



14300 Coil Plus drive  
Plainfield, Illinois 60544  
www.tri-river.org  
training@tri-river.org

Resolution No. 1090

Telephone 815.630.5212

Fax 815.439.6916

**INTERGOVERNMENTAL AGREEMENT  
Intergovernmental Law Enforcement  
Officers In-Service Training Act  
Public Act 82-674**

WHEREAS, the Legislature of the State of Illinois has recognized the importance of providing mobile team in-service units to provide regional in-service refresher courses and updated training to state and local law enforcement officers; and

WHEREAS, to facilitate and authorize the establishment of said mobile team in-service units, the Legislature has passed Public Act 82-674, known as the "Intergovernmental Law Enforcement Officers In-Service Training Act"; and

WHEREAS, each and every law enforcement agency within the area recognizes the value and legal necessity of updated continuing police training for state and local law enforcement officers; and

WHEREAS, it is recognized that the development of a regional training program will provide flexibility in training, in conjunction with state-side resources to assist law enforcement agencies to meet local training needs in a timely manner as required by law;

WHEREAS, it is hereby recognized that an intergovernmental agreement by the various municipal corporations is a necessity in the establishment and development of such a regional training program:

BE IT THEREFORE RESOLVED THAT THE Village of Steger, a municipal corporation or sheriff's agency, does hereby agree with the principles enumerated in Public Act 82-674 and does hereby resolve to enter into this intergovernmental agreement to cooperate and work with the following municipal corporations toward the establishment of a regional training program:

Aroma Park, Clifton, Grundy Co., Grundy Co. Coroners, Lockport, Peotone, Beecher, Coal City, Iroquois Co., Lockport Pk. Dist., Plainfield, Crest Hill, Joliet Jr. College, Minooka, Rockdale, Romeoville, Bourbonnais, Crete, Joliet, Mokena, Shorewood, Braidwood, Elwood, Lockport, Monee, St. Anne, Buckley, Essex, Kankakee, Kankakee Co., Kankakee Community College, Morris, University Park, Channahon, Frankfort, Momence, Will County, Will County Forest Preserve, Chebanse, Grant Park, Wilmington, Manhattan, Herscher, Lewis University, Park Forest, Orland Park and Manteno.

BE IT FURTHER RESOLVED that this intergovernmental agreement does not formally commit any law enforcement agency or municipal corporation financially or otherwise for the regional training program at this time.

ATTEST: \_\_\_\_\_

FOR: \_\_\_\_\_

DATE: January 4, 2016



Mobile In-Service Training Region #16 – ASSIST Program  
Illinois Law Enforcement Training and Standards Board



**TRI-RIVER POLICE TRAINING REGION  
MEMBER DEPARTMENTS  
As Of December 2015**



1. Aroma Park PD	21. Joliet Jr. College PD	41. Romeoville PD
2. Beecher PD	22. Kankakee Co. Sheriff	42. Shorewood PD
3. Bourbonnais PD	23. Kankakee College PD	43. St. Anne PD
4. Bradley PD	24. Kankakee City PD	44. Wilmington PD
5. Braidwood PD	25. Lewis University PD	45. University Park PD
6. Buckley PD	26. Lockport PD	46. Will Co. Forest PD
7. Channahon PD	27. Lockport Park Dist. PD	47. Will County Sheriff
8. Clifton PD	28. Manhattan PD	
9. Coal City PD	29. Manteno PD	
10. Crest Hill PD	30. Mazon PD	
11. Crete PD	31. Minooka PD	
12. Elwood PD	32. Mokena PD	
13. Essex PD	33. Momence PD	
14. Frankfort PD	34. Monee PD	
15. Grant Park PD	35. Morris PD	
16. Grundy Co. Coroner	36. Orland Park PD	
17. Grundy Co. Sheriff	37. Park Forest PD	
18. Iroquois Co. Sheriff	38. Peotone PD	
19. Herscher PD	39. Plainfield PD	
20. Joliet PD	40. Rockdale PD	

Tri-River Police Training Region, Inc.  
 14300 S. Coil Plus Drive  
 Plainfield, IL 60544-7704  
 www.tri-river.org  
 815.630.5212 phone  
 815.439.6916 fax

# Invoice

Date	Invoice #
12/18/2015	3852

<b>Bill To</b>
Steger Police Department 35 W. 34 St. Steger, IL. 60475

Description	Amount
FY16 Partial Membership dues from 01/2016 - 06/2016 Full Time Officers = 15 @ \$70.00	1,050.00
FY16 Partial Membership dues from 01/2016 - 06/2016 Part- Time Officers = 5 @ \$70.00	150.00
Credit for half of a years dues	-600.00
  Trustee: _____ Dept. Head: _____	
<b>Total</b>	<b>\$600.00</b>



**ORDINANCE NO. 1113**

STATE OF ILLINOIS        )  
  )  
COUNTIES OF COOK        )  
  )  
  )  
  )

**AN ORDINANCE ESTABLISHING A COMPENSATION SCHEDULE FOR  
THE EMPLOYEES AND NON-ELECTED OFFICIALS OF THE VILLAGE OF  
STEGER EFFECTIVE JANUARY 1, 2016.**

**WHEREAS**, the Village of Steger, Counties of Cook and Will, State of Illinois (the "Village") is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

**WHEREAS**, the Village President (the "President") and Board of Trustees of the Village (the "Village Board" and together with the President, the "Corporate Authorities") are committed to adopting employment policies necessary to ensure the efficient operation of the Village; and

**WHEREAS**, in connection with the foregoing, the Corporate Authorities have reviewed the current compensation of Village employees and non-elected officials and, based upon the recommendations of the Village's respective department heads, have determined that certain adjustments are necessary in order for the Village to maintain its ability to attract and retain qualified personnel to provide governmental services; and

**WHEREAS**, the revised compensation schedule of Village employees and non-elected officials, a copy of which is attached hereto and incorporated herein as Exhibit A, shall be effective as of January 1, 2016; and

**WHEREAS**, the Corporate Authorities have determined that it is in the best interests of the Village and its residents to implement the foregoing change; and

**NOW, THEREFORE, BE IT ORDAINED** by the President and the Board of Trustees of the Village of Steger, Counties of Cook and Will, and the State of Illinois, as follows:

**ARTICLE I.  
IN GENERAL**

**SECTION 1: Incorporation Clause.**

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

**SECTION 2: Purpose.**

The purpose of this Ordinance is to adopt a revised compensation schedule for Village employees and non-elected officials effective January 1, 2016 to ensure that the Village remains able to attract and retain qualified personnel to provide governmental services.

**ARTICLE II.  
AUTHORIZATION**

**Section 3.00 Authorization.**

The Corporate Authorities hereby authorize and approve the revisions to the compensation schedule for Village employees and non-elected officials in accordance with Exhibit A. The Village Board further authorizes and directs the President or his designee to execute any and all documentation that may be necessary to carry out the intent of this Ordinance. The Village Clerk is hereby authorized and directed to attest to and countersign any documentation as may be



necessary to carry out and effectuate the purpose of this Ordinance. The Village Clerk is also authorized and directed to affix the Seal of the Village to such documentation as is deemed necessary. The officers, employees and/or agents of the Village shall take all action necessary or reasonably required to carry out, give effect to and consummate the purpose of this Ordinance and shall take all action necessary in conformity therewith. The officers, employees and/or agents of the Village are specifically authorized and directed to draft and disseminate any and all necessary forms required in connection herewith. This Ordinance shall not affect the compensation of any employee whose terms and conditions of employment with the Village are governed by a collective bargaining agreement.

**ARTICLE III.  
HEADINGS, SAVINGS CLAUSES, PUBLICATION,  
EFFECTIVE DATE**

**SECTION: 4 Headings.**

The headings of the articles, sections, paragraphs and subparagraphs of this Ordinance are inserted solely for convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

**SECTION: 5 Severability.**

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

**SECTION: 6 Superseder.**

To the extent that the provisions of this Ordinance are inconsistent with any other Village code provision, ordinance, resolution, rule, proclamation, enactment, pronouncement, document, instrument or understanding governing or in any other way related to the subject matter of this Ordinance such conflicting authority shall be superseded by this Ordinance to the fullest extent permitted by law.

**SECTION: 7 Publication.**

A full, true and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

**SECTION: 8 Effective Date.**

This Ordinance shall be effective and in full force immediately upon passage and approval.

PASSED this 4<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Carmen S. Recupito, Jr., Village Clerk

APPROVED this 4<sup>th</sup> day of January 2016.

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President

Roll call vote:  
Voting in favor:  
Voting against:  
Not voting:



**EXHIBIT A**

**ORDINANCE NO. 1114**

STATE OF ILLINOIS        )  
                                  )  
COUNTIES OF COOK       )  
                                  )  
                                  AND WILL            )

**AN ORDINANCE AUTHORIZING, APPROVING AND RATIFYING PAYMENTS OF SALARY OR OTHER COMPENSATION FOR THE VILLAGE OF STEGER, ILLINOIS.**

**WHEREAS**, the Village of Steger, Counties of Cook and Will, State of Illinois (the "Village") is a duly organized and existing municipality and unit of local government created under the provisions of the laws of the State of Illinois, and is operating under the provisions of the Illinois Municipal Code, and all laws amendatory thereof and supplementary thereto, with full powers to enact ordinances and adopt resolutions for the benefit of the residents of the Village; and

**WHEREAS**, the Illinois Municipal Code (65 ILCS 5/3.1, *et seq.*) (the "Code") provides that each member of the corporate authorities may receive reimbursement from the municipality for expenses incurred by the member in attending committee meetings of the corporate authorities or for other expenses incurred by the member in the course of performing official duties; and

**WHEREAS**, the Code further provides that all municipal officers, except as otherwise provided, shall receive the salary or other compensation that is fixed by ordinance; and

**WHEREAS**, beginning with prior Village administrations, the Village President (the "President") and the Board of Trustees of the Village (the "Village Board" and with the President, the "Corporate Authorities") were issued a monthly payment, colloquially termed as "reimbursement", in the amount of Three Hundred and No/100 U.S. Dollars (\$300.00) (the "Payments"); and



**WHEREAS**, for all intents and purposes, the Payments have been treated as salary or other compensation by the Village and by the Corporate Authorities and will continue to be treated as such; and

**WHEREAS**, based on the foregoing, the Corporate Authorities have determined that it is advisable, in the best interests of the Village and essential for the effective administration of Village government to authorize, approve and ratify the Payments as salary or other compensation;

**NOW, THEREFORE, BE IT ORDAINED** by the President and the Board of Trustees of the Village of Steger, Counties of Cook and Will, and the State of Illinois, as follows:

## **ARTICLE I. IN GENERAL**

### **SECTION 1: Incorporation Clause.**

The Corporate Authorities hereby find that all of the recitals hereinbefore stated as contained in the preambles to this Ordinance are full, true and correct and do hereby, by reference, incorporate and make them part of this Ordinance as legislative findings.

### **SECTION 2: Purpose.**

The purpose of this Ordinance is to authorize, approve and ratify the Payments as salary or other compensation and to further authorize the President or his designee to take all steps necessary to carry out the terms and intent of this Ordinance and to ratify any steps taken to effectuate those goals.

## **ARTICLE II. AUTHORIZATION**

### **SECTION 3: Authorization.**

That the Village Board hereby authorizes, approves and ratifies the Payments. The Village Board further authorizes and directs the President or his

designee to ratify any and all previous action taken to effectuate the intent of this Ordinance. The Village Clerk is hereby authorized and directed to attest to and countersign any documentation as may be necessary to carry out and effectuate the purpose of this Ordinance. The Village Clerk is also authorized and directed to affix the Seal of the Village to such documentation as is deemed necessary. The officers, agents and/or employees of the Village shall take all action necessary or reasonably required by the Village to carry out, give effect to and effectuate the purpose of this Ordinance and shall take all action necessary in conformity therewith.

**ARTICLE III.  
HEADINGS, SAVINGS CLAUSES, PUBLICATION,  
EFFECTIVE DATE**

**SECTION 4: Headings.**

The headings of the articles, sections, paragraphs and subparagraphs of this Ordinance are inserted solely for convenience of reference and form no substantive part of this Ordinance nor should they be used in any interpretation or construction of any substantive provision of this Ordinance.

**SECTION 5: Severability.**

The provisions of this Ordinance are hereby declared to be severable and should any provision of this Ordinance be determined to be in conflict with any law, statute or regulation by a court of competent jurisdiction, said provision shall be excluded and deemed inoperative, unenforceable and as though not provided for herein, and all other provisions shall remain unaffected, unimpaired, valid and in full force and effect.

**SECTION 6: Superseder.**

All code provisions, ordinances, resolutions, rules and orders, or parts thereof, in conflict herewith are, to the extent of such conflict, hereby superseded.



**SECTION 7: Publication.**

A full, true and complete copy of this Ordinance shall be published in pamphlet form or in a newspaper published and of general circulation within the Village as provided by the Illinois Municipal Code, as amended.

**SECTION 8: Effective Date.**

This Ordinance shall be effective and in full force immediately upon passage and approval.

(THE REMAINDER OF THIS PAGE INTENTIONALLY LEFT BLANK)

PASSED this 4<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Carmen S. Recupito, Jr., Village Clerk

PASSED this 4<sup>th</sup> day of January, 2016.

\_\_\_\_\_  
Kenneth A. Peterson, Jr., Village President

Roll Call Vote:

Voting in favor:

Voting against:

Not voting:



**EXHIBIT A**

# VILLAGE OF STEGER

35 W. 34th STREET • STEGER, ILLINOIS 60475

(708) 754-3395 • Fax: (708) 754-1913

[www.VillageOfSteger.com](http://www.VillageOfSteger.com)

## Board of Trustees

---

Ernie Lopez, Jr. • Tim Perchinski • Lenny Skrezyna

Michael Sarek • Ryan Buxton • William J. Joyce

**KENNETH A. PETERSON, JR.**

*Village President*

KPeterson@VillageOfSteger.org

**Carmen S. Recupito, Jr.**

*Village Clerk*

CRecupito@VillageOfSteger.org

**Michael Tilton**

*Village Administrator*

MTilton@VillageOfSteger.org

December 31, 2015

Mayor Kenneth Peterson Jr.  
Board of Trustees

This purpose of this memo is to request the job posting and hiring of 2 Part-time Drivers for the villages soon to be Community Vehicle. The total hours per week will be in the amount of not to exceed 30 total hours.

The Community Vehicle will run Mon, Tues, Thurs, and Fri from 9-2 and Wed from 9-4. I will be requesting a starting pay rate of \$10.00 per hour. The cost for the program will not exceed \$15,000 annually and has been requested in the 2016 budget.

The individuals hired will go through a criminal background and drug screening. The program falls under federal guidelines.

Recommendation: Passage.

Respectfully submitted,



Michael Tilton  
Village Administrator

Cc; Clerk Recupito

*"Where Progress is a Fact, Not A Promise"*





# Steger Fire Department

"Duty, Pride, Tradition"



# Steger Fire Department

Operational Guide and Strategic Plan

2016 -2021



# **Steger Fire Department**

**"Duty, Pride, Tradition"**

## **Village of Steger**

### **Mayor**

Ken Peterson

### **Village Clerk**

Tory Recupito Jr.

### **Trustees**

Tim Perchinski

Ernie Lopez Jr.

Michael Sarek

William Joyce

Ryan Buxton

### **Village Manager**

Mike Tilton

### **Human Resources Director**

Mary Jo Seehausen

### **Fire Chief**

Nowell Fillion

### **Strategic Planning Group**

Fire Chief Nowell Fillion

Fire Inspector Rich Atwood

Deputy Chief James Baine

Captain Noella Garcia

Lt Mike Long, Lt Rick Gibbs, TO Todd Ragusin

Steger Fire Department Members

### **Miller Woods Fire Protection District**

President Stan Anderson

Secretary Ken Macleod

Treasurer James Sipple





# Steger Fire Department

**"Duty, Pride, Tradition"**

## Introduction

The members of the Steger Fire Department are pleased to present the 2016-2021 Fire Department Operational Guide and Strategic Plan. An important aspect of this process includes anticipating the future in terms of building a flexible organization. Our organization must respond to change, solve problems and collaborate on issues. We must continually assess community needs and acquire/maintain resources required to meet those needs while formulating a plan to provide comprehensive and cost-effective services to our customers- the citizens of Steger.

Two key words in planning are focus and flexibility. This plan is intended to bring focus to a number of the department's most important services, programs, and issues. This focus allows us to identify and build on what the department does as described in our department's Mission Statement.

Since its incorporation in 1895, the Steger Fire Department has been committed to protecting lives and property in this great community. This Strategic Plan clearly defines what the department expects to accomplish in the next five years. The goals and objectives derived from the action items detailed here form a foundation upon which to build the future of the department. Some initiatives already are underway; others will begin at a later date, and still others wait for funding.

A commitment to strategic planning ensures that the Steger Fire Department will continue to provide the citizens of Steger with the highest level of service.

Nowell Fillion, Fire Chief  
Steger Fire Department





# Steger Fire Department

*"Duty, Pride, Tradition"*

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# Steger Fire Department

"Duty, Pride, Tradition"

## MISSION AND HONOR STATEMENTS

### Mission Statement

It is the mission of the Steger Fire Department to protect the lives and property of those who call upon us in their time of need. Our duty is a service to humanity, and there is no greater honor than providing this service. Therefore, we strive to continually develop our skills and knowledge to provide the best possible service while upholding the principles, values, and proud traditions of our community and the American Fire Service.

### SFD Honor Statement

Duty, Pride, Tradition

### Core Functions

We believe the quality of life for the citizens of Steger depends on a partnership between the citizens, business community, elected officials and the fire department members. We, as a fire department, are committed to the following:

1. **Emergency Medical Services-** Deliver professional life-saving emergency medical care.
2. **Fire Suppression-** Deliver state-of-the-art fire equipment and professional services through quality training and pre-fire planning.
3. **Technical Rescue-** Increase the survivability of customers through advanced technical rescue and water rescue capabilities.
4. **Fire Prevention-** Improve the quality of life for citizens and business owners through fire prevention education, inspections, and plan reviews.
5. **Emergency Management-** Provide for the safety of our citizens from natural and man-made disasters through planning and strategic objectives, working with local, state, and federal agencies.
6. **Fire Administration-** Provide leadership and visionary direction for Steger Fire Department.



# Steger Fire Department

*"Duty, Pride, Tradition"*

## Assumptions for Planning

Commitment to the concept of continuous improvement and unrelenting devotion to customer service will be required to maintain and enhance our current position within the community.

Steger Fire Department is a suburban village of 4.4 square miles with a current population of approximately 9565. There are also approximately 3700 households, 150 businesses and 12 churches that call Steger home. The majority of Steger's households are made up of single family dwellings with about 35% of the housing being multi-family dwellings, the largest complex of which is located at Steger Road and Kings Road.

Commuter traffic is heavy at peak rush hour times. With Chicago Road (Rt. 1) and Steger Road intersecting in the middle of town, traffic is a constant factor. Steger Road also leads to IL 394 which is a main feeder into Chicago.

Customer service is the hallmark of Steger Fire Department. Demands on the department will continue to increase as the community grows. These demands will impact training, personnel development, maintenance, equipment, supplies, and time management needs.

Our relationship with the American Red Cross to provide residential smoke detectors coupled with our efforts to update fire prevention codes, specifically automatic fire alarm and sprinkler enforcement, will result in earlier detection, notification and control of structure fires, thus resulting in fewer fire fatalities, fire related injuries, and lowered structural fire loss.

The fire department's positive relationship with neighboring fire departments, our mutual division as a whole, and private entities will be maintained and enhanced in an effort to provide highly effective emergency services to our customers and utilize all available area resources.

The demand for emergency medical services will increase with the continued growth of the community and the increased number of commuters. Since 2011, calls for emergency medical service have risen about 5-10% each year.

From January 2014 through December 2014, 81% of the emergency responses were for medical services with 19% of the responses being fire related and other call types.





# Steger Fire Department

*"Duty, Pride, Tradition"*

## Personnel Requirements

**GOAL:** To professionally staff the department at a level that will insure the delivery of services to our customers in an effective, efficient, and safe manner.

The Steger Fire Department is comprised of an outstanding group of individuals. It is important that an adequate number of staff be in place to support the efforts of the department. It is critical that the department strive to diversify the make-up of the organization and utilize all staff personnel to properly address the numerous administrative needs and functions of the organization.

### **Current Fire Department Staffing (as of September 2015)**

- 1 Fire Chief (part time)
- 1 Fire Inspector/administrative aide (part time)
- 1 Deputy Chief (also doubles as a contract FF/Paramedic)
- 1 Captain (paid on call)
- 2 Lieutenants (one doubles as a contract FF/Paramedic)
- 2 part time FF/EMT's
- 14 paid on call members in various stages of certification (one doubles as the third contract FF/Paramedic)

### **References and/or Standards**

OSHA 29 CFR Section 1910.134 (g)(4) requires that "a team of four firefighters must be assembled before an interior fire attack can be made when the fire has progressed beyond the incipient stage."

NFPA 1201, 9-3.2 – The fire department shall identify minimum staffing requirements to ensure that a sufficient number of members are available to operate equipment and apparatus safely and effectively and to respond with each company or response.



# **Steger Fire Department**

**"Duty, Pride, Tradition"**

## **Personnel Requirements... continued**

There have been six major staffing studies conducted within the fire service nationally. These include the Dallas study (done twice), the Seattle study, the Austin study, the Providence study, and the Columbus, Ohio study. All of these studies looked at the relationship between staffing levels of companies and fire ground operations. All studies recommended a minimum staffing level of fifteen firefighters on first alarm structure assignments. This fire ground staffing level is also consistent with NFPA 1710 recommendations.

Currently, we respond with two personnel on fire incidents, and have automatic aid agreements with Crete, Crete Township, and South Chicago Heights responding with engines, and Steger Estates with an ambulance. It should be noted that Crete Township, South Chicago Heights and Steger Estates have very similar staffing issues as Steger and respond with two man companies, while Crete responds with three.

In the typical combination part time/paid on call environment, it is not unusual for the part time shift personnel to initially respond with the first due engine, immediately followed by paid on call members in the next appropriate apparatus. However, particularly during normal business hours Monday through Friday, paid on call response is minimal, if not non-existent.

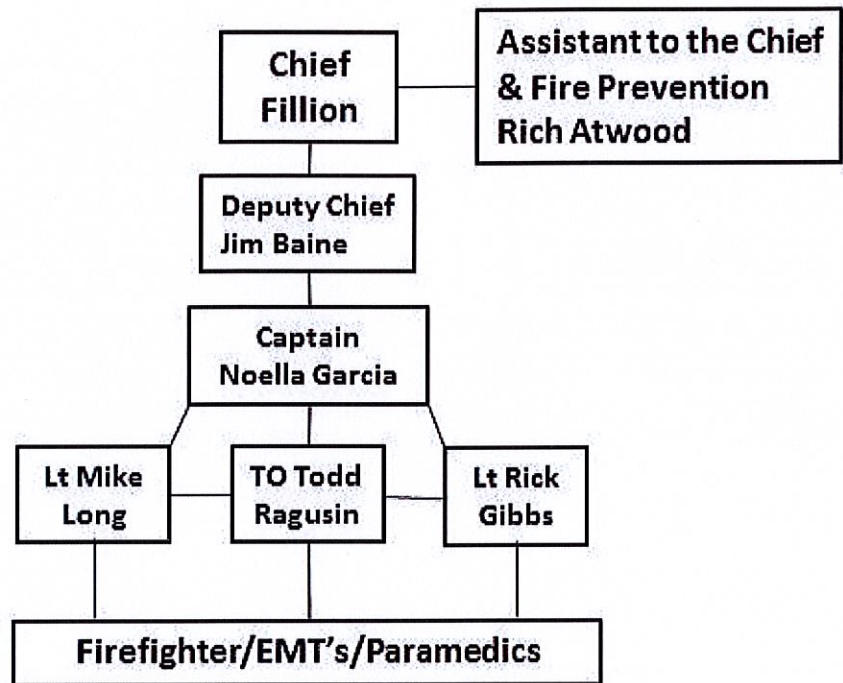


# Steger Fire Department

"Duty, Pride, Tradition"

## Organizational Chart

### Fire Dept







## Fire Suppression Personnel Acquisition Schedule

### **FY 2016-2021**

- Construct a 5-year salary plan for retention of current and future staff.
- Pursue federal SAFER grant for new recruit training and officer development.
- Clearly define driver/operator position- job description and qualifications
- Evaluate staffing for 24/365 fire and EMS coverage for the community.
- Develop and implement recruiting strategy/streamline hiring process for POC's.

### **FY 2016-2017**

- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.
- Continue to pursue SAFER grant if necessary or manage acquired grant
- In lieu of SAFER funding, develop long term training development plan with budget.
- Evaluate staffing for 24/365 fire and EMS coverage for the community.

### **FY 2017-2018**

- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.
- Evaluate staffing for 24/365 fire and EMS coverage for the community.
- Monitor department training and officer development- succession planning.

### **FY 2018-2019**

- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.
- Evaluate staffing for 24/365 fire and EMS coverage for the community.

FOLLOW UP RESPONSIBILITY: Chief Fillion / Inspector Atwood



# Steger Fire Department

**"Duty, Pride, Tradition"**

## **Fire Prevention Bureau**

GOAL: To prevent loss of life, injury, and property loss to fire through the creation, implementation, and management of comprehensive and effective education programs and fire inspections.

Primary fire prevention functions focus on public education, fire inspections, and fire code enforcement and the investigation of all fires. The integration of activities in these areas will produce the most effective use of available resources and ultimately, result in achievement of the department's goal – preventing fires, saving lives, minimizing injuries, educating the public and protecting property and the environment. Additional fire prevention functions include: plan development/review, juvenile fire setter intervention, and pre plan program focusing on life safety of the citizens of our community.

### **Fire Department Inspection Philosophy and Types of Inspections Performed**

Conduct annual/periodic fire inspections for compliance with the International Fire Code and NFPA Life Safety Code with emphasis on positive public education contacts. The department's major focus will be education and customer service rather than enforcement. This will help ensure life safety conditions within an occupancy or structure while maintaining a positive relationship within the community.

### **Codes**

Steger's most current fire code adoption is the 1996 BOCA National Fire Protection Code. This is superseded by the Office of the State Fire Marshal's adoption of the 2000 NFPA Life Safety Code (Fire Investigation Act 425 ILCS 25).

### **Fire Inspections**

The "Bureau" will strive to meet the increasing demands for services. This will be accomplished by establishing division performance measures:

- All commercial, worship, and multi-family buildings shall be inspected annually.
- Be pro-active with the Building Department in construction and review of plans

As the community grows along with the duties of the fire inspector, it will be necessary to continuously evaluate the operations of the Bureau in order to meet the demands and challenges that will be presented.





## Fire Prevention Bureau... continued

### **Public Education**

Public safety education is a responsibility of all members of our department. Educating citizens concerning services provided by the department and how to summon those services can play a critical role in determining whether there is a successful outcome to an emergency incident. Public safety education is clearly an important consideration in developing positive public attitudes.

### **Public Education Effort**

Fire Prevention Week- Priority will be given to those activities which support public fire education efforts. As our number one goal is prevention of loss of life and property, we commit the month of October to Fire Prevention Week activities.

- Seasonal safety messages
- Fire department open house
- CPR and First Aid classes
- Smoke detector installation
- Assist victims after fire loss (immediate and follow up)
- Customer service surveys
- Residential fire extinguisher training
- Juvenile Fire Setters Program

### **Action Plan Objectives**

- Continue with open house activities
- Post safety messages on available social media/website
- Work with existing CPR instructors to develop plan for conducting classes
- Continue working with American Red Cross to further the smoke detector initiative
- Focus on customer service internally and externally

FOLLOW UP RESPONSIBILITY: Inspector Atwood





## Fire Prevention Acquisition Schedule

### **FY 2016 – 2021**

- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.

### **FY 2017 – 2018**

- Develop plan to utilize duty crew for annual commercial fire inspections
- Develop list of multi-family occupancies and begin working with building owners with code compliance.
- Develop and implement social media/website campaign
- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.

### **FY 2018 – 2019**

- Develop and implement plan for community CPR/First Aid courses
- Develop long term plan for smoke detector installation program
- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.

### **FY 2019 – 2020**

- Monitor and adjust existing programs for effectiveness
- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.

### **FY 2020 – 2021**

- Monitor and adjust existing programs for effectiveness
- Continue to evaluate growth, call volume, response times, and community needs to determine future growth in the fire department.



# Steger Fire Department

**"Duty, Pride, Tradition"**

## Emergency Medical Services

GOAL: To save lives, reduce suffering, and speed recovery from injury and illness by delivering basic and advanced life support services throughout the community.

The delivery of emergency medical services to the citizens of Steger plays a major role in the operation of the Steger Fire Department. Currently, about 81% of our emergency response activity is emergency medical in nature.

Issues for increasing the capabilities of the EMS program include:

- Changes in standards and testing procedures for certification and recertification of EMT's and paramedics.
- Improvements and changes in the community standard of care.
- Continually evaluating the appropriate level of emergency medical service provided to our customers.
- Examining alternative methods of providing medical continuing education and training to department personnel.
- Provide quality continuing education for members with current updated practices.

### ACTION PLAN OBJECTIVES

- Quality assurance programs for EMS compliance and improvements.
- Provide training for personnel to advance to the next certification level.



## **Emergency Medical Services Acquisition Schedule**

### **FY 2016 – 2017**

- Continue EMS CE programs (online/in-house/outside programs)
- Provide advanced training (EMT, Paramedic) for personnel
- Begin specs for new ambulance (107 replacement)
- Replacement of medical bags on apparatus

### **FY 2017 – 2018**

- Continue CE program
- Continue providing advanced training
- Purchase new ambulance/cot
- Investigate/purchase CPAP device

### **FY 2018 – 2019**

- Continue CE program
- Continue providing advanced training

### **FY 2019 – 2020**

- Continue CE program
- Continue providing advanced training

### **FY 2020 – 2021**

- Continue CE program
- Continue providing advanced training
- Begin specs for new ambulance (108 replacement)

**FOLLOW UP RESPONSIBILITY:** Inspector Atwood and EMS Coordinator Long





# Steger Fire Department

**"Duty, Pride, Tradition"**

## Health and Safety

GOAL: To protect the health and safety of department personnel through effective training, education, programs, and management; to development policies and procedures in relation to preventing injuries and illness related to the profession of firefighting and EMS.

Health and safety are of primary concern to all department members. These concerns are affected by many factors including: training, equipment, facilities, operating procedures, medical supervision, government regulations, environment, lifestyle and nutrition, as well as attitude, awareness, and perception.

Health will be addressed and maintained through:

- A department health/wellness program
- Medical evaluations for department personnel as required
- Facilities built/remodeled with emphasis on employee health, safety, and comfort
- Emphasis on physical fitness, health, wellness, and safety
- Providing appropriate inoculations and communicable disease screenings, including TB and hepatitis
- Provide classes on nutrition and eating healthy

Safety will be addressed and maintained through:

- Incident analysis of emergency operations
- Provision of appropriate safety equipment and apparatus
- Emergency Vehicle Operator training for personnel on an annual cycle
- A comprehensive fire apparatus preventive maintenance program
- Emergency incident management training
- Conduct Post Accident Analysis for accident and incidents
- Infectious disease exposure training, tracking, prevention, post exposure treatment, and provision of appropriate equipment and supplies
- Strong emphasis on "2-In-2 Out" and Accountability (Regional cooperation)

2016-2021 Action Plan Objectives

- Continue personal protective equipment inspections, cleaning, and maintenance
- Provide continuing education on wellness and fitness topics
- Continuous review of Standard Operating Guidelines.



## **Health and Safety Acquisition Schedule**

### **FY 2016 – 2017**

- Annual blood screenings for all department personnel
- Consult with a peer trainer to develop physical fitness program
- Finalize SOG's and implement roll out to personnel
- Develop and initiate department safety committee

### **FY 2017 – 2018**

- Annual blood screenings for all department personnel
- Develop annual physical program for personnel
- Monitor safety committee's effectiveness

### **FY 2018 -2019**

- Annual blood screenings for all department personnel
- Continue annual physical program
- Continue monitoring safety committee

### **FY 2019 – 2020**

- Annual blood screenings for all department personnel
- Continue annual physical program
- Evaluate fitness equipment for station
- Continue monitoring safety committee

**FOLLOW UP RESPONSIBILITY:** Chief Fillion and Inspector Atwood



# Steger Fire Department

**"Duty, Pride, Tradition"**

## **Paid on Call / Part-Time Recruitment**

GOAL: To employ and retain a talented, committed, and diverse employee group for the Steger Fire Department in an effort to continue the strong legacy of service to the community and sustain the organization for the future.

Qualities the department is looking for in a firefighter include: a person who is a team player with the ability to get along in confined living quarters, the ability to think clearly under stress, organizational loyalty, strong personal values and commitment to customer service.

The process for firefighter selection will be conducted as needed, in conjunction with departmental needs. The process includes hiring interviews, background investigation, and pre-employment medical examination including drug screening and physical ability.

We will take action to ensure quality recruitment efforts.

Firefighter applicants are preferred to live within the Steger/Miller Woods area unless meeting the medically trained clause. Applicants must possess a high school diploma or GED, and have a background check free of felony convictions and certain misdemeanors as defined by Illinois statute. Applicants' being considered for hire must pass an NFPA 1582 compliant physical exam conducted by Steger's approved medical facility.

### **2011 – 2021 Action Plan Objectives**

- Maintain a strong emphasis on recruiting quality paid on call personnel
- Continually re-evaluate the recruitment/hiring process

FOLLOW UP RESPONSIBILITY: Command Staff





# Steger Fire Department

"Duty, Pride, Tradition"

## Training

GOAL: To identify areas of need and develop or seek out training programs to assist our members to become more proficient in personnel management and supervisory leadership, emergency service delivery, customer service, emergency incident management, safety, fire prevention, and public safety education.

Training is a critical function for any modern fire service agency. As our work becomes more complex and diversified, the knowledge required, government regulations, and professional standards lead to increases in overall training needs for the department. Documentation and records management are essential elements of that process.

Key programs and opportunities that will be developed and/or continued are:

- Probationary firefighter training (New Recruit Academy)
- Engine/Truck Company Operations
- Aerial (Quint) Operations
- Customer Service Training
- Driver/Operator/Emergency Vehicle Operations (initial and refresher)
- Incident Safety Officer Training (all officers)
- Officer Orientation and Training
- Medical continuing education and re-certification
- Hazardous Materials initial training and annual refresher
- External training opportunities
- Involvement of company officers in training development
- Technical Rescue training
- National Incident Management System (NIMS) training (entire village)
- Office of the State Fire Marshal (OSFM) certification programs



## TRAINING...continued

Items necessary for increasing the capabilities of the training program include:

- Instructor II and Training Program Manager certifications for designated Training Officer
- Quality regional continuing education programs
- Set goals for the fire department training committee
- Focus training on High Risk-Low Frequency events
- Interdepartmental training opportunities and specialized training from other local departments

### Annual Training Requirements

- Infection Control
- Lock Out – Tag Out
- Haz Com / Special hazards
- HIPPA
- Sexual Harassment
- CPR
- Hazardous Materials (8 hrs) plus Radioactive Material (3 hrs)
- Driver Training (8 hrs)
- SCBA (quarterly)
- Night drills (x2 annually)
- Automatic/Mutual Aid/Multi-company drills quarterly
- Live Fire drills (quarterly)
- Officer training (16 hrs)
- Fit Testing

### 2016 – 2021 ACTION PLAN OBJECTIVES

- Assist personnel with enrollment for external courses
- Develop refresher training program for apparatus operators
- Create officer development and officer continuing education program
- Participate in regional training committee to develop continuing education
- Work with the department's training committee to ensure quality company level training.
- Develop New Recruit training program





## **TRAINING ACQUISITION SCHEDULE**

### **FY 2016 -2017**

- Develop officer training program
- Develop New Recruit Academy
- Develop driver/operator training program- new and refresher
- Implement training schedule for the year incorporating annual requirements
- Utilize external training resources for certification courses

### **FY 2017 – 2018**

- Continue with officer training program
- Continue with driver/operator training program- new and refresher
- Implement training schedule for the year incorporating annual requirements
- Utilize external training resources for certification courses

### **FY 2018 – 2019**

- Continue with officer training program
- Continue with driver/operator training program- new and refresher
- Implement training schedule for the year incorporating annual requirements
- Utilize external training resources for certification courses

### **FY 2019 – 2020**

- Continue with officer training program
- Continue with driver/operator training program- new and refresher
- Implement training schedule for the year incorporating annual requirements
- Utilize external training resources for certification courses

### **FY 2020 – 2021**

- Continue with officer training program
- Continue with driver/operator training program- new and refresher
- Implement training schedule for the year incorporating annual requirements
- Utilize external training resources for certification courses

**FOLLOW UP RESPONSIBILITY:** Chief Nowell Fillion and Training Officer Todd Ragusin





## **EMERGENCY RESPONSE**

GOAL: To deliver emergency services in a safe and efficient manner, with a total response time of 6 minutes or less 90% of the time (from time 911 call is received to FD arrival).

Emergency response represents the most visible aspect of the department's mission. A major consideration in the delivery of effective emergency services is the time frame in which they are delivered. Emergency response time is defined as the elapsed time from the time a call is received in the communications center until the first unit arrives on the scene.

The department strives to respond and be on scene to all calls for service within 6 minutes of dispatch time in the city limits. The SFD current response time from time call is received in dispatch until FD arrives on scene is 4:30 – to 5:00 on the average. This is achieved 85% of the time.

### **ASSUMPTIONS:**

- Eastcom Dispatch Center continues to monitor and improve their call processing time.
- Train traffic

### **FY 2016-2017**

- Continue to maintain and improve the department's response times.

### **BENCHMARK:**

- 5 minute response time 90% of the time

FOLLOW UP RESPONSIBILITY: Rich Atwood and Lt. Mike Long



# Steger Fire Department

*"Duty, Pride, Tradition"*

## EMERGENCY MANAGEMENT

GOAL: To ensure that appropriate steps have been taken to prevent disasters from occurring, minimizing the impact of those that do occur, and prepare the community in the management of response and recovery operations for large scale emergencies.

The primary components of our emergency management efforts are establishing partnerships with local, regional, and state stakeholders to insure proactive steps are being taken to mitigate emergencies, as well as planning and preparation efforts for response and recovery operations.

Types of situations which may require activation of the Emergency Operations Center (EOC):

- Serious and/or long-term hazardous materials incidents
- Preparation for, or results of, severe storms
- Situations which result in mass casualties, significant numbers of homeless citizens or fires of conflagration proportions
- Plane crash incidents
- Major transportation or industrial incidents
- Major structural collapse situations
- Civil disturbances
- Major public events
- Any situation requiring significant or extensive warning to the public
- Acts of terrorism
- Shelter operations

### 2016 – 2021 ACTION PLAN OBJECTIVES

- Improve interaction with other city departments to better mitigate incidents in time of emergency
- Work with Steger EMA to ensure that the Steger Emergency Operations Plan (EOP) is current and functional
- Conduct annual table-top and/or functional exercises
- Establish and maintain an aggressive disaster preparedness public education campaign
- Work with all Steger employees to ensure that they are trained to the appropriate NIMS certification level.





## **EMERGENCY MANAGEMENT ACQUISITION SCHEDULE**

### **FY 2016-2017**

- Work with Steger EMA to evaluate and make changes as necessary to the Steger Emergency Operations Plan.
- Conduct a table-top and/or functional exercise
- Improve interaction with other Steger departments to better mitigate incidents in time of emergency
- Evaluate NIMS training status Village wide and outline a training plan
- Plan and implement a public education campaign

### **FY 2017-2018**

- Maintain copies of the Steger Emergency Operations Plan
- Conduct table-top and/or functional exercise
- Improve interaction with other Steger departments to better mitigate incidents in time of emergency
- Monitor NIMS training/certification status
- Continue with public education campaign

### **FY 2018-2019**

- Maintain copies of the Steger Emergency Operations Plan
- Conduct table-top and/or functional exercise
- Improve interaction with other Steger departments to better mitigate incidents in time of emergency
- Monitor NIMS training/certification status
- Evaluate public education efforts and adapt accordingly

### **FY 2019-2020**

- Maintain copies of the Steger Emergency Operations Plan
- Conduct table-top and/or functional exercise
- Improve interaction with other Steger departments to better mitigate incidents in time of emergency
- Monitor NIMS training/certification status
- Continue public education efforts

### **FY 2020-2021**

- Maintain copies of the Steger Emergency Operations Plan
- Conduct table-top and/or functional exercise
- Improve interaction with other Steger departments to better mitigate incidents in time of emergency
- Monitor NIMS training/certification status
- Continue public education efforts

**FOLLOW UP RESPONSIBILITY:** Rich Atwood and Capt. Noella Garcia





# Steger Fire Department

*"Duty, Pride, Tradition"*

## FIRE APPARATUS / VEHICLES

GOAL: To purchase fire/EMS apparatus and staff vehicles that provide reliable and effective service delivery with high regard for employee safety and comfort and represent the department in a manner that supports a positive public image.

Due to the dynamic operational environment we work in, our equipment needs are continually evolving. Adoption of this concept will address several important issues within the organization.

A modern and reliable fire and emergency response fleet is crucial to the effective delivery of emergency services when responding to fire, emergency medical, hazardous materials, and all other types of emergencies.

Front line fire apparatus will be evaluated for replacement each year with a target of 8 years of service. NFPA 1901 is the standard that we follow for front line and reserve apparatus replacement.

Currently, Steger Fire Department is operating 2 engines, 1 truck, 2 ambulances, 1 brush fire unit, 1 tender, and 3 utility vehicles (one of which has rescue capabilities).



# Steger Fire Department

"Duty, Pride, Tradition"

## CURRENT FIRE DEPARTMENT FLEET

### Station 1

SFD #	Year	Make	Model	Type	Color
101	2008	Ford	Explorer	Utility	White
102	2012	Pierce		Engine	Red
103	2014	Ford	F350	Utility/Rescue	Red
105	1988	Pierce		Truck 100'	Red
106	2015	Ford	F350	Brush	Red
107	1996	Ford	E350	Ambulance	White/Red
108	2007	GM	AEV	Ambulance	White/Blue
109	2000	International	4900	Tender	Red
110	2006	Ford	Explorer	Utility	White

### Station 2

104	1994	Pierce		Engine	Red
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## **FIRE DEPARTMENT APPARATUS ACQUISITION SCHEDULE**

FY 2016-2017

- Replace Ambulance 107

FY 2017-2018

- Secure plan for replacing Truck 105

FY 2018-2019

- Replace Ambulance 108
- Finalize plan to replace Truck 105

FY 2019-2020

- Replace Engine 104

FY 2020-2021

- Replace Command Vehicles 101 and 110

**FOLLOW UP RESPONSIBILITY: Nowell Fillion**





# *Steger Fire Department*

*"Duty, Pride, Tradition"*

## EQUIPMENT

GOAL: To provide a well-maintained inventory of major equipment that is critical to the safe delivery of effective and efficient emergency services.

Equipment will be replaced when its reliability becomes questionable or when technological improvements make it clearly obsolete. Personnel safety, public safety, and customer service will be major considerations in equipment purchases. The following equipment is included in this schedule: SCBA's, Thermal Imaging Cameras, Fire Hose, Ventilation Fans, Saws, Rescue Tools, and Radios/Pagers.



## EQUIPMENT ACQUISITION SCHEDULE

### **FY 2016-2017**

- Replace 2 pagers
- Acquire skid unit for brush truck
- Replace 7 SCBA units
- Acquire a cordless tool set for Engine 104
- Replace 2 flashlights

### **FY 2017-2018**

- Replace 1 ventilation fan on Engine 104
- Replace 7 SCBA units
- Replace 2 flashlights
- Acquire radio for Tender 109
- Replace 5 pagers

### **FY 2018-2019**

- Replace 2 nozzles
- Replace 7 SCBA units
- Replace hydraulic extrication tools
- Replace 2 flashlights
- Replace 2 portable radios
- Replace 5 pagers

### **FY 2019-2020**

- Replace 2 nozzles
- Thermal Imaging Camera
- Replace 2 flashlights
- Replace 5 pagers

### **FY 2020-2021**

- Replace 2 nozzles
- Replace 2 flashlights
- Replace 5 pagers

FOLLOW UP RESPONSIBILITY: Command Staff, Quartermaster Larry Levitt



# Steger Fire Department

"Duty, Pride, Tradition"

## FACILITIES FACILITIES ACQUISITION SCHEDULE

GOAL: To construct and maintain fire facilities in a cost-effective manner with maximum consideration for service delivery, energy conservation, and the health, safety and comfort of our members.

The construction and maintenance of facilities comprises an important part of the overall management responsibility of the department. The number and location of the fire stations plays a significant role in determining emergency response time and consequently, the quality of our community's emergency medical services.

### FY 2019-2019

- Refinish apparatus bay floor at station one

### FY 2019-2020

- Refinish apparatus bay floor at station two
- Paint the exterior and interior apparatus bay of station two

### FY 2020-2021

- Repair concrete outside in front of apparatus bay

### FOLLOW UP RESPONSIBILITY: Howell Egan





# Steger Fire Department

*"Duty, Pride, Tradition"*

## QUARTERLY MANAGEMENT

GOAL: To provide a mechanism for moving the department forward with a common understanding of goals and objectives.

This program allows us to establish objectives and measure the degree of accomplishment during a given time period.

Our approach is to look at the year in advance through the Five Year Plan so as to incorporate quarterly objectives into overall yearly objectives.

Quarterly goals and objectives are identified by coordinating required activities at the administrative, management, and supervisory levels of the department.

Overall department goals are established at the beginning of each year and reviewed at the end of each quarter in an effort to measure the degree of accomplishment.

FOLLOW UP RESPONSIBILITY: Command Staff



# *Steger Fire Department*

*"Duty, Pride, Tradition"*

## **CONCLUSION**

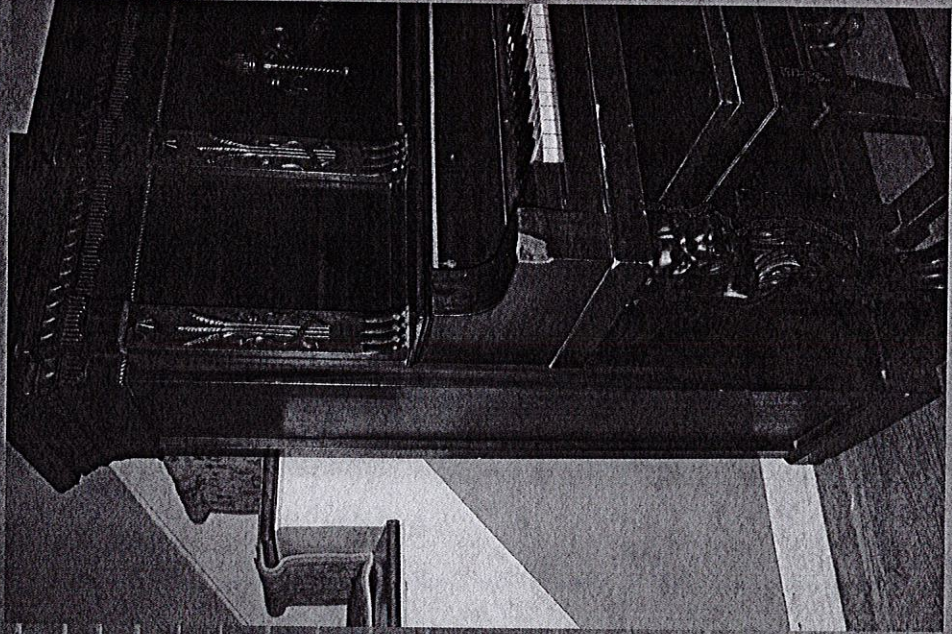
The members of the Steger Fire Department will use focus and flexibility to implement the 2016-2021 Fire Department Operational Guide and Strategic Plan.

In terms of the future, the department will take steps to solve issues and problems, and evaluate the community's needs and resources. The department will work in partnership to provide all-inclusive and cost-effective services to the citizens of Steger.

Nowell Fillion  
Fire Chief



# Steger Piano

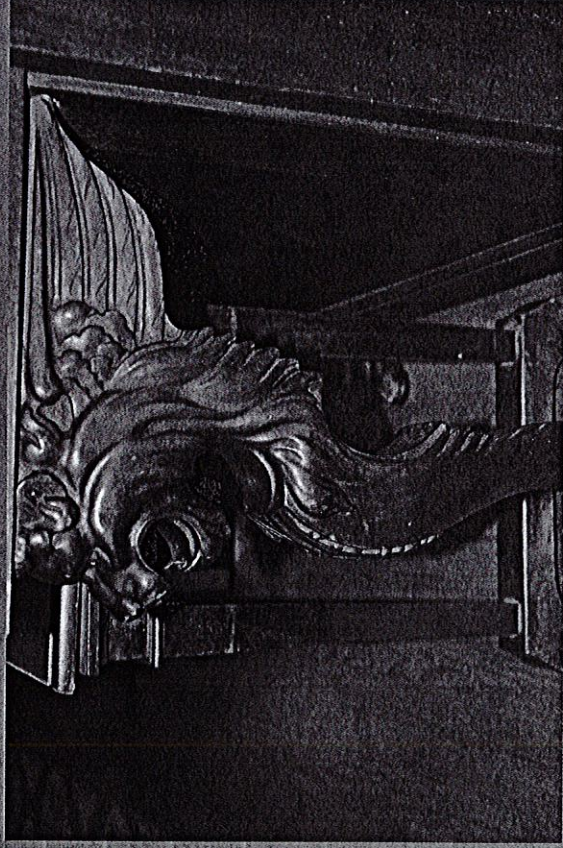




# Steger Piano

## Wheat Pattern Cabinet

## Lion's Head Legs







***Proudly Serving the Communities of:***

***Steger, Crete, Monee, Park Forest,  
Sauk Village, Beecher, Matteson,  
Chicago Heights and South Chicago  
Heights***

P.O. Box 167  
Steger, IL 60475

To:  
Village of Steger  
3320 Lewis Avenue  
Steger, IL 60475

December 11, 2015

Village of Steger: Mayor Ken Petersen and Village Trustees

Steger Little League has scheduled its Opening Day on Saturday April 30<sup>th</sup>, 2016. We request your approval for our parade. The parade will start at 11:00 AM from the Steger Community Center parking lot on Hopkins St. and proceed north to Steger Rd. It will go west on Steger Rd. to Morgan St. It will then turn North on Morgan St. and end at Hecht/Fireman's Park.

Per our Board Member's discussion with EMA Chief Tom Johnston, and to continue as we did last year, all of our participants will ride in vehicles, including ROTC, and candy shall not be thrown from our vehicles to onlookers.

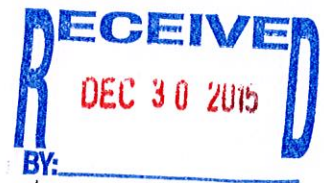
Opening Ceremonies are scheduled immediately after the parade. The first games will begin soon thereafter and are scheduled at 12:30 PM. Everyone and their families are cordially invited to attend.

Thank you for your consideration.

Jorge Serrano  
Steger Little League  
President 2016

[JSerr701@comcast.net](mailto:JSerr701@comcast.net)

BUSINESS LICENSE APPLICATION



BUSINESS NAME: Liberty TAX Service ADDRESS: 14 E 33<sup>rd</sup> Place  
APPLICANT'S NAME: Michael Moore ADDRESS: 17342 Cambridge Pl  
CITY: Tinley Park STATE: IL ZIP CODE: 60487  
BUSINESS PHONE: 708-748-8050 HOME PHONE: 847-409-4102

TYPE OF BUSINESS: (Please explain your proposed operations, types of products and services include hours of operations and whether your business is wholesale or retail) Tax Preparer

STATE TAX NO.: \_\_\_\_\_ THE VILLAGE OF STEGER MUST BE NAMED ON YOUR STATE TAX FORM AS RECIPIENT OF SALES TAX

FLAMMABLE MATERIALS?: None INSIDE: \_\_\_\_\_ OUTSIDE: \_\_\_\_\_

PARKING SPACES: CUSTOMER: 100 HANDICAP: 4 EMPLOYEE: 10

Return completed application, along with \$50.00 fee to the Village Clerk's Office. The completed application will be presented to the Village Board for approval pending inspections. Once your business is set up, you must contact the Village Hall and set up for three (3) inspections (Fire, Building and Health). Once the inspections have been approved, your final business license invoice must be paid. Your final official business license will be hand delivered to your business.

Applicant's Signature: Michael Moore Date: 12-30-15

FOR OFFICE USE ONLY

ZONING OF PROPERTY: \_\_\_\_\_

INSPECTIONS: BUILDING DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
FIRE DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_  
HEALTH DATE: \_\_\_\_\_ APPROVED BY: \_\_\_\_\_

BOARD APPROVAL: DATE: \_\_\_\_\_ 45 DAY TEMPORARY LICENSE EXPIRES: \_\_\_\_\_

INSPECTION FEES: AMOUNT PAID: 50.00 DATE PAID: 12/30/15 RECEIPT #: 68650