

October 23, 2012

We, the officers and firefighters of the Village of Sauk Village, hereby declare a vote of no confidence against Mayor Lewis Towers, Trustee Enoch Benson and Robert Fox. Robert Fox has no qualifications or experience and does not meet department standard operating guidelines (SOG P110) for the Fire Chief position. Robert Fox has not proven to have any experience performing firefighting, emergency medical assistance, hazardous materials, fire prevention or public education duties according to SOS P110.

As per the SOG P110, the Chief of the Department is an appointed position within the Sauk Village Fire Department. This appointment is done by the Mayor with the consent and approval of the Board of Trustees of the Village of Sauk Village. The officers and firefighters of the Village of Sauk Village that were present at the meeting of October 23, 2012 were informed by the majority of the Corporate Authorities that the attempted appointment of Robert Fox as Fire Chief is not in accordance with State Statute and Village ordinances and that the officers and firefighters of the Village of Sauk Village should continue to take their direction from Chief Alan Stoffregen and his officers.

We, the officers and firefighters of the Village of Sauk Village, do not feel safe under the command of Robert Fox and we also are concerned for the resident's lives and properties under his command.

We, the officers and firefighters of the Village of Sauk Village, feel that Robert Fox does not have the competency or the training to command and lead the Sauk Village firefighters into any fire incident.

Furthermore, Robert Fox has no training in Fire Service. Robert Fox does not meet the any of the requirements of M.A.B.A.S. 27 or the State of Illinois Fire Chief's Association at the present time.

Assistant Chief Edward Myers, FF3, CCFI

Assistant Chief Edward Myers

Acting Lieutenant Gary T. Bell, Sr. Firefighter 2, Hazmat Ops

[Signature]

Firefighter Aaron Anderson

Aaron Anderson

Firefighter Michael Kelly

[Signature]

Firefighter Brian Cast

[Signature]

Firefighter Craig Baikie

Craig Baikie

Firefighter Monica Harte

Monica Harte

Firefighter Codi Ramaeker

[Signature]

Firefighter Brian Stearns

[Signature]

Witness:

Debra L. Williams

Debra L. Williams Village Clerk



SAUK VILLAGE FIRE DEPARTMENT

STANDARD OPERATING GUIDELINE

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FIRE CHIEF

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1. Position Purpose

The Chief of the Department's primary goal is to administer the resources and activities of the Fire Department, and to effectively interact with the public and other village departments/agencies. Secondly, he/she protects life and property by performing firefighting, emergency medical assistance, hazardous materials, fire prevention, and public education duties. Maintain fire equipment, apparatus, and facilities. Performs administrative and radio transmission functions. Perform supervisory and command functions.

2. Supervision Received

Works under supervision of the Village Manager of the Village of Sauk Village. The Chief of the Department is accountable to the Mayor and the Board of Trustees of the Village of Sauk Village.

3. Supervision Exercised

Provide direct supervision to the Assistant Chief and the Deputy Chief of the Sauk Village Fire Department. Exercises chain of command supervision to the Deputy Chief, Assistant Chiefs, Captains, Lieutenants, Engineers, or Firefighters assigned to the Chief of the Department.

4. Duties and Responsibilities



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May be called upon to perform any or all duties of the department Deputy Chief, Assistant Chiefs, Captains, Lieutenants, Engineers, or Firefighters. In addition to any of the duties identified in the job descriptions of the Deputy Chief, Assistant Chiefs, Captains, Lieutenants, Engineers, and Firefighters, the Chief of the Department's duties include:

- * Has overall responsibility for all administrative and operational aspects of the Sauk Village Fire Department.
- * Has overall responsibility for providing adequate staffing of the department.
- * Responsible for development of capital and operating budget.
- * Responsible for administering both capital and expense budget.
- * Prepare reports to be submitted to the Mayor and Board of Trustees of the Village of Sauk Village as required by the Mayor and Board of Trustees.
- * Attend biweekly Village Board meetings.
- * Interface with the Illinois State Office of the State Fire Marshal.
- * Responsible for maintenance of fire station(s) and facilities.
- * Perform incident command functions.
- * Has final decision and responsibility for promotions.
- * Perform disciplinary action when required.
- * Other duties as assigned by the Village Manager or Mayor and Board of Trustees of the Village of Sauk Village.

5. **Desired Minimum Requirements**

Education and Experience

- * High school diploma or GED equivalent
- * No specific work experience level required
- * Training/education in management
- * Illinois State Firefighter Officer III certification
- * Incident Command (IC) training desired



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- * Bachelors Degree in Fire Science Management or related field.

Necessary Knowledge, Skills and Abilities

- * Ability to successfully learn the operation of tools and equipment
- * Ability to learn to apply standard firefighting, emergency aid, hazardous materials and fire prevention techniques
- * Ability to perform strenuous or peak physical effort during emergencies, training, or station maintenance for prolonged periods of time under conditions of extreme height, intense heat, cold, and/or smoke
- * Ability to act effectively in emergency and stressful situations
- * Ability to work in confined spaces
- * Ability to follow verbal and written instructions
- * Ability to communicate effectively both orally and in writing
- * Ability to establish effective working relationships with other fire department employees, other agencies (i.e. Police, ESDA, Public Works), and the general public
- * Ability to effectively supervise subordinates
- * Ability to effectively delegate work functions
- * Ability to perform multiple as well as single company command functions

6. Additional Requirements

The following requirements **must** be met:

- * Must be at least eighteen (18) years
- * Must possess and maintain a valid driver's license with the proper weight class for driving Saug Village Fire Department apparatus
- * No felony convictions or disqualifying criminal history within the past seven years
- * Must be a U.S. citizen
- * Must be able to read, write, and speak the English language
- * Must be able to meet department's physical standards

7. Physical Demands

The physical demands described here are representative of those required that must be met to successfully perform the essential functions of Chief of the Department. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of Chief of the Department, one is frequently required to stand; walk; use hands to finger, handle, or operate objects, tools, or



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controls; and reach with hands and arms. The Chief of the Department is also required to sit; climb or balance; stoop, crouch, kneel, or crawl; talk and/or hear; and taste or smell.

The Chief of the Department must frequently lift and/or move up to fifty (50) pounds and occasionally lift and/or move up to one hundred (100) pounds. Specific vision abilities required by the Chief of the Department include close vision, distance vision, peripheral vision, depth perception, and the ability to adjust focus.

8. Work Environment

The work environment characteristics described here are representative of those one encounters while performing the duties of Chief of the Department. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of Chief of the Department, one regularly works in outside weather conditions. The employee occasionally works near moving mechanical parts and in high, precarious places.

The Chief of the Department is occasionally exposed to wet and/or humid conditions, fumes or airborne particles, corrosive or hazardous materials, risk of electrical shock, and vibration.

The noise level in the work environment is usually moderate, except during certain fire suppression or EMS activities when noise levels may be loud.

9. Post Promotion Education Requirements

* The Chief of the Department is encouraged to successfully complete the Executive Fire Officer Program through the United States Fire Administration.

* The Chief of the Department is encouraged to continue education/training in department administration.

10. Disclaimer

The duties listed above are intended only as illustrations of the various types of work that the Chief of the Department may be required to perform. The omission



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of specific statements of duties does not exclude them from the position of Chief of the Department, providing the work is similar in nature, related, or a logical assignment to the position of Chief of the Department.

The job description does not constitute an employment agreement between the employer (Sauk Village Fire Department) and the employee. This job description is subject to change by the Sauk Village Fire Department as the needs of the Sauk Village Fire Department and the requirements of the job changes.

11. Selection Guidelines

The Chief of the Department is an appointed position within the Sauk Village Fire Department. This appointment is done by the Mayor and approved by the Board of Trustees of the Village of Sauk Village.


Consult the Sauk Village Fire Department rules and regulations for the rule on promotions to obtain details of the selection/promotion process.



21801 Torrance Ave., Sauk Village, IL 60411 - Phone (708) 758-3330 - (708) 758-1034

To: All Department Heads
From: Mayor Lewis Towers
Date: October 21, 2012
Re: Appointment of the Fire Chief
CC: Board of Trustees

Pursuit to the Ordinance Abolishing the Police Chief position passed by the Board of Trustees which I have publicly opposed. I, as mayor and executive officer of Sauk Village and have appointment duties according to state statues 65ILCS 5/3.1-30-5 Sec 3.1-30-5 have the authority to appoint officer (s) in this municipality. Therefore, due to the public safety concerns, I hereby appoint Robert Fox to the position of Fire Chief and Fire Chief Stoffregen to the position of Assistant Fire Chief effective immediately. Assistant Chief Stoffregen is to start the transition effective immediately.


Lewis Towers, Mayor

10/22/12
Date