



STILLMAN FIRE PROTECTION DISTRICT



May 14, 2024

To Whom it may concern.

Attached to this letter is the supporting paperwork for the Stillman Fire Protection District Decennial Committee which was formed in 2023. The following information listed below is attached.

1. Agenda from Decennial Committee Meeting #1 on October 10, 2023
2. Agenda from Decennial Committee Meeting #2 on February 13th, 2024
3. Agenda from Decennial Committee Meeting #3 on April 9th, 2024
4. Final report/document for the Stillman Fire Protection District Decennial Committee dated April 9th, 2024
5. Minutes for meeting #1 on October 10, 2023
6. Minutes for meeting #2 on February 13th, 2024
7. Minutes for meeting #3 on April 9th, 2024

Sincerely,

A handwritten signature in black ink, appearing to read "C. Hoefle".

Chief Chad Hoefle

chief@stillmanfire.com

FILED - CO. CLERK

MAY 10 2024

LORI GUMMOW



STILLMAN FIRE PROTECTION DISTRICT



**STILLMAN FIRE PROTECTION DISTRICT
STILLMAN VALLEY IL 61084
MEETING NOTICE**

To: Members of the Board of Trustee's, Stillman Fire Protection District, the public, and all interested parties:

Be advised that the Decennial Committee for the Stillman Fire Protection District will be held at the Stillman Fire Station, located at 200 South Rural Street, Stillman Valley IL on October 10, 2023 at the hour of 6:00 PM

At that Time, the following matters will come to the attention of the Board of Trustee's:

AGENDA

1. Call To Order
2. Roll Call
3. Public Comment
4. Introduction- Purpose and Schedule
5. Review of Department Operations / Agreements
6. Review of Programs and Services
7. Survey of Residents in Attendance
8. Other Business
9. Adjournment



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STILLMAN FIRE PROTECTION DISTRICT

Notes:

[illegible]

STILLMAN FIRE PROTECTION DISTRICT
REPORT FOR COMPLIANCE WITH DECENNIAL COMMITTEE ON
LOCAL GOVERNMENT EFFICIENCY ACT

I. Introduction

The Stillman Fire Protection District (SFPD) has a long history of protecting the lives and property of the fire district located in the northern part of Illinois in Ogle and Winnebago Counties. The fire district is made up primarily of single-family residential living that cover both the town of Stillman Valley and a large rural setting. The SFPD was established in 1952 and covers 62 square miles. The SFPD is responsible for providing services that include fire suppression, paramedic emergency medical services, rescue services, fire safety education and training. The fire district uses Ogle County 911 to dispatch and for emergency communication.

The SFPD is led by a board of five trustees that are elected by the citizens of the district. The Fire Chief, who serves at the pleasure of the board of trustees, oversees the day-to-day operations of the district. The organizational structure of the department is made up of the Fire Chief, a Deputy Chief, two Captains, five Lieutenants, firefighters and an administrative assistant.

II. General Information

The district provides services for the following villages, townships, and cities.

VILLAGES, TOWNSHIPS, & CITIES	
Name	Estimated Population
Stillman Valley	1,200
Marion Township	18,000

The district is located within the following counties: Ogle & Winnebago

The following additional Units of Local Government overlap the district's service area:
[provide list of other ULGs, like park districts, library districts, school districts] Meridian School Dist. 223, Julia Hall Library Dist., S.V. Village, Marion Township, Rock Valley College, Ogle County

Does the District serve any commercial or industrial areas? If so, please provide a brief description of the character of the commercial/industrial properties the district serves: Small commercial area downtown and several small factories in district.

Does the District serve any multi-unit residential buildings, assisted living centers, group homes, etc? If so, please provide a brief description of the amount, type, and if available, rough population estimates: Several multi-family 1-2 story apartment/condos in district.

A. Fire Stations

Name of Station	Location
Stillman Valley Fire Station	200 South Rural Street

B. Employees

Full Time	Part Time	Volunteer/Paid on Call
1		45

C. Fire & EMS Apparatus

Type	Quantity	Age
Ambulance	2	2011, 2017
Pumper	2	1997, 2012
Tanker	2	2002, 2007
Brush Truck	2	1989, 2004
Chief Vehicle	2	2014, 2019

D. Services & Programs

SERVICES	
Existing	Potential Future Services
Fire	Continued Service
EMS	Continues Service
Rescue	Continues Service
Prevention/Inspection	Continued Service

PROGRAMS	
Existing	Potential Future Programs
<i>Example: Citizen Fire Academy Program</i>	<i>Example: Car Seat Installation/Inspection</i>
Public Education	Community CPR, Blood drive
Cadet Program	Smoke & CO detector replacement
Address sign placement	Preplans, Community vital checks

E. Financials

BUDGET	
Fiscal Year	Annual Budget Amount
FY 2019	\$892,575
FY 2020	\$881,280
FY 2021	\$1,035,160
FY 2022	\$1,162,372
FY 2023	\$1,162,373

END OF YEAR FINANCIAL REPORT		
Fiscal Year	Revenues	Expenditures
FY 2019		
FY 2020		
FY 2021	SEE DISTRICT BUDGET	
FY 2022		
FY 2023		

F. Equalized Assessed Value (EAV)

Levy Year	EAV
Levy Year 2019	\$101,493,401
Levy Year 2020	\$107,517,400
Levy Year 2021	\$108,991,564
Levy Year 2022	\$116,390,308
Levy Year 2023	\$128,741,082

G. Insurance Services Office (ISO) Rating

The District's current ISO rating is 4 in town, 8 rural.

III. Committee Information

COMMITTEE MEMBERS	
Title	Name
Chief	Chad Hoefle
Board Chair	Marc Wortman
Board Trustee	Robert Brass
Board Trustee	Curt Werkle
Board Trustee	Chuck Boan
Board Trustee	Toby Behmer
Fire District Resident	Rich Hanna

Fire District Resident	Randy James
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COMMITTEE MEETING DATES		
Meeting	Date	Location
First Meeting	October 10th	S.V. Fire Station
Second Meeting	February 13th	S.V. Fire Station
Third Meeting	April 9th	S.V. Fire Station

IV. Awards & Recognitions

Award/Recognitions	Description	Date Issued
Numerous grants		On going

V. Intergovernmental Agreements (IGAs) & Interrelationships

The District has automatic aid agreements with 2 other jurisdictions and is located in Mutual Aid Box Alarm System (MABAS) Division 8 and 18. For an exhaustive list of all IGAs and interrelationships see Exhibits.

VI. Review of Governing Statutes, Fire District Policies, Rules, Procedures, Training Materials, Reports, and other Documents

A. Governing Statutes (External Review)

GOVERNING STATUTES	
Fire Protection District Act (70 ILCS/705)	x
Illinois Open Meetings (OMA) Act (5 ILCS 120)	x
Illinois Freedom of Information Act (5 ILCS 140)	x
State Officials and Employees Ethics Act (5 ILCS 430/1-1) and other State Ethics Laws	x

B. Policies, Ordinances, Rules, & Bylaws (Internal Review)

EXISTING POLICIES, ORDINANCES, RULES, & BYLAWS		
Title	Date Enacted	Conclusion
Public Comment Policy	Board policy manual	
Does the District have a Sexual Harassment Policy? (775 ILCS 5/2-109)	In policy manual	
IDOL Mandated Policies	In policy manual	
Drug and Alcohol Policies	In policy manual	
Employee Handbook/Policy Manual	Yes	

Board of Trustees Manual	Yes	
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Does the District have an OMA Officer? (5 ILCS 120/1.05(a)) If so, identify the individual:
Fire Chief

Does the District have a FOIA Officer? (5 ILCS 140/3.5(a)) If so, identify the individual:
Fire Chief

C. Procedures

PROCEDURES	
Type	Conclusion
FOIA Forms and Procedures (5 ILCS 140/1 <i>et. seq.</i>)	In District Policy Manual
Perform Semiannual Review of Closed Session Minutes (5 ILCS 120/2.06)	In Board Policy Manual
Trustees Filed Statement of Economic Interest Policy (5 ILCS 420/4A-101)	In Board Policy Manual
Retention, Destruction, and Review of other Documents	In District Policy Manual
Post/File OSHA 300A Report (if required)	In District Policy Manual
Grant Management and Reporting	In District Policy Manual
NFIRS Compliance	In District Policy Manual

D. Training

TRAINING		
Title	Satisfactory?	Unsatisfactory?
Board Member OMA Training (5 ILCS 120/1.05(b))	Completed	
FOIA Officer Training (5 ILCS 140/3.5(b))	Completed	
Sexual Harassment Prevention Training (775 ILCS 5/2-109(c))	Done Annually	

E. Reports

CALL REPORTS

Title	Findings	Conclusion
Call Volume Reports (3-year trend)	2023 - 578	
Call Type Reports (3-year trend)	2022 - 546	
Dispatch Reports (3-year trend)	2021 - 503	

FINANCIAL REPORTS		
Title	Findings	Conclusion
Treasurer Statement of Receipts & Disbursements	In Board Binder	Board Room Office
Annual Audit	In Board Binder	Board Room Office
<i>Other Financial Documents</i>	In Board Binder	Board Room Office

F. Documents

DOCUMENTS		
Title	Findings	Conclusion
Schedule of all FPD Board Meetings (5 ILCS 120/2.03)	In Board Binder	Board Room Office
Checklist of Scheduled Annual Tasks	In Board Binder	Board Room Office

G. Transparency

Does the District have a website? If not, why? If so, complete the table below. For a comprehensive list of items found on the District's website see Exhibit ____.

WEBSITE		
Type	Findings	Conclusion
General Review of Website Information	Reviewed monthly	

VII. Recommendations for Increased Accountability and Efficiency

A. Strengths & Efficiencies

Briefly list and describe the District's strengths and efficiencies the Committee identified and provide a plan of action for continued improvement.

- Submission of individual and regional grant applications increases revenue potential for the district
- Full time paramedic staffed ambulance service with passage of referendum two years ago greatly decreasing response times
- Departments first OSHA audit with no issues or negative findings
- FIT testing and medical physicals annually
- District pays for EAP program for all members
- Fire Prevention and Public Service- Fire Prevention Week visit to all schools, open house at fire station, candy scramble, blood drive, CPR classes, vital checks in station, high school scholarship from fire department, address signs for residents, emergency drills district wide, medical stand-by at athletic events
- Department family events- annual banquet/awards ceremony, Christmas party for all members, department picnics
- Annual review of Fire Chief
- Ground Emergency Medical Transportation- since 2023 the department receives supplemental payments for Medicaid patients
- Chief Hoefle currently is VP of the Illinois Fire Chiefs Association. He speaks locally, state wide and nationally giving our department great exposure along with many networking and personal connections
- Training- SOP's/SOG's reviewed annually, officer training program, Target Solutions computer based training, ESO for NIFIRS and EMS reports, preplans
- Great working relationships with neighboring fire departments, police agencies, public works, county township, and school district
- Memorandum of understanding/agreement with school district for audio visual which saves cost to the district
- Using Rockford Fire Department shop to save on costs on maintenance and down time of apparatus
- Member of the Mutual Aid Box Alarm System provides the SFPD with access to more manpower and equipment
- Have had many SFPD personnel move on to full time larger departments which reflects positive on our department
- Back-up generator that provides an effective safeguard that allows the department to fully function during an electrical outage
- Annual pump and ladder testing from approved agency

B. Inefficiencies identified by the committee

- Not only locally but nationally recruitment and retention
- Neighboring departments are extremely short staffed. We frequently respond into other districts to assist with calls
- Limited funding for training, personnel, technology, and operations

C. Conclusion

During each of the three meetings, the SFPD Decennial Committee allowed for a public comment period and at the conclusion of each meeting the committee offered surveys to the public members in attendance to seek additional input and comments. There were no public in attendance at either meetings.

The districts revenue comes primarily from property taxes. Other revenues come from ambulance billing, donations, fund raisers and grants.

The Stillman Fire Protection District is committed to being transparent, efficient, and accountable to the taxpayers of the fire district. The fire district will continue to always evaluate our current services and look for new and better methods to provide excellent service to our community.

This report will be filed with the administration office of Ogle and Winnebago County. In addition, copies of this report are available on the district's website and the administrative office of the Stillman Fire Protection District.



STILLMAN FIRE PROTECTION DISTRICT



Decennial Committee Minutes October 10, 2023

1	Call To Order	@ 1900	
2	Roll Call	Hoefle	Present
		Wortman	Present
		Brass	Present
		Boan	Absent
		Behmer	Present
		Werckle	Present
		Hanna	Present
		James	Zoom
3	Public Comment	None	
4	Introduction / Purpose	Review of Ordinance and reason for meeting	
5	Review of Department Operations / Agreements	MABAS agreement Looking at plans with neighboring agencies. Look to a strategic plan Look at stakeholders – Internal and stakeholder. Look at survey for input Efficiencies and inefficiencies	
6	Review of Programs and Services	School programs Fire Prevention Preplans Officer training program Review of SOP and SOG's FEBRUARY annually Grants	
7	Survey of Residence in Attendance	None at this time	
8	Other Business	Recap Next meeting February 13th 2024 6pm	
9	Adjournment	@ 1952	



STILLMAN FIRE PROTECTION DISTRICT



Decennial Committee Minutes February 13, 2024

1	Call To Order	@ 1900	
2	Roll Call	Hoefle	Present
		Wortman	Present
		Brass	Present
		Boan	Absent
		Behmer	Absent
		Werckle	Present
		Hanna	Absent
		James	Absent
3	Public Comment	None	
4	Introduction / Purpose	Meeting April 9th 2024	
5	Review of Department Operations / Agreements	<ul style="list-style-type: none">• Look at Efficiencies and Inefficiencies from our committee.• Look at MABAS Agreements• Make a list of Grants department has received.• MOU with school for audio visual to save cost to district	
6	Review of Programs and Services	<ul style="list-style-type: none">• Fire Prevention• Preplans• CPR Classes• All school related events• Emergency drills district wide• Fire signs• Vitals checks in station• Many More	
7	Survey of Residence in Attendance	None at this time	
8	Other Business	None at this time	
9	Adjournment	@ 1952	



STILLMAN FIRE PROTECTION DISTRICT



Decennial Committee Minutes April 9, 2024

1	Call To Order	@ 1900	
2	Roll Call	Hoefle	Present
		Wortman	Present
		Brass	Present
		Boan	Present
		Behmer	Present
		Werckle	Present
		Hanna	Present
		James	Present
3	Public Comment	None	
4	Review of Final Document	Page by page review of the document. Motion made by TB to approve document Seconded by CW . All in favor Motion Carried	
5	Other Business	None at this time	
6	Adjournment	@ 1932	



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At that Time, the following matters will come to the attention of the Board of Trustee's:

AGENDA

- 1.Call To Order
- 2.Roll Call
- 3.Public Comment
- 4.Review of final document for county submission
- 5.Other Business
- 6.Adjournment

Notes:

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Fire Chief, Chad Hoefle

P.O. Box 503 200 S. Rural St. Stillman Valley IL 61084
phone 815-645-8110 fax 815-645-8433