

**POLICY MANUAL
OF THE
FOREIGN FIRE INSURANCE BOARD
OF THE
CITY OF ZION FIRE RESCUE DEPARTMENT

LAKE COUNTY, ILLINOIS**

Adopted by the Foreign Fire Insurance Board

April 4, 2016

**City of Zion
FOREIGN FIRE INSURANCE BOARD POLICY MANUAL**

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**CITY OF ZION FIRE RESCUE DEPARTMENT
FOREIGN FIRE INSURANCE BOARD POLICY MANUAL**

DISCLAIMER

THE CONTENTS OF THESE POLICIES ARE PRESENTED FOR GENERAL INFORMATION AND GUIDELINES FOR OFFICIALS, OFFICERS, AND EMPLOYEES OF THE FOREIGN FIRE INSURANCE BOARD OF THE CITY OF ZION FIRE RESCUE DEPARTMENT. IT IS NOT INTENDED TO REPLACE POLICIES AND PROCEDURES OF THE CITY OF ZION, THE POLICIES AND PROCEDURES OF THE CITY'S BOARD OF FIRE AND POLICE COMMISSION, AND/OR ZION FIRE AND RESCUE'S STANDARD OPERATING PROCEDURES OR GUIDELINES.

NOTHING IN THESE POLICIES IS INTENDED TO, OR SHALL, CREATE ANY CONTRACTUAL OBLIGATIONS OF ANY KIND. NO POLICY, BENEFIT OR PROCEDURE IMPLIES OR MAY BE CONSTRUED TO IMPLY AN OBLIGATION OF THE FOREIGN FIRE INSURANCE BOARD AND/OR THE DISTRICT.

CHAPTER ONE - GENERAL PROVISIONS

1.01 INTRODUCTION

- A. The City's Foreign Fire Insurance Board (FFIB) is an entity of statutory creation and limited authority.
- B. The FFIB is empowered with limited statutory purpose and scope: that being (a) the receipt of city monies received from Foreign Fire Insurance Companies pursuant to law, and (b) the management and paying out of said monies for the maintenance, use, and benefit of the Zion Fire and Rescue Department
- C. The FFIB shall exist so long as the city employs full-time firefighters and is subject to a collective bargaining agreement.
- D. In its role as the corporate authority of the City of Zion, the city council retains ultimate responsibility for expenditure of public monies on behalf of the city and the city's fire department. As such, the city council shall have the final authority to approve or deny, but not to alter or amend, expenditure of public monies recommended by the FFIB pursuant to law and these policies.
- E. Every policy, rule, direction or any provision herein contained or otherwise issued or made, is subject to repeal, or modification from time to time whenever deemed appropriate in the judgment of the FFIB: however, any such provisions shall be consistent with federal and state law and regulation, as amended from time-to-time, and with the city's policies, rules and regulations. The power to rescind, alter or amend these rules and regulations is vested by statute in the FFIB. As necessary, requests for interpretations of these policies may be made to the FFIB.

1.02 FREEDOM OF INFORMATION

The FFIB shall be subject to the Illinois Freedom of Information Act. It is the policy of the FFIB to permit access to and copying of public records in accordance with the FOIA, balanced, however, by the limited exceptions recognized in the FOIA. The President shall insure that the FFIB complies with the FOIA. The FFIB hereby adopts and shall be governed by the City of Zion FOIA policy.

1.03 OPEN MEETINGS

The FFIB shall be subject to the Illinois Open Meetings Act. It is the policy of the FFIB, that the FFIB exists to aid in the conduct of the people's business and that the people have a right to be informed as to the conduct of their business. The President shall insure that the FFIB complies with the OMA. The FFIB hereby adopts and shall be governed by the city's OMA policy.

1.04 ETHICAL CONDUCT

The FFIB shall be subject to those provisions of the State Officials and Employees Ethics Act applicable to the city and city officials and officers. It is the policy of the FFIB that FFIB Trustees serve the city and public in roles requiring the utmost fidelity, honesty, integrity and trust. Specific categories of concern for FFIB Trustee behavior addressed in the Ethics Act and city policies include but are not limited to proper ethical conduct, avoidance of conflicts of interest, and the prohibition on improper receipt of gifts. The President shall insure that the FFIB complies with the applicable provisions of the Ethics Act.

CHAPTER TWO – FOREIGN FIRE INSURANCE BOARD OF TRUSTEES

2.01 MEMBERSHIP, POWERS AND DUTIES

- A. The Chief shall serve as a member of the FFIB by statutory requirement set forth by Illinois Act. Members of the Zion Fire and Rescue Department shall elect 6 members to the FFIB based on terms listed elsewhere in this section. Members will be called and organized for such purpose in December of each calendar year. All members of the Fire and Rescue Department shall be eligible for elections with one officer from each rank, Battalion Chief and Lieutenant, as well as a minimum of three department firefighter/paramedics. The members receiving the majority vote will be elected. All members shall be eligible for re-election.
- B. Member of the FFIB shall serve for a designated term of two years and until their successors have been elected and qualified for office. Department officers will be elected on odd years and firefighters/paramedics on even years. Any vacancy shall be filled for the balance of the unexpired term by a special election requested by the remaining members of the FFIB to the department. Following each regular election in December each year, the FFIB shall elect which will serve as President, Treasurer, and Secretary
- C. FFIB Trustees shall serve until his or her successor has qualified to serve.
- D. The FFIB shall perform such duties and have such powers as may be delegated to it by statute.

2.02 COMPENSATION AND EXPENSES

The Trustees of the FFIB shall receive no compensation for performance of their duties as Trustees, nor are Trustees eligible for reimbursement of expenses incurred by a Trustee on behalf of the FFIB.

2.03 VACANCIES

In the event of a vacancy on the FFIB occurs by death, resignation, refusal to qualify, ceasing to be Fire Chief or member of the Department, or for any other reason, the vacancy shall be filled by either the replacing Fire Chief or by election at the next FFIB meeting from among members for the remaining term of the vacated trustee.

2.04 AUTHORITY OF TRUSTEES

The FFIB may act only in a properly convened meeting, where a quorum is present (Section 2.08 and upon approval by a simple majority of FFIB Trustees present at said meeting. No Trustee shall have the authority to act for the FFIB or under the title of his or her FFIB position unless specifically authorized by statute or by the FFIB. Any act delegated to a Trustee must be approved or ratified by the FFIB.

2.05 WRITTEN COMMUNICATIONS

Written communications to the FFIB may be submitted to the President or Secretary at any time. Such communications shall be brought to the attention of the FFIB Trustees at their next meeting and will be acknowledged in the minutes as having been received. A copy of all written communications made on behalf of the FFIB shall be provided to each Trustee.

2.06 REGULAR MEETINGS

- A. The FFIB shall post a listing at Zion Fire and Rescue Department Station One and on the City of Zion website showing the schedule of regular meetings at the beginning of each calendar year, stating the regular dates, times, and places of such meetings. An agenda for each regular meeting shall be posted at Zion Fire and Rescue Station #1 and if different at the location where the meeting is to be held, at least forty-eight (48) hours prior to the start of such meeting. All meetings shall be conducted in compliance with the Illinois Open Meetings Act.
- B. The Foreign Fire Insurance Board (FFIB) will meet on a quarterly basis; the second Wednesday in March, June, September and December unless a special request has come before the board, or when the President deems an additional meeting becomes necessary.

2.07 SPECIAL MEETINGS

A special meeting may be called by the President of the FFIB or any three (3) FFIB Trustees upon at least forty-eight (48) hour notice to all FFIB Trustees. Such call shall state the time and place of holding the special meeting, the purpose for which it is called, and the names of the person or persons requesting the special meeting. A special meeting may also be called for a future date at any meeting of the FFIB Trustees by a majority vote of the FFIB Trustees attending the meeting. Notice of all special meetings shall include the agenda and shall be posted pursuant to the Illinois Open Meetings Act, and all such special meetings shall be conducted in compliance with said Act.

2.08 QUORUM

All meetings shall only be held with a quorum of the FFIB present. A majority of 4 members of the FFIB shall constitute a quorum to do business.

2.09 MINUTES AND RECORDS

- A. The Secretary or recording secretary shall include in the minutes: the date, time and place of the meeting; the trustees of the FFIB as either present or absent; a general description of all matters proposed, discussed or decided; and a record of any votes taken, including the trustee making a motion, seconding the motion and the results of the voting on the motion.
- B. The minutes of the proceedings of the FFIB at a regular or special meeting shall be prepared in draft form by the Secretary or Recording Secretary and copies shall be e-mailed to all department members. The minutes of the preceding meeting, with any changes made by a motion properly made and carried or as directed by the President without objections shall be approved by the FFIB and signed by the President at the next business meeting. The official minutes of the FFIB shall be kept with other FFIB records and documents in the Department's electronic storage record location and administrative files and shall be made available to citizens for inspection during regular business hours at the fire station 1 building within seven (7) days of approval.
- C. The Secretary appointed pursuant to Section 2.01 or Treasurer in the absence of a Secretary, in close coordination with the Fire Chief and administrative staff, shall maintain FFIB records and documents in the Department's electronic storage record location and administrative files, including in such records documents relating to FFIB expenditures approved by the District Board and required as part of the audit of FFIB funds.

2.10 RULES OF ORDER

A. Rule 1. Agenda:

1. Regular meeting agendas shall be prepared pursuant to the following outline. Public comment shall be limited to 3 minutes. :

**AGENDA
REGULAR MEETING
City of Zion Fire Rescue Department
FOREIGN FIRE INSURANCE BOARD
(date)**

1. Call to Order
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes
5. Open Forum/Public Comment
6. Correspondence
7. President's Report
8. Treasurer's Report/Payment of Bills
9. Old Business
10. New Business
11. Other Matters
12. Adjournment

At least forty-eight (48) hours prior to each such regular FFIB meeting, the President or his or her designee shall prepare the appropriate agenda and post said agenda at fire station 1. Any FFIB Trustee may request items be added to the appropriate meeting agenda at least forty-eight (48) hours prior to the meeting. Agenda and other information for each meeting shall be delivered to each Trustee as may be determined by the FFIB.

During a regular meeting, any Trustee may place an item on the agenda for discussion (not final action) by the FFIB by a majority vote of the Trustees attending the meeting.

2. Special meeting agendas shall be prepared pursuant to the following outline:

**AGENDA
SPECIAL MEETING
City of Zion
FOREIGN FIRE INSURANCE BOARD
(date)**

1. Call to Order
2. Roll Call
3. *Business Purpose Topic(s) of Special Meeting**
4. Adjournment

* - *NOTE:* The special meeting agenda should include one line entry for each topic/subject for which the special meeting was convened. The agenda should distinguish topics for discussion and deliberation, and those topics on which action is anticipated.

At least forty-eight (48) hours prior to each such special FFIB meeting, the President or his or her designee shall prepare the appropriate agenda and post said agenda at the principal office of the Zion Fire and Rescue Department and the City of Zion. Any FFIB Trustee may request items be added to the appropriate meeting agenda at least forty-eight (48) hours prior to the meeting. Agenda and other information for the special meeting shall be delivered to each Trustee as may be determined by the FFIB.

NOTE: Unlike a regular meeting, no item may be added to the agenda for discussion at a special meeting.