



**Metropolitan Fire Chiefs Association of Illinois
Executive Board Meeting Minutes
Wednesday March 16, 2022
Aurelio's of Addison, 1455 W. Lake St, Addison**



1. **Call to Order** – President Christian called the meeting to order at 11:34 a.m. on March 16, 2022.

2. **Roll Call – (8 Voting Members* Needed for Quorum)**

<u>Members</u>	<u>Departments</u>	<u>Present</u>	<u>Members</u>	<u>Departments</u>	<u>Present</u>
President John Christian*	Barrington	X	Affiliate Director Fred Friedl*	Beach Park	X
1 st Vice President Steve Evans*	Winfield	@1142 hrs	Active Director Tracy Kenny*	Broadview	X
2 nd Vice President Steve Wascher*	South Elgin & Ctyd	X	Active Director Gordy Nord*	Lyons	@1137 hrs
Secretary Alan Wax*	Hoffman Estates	X	Active Director Steve Norvilas*	Pleasantview	X
Treasurer Tom Deegan*	Retired Chief		Retiree Director Dick Swanson*	Retired Chief	X
Immed. Past Presid. Tom Styczynski*	Alsip	X	Active Director Tom Gaertner	River Forest	X
Sergeant-at-Arms Randy Deicke	Retired Chief	X	Active Director Jim Walters*	Schaumburg	@1144 hrs
Sergeant-at-Arms Jim Jackson	Retired Chief		Active Director Andy Dina*	Warrenville	X
Sergeant-at-Arms Mike Kuryla	Retired Chief	X			

President Christian declared there to be a quorum. Also in attendance was Paul Darley. President Christian welcomed Paul and thanked him for his support to the Metro Chiefs and the fire service.

3. **Secretary's Report – Secretary Wax**

A. Approval of meeting minutes of the February 16, 2022 Executive Board meeting

I. A motion to approve the minutes was made by Director Swanson and seconded by Director Friedl.

a. The motion to approve the minutes passed unanimously (10-0) by voice vote. The approved minutes, excluding the associated attachments, are enclosed as [Attachment A on pages 3-4](#).

4. **Treasurer's Report – Treasurer Deegan**

A. Approval of the Treasurer's Report covering February 15, 2022 through March 14, 2022

I. The report included the list of revenues/expenditures, bank account balances, and the budget status.

II. A motion to approve the Treasurer's report was made by Director Kenny and seconded by Past President Styczynski.

a. The motion to approve the Treasurer's report passed unanimously (10-0) by voice vote. The report is enclosed as [Attachment B on pages 5-6](#).

5. **President's Report – President Christian**

A. Director Appointment – President Christian welcomed Chief Gaertner back to the fire service, back to the organization, and back to the Executive Board.

6. **Committee Reports**

A. **Bylaws** – Committee Chairperson Kuryla and Secretary Wax presented the draft version of the proposed By-Laws amendments with the changes agreed-to by the Board at the February meeting. The changes were discussed, and it was determined by consensus that, in Article III, Section 7, if a membership termination was approved by the Executive Board and appealed to the general membership, then the vote by the membership would require a majority of attendees that have voting privileges that are in attendance at the meeting to vote to overturn the Executive Board's termination decision. The amendments are enclosed as [Attachment C on pages 7-15](#), with changes discussed and agreed-upon in this meeting included. This is the version that will go to the membership for consideration at a general meeting.

I. A motion to recommend to the general membership the approval of the By-Laws amendments as agreed-to at this meeting was made by Director Friedl and seconded by Director Nord.

a. The motion to recommend the By-Laws amendments passed unanimously (11-0) by voice vote.

B. **Directory/Website** – Committee Chairperson Deicke reported that he has started using MailChimp to send-out mass emailings, and that this has resolved the mass emailing issues that were previously reported.

C. **Fundraising** – Chairperson Swanson reported that the 2022 IFCA Foundation Golf Outing will be at St. Andrews Golf Course in West Chicago on July 13, 2022. The next notice regarding the fishing tournament will be out shortly. There will be an opportunity for a later start than in the past.

D. **IFCA/Legislation** – Chairperson Styczynski reported that the IFCA Legislative Committee had met a few days prior. The legislators plan to be out of session by April 8th. They discussed proposed amendments to the Bill regarding the Foreign Fire Insurance Boards, to include provisions for the fire chief to be able to veto purchases, which veto may be appealed to an arbitrator. Also discussed was the volunteer tax incentive Bill (\$500 tax break) – discussion included recognition of a problem in determining who would verify volunteer status and how. There is expected to be a hearing and possible committee vote on 3/16 or 3/17. IFCA is supporting the Bill – the OSFM and IDOR are opposing the Bill, stating concerns about the uncertainties of how many volunteers there are and how many would apply for the tax break (and thus the financial impact of the legislation). The process is being worked-through. Chairman Styczynski reported that progress is being made on an update to the billing

agreement with the Tollway Authority. Also there was discussion on the volunteer lights-and-sirens Bill. There are no changes to report currently on the status of the attempt to legalize fireworks. In response to a question, Chairman Styczynski reported that the “lift-assist” bill “did not go anywhere.”

- E. **Symposium** – Committee Co-Chairpersons Wax and Evans noted that, per Treasurer Deegan’s Treasurer’s report, there was a net positive of \$1,140 as of 3/14. They thanked Chief Kenny for putting together the speaker gifts. Feedback on the event was positive, with agreement that the completion certificates were a positive addition. Director Deicke reported that the pension presentation PowerPoint had been posted to the website. Co-Chairpersons Wax and Evans advised that suggestions for the Fall Symposium presentation topics would be welcome.
- F. **Nominating** – Chairperson Friedl advised that there was nothing to report.
- G. **Programs** – Committee Chairperson Styczynski advised that an update on Community Risk Reduction initiatives is confirmed for the May 5th Regular Membership meeting, however the speaker for this presentation is yet to be determined. Chairperson Styczynski also solicited suggestions for future programs.
- H. **Annual Banquet** – Co-Chairperson Friedl advised that there was nothing to report.
- I. **Sick & Welfare** – Committee Chairperson Kenny advised that there was nothing to report – but requested that everyone contact her to advise of anything that occurs that the Committee should know about.
- J. **Metro Chiefs Association History** – Chairperson Swanson advised that there was nothing to report.

7. Unfinished Business

- A. Meeting and Event Sponsorships – With Treasurer Deegan’s absence, it was unknown if there were any sponsors scheduled. It was thought that there were none for the Administrative Professionals Recognition Luncheon. After discussion, it was determined that W.S. Darley & Co – and Restore Restoration – were willing to sponsor upcoming events.

8. New Business

- A. Home Day Update – Co-Chairperson Paul Darley provided an update, noting the following:
 - I. This year’s event will be at a new location – the Sprinkler Fitters training center. Past President Styczynski briefly described the facility, its ability to host this event, and demonstrations to be held.
 - II. A final review of the flyer was approved.
 - III. Chief Styczynski will serve as emcee.
 - IV. As of 3/15/22, there were 9 vendors and 8 legislative staffers already registered.
 - V. Paul asked that any of the chiefs with contact with any of the federal legislators to reach-out and request the legislator to serve as keynote speaker.
 - VI. An appropriations bill was passed on 3/15 which included \$360M for the AFG and SAFER Grants, \$53M for the U.S. fire Administration, and \$740M for UASI.Paul noted that there was a flyer on the tables regarding a 9/11 mobile exhibit that will be at the Lake County Fire Chiefs Expo to be held on May 14th and 15th (enclosed as [Attachment D on page 16](#)). Paul asked if the exhibit could be available for Home Day. Director Friedl noted that the exhibit will no longer be in town at that time, and thus will not be available. President Christian thanked Paul again for his participation, partnership, and continued support.
- B. Administrative Professionals Recognition Luncheon – Chairperson Kenny advised that all is set for the April 7th event – the format and menu is the same as recent previous events. There are 50 people registered as of 3/15/2022. The determination of what the gifts will be is pending, depending on the number of participants.

9. Open Discussion

- A. Chief announcements. Steve Hernandez has been named Chief of the Fermilab Fire Department. Several other chief appointments were discussed, but have not yet been officially announced.
- B. Director Swanson inquired if there was a price increase by the Empress Banquet Hall. In the absence of Treasurer Deegan, and with no one else knowing, the question went unanswered.

10. Future Meetings

- A. Administrative Professionals Luncheon: Thursday April 7, 2022 – Medinah Shriners Banquet Hall in Addison
- B. Executive Board: April 20, 2022 at 11:30 a.m. – Aurelio’s of Addison unless advised otherwise
- C. Regular Membership: May 5, 2022 at 8:30 a.m. – Empress Banquet Hall in Addison

11. Adjournment

- A. A motion to adjourn was made by Director Nord and seconded by Director Walters.
- B. The motion to adjourn passed unanimously (13-0) by voice vote, and the meeting adjourned at 12:27 p.m.

Respectfully submitted,



Alan Wax, Secretary



ATTACHMENT A to 3/16/2022 Minutes

Metropolitan Fire Chiefs Association of Illinois Executive Board Meeting Minutes

Wednesday February 16, 2022

Aurelio's of Addison, 1455 W. Lake St, Addison



NOTE: Attachments to the approved 2/16/2022 minutes are excluded here

1. **Call to Order** – President Christian called the meeting to order at 11:32 a.m. on February 16, 2022.

2. **Roll Call – (8 Voting Members* Needed for Quorum)**

<u>Members</u>	<u>Departments</u>	<u>Present</u>	<u>Members</u>	<u>Departments</u>	<u>Present</u>
President John Christian*	Barrington	X	Affiliate Director Fred Friedl*	Beach Park	X
1 st Vice President Steve Evans*	Winfield	X	Active Director Tracy Kenny*	Broadview	
2 nd Vice President Steve Wascher*	South Elgin	X	Active Director Gordy Nord*	Lyons	X
Secretary Alan Wax*	Hoffman Estate	X	Active Director Steve Norvilas*	Pleasantview	X
Treasurer Tom Deegan*	Retired Chief	X	Retiree Director Dick Swanson*	Retired Chief	X
Immed. Past Presid. Tom Styczynski*	Alsip		Active Director Jim Walters*	Schaumburg	
Sergeant-at-Arms Randy Deicke	Retired Chief	X	Active Director Andy Dina*	Warrenville	X
Sergeant-at-Arms Jim Jackson	Retired Chief	X	Active Director Vacancy*		
Sergeant-at-Arms Mike Kuryla	Retired Chief	X			

President Christian declared there to be a quorum.

3. **Secretary's Report – Secretary Wax**

A. Approval of meeting minutes of the January 19, 2022 Executive Board meeting

I. A motion to approve the minutes was made by Director Friedl and seconded by 1st VP Evans.

a. The motion to approve the minutes passed unanimously (10-0) by voice vote. The approved minutes, excluding the associated attachments, are enclosed as [Attachment A on pages 3-5](#).

4. **Treasurer's Report – Treasurer Deegan**

A. Approval of the Treasurer's Report covering January 19, 2022 through February 14, 2022

I. The report included the list of revenues/expenditures and the budget status based on the proposed 2022 Budget.

II. A motion to approve the Treasurer's report was made by Director Swanson and seconded by 2nd VP Wascher.

a. The motion to approve the Treasurer's report passed unanimously (10-0) by voice vote. The report is enclosed as [Attachment B on pages 6-7](#).

III. Treasurer Deegan presented his proposal for the 2022 Budget. The proposal is enclosed as [Attachment C on page 8](#). Though approved for membership consideration at the last Executive Board meeting, a formal motion was made by Director Swanson and seconded by Secretary Wax to recommend the proposed budget, as presented, to the membership for adoption at the March 3 meeting, which will be held prior to the Symposium.

5. **President's Report – President Christian**

A. Open Director Appointment – President Christian indicated that there were a couple of Chiefs that expressed an interest in being considered for the vacant Director position. After discussion, and with Board affirmation, President Christian determined that River Forest Fire Chief Tom Gaertner will be appointed to fill the vacancy.

6. **Committee Reports**

A. **Bylaws** – Committee Chairperson Kuryla and Secretary Wax presented a draft of proposed By-Laws amendments. Section-by-section discussion ensued, with proposed further changes agreed upon by consensus. The amendments reviewed are enclosed as [Attachment D on pages 9-17](#), with changes discussed and agreed upon in this meeting being shown in green in the attachment. Further discussion will be held at the next Board meeting, with potential approval to move the amendments on for a vote of the general membership.

B. **Directory/Website** – Committee Chairperson Deicke advised that he is continuing to work on issues related to cc limits due to the use of his personal gmail now that he no longer has an employer email account. It is noted that previous minutes are not on the website. Secretary Wax will provide minutes for Chairperson Deicke to post on the site.

C. **Fundraising** – Chairperson Swanson reported that the 2022 IFCA Foundation Golf Outing will be at St. Andrews Golf Course on July 13, 2022 – he noted that this is a move from the location for the past several years.

D. **IFCA/Legislation** – In the absence of Chairperson Styczynski, President Christian reported that the IFCA Legislative Committee had a conference call meeting the prior week. The Committee discussed concerns with the proposed Foreign Fire Tax legislation. Other legislation discussed by the Committee included tax credit legislation for volunteer firefighters.

E. **Symposium** – Committee Chairpersons Wax and Evans provided an update on the March 3rd Spring Symposium. Rebound (injury timeline management), Greg Knoll (pension update), and the attorneys (Public Act 102-686) are all set for their

ATTACHMENT A to 3/16/2022 Minutes

presentations. After discussion, it was determined by consensus that the 50/50 raffle at the Symposium will benefit Camp "I am Me" (Illinois Fire Safety Alliance Burn Camp). A specific registration deadline date will not be added to the flyer. As of 2/15/2022, there were 44 attendees registered and there were no sponsors – a sponsorship solicitation letter will be distributed to Associate Members. There was discussion regarding potentially having a supply of speaker gifts in stock for the future.

F. Audit – Committee Chairpersons Swanson and Kuryla reported meeting with Treasurer Deegan on February 11, 2022 and completing the audit of 2021 organization finances. They distributed copies of the Audit Report, which confirmed their findings that the accounts were balanced and all disbursements were in order and for the sole benefit of the Association.

I. A motion to accept the Audit Report was made by Director Friedl and seconded by Trustee Nord.

a. The motion to approve the Audit Report passed unanimously (10-0) by voice vote. The report is enclosed as Attachment E on pages 18-24.

G. Nominating – Chairperson Friedl advised that there was nothing to report.

H. Programs – In the absence of Chairperson Styczynski, President Christian advised that an update on Community Risk Reduction initiatives is tentatively scheduled for the May 5th Regular Membership meeting.

I. Annual Banquet – Co-Chairperson Friedl advised that there was nothing to report.

J. Sick & Welfare – Director Nord reported that Fire Marshal John Esposito, a 47-year veteran of the Summit Fire Department, passed away, and that arrangements were on Thursday (2/17) and Friday (2/18).

K. Metro Chiefs Association History – Chairperson Swanson advised that there was nothing to report.

7. Unfinished Business – None

8. New Business

A. Firefighter Memorial Donation – President Christian led a discussion about the Metro Chiefs participating in the Firefighters Memorial Plaza located in Elgin, which memorial was the topic of the presentation at the February regular membership meeting. It was noted that a \$2,000 donation would result in the Metro Chiefs Association name engraved on a bronze donor board at the entrance to the memorial, as well as a memorial brick.

I. A motion to have the Metro Fire Chiefs Association donate \$2,000 to the Firefighters Memorial Plaza was made by Director Nord and seconded by Director Friedl.

II. The motion to donate to the Memorial Plaza passed unanimously (10-0) by voice vote.

B. Home Day Preparation – Co-Chairperson Deegan reported that planning was just beginning, with Paul Darley again serving as Co-Chairman. He indicated that, as of now, the date will be June 2, 2022 and the location will be the Sprinkler Fitters Training Center in Alsip.

C. Meeting and Event Sponsors – President Christian noted that some recent meetings have not had sponsors, and there are no scheduled sponsors for future meetings. President Christian will send a letter to Associate Members to solicit meeting sponsorships. As noted in Section 6.E., above, Secretary Wax will draft a letter to Associate Members specifically requesting sponsors for the Symposium.

D. Destruction of Old Documents. Treasurer Deegan noted that he has possession of decades worth of receipts and other similar documents that are not needed for anything. After discussion, it was determined that Treasurer Deegan will check with the State Records Commission to see if the Association needs to retain those items (since the organization is not a local government).

9. Open Discussion

A. Records Retention. It was discussed that perhaps it would be beneficial for Karl Ottosen to attend an Executive Board meeting and provide information on records retention requirements.

B. Future Board Meeting Locations. As follow-up to the discussion at the previous Board meeting, Treasurer Deegan reported on his conversation with Glendale Lakes Golf Club. There are some new limitations and requirements since the Board held their meetings there, some of which the Board meetings may not satisfy. Treasurer Deegan will continue to have discussions with Glendale Lakes and with other golf course clubhouses.

10. Future Meetings

A. Regular Membership: March 3, 2022 at 8:30 a.m. – Empress Banquet Hall in Addison, before the Symposium

B. Executive Board: March 16, 2022 at 11:30 a.m. – Aurelio's of Addison unless advised otherwise

11. Adjournment

A. A motion to adjourn was made by Director Swanson and seconded by Director Dina.

B. The motion to adjourn passed unanimously (10-0) by voice vote, and the meeting adjourned at 12:41 p.m.

Respectfully submitted,



Alan Wax, Secretary

Metro Chiefs Exec - March 2022

2/15/2022 through 3/14/2022

3/14/2022

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Date	Description	Memo	Category	Amount
BALANCE 2/14/2022				52,610.31
2/16/2022	1Aurelios		Executive Board L...	-167.30
2/18/2022			Dues:Dues 2022	660.00
2/21/2022	1Void		c	0.00
2/21/2022	1Elgin Fire Barn No....	Sponsor Brick	Donations	-2,001.00
2/24/2022			Dues:Dues 2022	40.00
2/28/2022			Dues:Dues 2022	450.00
3/1/2022			Dues:Dues 2022	230.00
3/1/2022			Symposium Income	1,610.00
		Railside Citrus L...	Symposium Income	500.00
		NPPFA Benefits	Symposium Income	500.00
			Dues:Dues 2022	1,650.00
		Credit Card Fees	Fees & Charges:B...	-170.64
3/2/2022	1Tracy Kenny	Symposium Spe...	Symposium Expense	-50.00
3/2/2022			Dues:Dues 2022	90.00
3/3/2022		Cash at Door	Symposium Income	70.00
		50/50 Raffle	Miscellaneous Inco...	287.00
			Dues:Dues 2022	30.00
3/3/2022	1Empress Banquets	90	Symposium Expense	-2,820.00
3/3/2022			Symposium Income	105.00
		Credit Card Fees	Fees & Charges:B...	-4.64
3/4/2022			Dues:Dues 2022	240.00
3/7/2022			Dues:Dues 2022	80.00
3/7/2022	Transfer Money		[Paypal]	4,492.26
3/7/2022			Secretary Lunch In...	315.00
		Credit Card Fees	Fees & Charges:B...	-12.46
3/7/2022	Transfer Money		[MB Financial Bank]	-4,492.26
3/14/2022			Dues:Dues 2022	80.00
3/14/2022	Transfer Money		[Paypal]	614.24
3/14/2022			Dues:Dues 2022	10.00
			Secretary Lunch In...	630.00
		Credit Card Fees	Fees & Charges:B...	-25.76
3/14/2022	Transfer Money		[MB Financial Bank]	-614.24
2/15/2022 - 3/14/2022				2,325.20
BALANCE 3/14/2022				54,935.51

Account Balances - As of 3/14/2022

3/14/2022

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Account	3/14/2022 Balance
Bank Accounts	
MB Financial Bank	54,885.51
Paypal	0.00
TOTAL Bank Accounts	54,885.51
Cash Accounts	
Petty Cash	50.00
TOTAL Cash Accounts	50.00
OVERALL TOTAL	54,935.51

ATTACHMENT B to 3/16/2022 Minutes

Metropolitan Fire Chiefs - 2022 Budget as of 3/14/22

	<u>2020</u>	<u>2021</u>	<u>2022</u>	<u>2022</u>	Notes:
<u>Income:</u>	<u>Actual</u>	<u>Actual</u>	<u>Proposed</u>	<u>Actual</u>	
Directory	\$ -	\$ -	\$ -	\$ -	
Donations	\$ -	\$ -	\$ -	\$ -	
Dues	\$ 18,680.00	\$ 3,115.00	\$ 18,000.00	\$ 14,445.00	
Interest	\$ -	\$ -	\$ -	\$ -	
Lunches	\$ 1,970.00	\$ 4,540.00	\$ 6,000.00	\$ 800.00	
Symposium	\$ 2,575.00	\$ 3,310.00	\$ 6,000.00	\$ 4,010.00	
Home Day	\$ -	\$ 4,930.00	\$ 4,000.00	\$ -	
Holiday Lunch	\$ 140.00	\$ 21,905.00	\$ 28,000.00	\$ 1,000.00	
Secretary Lunch	\$ 630.00	\$ 3,990.00	\$ 5,200.00	\$ 945.00	
Misc Income	\$ -	\$ -	\$ -	\$ 557.00	
<u>Total Income</u>	<u>\$ 23,995.00</u>	<u>\$ 41,790.00</u>	<u>\$ 67,200.00</u>	<u>\$ 21,757.00</u>	
<u>Expenditures:</u>					
<i>General:</i>					
Bank Fees	\$ -	\$ 108.56	\$ 25.00	\$ -	
Credit Card Fees	\$ 289.20	\$ 1,025.00	\$ 1,000.00	\$ 488.70	
Charter/Filing	\$ 11.00	\$ 15.00	\$ 10.00	\$ -	
Lunch meetings	\$ 1,416.00	\$ 5,956.00	\$ 6,000.00	\$ 1,400.00	
Office Supplies	\$ 41.19	\$ -	\$ 100.00	\$ -	
Postage	\$ 55.00	\$ -	\$ 100.00	\$ -	
Refunds	\$ -	\$ -	\$ -	\$ -	
Printing	\$ -	\$ -	\$ 250.00	\$ -	
Legal Fees	\$ -	\$ -	\$ 500.00	\$ -	
Sick/Welfare	\$ 530.60	\$ 319.73	\$ 300.00	\$ 327.51	
<u>Total</u>	<u>\$ 2,342.99</u>	<u>\$ 7,424.29</u>	<u>\$ 8,285.00</u>	<u>\$ 2,216.21</u>	
<i>Executive Board:</i>					
Guest/Speakers	\$ -	\$ -	\$ 5,000.00	\$ -	
Lunch meetings	\$ 960.85	\$ 1,025.30	\$ 1,200.00	\$ 327.30	
Legislator Luncheon	\$ -	\$ -	\$ 1,000.00	\$ -	
Miscellaneous	\$ -	\$ 40.75	\$ -	\$ -	
<u>Total</u>	<u>\$ 960.85</u>	<u>\$ 1,066.05</u>	<u>\$ 7,200.00</u>	<u>\$ 327.30</u>	
<i>Special:</i>					
IFCA Candidate	\$ -	\$ -	\$ -	\$ -	
IFCA Hospitality	\$ -	\$ -	\$ -	\$ -	
IFCA Scholarship	\$ -	\$ -	\$ 1,000.00	\$ -	
Miscellaneous	\$ -	\$ -	\$ 500.00	\$ -	
Donations	\$ -	\$ 1,000.00	\$ 4,000.00	\$ 2,001.00	
Directory					
Website	\$ 5,830.00	\$ 5,830.00	\$ 6,000.00	\$ -	
Directory Maintenance	\$ -	\$ -	\$ 2,500.00	\$ -	
<u>Total</u>	<u>\$ 5,830.00</u>	<u>\$ 6,830.00</u>	<u>\$ 14,000.00</u>	<u>\$ 2,001.00</u>	
<i>Special Events:</i>					
Symposium	\$ 1,613.00	\$ 2,120.00	\$ 5,000.00	\$ 2,870.00	
Golf Outing	\$ -	\$ 1,500.00	\$ 1,500.00	\$ -	
Holiday Lunch	\$ 211.34	\$ 32,931.94	\$ 30,000.00	\$ -	
Home Day	\$ -	\$ 1,435.20	\$ 2,000.00	\$ -	
Secretary Luncheon	\$ 58.79	\$ 6,543.25	\$ 7,000.00	\$ -	
<u>Total</u>	<u>\$ 1,883.13</u>	<u>\$ 44,530.39</u>	<u>\$ 45,500.00</u>	<u>\$ 2,870.00</u>	
<u>Total Expenditures</u>	<u>\$ 11,016.97</u>	<u>\$ 59,850.73</u>	<u>\$ 74,985.00</u>	<u>\$ 7,414.51</u>	
<u>Expenses Vs Income</u>	<u>\$ 12,978.03</u>	<u>\$ (18,060.73)</u>	<u>\$ (7,785.00)</u>	<u>\$ 14,342.49</u>	

ATTACHMENT C to 3/16/22 Minutes
METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (~~8/2018~~ [Proposed 2022 Updates](#))

ARTICLE I
Name

The Name of the Association shall be the Metropolitan Fire Chiefs Association of Illinois.

Its principal place for the transaction of business shall be the State of Illinois.

ARTICLE II
Intent and Purposes

It is the intent and purpose of the Metropolitan Fire Chiefs Association of Illinois to generally improve the fire service, to establish a communications network between the area fire chiefs, and to work toward the betterment of member departments.

ARTICLE III
Membership

Section 1.

Active Member: To be eligible for active membership, it is necessary to be the Chief Officer of a ~~F~~ire ~~D~~epartment of a municipality, ~~G~~overnmental ~~A~~gency, or ~~F~~ire ~~P~~rotection ~~D~~istrict; or a Director or Chief of a ~~P~~ublic ~~S~~safety ~~D~~epartment; and such official shall apply to the Secretary for membership. Membership shall be subject to the approval of a majority of the members in occupied (non-vacant) positions with voting privileges on the Executive Board ~~and ratification of the membership.~~

Section 2.

Affiliate Member: A Fire Department Officer (other than the Chief Officer), technician or specialist associated with, or contributing their special knowledge and skills to, the fire departments or to this Association itself, and/or a person who has a special interest in the field of fire protection and in the work of this Association. Said Affiliate Member shall have all privileges of membership in this Association except the right to vote and to hold any elective or appointive office, unless otherwise provided in these By-Laws. The membership application shall follow the same procedures as stated in Section 1 above.

Section 3.

Honorary Retired Member: A Fire Service Chief who has been an Active Member of this Association for at least five (5) years shall automatically qualify to become an Honorary Retired Member of this Association. The membership application shall follow the same procedures as stated in Section 1 above.

Section 4.

Retired Member: Any person who has been an Active Member or Affiliate Member may apply to the Secretary of this Association for Retired Membership. The membership application shall follow the same procedures as stated in Section 1 above.

METROPOLITAN FIRE CHIEFS ASSOCIATION OF ILLINOIS
ASSOCIATION BY-LAWS (~~8/2018~~ Proposed 2022 Updates)

Section 5.

Associate Member: Any person dealing with the fire service, fire equipment and/or related supplies may apply for Associate Membership with the sponsorship of an Active Member. The membership application shall follow the same procedures as stated in Section 1 above.

Section 6.

Members with Voting and Office-Holding Privileges: Only Active Members, the Treasurer, Affiliate Members that are appointed to the Executive Board as Directors, and the appointed Retiree Director may cast ballots or conduct business of the Association, and only Active Members may be eligible for elective office in this Association. Only one vote may be cast per member fire department, agency, or district.

Section 7.

Termination of Membership: Membership may be terminated by ~~recommendation of~~ the Executive Board, ~~with~~ upon approval ~~upon a~~of two-thirds ($\frac{2}{3}$)~~vote~~ of those ~~Active voting Executive Board Members in occupied (non-vacant) positions with voting privileges and~~ in attendance at an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5; and upon notice provided to the Member of the termination. The terminated Member may appeal their membership termination to the general membership by submitting a notice of appeal to the President within thirty (30) days of receipt of the notice of the termination. Upon such an appeal, the appeal shall be heard at the next Regular, Special, or Annual Meeting of the membership where business is being conducted as provided in Article VIII, Section 5. Following presentations at the meeting by the terminated Member and the Executive Board, a secret ballot shall be held to determine if the termination is upheld or reversed. Reversal of the termination shall require a majority vote of the members with voting privileges in attendance at the meeting.

ARTICLE IV
Officers and Elections

Section 1.

President: The office of the President, upon the election at the Annual Meeting, shall be filled by the member holding the office of immediate First Vice-President, provided such is confirmed through that election as provided in Article V, Section 1.B, below.

Section 2.

First Vice-President: The office of the First Vice-President, upon the election at the Annual Meeting, shall be filled by the member holding office of immediate Second Vice-President, provided such is confirmed through that election as provided in Article V, Section 1.B, below.

Section 3.

Second Vice-President: The office of the Second Vice-President shall be ~~elected~~ filled by election by ballot at the Annual Meeting as provided in Article V, Section 1.B, below ~~by votes of a majority~~

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~~of the Active Members present at such meeting.~~ In the event of a non-opposed ballot, the Secretary shall cast a unanimous ballot.

Section 4.

Secretary: The office of the Secretary shall be ~~elected~~ filled by election each year at the Annual Meeting as provided in Article V, Section 1.B, below. ~~No one may hold this office for more than three (3) consecutive years.~~

Section 5.

Treasurer: The office of the Treasurer shall be filled by ~~appointed~~ by the President ~~annually,~~ with confirmation by a majority of voting Executive Board mMembers eligible to vote and in attendance at an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5. Removal from office shall be at the discretion of the President, as confirmed by three-fifths (3/5) of all members in occupied voting positions eligible to vote on the Executive Board.

Section 6.

Historian: The Historian shall be appointed by, and shall serve at the ~~pleasure~~ discretion of, the Executive Board by majority vote of all members in occupied voting positions eligible to vote on the Executive Board.

ARTICLE V Management

Section 1.

Executive Board: The management of the business and affairs of the Association shall be in the hands of an Executive Board which shall consist of the President, First Vice-President, Second Vice-President, Secretary, Treasurer, Immediate Past President and eight (8) Directors. ~~Six-Four (64)~~ Directors shall be appointed by the President from the Active membership. The fifth (5th) through seventh (7th) Directors shall be appointed by the President from either the Active or Affiliate membership and shall have Directors' voting powersprivileges. Any Affiliate Member Director must be from an organization with an Active Member. The eighth (8th) Director, appointed by the President, shall be an Honorary Retired Member of the Association with Director's voting ~~power~~ privileges. The Directors shall be selected from ~~an~~ areas to best represent the entire Association.

- A. The Executive Board also constitutes the Nominating Committee. This committee shall provide a slate for nomination to be presented at the ~~r~~ Regular meeting prior to the a Annual meeting. At this Regular mMeeting and at the Annual Meeting, nominations may also be made from the floor by any ~~Active~~ Member with voting powersprivileges.
- B. All nominations shall be voted upon by secret ballot at the Annual Meeting unless there is only one (1) candidate for the office to be filled. The candidate receiving a majority of votes of the voting members with voting privileges in attendance for each office shall be declared elected. In the event no candidate receives a majority of votes on the first ballot, another ballot shall be taken between the two (2) candidates receiving the highest number of votes on the first ballot, and the one receiving a majority of votes on the second ballot shall be declared elected.

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- C. Newly-elected officers shall take office one month after their election.
- D. Only Active Members shall be eligible for election to office in this Association.
- E. Minutes of each Executive Board meeting shall be presented to the Association ~~at its Regular Meeting or~~ via the Association's website, and shall be placed on file with the Secretary.

Section 2.

Duties of Officers: The duties of the elected and appointed officers shall be described in the following paragraphs:

- A. President: The President shall prepare an agenda for, and preside at, all meetings of the Association and the Executive Board, and enforce order and strict compliance with the By-Laws of this Association. The President shall appoint ~~a one or more~~ Sergeant(s) at Arms, who shall be (an) ex-officio member(s) of the Executive Board with no voting ~~power~~privileges, to assist in the enforcement of the By-Laws and perform such other duties as the President may prescribe. The President shall appoint the chairpersons and members of all committees with the advice and consent of the Executive Board by a majority of voting Executive Board Members with voting privileges in attendance at an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5; ~~shall require such members to perform the duties assigned to those committees, and~~ The President shall be an ex-officio member of each committee. The President shall see that all officers faithfully and impartially perform their respective duties, and shall, unless otherwise provided for in these By-Laws, fill all vacancies in office and committees due to absences or other causes. The President shall transact all other business appertaining to the office. The President shall cast the deciding vote in the event of a tie, and sign all official documents that are authorized by the Association or the Executive Board.
- B. First Vice-President: The First Vice-President shall assist the President in performing the duties of the office and, in the absence or inability of the President to act, shall assume the duties of the President. The First Vice-President shall have the same privileges, powers, and authority as the President while serving in such capacity.
- C. Second Vice-President: The Second Vice-President shall assume the duties of the First Vice-President when absent.
- D. Secretary: The Secretary shall have custody of all papers, documents, and correspondence pertaining to the affairs of the Association; shall record and preserve the Minutes of all meetings; and shall keep an up-to-date record of all amendments to the By-Laws. The Secretary shall give proper and timely notice of Annual, Regular, and Special Meetings to all members. At the expiration of the term of office, the Secretary shall turn-over to his/her successor all money, books and other property belonging to the Association within ten (10) days.
- E. Treasurer: The Treasurer shall be custodian of all monies belonging to the Association and shall collect and keep an accurate record of dues, revenues, expenditures, and belongings of the Association. The Treasurer shall keep an accurate record of the membership of the Association.

The Association shall operate on a Fiscal Year that coincides with the Calendar Year. The Treasurer shall present to the Executive Board a proposed budget for each Fiscal Year prior to the start of the year. The proposed budget may be amended by the Board – but in all

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cases shall be approved for recommendation to the Association Membership – by a majority vote of Executive Board Members with voting privileges attending an Executive Board Meeting where business is being conducted as provided in Article VIII, Section 5. The Budget as recommended by the Executive Board may be amended by the Membership – but in all cases shall be approved – by a majority vote of members with voting privileges attending a meeting where business is being conducted as provided in Article VIII, Section 5. A listing of starting and ending account balances, revenues, expenditures, and the status of revenues and expenditures compared to the Fiscal Year Budget will be included in the Treasurer’s periodic reports.

At the expiration of ~~the term of office~~his/her appointment, the Treasurer shall turn-over to his/her successor all money, books and other property belonging to the Association within ten (10) days.

E.F. The Treasurer shall mail a dues invoice to each Member prior to January 1st of each year. A second notice shall be sent to all unpaid Members by February 15th of that year.

Section 3.

Removal from office: Whenever any duly-elected officer of the Association fails to qualify, or after qualifying fails or neglects to perform his/her duties, the Executive Board shall declare the office vacant by three-fifths (3/5) vote of all members in occupied voting positions eligible to vote on the Executive Board, and, by majority vote of all members in occupied voting positions eligible to vote on the Executive Board, shall appoint an Active Member to such office ~~until the next Regular Meeting, when at which meeting an election shall be held~~ to fill the unexpired balance of the term of office. ~~A 3/5th vote of all voting members of the Executive Board is needed to remove an elected officer from office.~~

ARTICLE VI

Standing Committees

Section 1.

An Auditing Committee shall ~~be appointed by the President to~~ audit the Treasurer’s financial records of the previous calendar year, such audit to be conducted within the first three months of each calendar year. Additionally, a mid-year audit may ~~also~~ be conducted under special circumstances as determined by the President or directed by a majority of the Executive Board’s members in occupied voting positions~~voting members with voting privileges~~. The Auditing Committee shall provide a report of its findings, and shall submit recommendations of a financial nature as may be necessary from time to time.

Section 2.

Sick and Welfare: ~~The Sick and Welfare Committee shall be appointed by the President, with the 2nd Vice President acting as chair of the committee.~~

- A. It shall be the duty and responsibility of this Committee to visit, ~~or~~ contact, or seek information regarding any sick or disabled member, to provide appropriate assistance or support, and to inform the membership of such member’s condition (as desired by the sick/disabled member) at the next Regular or Annual Meeting.
- B. It shall be the duty and responsibility of the Chair of the Sick and Welfare Committee to notify the Treasurer in case of the death of an Active or Honorary Retired Member in good

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standing. The Treasurer ~~shall~~may then secure a memorial from the Association ~~to~~as be determined by majority vote of all members in occupied ~~voting~~ positions e on the Executive Board.

C. It shall be the duty and responsibility of the Chair of this Committee to notify the members immediately upon the death of a member.

D. ~~Section 3.~~Awarding of Plaques/Gifts.

1) A ~~plaque or a \$100 gift card (retiree's choice)~~free lifetime Honorary Retired Membership and certificate of appreciation for service shall be awarded ~~only~~ to retiring Active Members who are eligible for Honorary Retired Membership and to retiring Affiliate Members who serve on the Executive Board for at least five (5) years ~~and to outgoing Association Presidents upon completion of their terms of office.~~

~~A~~a. An individual ~~would~~is not ~~be~~ eligible to receive ~~a plaque/gift~~such free membership and certificate if (s)he retires from one fire department/district and goes to another and remains (or is eligible to be) an aActive Member or Affiliate mMember of this Association. Such individual, if otherwise eligible, may be awarded the gift once (s)he fully retires from the fire service in Illinois.

~~B~~b. An individual ~~would~~is not ~~be~~ eligible to receive ~~a plaque/gift~~such free membership and certificate if (s)he is no longer an ~~a~~Active mMember; but ~~remains on the same fire department/district~~is eligible to become an Affiliate Member. If the individual met the qualifications to receive the gift while still an Active Member, then the gift may be awarded once (s)he fully retires from the fire service in Illinois.

2) A plaque shall be awarded to each outgoing Association President upon completion of his/her term of office.

Section 3.

Other committees may be formed – either standing or ad-hoc –; by Presidential appointment with the advice and consent of the Executive Board, as provided in Article V, Section 2.A.

ARTICLE VII

Dues

Section 1.

The amount of the annual dues of this Association shall be ~~as determined~~amended by the membership of this Association by majority vote of ~~voting~~ members with voting privileges that are attending at a meeting where business is being conducted as provided in Article VIII, Section 5.

Section 2.

All dues are payable to the Treasurer in accordance with the provisions of the By-Laws.

Section 3.

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Any member who has failed to pay his/her annual dues thirty (30) days after the date of the second dues notice shall be deemed to be not in good standing, and shall be removed from the membership roll. In such instance, a vote for termination of membership pursuant to Article III, Section ~~6-7~~ is not required. Such individual shall be notified immediately of said action by the Treasurer. The Treasurer shall also notify the President and the Executive Board of such delinquency and action.

ARTICLE VIII
Meetings

Section 1.

Annual Meeting: The Annual Meeting shall be held on the first Thursday in the month of November. Election of officers shall take place at the Annual Meeting.

Section 2.

Regular Meetings: The Regular Meetings shall be monthly on the first Thursday of the month. A Regular Meeting may be cancelled by the President if there is insufficient business to warrant a meeting, for “summer break,” to encourage attendance at other events or meetings, or for other cause as determined by the President.

- A. Order of Business: The following order of business shall be observed at Annual and Regular meetings:
1. Call to Order
 2. Pledge of Allegiance and Prayer or Moment of Silence
 3. Confirmation of a Quorum (Pursuant to Article VIII, Section 5, below)
 4. Introduction of Guests
 5. Secretary's Report
 6. Treasurer's Report
 7. Reading of Communications and Bills
 8. Election of Officers (at Annual Meeting only)
 9. Committee Reports
 10. Unfinished Business
 11. New Business
 12. Good & Welfare of the Association
 13. Adjournment

In the event of any controversy as to parliamentary procedure, Robert’s Rules of Order shall govern.

Section 3.

Special Meetings: The date and time of a Special Meeting shall be set by the President.

- A. Order of Business: The following order of business shall be observed at Special Meetings:
1. Call to Order
 2. Pledge of Allegiance and Prayer or Moment of Silence
 3. Confirmation of a Quorum (Pursuant to Article VIII, Section 5, below)
 4. Special Business

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5. Other Business
6. Adjournment

Section 4.

Executive Board Meetings: The dates, times, and locations of the Executive Board Meetings shall be determined by the President. The President shall create an agenda for each Board meeting, and shall distribute such agenda to the Executive Board.

Section 5.

Quorum: A Quorum is required to transact the business of this Association at all Annual, Regular, and Special Meetings. A Quorum consists of attendance at the meeting by 20 ~~Active~~ Members of this Association eligible to vote with voting privileges as provided in these By-Laws, in attendance as well as one of the following: president, 1st vice president, or 2nd vice president (21 total required, including a president or vice president). A majority of occupied ~~voting~~ positions with voting privileges on the Executive Board is required to be in attendance to transact the business of the Executive Board at their meetings, including at least one of the following: president, 1st vice president or 2nd vice president.

Section 6.

Electronic Meetings: In certain situations, as determined necessary by the President, in-person meetings may be replaced by electronic meetings, provided, however, that the Association provides a ~~platform~~ method for members to participate and that the quorum requirements, as provided in Section 5, above, are maintained for those participating. The President may also allow remote electronic participation of members at in-person meetings, and those remote participants may be counted to satisfy quorum requirements. Remote participants in meetings pursuant to this section are considered "in attendance" in satisfaction of quorum requirements in Section 5.

Section 7.

Electronic Voting: If it is necessary to cancel an Annual Meeting or hold it electronically/on-line - or if there is no quorum present for an Annual Meeting - the President may provide for electronic/online (email or website) nominations for Association elected office, and may also provide for electronic/online elections.

ARTICLE IX Amendments

The By-Laws may be amended or revised by the affirmative vote of two-thirds of the ~~Active voting-eligible~~ Members with voting privileges that are present at a meeting where business is being conducted as provided in Article VIII, Section 5, and wherein the amendment or revision in question is presented for adoption, provided:

- A. A copy of the proposed amendment(s) must be presented in writing at, or prior to, a Regular or Special Meeting and read to, or summarized for, the Members present at the Meeting. Any comments or suggestions from Members at the meeting or received prior to the meeting shall then be submitted to the By-Laws Committee for their review, opinion, and

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final draft preparation. The "Opinion" shall be rendered prior to the vote of adoption and in no way shall it preclude the vote.

- B. The Secretary shall assure that a copy of the final draft of the amendment(s) is to be posted on the website at least thirty (30) days prior to the final vote being taken for the adoption of said amendment(s). Floor amendments during the final vote, if approved by majority vote of those at the Meeting, will suspend the vote and cause the proposal to return to the Committee for preparation of another final draft to be approved at a subsequent Meeting after at least 30 days' posting.

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