

**FILED**

MAY 27 2025

  
Macoupin County Clerk

**Virден Fire Protection District**  
**Macoupin, Sangamon and Montgomery Counties, Illinois**  
**Decennial Efficiency Committee Report**

Pursuant to 50 ILCS 70/1 et seq., the Decennial Efficiency Committee of the Virден Fire Protection District respectfully submits to the administrative office of Macoupin, Sangamon and Montgomery Counties its report as follows:

- A. On 2/12/25 the Board of Trustees of the Virден Fire Protection District formed the committee required by 50 ILCS 70/10. The committee was comprised of the Board of Trustees of the District, the District's Fire Chief, and two residents of the District.
- B. The committee met on 2/22/25, 3/4/25 and 4/8/25. All meetings were held pursuant to the notice requirements of 50 ILCS 70/20 and public input was solicited at each meeting of the committee. Meetings were conducted in accordance with the Illinois Open Meetings Act.
- C. In connection with its work, the committee examined or considered the following:
  - 1. District Policies and Ordinances currently in effect and the laws which apply to the District such as the Illinois Fire Protection District Act.
  - 2. District Bylaws.
  - 3. The District's current fire department rating (ISO Rating) by the Insurance Services Office.
  - 4. The District's compliance with IL-OSHA (Illinois Department of Labor) requirements.
  - 5. The District's compliance with the recommended Annual Calendar and Checklist promulgated by the Illinois Association of Fire Protection Districts.
  - 6. The District's Budget and Appropriation Ordinances for the current and preceding two (2) fiscal years.
  - 7. The District's real estate tax levy, tax extension, equalized assessed value (EVA), tax rate limits, and actual tax rates for the last three (3) years.
  - 8. The District's Annual Financial Report (AFR) filed with the Office of Illinois Comptroller for the last three (3) years.

9. The District's Treasurer's Statement of Receipts and Disbursements for the last three (3) years.
10. Annual fire and rescue call reports information for the current and prior years.
11. The location, condition, and adequacy of the District's physical facilities.
12. The District's inventory of fire apparatus and other emergency vehicles including the make, model, age, mileage and condition of each vehicle.
13. The District's inventory of firefighting, rescue and EMS equipment, including firefighter personal protection equipment (PPE), self-contained breathing apparatus (SCBA) and equipment; radio and communications equipment; rescue gear and equipment; and EMS equipment.
14. Water supply sources and their sufficiency for fire suppression in all parts of the District.
15. Dispatching services and radio communications utilized by the District for Fire Department communications and their adequacy.
16. The District's current mutual aid agreements and other intergovernmental agreements and how those agreements relate to and affect the District's performance and needed updates to any of those agreements.

D. After examining each of the foregoing areas, the committee has determined:

1. With its available resources, the District is providing the most adequate service it can provide at this time.
2. The District's greatest strength is its dedicated personnel and community support.
3. The District's greatest areas of weakness and need is not enough volunteers. As businesses have left the area or closed there are few daytime volunteers in the area to run calls.
4. The District can best address its areas of weakness by continuing to do outreach and actively recruit additional volunteers.
5. The District as a provider of an essential emergency service in its jurisdictional territory is in need of additional federal, state and county support to address its areas of weakness and need by providing additional direct financial support; supporting the District's efforts to increase financial support by tax and bond issue referenda; and by working with the fire service organization in the Counties to recruit and retain volunteers.

Respectfully submitted on May 7, 2025

Thomas W. Jenkins

Kim Ball

Mark C. Jones

Matthew J. Bullock

Charles W. Redwood Jr.

Adrian

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DECENNIAL EFFICIENCY COMMITTEE  
Ordinance/Policy Checklist

Does the District have the following policies/ordinances in effect? Please indicate if any of the following need to be prepared, reviewed, or updated. (\*Indicates Required by State or Federal law)

	<u>Yes</u>	<u>No</u>	<u>N/A</u>
Organizational Statement (Illinois Department of Labor [IDOL])*	SOPs		
Freedom of Information Act Statement, Record List & Policy (Freedom of Information Act)*	2010-02		
Investment Policy (Public Funds Investment Act)*	Adopted 7/13/22		
Prohibited Political Activities and Gift Ban Ordinance (State Officials and Employees Ethics Act)*	2004-01		
Anti-Harassment Policy* (Me-Too Policy)	2018-01 & 03		
Self-Contained Breathing Apparatus Annual Evaluation and Usage Procedures (IDOL)*	SOPs		
Respiratory Protection Policy (IDOL)*	SOPs		
Blood Borne Pathogens Policy (IDOL) & Hazard Communication Program*	SOPs		
NIMS Ordinance (National Incident Management System)*	SOPs		
Blue Light ID & Usage Policy*	SOPs		
Identity Protection Policy (5 ILCS 179/1)*	Adopted 8/11/10		
Travel & Expense Reimbursement Policy*		No	
Drug Free Workplace Policy (Federal Grant/Loan Requirement)	SOPs		
Drug/Alcohol/Testing Policy (Including Recreational Cannabis Use)	SOPs		
Foreign Fire Insurance Fee Collection Resolution (65 ILCS 5/11-10-1)	Adopted 12/14/22		
Charges to Nonresidents & For Other Services & Incidents Ordinance (70 ILCS 705/11f)	2014-02		
Open Burning Prohibition Authority Ordinance (70 ILCS 705/8.20)	2012-03		

	2012-03		
Open Burning Notification Ordinance (70 ILCS 705/8.20)	_____	_____	_____
		No	_____
Homicide and Questionable Death Protocol	_____	_____	_____
		No	_____
Abandoned Newborn Infant Protection Policy	_____	_____	_____
		No	_____
False Alarm Penalty Ordinance (70 ILCS 705/6)	_____	_____	_____
		No	_____
Access (Knox Box) Ordinance (70 ILCS 705/11j)	_____	_____	_____
			N/A
Fire Code Adoption and Enforcement (70 ILCS 705/11; 425 ILCS 25/9)	_____	_____	_____
Medical Records Privacy Policy (HIPAA: Health Insurance Portability and Accountability Act) (Required if medical records are generated.)	_____	SOPs	_____
	_____	_____	_____
Fire Department Standard Operating Procedures or Guidelines	_____	Yes	_____
	_____	_____	_____
Fire Department Bylaws/Membership or Personnel Policy	_____	SOPs	_____
	_____	_____	_____
Board Bylaws	_____	Yes 2/5/29	_____
	_____	_____	_____
Grievance/Discipline Procedure	_____	SOPs	_____
	_____	_____	_____
Computer/Cell Phone Usage/Social Media Policy	_____	SOPs	_____
	_____	_____	_____
Red Flag Policy [May or may not be required depending on operations and FTC action]	_____	Yes	_____
	_____	_____	_____
Premise Alert Program Policy (430 ILCS 132/1)	_____	No	_____
	_____	_____	_____
Public Comment Policy (Public Act 96-1473)	_____	Adopted 2/12/25	_____
	_____	_____	_____
Purchasing or Procurement Policy	_____	Adopted 11/14/13	_____
	_____	_____	_____
Driver's License and Driving Record Reporting Requirement Policy	_____	Yes	_____
	_____	_____	_____
Firefighter's Beneficiary Designation for State Death Benefit	_____	Yes	_____
	_____	_____	_____
Ordinance Requiring Basic FF Certification (Required for OSFM Reimbursement)	_____	No	_____
	_____	_____	_____
Carbon Monoxide Notice and Acknowledgement Form	_____	Yes	_____
	_____	_____	_____
Firefighter Application and Background Check Authorization Form	_____	SOPs	_____
	_____	_____	_____

Mobile Home Park Fire Protection/Water Supply Agreement	_____	No	_____
Concealed Carry Policy	_____	No	_____
Active Shooter Policy	_____	No	_____
Mutual Aid Box Alarm System (MABAS) Adopting Ordinance & Agreement	_____	2023-05, executed 1/13/10	_____
MABAS Addendum	_____	2015-02	_____
Remote Meeting Attendance Rules Policy (Open Meetings Act Sec. 7)	_____	No	_____

# DECENNIAL EFFICIENCY COMMITTEE

## CALENDAR AND CHECKLIST OF ANNUAL RESPONSIBILITIES FOR ILLINOIS FIRE PROTECTION DISTRICTS (Based on 2023 Version) (References are to Illinois Compiled Statutes [ILCS] except as noted.)

<u>ITEM/EVENT</u>	<u>DUE DATE</u>	<u>PERSON(S) RESPONSIBLE</u>	<u>DATE ACCOMPLISHED</u>
1. File Certificate of exempt property with County Supervisor of Assessments for District owned real estate (35 ILCS 200/15-10)	1/31/23	Tom Jenkins	2/12/25
2. Post notice of regularly scheduled meetings of board, send copy to any news media which have filed a request (5 ILCS 120/2.02)	Jan. (or start of fiscal year)	Marty Jones	1/8/25
3. Perform semiannual review of all Minutes of Closed Sessions which have not been opened to the public to determine if some or all of those minutes may be opened for inspection (5 ILCS 120/2.06)	Jan.	Yes	Every 6 months
4. Post report of injuries (OSHA 300A) for prior year. (Title 56, Section 350.250 Ill. Adm. Code)	2/1/23	Yes-No Injuries 2024	
5. File names of persons required to file Economic Interest Statements with County Clerk (5 ILCS 420/4A-106)	2/1/23	Trustees	5/2/20
6. File OSHA 300A Report, if required	3/2/23	Chief	1/3/25
7. Submit names for appointment or reappointment of appointed trustees whose terms expire in 2023 (70 ILCS 705/4)	Mar.	Gary Marsaglia	3/13/24
8. Appointed trustee(s) to be reappointed by appointing authority (70 ILCS 705/4) (Not applicable to elected boards.)	2d Mon. April (4/10/23)	Kim Bal	5/8/24
9. File statements of Economic Interest with County Clerk (5 ILCS 420/4A-105)	5/1/23	Trustees	4/10/24
10. Newly appointed or reappointed trustees take office (70 ILCS 705/4)	1st Mon. May (5/1/23)	Kim Ball	5/8/24
11. Newly elected or re-elected trustees take office (70 ILCS 705/4a)	3d Mon. May (5/15/23)	Kim Ball	5/8/24
12. Newly appointed and elected trustees must complete Open Meetings Act training within 90 days of taking office (5 ILCS 120/1.05)		Kim Ball	6/10/24
13. Reorganize Board of Trustees following appointment or election of trustee(s) and elect officers (70 ILCS 705/6)	1st Meeting After Taking Office	Trustees	5/8/24
14. If applicable, appoint Fire Commissioner(s) (70 ILCS 705/16.02)	Prior to 1st Monday in June	Trustees	5/8/24

15.	Prepare Annual Budget and Appropriation Ordinance (50 ILCS 330/1-330/5)	<u>First Qtr. Fiscal Yr.</u>	Trustees	6/12/24
			\$678,952.00	6/1/24-6/1/25
A.	Gather data on actual expenditures and revenues for prior year		Yes	
B.	Prepare Tentative Budget and Appropriation Ordinance	9/11/24	9/11/24	10/9/24
C.	Post Tentative Budget and Appropriation Ordinance for 30 days prior to adoption of final Budget and Appropriation Ordinance	6/12/24		
D.	<u>Publish</u> notice of posting of Tentative Budget and of public hearing on Budget 30 Days prior to hearing	6/12/24		
E.	<u>Hold public hearing</u> on Budget			
F.	<u>Adopt Final Budget and Appropriation Ordinance</u>	<u>Complete by end of 1st Qtr of Fiscal Year</u>	9/11/24	
			\$297,427.00	
G.	Prepare and include estimate of revenues certification With budget or separately (35 ILCS 200/18-50)		Attorney	9/11/24
H.	<u>Publish</u> Budget and Appropriation Ordinance (70 ILCS 705/7)	Within 30 days of adoption		
I.	<u>File</u> Budget and Appropriation Ordinance with County Clerk(s) (35 ILCS 205/162)	Within 30 days of adoption	Attorney	9/11/24
16.	Decennial Committees on Local Government Efficiency Act Committee To Be Formed (50 ILCS 70/1)	June 10, 2023	Yes	2/22/25
		July	7/10/24	None
17.	Perform semiannual review of all Minutes of Closed Sessions which have not been opened to the public to determine if some or all of those minutes may be opened for inspection (5 ILCS 120/2.06)			
18.	Adopt Annual Tax Levy Ordinance (70 ILCS 705/14)		Trustees	12/18/23
A.	Hold Truth in Tax Hearing if required/publish special notice (35 ILCS 200/18-55)	At Least 7/not more than 14 days before hearing	11/25/24	
B.	Comply with Property Tax Extension Limitation Law (Tax Caps), if applicable (35 ILCS 200/18-185)		Yes	
C.	File Annual Tax Levy Ordinance/Certificate of Needs and Certification of Truth in Tax compliance with County Clerk(s) (35 ILCS 200/18-15)	<u>Prior to last Tues. in Dec.</u>	12/11/24	10/9/24
19.	Prepare annual Treasurer's Statement of Receipts and Disbursements (30 ILCS 15/1)	Within 6 mos. of end of fiscal year	Yes	
A.	File with County Clerk(s)		Yes	Stobbs Sinclair
B.	Publish and file certificate of publication with County Clerk(s) (or, instead, publish Notice of Audit Availability if CPA Audit is Performed)		Yes	Stobbs Sinclair



20.	Prepare annual report to Illinois Comptroller and file with Comptroller and on paper with County Clerk(s) (50 ILCS 310/1)	Within 180 days of end of fiscal year	Yes	Stobbs Sinclair
21.	File Annual Comptroller's Report with County Clerk(s) to satisfy Fiscal Responsibility Report Card Act (35 ILCS 200/30-30)	Within 180 days of end of fiscal year	Yes	Stobbs Sinclair
22.	If over \$850,000 annual revenues, have audit performed by Certified Public Accountant (50 ILCS 310/2) (70 ILCS 705/6.1) If below \$850,000 have audit performed by CPA on a quadrennial basis or prepare required financial report (AFR) and have approved by 3/5 vote of Board of Trustees <u>before</u> filing of AFR with Comptroller	Within 180 days of end of fiscal year	N/A	
A.	File audit with County Clerk(s)		N/A	
B.	File audit electronically with Illinois Comptroller		Auditor	
C.	Publish notice of availability of audit report in lieu of publication of statement of receipts and disbursements			
23.	If applicable, submit IDHR Report for sexual harassment/unlawful discrimination judgments/administrative ruling information required by 775 ILCS 5/2-108(B)	7/1	N/A	
24.	Review all insurance coverages; verify limits; verify premises, vehicle and equipment coverage and amounts	Prior to annual renewal date	5/20/24	5/20/25
25.	Review tape recordings of all closed session of the Board of Trustees and dispose of 18 months after closed session minutes have been approved	Every 18 months	Yes	None
26.	Contact local school district regarding Safety Drills	9/1	Chief	9/19/24
27.	Verify annual review of and compliance with IDOL mandated policies, training, & testing; review District and Department policies	Annually	1/20/25	Chief
28.	Document in Board minutes the appointment or Reappointment of District OMA and FOIA Officers	Annually	OMA-Jenkins FOIA-Jones	5/2/22 12/11/24
29.	Verify completion of annual training by both FOIA Officer and Open Meetings Act designate	Annually	OMA - 5/22 FOIA - 4/17/25	
30.	Verify completion of annual training and reporting required by Workplace Transparency Act	Annually		Yes
31.	Verify annual review of and compliance with IDOL mandated policies:	Annually	3/18/25	
A.	Fire Dept. Training/HazMat Training		SOPs	
B.	SCBA Medical Evaluations/Fit Testing		1/22/24	1/23/24
C.	Hepatitis B Inoculations		SOPs	

D.	Personal Protective Equipment		<u>Chief</u>	<u>Bad or 10 yrs.</u>
E.	Facilities		<u>                    </u>	<u>                    </u>
32.	Review District and Department policies with Fire Officers	Annually	<u>                    </u>	<u>SOPs</u>
33.	Verify that all firefighters have completed line of duty death beneficiary designation documents	Annually	<u>                    </u>	<u>Yes</u>
34.	If applicable as a secondary employer of a career firefighter, submit 40 ILCS 5/4-110.2 (SB37) report to primary employers of injury or exposure	Within 96 hours of occurrence	<u>                    </u>	<u>                    </u>