

2015 ANNUAL REPORT



HEADQUARTERS
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www.tinleypark.org/fire



As this will be my last annual report I want to thank the Department Membership, Office Staff, Village Board, Mayor Seaman and all other Village Staff for their help and support over the years. It has been a pleasure working with you.

As usual, we have had a good year. Response times have decreased and meet national standards. The biggest reason for this is the fact that all four stations are manned on a twenty-four hour basis.

Some issues we look forward to working on next year will be:

- ◆ Additional manpower, four personnel at each station. This increase is to assure proper staffing to meet national standards.
- ◆ Purchase of a new ladder company, the cost of which will be approximately \$1.2 million.
- ◆ Upgrading of Stations 2 and 3. These stations were originally built as volunteer stations and not meant for 24 hour manning. Proposed estimates would be \$4.5 million for each station.
- ◆ Increase size of dayroom, kitchen and bunk room at Station 1 by taking over area presently being occupied by the State Police.
- ◆ Reclassification of Administrative Assistants.
- ◆ Review and upgrade of Firefighter salaries.

These are major projects which need to be managed and it is understood that some are a few years in the making due to budget restraints. We have provided the Village Board with justification for all of these items and hope they will see our need and provide the funding necessary in a timely manner.

As you review this report you will find this organization has worked hard to meet the needs of the Community. Comparatively, we have saved a vast amount of money over the years in order to keep taxes lower in Tinley Park and provided a service second to none in the area. I believe that our ISO rating (3) helps to keep insurance costs for property owners as low as possible.

Our Fire Prevention Bureau has also kept our Community safe by insuring our properties are safe from fire through codes and ordinances. Updating those codes and ordinances on a regular basis is imperative. Presently we are two or three years of code updates behind. I would hope we can find time to meet this goal soon. One issue that has been discussed, but not approved, is residential sprinkler systems in single family residences. While this can be a cost to new home construction and in some remodel situations, we have seen that sprinklers do save lives and property. It also protects our Firefighters. I would urge the Village Board to update our codes and consider the need for sprinklers in single family occupancies.



Last year, Fire Prevention held our third 5K race and gave \$13,000 to “Camp I am Me” burn camp. This camp is for children who have been burned in fires. It is a most worthwhile effort. Thank you to all Staff Members who participated.

Once again, Thank you for the support given me and the Department during my years as Chief.

Kindest Regards,

A handwritten signature in black ink, appearing to read 'Ken Dunn'.

Fire Chief ♦ Fire Prevention Administrator

Tinley Park Fire Department



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Fire Prevention



In 2015, the Fire Prevention Bureau had achieved several accomplishments. One of the accomplishments is a personal one; I was appointed Deputy Chief in charge of the Fire Prevention Bureau. This new position prioritizes the mission of preventing accidents and providing a safe environment for those who live in, work in and visit our great Village. I am humbled, proud and enthusiastic to have such a great opportunity to provide fire prevention and life safety programs to the people in this Village.

When 2015 was completed, I was reminded again, that although statistically the organization met several goals, we are still driven by the efforts of individuals. Successful organizations are based on people doing their jobs unselfishly and understanding their roles. This report is filled with names of people who have dedicated their skills and believe in the established missions. As you read through the various sections of this document, I ask that you pay attention to these names and their responsibilities; they are difference makers and take pride in serving this great Community.

As always, we continue to look for different and efficient ways to send fire and life safety messages that will minimize fire loss and prevent fire death. Fire Prevention is a community issue, not just an activity of a Village Department. If we start thinking this way, fire loss will be reduced and fire deaths will be eliminated.

Thank you and I look forward to a fire safe 2016.

Regards,

Deputy Fire Chief ♦ Fire Prevention



BUREAU OVERVIEW

In 2015, we had a couple of changes to the Fire Prevention Staff. Public Education Officer Bill Proper retired after 18 years on the job educating children and adults about fire safety and Engineer Dan Mazziotta began performing inspections. Captain Chuck Messina has retired from the fire suppression side but has continued his duties as a Fire Inspector. Margaret Carduff has joined our Office Staff as a part-time Clerk.

As a result of the hard work of the Fire Prevention team, we have had several notable accomplishments:

- ◆ The FIRE CORPS Volunteer initiative is underway.
- ◆ The FIREDOCS program is working as planned, the emergency evacuation initiative has been completed.
- ◆ CPR instruction continues to certify hundreds of people annually.
- ◆ We have successfully reached more of our customers with our field questionnaire. Every business owner will have an opportunity at least every three years to comment on our services.
- ◆ Our expedited permit process for both fire alarm and fire protection is in its second year. This simplified process has reduced turnaround times for contractors and has allowed businesses to open sooner.
- ◆ Our *Run For Your Life Safety* 5K is an established community event heading into its fourth year. For the second year in a row, our annual Open House was enhanced by sponsoring a blood drive.
- ◆ Initiatives for continuing education for both Fire Inspectors and Fire Investigators were started in 2015. Fire Inspectors are required to meet an internal standard of a minimum of 12-hours of annual training and an ISO minimum training of 40-hours for fire investigators.
- ◆ We had eight members of the Department recertify as an OSFM Fire Investigator and our record keeping regarding Fire Investigator training has been improved and is more accessible.
- ◆ This year we expect more new businesses to open with an additional 300,000 square feet of inspectional square footage.

On a positive note, our Community did not experience any fire deaths. From the perspective of Fire Prevention, we believe people are learning to be more fire safe and know what to do when a fire occurs. We will continue the effort to deliver messages to our Community to assist them in understanding the dangers of fire.

Unfortunately, due to the uncertainty of the State of Illinois budget our requests for additional personnel were not approved. This additional staffing would assume inspectional and public education duties and will bring us closer to being fully staffed.

Finally, the measurables that indicate how well Fire Prevention operates are summarized in the table below titled Performance Overview.

2015 PERFORMANCE OVERVIEW		
Performance Measure	Target	Target Met/Exceeded
Complete 100% of routine inspections	100%	Yes/Yes
Plan Review turn around within 15 business days	100%	Yes/Yes
Acceptance tests with 3 business days	90%	Yes/Yes
Regular inspection done in assigned month	90%	No/No
Inspection correspondence completed with 7 business days	90%	Yes/Yes
Violation compliance minimum	72%	Yes/Yes
Field Inspection Evaluations	10/inspector	Yes/Yes
Customer Questionnaires – Fire Inspection	Target	Target Met/Exceeded
Courtesy/respect	4.0/5.0	Yes
Explained purpose	4.0/5.0	Yes
Inspector accurate/thorough	4.0/5.0	Yes
Consistent/fair	4.0/5.0	Yes
Helpful/knowledgeable	4.0/5.0	Yes
Customer Questionnaires – Permits/Contractor	Target	Target Met/Exceeded
Permit process/Knowledge	4.0/5.0	Yes
Customer Questionnaires – Public Education	Target	Target Met/Exceeded
Knowledge/Preparations/Instruction	4.0/5.0	Yes

PROGRAM STATISTICS

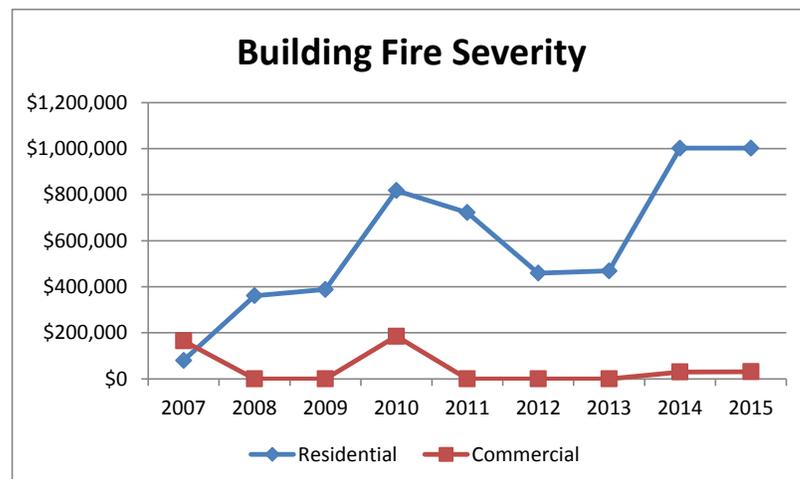
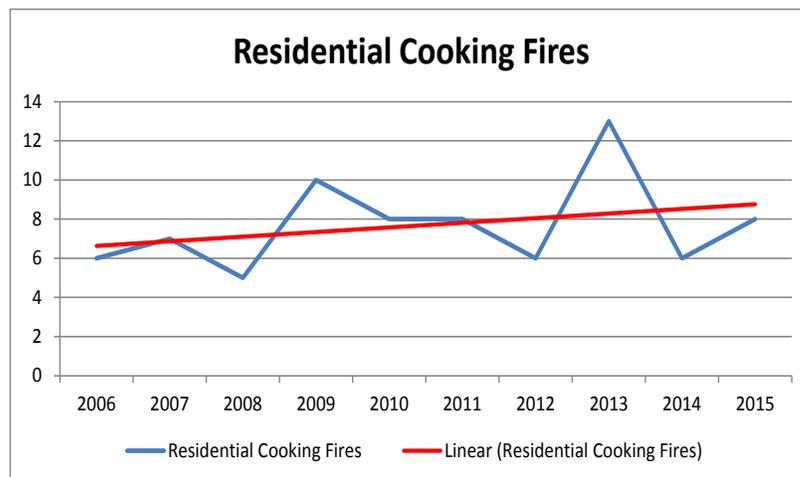
Fire Experience

Historically, building fire experience in the Village of Tinley Park continues to be less than the rest of the country. The national average (based on 1,000 population) is 2.8, regional average is 2.2 and in Tinley Park is .38. A person living in Tinley Park is seven times less likely to experience a fire than anywhere in the United States.

In 2015, throughout the Village of Tinley Park, there were forty (40) fire events totaling approximately \$1,033,000 in losses. Of these documented fire events, twenty-three (23) were in residential-type occupancies.

The frequency and severity of fire events continue to occur in the residential setting. The trend line not only illustrates residential occupancies providing the greatest frequency, but this type of incident has been increasing for the past decade.

Although dollar loss as a result of fire exceeded \$1,000,000, the value of the structure saved exceeded \$1,700,000.



STAFFING and RESPONSIBILITIES

Field Inspection / Public Education

Fire Prevention is staffed with a Deputy Chief, full-time Fire Inspector, Public Education Coordinator, 5 part-time Fire Inspectors, Office Coordinator, full-time Clerk and 3 part-time Clerks.

For the year 2015, field inspection and public education hours totaled 8,002. Noted activity:

- ♦ Over 975 hours were dedicated to training for all Fire Prevention and Fire Investigation staff.
- ♦ Deputy Chief Riordan participated in an IAS evaluation of Clark County Nevada Fire Prevention Bureau.
- ♦ 188 field evaluations were conducted by the Deputy Chief. These evaluations allow for observations at an actual occupancy inspection to determine proper code interpretation and consistency.
- ♦ Document turnaround time averaged 4.13 business days.
- ♦ Inspectors Peter Marianovich and Charles Russ completed course work for the OSFM Inspector I Certification.
- ♦ Continued the FIREHOUSE software implementation process.
- ♦ Fire code updates.
- ♦ 268 CPR certifications issued.

ACTIVITY	2010	2011	2012	2013	2014	2015
Field Inspections	44.0%	32.0%	27.0%	30.4%	29.6%	30.0%
Public Education	20.0%	23.0%	16.5%	20.2%	22.3%	21.6%
Training			5.3%	5.1%	5.4%	7.0%
Radio Program	10.0%	8.0%	9.3%	10.8%	10.9%	11.1%
Building Inspections	8.0%	8.0%	6.8%	8.0%	8.4%	8.4%
Plan Reviews	7.0%	7.0%	8.3%	8.1%	7.1%	7.4%
Fire Investigations	1.0%	3.0%	1.5%	1.9%	3.2%	2.2%
Projects & Meetings	-	7.0%	5.8%	10.1%	10.9%	9.9%
Other	10.0%	15.0%	30.6%	2.0%	2.3%	3.0%



WIRELESS RADIO ALARM PROGRAM (WRAP)

Fire Alarm Activity

The goals of the WRAP program are to provide a reliable means of transmitting fire alarm signals, make it affordable and control the cost for the alarm holder. This goal continues to be met.

False alarm responses have stabilized as have the fees associated with excessive false alarms as a result of alarm holders properly maintaining their fire alarm equipment. False alarm fees are generated by less than 10% of the alarm holders. The good news is over 90% of alarm holders have been maintaining their equipment which equates to reduced false alarm activations.

FALSE ALARM FEES								
2007	2008	2009	2010	2011	2012	2013	2014	2015
\$0	\$2,375	\$1,250	\$225	\$0	\$150	\$4,325	\$6,425	\$5,550

RADIO PROGRAM SERVICE and MAINTENANCE			
	2013	2014	2015
Fox Valley Service Calls	83	52	60
Transmitter Battery Replacement	129	230	186
Planned	42	137	129
Average Life of Battery (unplanned)	28 months	28 months	25.4 months

186 radio transmitter batteries were replaced in 2015. 129 of these battery replacements were planned replacements. 31% of the batteries replaced were a result of the batteries failing. The battery maintenance program has seen a reduction of over 50% in unplanned replacements.

Testing documents are reviewed periodically to ensure that proper inspection and maintenance is performed. In 2015, test document review increased approximately 11%. This is illustrated in the chart located on page 10.

Our E-DOCS initiative; where all test documents are sent to our offices electronically has had moderate success. Approximately 72% of all documents are sent electronically. Our goal was 75%. These test documents now reside electronically in the FIREHOUSE Occupancy Module.

FIRE ALARM TEST DOCUMENTS REVIEWED			
	2013	2014	2015
Fire Protection	451	461	521
Fire Alarm	424	442	502
Cooking	53	85	75
Fire Pump	38	45	52
TOTALS	966	1033	1150

This area of Fire Prevention continues to communicate to alarm holders through a semi-annual newsletter (See sample newsletter pictured below.) This mailed document highlights information that assists the alarm holder on how to maintain their systems and provides the alarm holder with relevant information regarding hazards and events that may be of interest to them. Additionally, a photo of a Fire Prevention employee with information on their responsibilities is also included. The goal is to keep everyone informed.

Tinley Park Fire Prevention Bureau

Keeping Tinley Park Safe for over 40 years (1974 - 2015)

Fire Alarm Newsletter
Winter 2016

Dear Fire Alarm Subscriber:

We hope that your 2015 was safe and prosperous. This year as in years past has been busy for both the Fire Department and Fire Prevention Bureau.

Our 3rd annual SK event produced over \$13,000 for our partners at Illinois Fire Safety Alliance. These funds contribute to their prevention programs and the annual children's burn camp, CAMP I AM ME. We also conducted another successful Open House on October 10th which highlighted our side-by-side burn demonstration and our annual Poster Contest winners.

We are upgrading our receiving equipment to make it work better and more efficiently for all alarm holders. This upgrade performed by our radio alarm vendor, Fox Valley Fire & Safety, will make it faster for Fire Department personnel to troubleshoot and evaluate fire alarms which require attention. In this day and age, the faster we have information in our hands, the faster we can act to get the situation resolved. That is a good thing for everyone.

Fox Valley will be performing on-going maintenance on the radio transmitters at your facilities. This work is periodic, is at no cost to you and is designed to keep equipment working reliably. Fox Valley personnel should be properly identified and their work limited to the radio transmitter located in your building.

By the time you receive this newsletter, we probably have already experienced a couple of cold days. For those that have fire sprinkler systems, are your buildings properly heated? A frozen fire sprinkler will not save any lives and will cause damage to your property. Ensure that your heating is operating properly.

In closing, I would like to share a couple of important issues with you:

Your cost of having the fire alarm system monitored by our Dispatch Center has not increased since the beginning of the program in 2008. This is important to keep these costs down so you can budget appropriately when it comes to life safety systems.

Over the past couple of years we have all become more environmentally friendly. No longer is it required to send paper copies of all your test documents. Sending these documents to firedocs@tinleypark.org is accomplishing a green initiative we all can support while complying with maintenance requirements for your fire alarm/fire protection equipment.

Please join me in congratulating Dan Riordan on his promotion to Deputy Chief—Fire Prevention. This promotion is fitting for the responsibilities Dan performs on a daily basis for both the Fire Department and the Fire Prevention Bureau.

As I have said in the past, I thank you for your cooperation. It has helped tremendously with the success of the Radio Alarm Program.

Sincerely,


 Kenneth C. Dunn
 Fire Chief

Keep Fire Hydrants Clear and Earn Community Service!

Last winter Tinley Park had a heavy snow season. Many of our hydrants were buried. Please help the Tinley Park Fire Department keep fire hydrants clear of snow or anything around the hydrant that may obstruct its view and operation. Thankfully we had a number of teens help keep many of the hydrants clear in their neighborhoods. The Village of Tinley Park will give one hour's worth of community service for every hydrant cleared. Please contact Pat Carr for the details at his email: pcarr@tinleypark.org. Thank you for your assistance.



Who can forget last winter? It was a very cold, snowy and long winter. The Fire Department responded to many alarms that were caused by frozen sprinkler and other system water pipes. When pipes freeze the potential damage can be very costly and the threat to life safety increases immeasurably. A properly heated building greatly reduces the potential for your fire sprinkler system to freeze. When pipes freeze and then thaw, breaks in the system can occur causing significant water damage. More importantly, the fire sprinkler system is compromised and if in the event of a fire, it will not work. Please ensure that the entire building (including vacant spaces) has been provided with adequate heat for the winter season. The temperature in the building should be **no less than 60°**. For more information, please email Fire Inspector Steve Lorendo at slorendo@tinleypark.org.

GOOD MAINTENANCE = LESS FALSE ALARMS

The fire alarm system installed in your building is more important than you think; it is the "brains" of all your life safety systems. All signals from this required equipment pass through the fire alarm panel and transmit to our Dispatch Center. Most of you are doing a great job of making sure your fire alarm equipment is working appropriately. How do we know this? One way is through the receipt of your annual maintenance documents and, secondly, statistics show that for 2015 70% of alarms did not record any false alarms, an 8% improvement as compared to 2014. This is a great indicator that good maintenance practices are occurring. Generally, maintenance is required at least annually and the results from this maintenance should be sent to our office for review. Please send all contractor maintenance records to firedocs@tinleypark.org. Keep up the good work, it does make our community safer. Any questions, you can contact our Fire Alarm Services Officer Robert Buttala at rbuttala@tinleypark.org.

**KEEP CALM
IT'S A
FALSE ALARM**

FIRE ALARM/FIRE PROTECTION SYSTEM SERVICE

Please remember — if you or your contractor will be working on either the fire alarm or fire protection system, a call to our Dispatch Center must be made to take the equipment out of service. The telephone number to call is 708.532.1313. They will need to know your name, the alarm position number and how long the system will be out of service. When work is completed, please notify Dispatch to let them know the system should be placed back in service.

SAVE THE DATE!!

Annual Fireman's Dance
January 30, 2016
Odyssey Country Club

Discover Tinley
April 2, 2016
Tinley Park
Convention Center

4th Annual
Run for Your Life
Safety 5K
May 1, 2016

Meet the Staff



Fire Inspector, Charles Messina - Chuck has been on the Fire Department for 34 years and has held many positions during his tenure including: Firefighter, Engineer, Lieutenant, Captain and Fire Investigator. Chuck recently retired from the suppression side and now devotes his time to the Fire Prevention Bureau as a Fire Inspector and brings his many years of experience to the job. Look for Chuck to provide excellent service in the tradition of the IAS accredited Tinley Park Fire Prevention Bureau.

Fire Alarm Activity

In 2015, there were 579 activations that required a Fire Department response. Upon evaluation, the Fire Department responses were to the following occupancy types. Alarms to hotels and multi-family continue to be a larger percentage.

OCCUPANCY TYPE	FREQUENCY				
	2011	2012	2013	2014	2015
Commercial/Mercantile/Industrial	316 (65%)	276 (53%)	340 (53%)	269 (51%)	293 (51%)
Hotel/Multi-Family	98 (20%)	113 (22%)	140 (27%)	115 (22%)	168 (29%)
Single Family	37 (8%)	85 (16%)	137 (16%)	113 (21%)	76 (13%)
Church/School	32 (7%)	46 (9%)	29 (4%)	35 (6%)	42 (7%)
TOTALS	483	520	646	532	579

The most frequent types of alarm devices activated in 2015 are summarized in the table below. Carbon monoxide activations have leveled off and coding of unknown type alarms has increased by 17.6%. 60% of all carbon monoxide responses were as a result of a malfunctioning detector.

ALARM TYPE	2013	2014	2015
Fire Alarm System	195	213	170
Carbon Monoxide	162	128	131
Unknown/other	158	182	214
Smoke/Heat Detection	91	90	99
Water Flow	32	17	16
Pull Station	30	27	29
Tamper/supervisory	15	20	15
Duct Detection	6	11	15
Total	698	688	689

Fire alarm activations requiring a Fire Department response indicate that with the exception of testing, inspection and maintenance, 68.5% of the required fire alarms systems never transmitted an emergency fire signal. In 2015, over 8.4% of the properties with approved fire alarm systems required multiple responses (greater than three responses).

FIRE ALARM ACTIVITY					
ALARM POSITION	2011	2012	2013	2014	2015
Never transmitted alarm	328 (62%)	340 (65%)	292 (55%)	345 (63%)	377 (68.5%)
Transmitted 2 alarms or less	422 (80%)	425 (81%)	500 (92%)	500 (92%)	504 (91.2%)
Transmitted 3 alarms or greater	34 (6.5%)	30 (5.7%)	44 (8.1%)	50 (9.1%)	46 (8.4%)



Field Inspection

Fire Inspector Steven Lorendo

FIELD INSPECTION ACTIVITY

FIELD INSPECTORS ROBERT BERAN, PETE MARIANOVICH, ANTHONY P. MAZZIOTTA, DANIEL MAZZIOTTA, CHARLES MESSINA, BRETT OFTEDAHL, JAMES OWCZARSKI, CHARLIE RUSS

Inspections are performed by dedicated Fire Inspectors. Prior to any Fire Prevention visit, the current file is reviewed by Staff. If necessary, appointments will be made in advance. Prior to the start of any inspection or activity, representatives from the Fire Prevention Bureau will meet and introduce themselves to Property Management. The survey will be conducted in a time efficient, courteous, and professional manner. The members conducting the survey will take detailed notes of their findings. After concluding the survey, a wrap-up consultation will be conducted.

The table titled “Field Activity and Inspections” on page 14 is a historical summary of Field Inspection activities for 2015 with comparisons from previous years. Additionally, Fire Prevention began perimeter inspections of all vacant structures to ensure the premises are secure and free of obvious code violations. In total, there were 3,627 site visits which is a 3.5% increase over similar activity that occurred in 2014.

One of the quality assurance measures implemented is a questionnaire designed to understand effectiveness and professionalism of the Inspectional staff. In 2015, 271 questionnaires were returned, an increase of 74% increase over the previous year. These results are based on a scale 1-5 and noted in the chart below.

QUESTION	2013	2014	2015
# OF SURVEYS	153	156	271
1 (COURTESY/RESPECT)	4.92	4.94	4.93
2 (EXPLAINED PURPOSE)	4.81	4.9	4.79
3 (INSP ACCURATE/THOROUGH)	4.84	4.93	4.84
4 (CONSISTENT/FAIR)	4.76	4.93	4.85
5 (HELPFUL/KNOWLEDGEABLE)	4.82	4.92	4.84

Note: Results are averages based on a scale of 5.

FIELD ACTIVITY and INSPECTIONS										
NEW CONSTRUCTION	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Inspection/Reinspection	607	430	462	490	164	124	140	257	335	344
Change of Use	95	231	77	89	79	104	99	105	128	126
Rough / Fire Walls / Ceilings	160	138	92	111	91	87	76	171	116	109
TOTALS	862	799	631	690	334	325	315	533	579	579
REGULAR INSPECTIONS	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Fire Inspections	2,201	2,351	2,457	1,998	2,286	2,079	2,117	2,396	2,310	2,468
Re-inspections	1,661	1,394	1,375	1,188	1,204	1,205	931	1,351	1,190	1,159
TOTAL INSPECTIONS	3,862	3,745	3,832	3,186	3,490	3,284	3,048	3,747	3,500	3,627
Total Buildings Inspected				1,026	1,030	1,031	1,034	1,037	1,039	1,041
Square Feet Inspected (in Millions)				28.15	22.3	26.8	27.5	28.4	25.7	28.7
FIRE ALARM/PROT TESTING	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Equipment Tested	667	475	579	390	404	209	68	0	0	0
Acceptance Testing	67	140	103	161	91	120	125	158	124	148
Fire Alarm Impairments	227	439	281	414	555	602	801	888	1,191	909
TOTALS	961	1,054	963	965	1,050	931	994	1,046	1,315	1,057
% Buildings Alarmed				48%	50%	50%	50%	51%	53%	53%

Given the total amount of hours designated for field inspections, 2,406 and the number of inspections, 2,468, Fire Inspectors averaged approximately one (.94) inspection per hour.

OCCUPANCY VIOLATIONS AND CITATIONS

Violations from regular inspections are divided into eight inspectional categories. The table titled “Violation Summary” on page 15 illustrates the number of identified violations within each category for the years 2012 through 2015.

In 2015, 49.8% of all inspections did not generate any violations. This is a 22% increase and equates to over 1,000 occupancies are following our rigid fire codes.

The remaining inspections identified 1,755 violations and 313 citations issued. The amount of citations written in 2015 is a 44% increase over citations written in 2014.

VIOLATION SUMMARY				
Inspection Categories	2012	2013	2014	2015
Building Exterior	31	70	35	42
Fire Protection Systems	295	683	600	604
Life Safety	326	989	940	882
Flammable Liquids/Gases	17	10	7	13
Electrical	33	265	61	12
Elevators	8	4	2	5
Fire Barriers	45	68	69	54
Miscellaneous	149	312	126	143

COMMON VIOLATION TYPES										
VIOLATION TYPE	2006	2007	2008	2009	2010	2011	2012	2013	2014	2015
Emergency Lighting	454	418	419	353	399	439	465	470	478	421
Exit Lighting	539	542	464	370	406	415	420	417	432	358
Fire Extinguisher	364	203	282	175	206	235	183	160	155	224
Fire Prot./Fire Alarm	537	556	501	412	474	759	491	685	369	317

Building owners are given 30 days to comply with violations cited. If there was a code violation found after the first visit, Fire Prevention performs a follow-up in 15 days. If this visit does not result in compliance, then a citation to appear in court may be issued. This year there were 1,053 re-inspections for violation compliance; a 12% decrease as compared with 2014. Since 2014, re-inspection for violation compliance has decreased by 21%.

CITATIONS ISSUED for VIOLATION TYPE
Failure to maintain fire protection and fire alarm systems
Failure to maintain means of egress components
Failure to maintain fire extinguishers

PYROTECHNIC TEAM

DEPUTY CHIEF DANIEL RIORDAN, FIRE INSPECTOR STEVEN LORENDO, FIRE ALARM SERVICE OFFICER ROBERT BUTTALA, CAPTAIN TIMOTHY GRIFFIN, CAPTAIN WILLIAM MURRAY, LIEUTENANT JASON SLAGER, ENGINEER CHARLES MESSINA, ENGINEER WILLIAM RICHEY

The Fire Prevention Bureau is responsible for the permitting, inspection, and enforcement of all indoor and outdoor pyrotechnic events. Application and permit reviews are required for every event. Special effects at the First Midwest Amphitheatre and fireworks at high school Homecomings and Fourth of July are typical examples of events reviewed by this team. In 2015, fourteen (14) permits were issued.



PLAN REVIEW

Both in-house staff and a third party plan reviewer (ICC) conduct plan reviews. ICC reviews all new fire protection installations. In-house staff reviews fire protection plans if the work submitted is limited to small alterations. Fire Prevention has permit responsibility for preliminary plans, fire alarm systems, special extinguishing systems, life safety controls, construction build-outs, fire hydrant location, etc.

The goal for in-house staff is to have all plan reviews submitted and reviewed without major errors within 15 working days. For 2015, the average turnaround time for all plan reviews was 2.23 working days; a 30% reduction as compared to 2014.

As a result of our constant improvement process, in 2014, a “Quick-Permit” process plan review was implemented. In 2015, over 41% of all life safety permits were a quick permit helping to improve turn around times.

In 2015, 596 hours were dedicated to the plan review process. This is approximately the same amount of hours spent as compared to 2014 and accounts for about 7% of the hours spent in the Fire Prevention Bureau.

All fire alarm and fire protection work (new and alterations) conducted in the Village requires a permit. The goal is to ensure that Fire Prevention understands the type of work performed on life safety systems within the Village. Processes and programs that have impacted the plan review and permit process in 2015 are the following:

- ◆ Plan review turn around times reduced by over 25%. *The expected outcome is that the customer can plan and expect when permits can be approved.*
- ◆ Began tracking reasons for plan review rejections. *The expected outcome is to provide information sheets to contractors on requirements for permit submissions.*
- ◆ “Quick Permit” process resulted in 20% of the permits applied for. *The expected outcome is reduced turn around review times for smaller fire alarm or fire protection installations.*
- ◆ Improved the quantity of quality assurance questionnaires that are currently distributed to all contractors including fire alarm and fire protection contractors. We received 33 completed questionnaires which is a significant improvement on the questionnaires received in 2014. *The expected outcome is a process that is reviewed periodically to ensure best practices have been followed.*

PLAN REVIEW/ TURNAROUND (DAYS)							
QUARTER	2009	2010	2011	2012	2013	2014	2015
First	7.42	9.3	8.7	6.77	4.1	2.8	2.45
Second	8.68	14.7	10.13	7.26	2.48	2.8	2.29
Third	9.23	21	8.22	5.01	6.29	2.9	2.26
Fourth	13.17	4.2	9.4	5.06	3.37	4.1	2.46
Annually				6.41	4.52	3.17	2.36

NUMBER OF PLAN REVIEWS									
IN-HOUSE REVIEWS	2007	2008	2009	2010	2011	2012	2013	2014	2015
Fire Alarm/Protection	121	111	85	95	119	117	141	141	126
New Construction	154	112	120	185	100	116	103	103	154
TOTAL Number of Plans	275	223	205	165	219	233	244	242	280
ICC Plan Reviews	29	19	14	20	20	25	30	24	21

Note: This does not include re-submitted plan reviews. New construction includes all inspections including but not limited to site plans, remodels and new construction.

Fire Alarm and Fire Protection Permit Review

Since 2013, Fire Prevention began to track the number and type of permits applied for. This data will assist in identifying trend of installation costs and fees for permitting these installations. Note the residential cost for new installations of residential sprinklers is below \$2.00 per square foot.

PERMIT TYPE	2013		2014		2015	
	FIRE ALARM	FIRE SPRINKLER	FIRE ALARM	FIRE SPRINKLER	FIRE ALARM	FIRE SPRINKLER
Alterations of existing	52	52	47	45	48	45
Residential installations	N/A	7	N/A	17	N/A	8
Permit Fees	\$17,666	\$27,320	\$12,350	\$21,532	\$16,661	\$23,877
Total Costs	\$485,511	\$890,049	\$426,080	\$701,850	\$379,000	\$968,000
Average cost	\$6,935	-				
Average cost (sq.ft.)	N/A	1.55	N/A	1.78	N/A	1.55



The Public Education section of the Fire Prevention Bureau has had another very busy year. In 2015, Public Education division was involved in 158 educational events where a life safety message was delivered. This is an 11% increase over similar activity in 2014. Overall, block parties, the annual open house, school visits and the 5K are events where Fire Prevention and Fire Department personnel interact with citizens of Tinley Park.

In total, it is estimated that over 7,900 children and adults participated in these public education events. The following chart details the number of events and the age group of all participants.

Age Range	2013	2014	2015
0-8	3868	3403	3574
9-13	801	1011	741
14-18	1200	112	712
19-30	870	1333	1050
31-55	809	1163	1191
>55	157	272	399

ACCOMPLISHMENTS FOR 2015

- ◆ The 3rd annual *Run for Your LIFE SAFETY 5K* was held on May 3rd. This event was designed to increase fire safety awareness within our Community, promote personal wellness and raise funds to support Illinois Fire Safety Alliance’s fire education programs and ‘CAMP I AM ME’ burn camp. As an organization, we were able to raise over \$13,000. For 2016, our goal is to raise \$20,000.
- ◆ Began implementing a *FIRE CORPS* staffing strategy designed to engage Tinley Park Citizens in fire safety initiatives. The purpose of this initiative is to educate individuals to be more fire safe and promote this safety to other Citizens. The first class included 7 members.
- ◆ Renee Grzeszkiewicz is coordinating the FIRE CORPS Volunteer program and began providing education to grade schools during Fire Prevention Month.
- ◆ 268 people were certified to perform Cardio Pulmonary Resuscitation (CPR) and the use of an AED. We continue to self-fund our CPR, pyrotechnic and radio alarm programs and services. The ability to provide this life saving service at a no cost or at least a reduced cost is a policy we are most proud of. The CPR program is administered to Village employees, the Police and Fire Department personnel, and also to the general public and many businesses in the Community.

- ◆ We received a grant from Target Corporation and Allstate Insurance. These funds are instrumental in delivering fire safety messages and providing resources for our daily operations.
- ◆ Follow-up letters sent to residents that have a carbon monoxide or smoke detector activation. The purpose is to educate and provide resources to residence on proper operation of these detectors.

All of these accomplishments could not have happened without the leadership and passion demonstrated by our now retired Public Education Officer Bill Proper. We thank Bill for all of his efforts and keeping education in the forefront of fire safety in the Village of Tinley Park.

One of the quality assurance measures implemented is a questionnaire designed to understand effectiveness of our education programs. In July 2014, Fire Prevention began soliciting feedback from all education events. 219 questionnaires were returned and based on a scale of 5.0; our public education efforts received a score of 5.00. The established minimum is 4.0.

FIRE CORPS VOLUNTEER INITIATIVE

The FIRE CORPS Volunteer effort was organized in 2015. The purpose of Tinley Park FIRE CORPS is to engage individuals in our Community who are interested in fire safety and want to help by delivering fire and life safety messages to others. This local initiative is supported by a national program managed by the National Volunteer Fire Council. FIRE CORPS members are expected to participate in Fire Department Public Education events including Open House, Discover Tinley and the Run for Your Life Safety 5K. The expected outcome are empowered Citizens delivering fire safety messages to other Citizens. The Charter Members of Tinley Park FIRE CORPS are (pictured below from left to right): Patti LaVine, Mark Kruk, Elaine Bergeron, Jackie Bobbitt, and Ed Bara.





AREAS of ACTION for 2016

Along with maintaining programs and best practices, there are areas of our daily operations that require attention in order to maintain an acceptable level of performance. Overall, education and communication regarding the dangers of fire and fire prevention is the priority for the citizens in the Village, but resources will be applied to the following functions/activities.

Staffing and Administration

- ◆ Through the Civil Service process, hire a full-time fire inspector. *The expected outcome is staffing that will meet the goals and mission of the Fire Prevention Bureau.*
- ◆ Re-classify two part-time Clerk positions to Administrative Assistant positions. *The expected outcome is staff being appropriately compensated for their assigned job tasks.*
- ◆ Re-organize open office space to accommodate the needs of Inspectional and support staff.
- ◆ Continue the analysis of ISO grading requirements, NFPA 1730 and IAS 426 documents. *The expected outcome is a Fire Prevention Bureau whose operations have met the minimum requirements.*
- ◆ Begin the evaluation of existing occupancies to determine any applicability to the 2000 NFPA 101, *Life Safety Code*. This is the minimum code adopted by the Office of the State Fire Marshal. *The expected outcome is occupancies that meet the minimum code established by the State Fire Marshal.*

Wireless Radio Alarm Program

- ◆ Begin the process of renewing the contract for the radio alarm maintenance. Contract expires in third quarter of 2018. *The expected outcome is a determination if alarm holder costs can be reduced while maintaining the quality of the program.*
- ◆ Continue the implementation of the E-DOCS program where all alarm holders send required documents to an e-mail address. *The expected outcome is alarm holders using this e-mail address 90% of the time.*
- ◆ Continue embedding all test documents and radio alarm program documents in the FIREHOUSE records management system. *The expected outcome is information regarding these programs can be found by anyone using the address or business name.*
- ◆ Install lockout devices for circuits powering radio transmitters and fire alarm equipment. *The expected outcome is a reduction in accidental shutdown of these circuits. All radio transmitter batteries being replaced by the FASO will have these lockout devices installed. This is a three year initiative.*
- ◆ Continue collecting data regarding the number and type of alarm activations. *The expected outcome is to better identify alarm holders that are consistently having trouble with their fire alarm systems and provide a better method of understanding alarm signaling through the head-end equipment.*

Inspections

- ♦ Purchase and implement the *FIREHOUSE SKETCH* module. *The expected outcome is preplan diagrams being developed that can be attached in the FIREHOUSE Occupancy Module.*
- ♦ Begin the development of a community risk analysis for all structures/occupancies in the Village of Tinley Park. *The expected outcome is to quantify the hazardous risk with the Village.*
- ♦ Implementing the FIREHOUSE Occupancy Module for storage of all relevant inspection documents. *The expected outcome is an increase in electronic communication and a more efficient operation for both Field and Office Staff.*
- ♦ Begin using the FIREHOUSE Occupancy Module to perform routine inspections. *The expected outcome is an increase in electronic communication and a more efficient operation for both field and office staff.*
- ♦ Adoption of the 2012 or 2015 International Codes. *The expected outcome is updated codes within two editions and a periodic code review that allows for changes that meet the Village of Tinley Park's needs.*
- ♦ Ensure that all active Fire Inspectors have a minimum of 12-hours of training annually. *The expected outcome is the establishments of minimum training requirements for all that perform the function of inspections.*

Fire Investigations

- ♦ Continue the process of using FIREHOUSE software to house fire investigation reports. *The expected outcome is a policy or procedure that all Fire Investigators can follow to successfully complete a fire investigation.*
- ♦ Ensure that all active Fire Investigators have a minimum of 40-hours of training annually. *The expected outcome is receiving full ISO credit for Fire Investigations.*

Plan Reviews

- ♦ Develop a plan review user guide based on number and types of reasons for plan review rejections. *The expected outcome is a plan review process that proceeds past the initial submission.*
- ♦ Provide additional training for Inspector Lorendo. *The expected outcome is that Fire Inspector-Lorendo assume the function of plan reviews.*

Public Education

- ♦ Provide educational correspondence to residence who requested assistance for their smoke alarm or carbon monoxide alarm including an awareness program for Shift Personnel. *The expected outcome is to educate the resident where service was provided.*
- ♦ Community outreach regarding CPR certification and the use of AED's. *The expected outcome is a better trained and educated citizen to be able to perform CPR and initiate a medical emergency response.*
- ♦ Develop coalitions to address the increasing population of 55 and over population, aging in place and hoarding. *The expected outcome is a networking system that can provide resources depending on the need*
- ♦ Utilize electronic and social media to communicate and provide education regarding fire safety. *The expected outcome is to access certain age groups to provide fire safety information.*
- ♦ Implement a second class of the *FIRE CORPS* program. *The expected outcome is to have Citizens of the Village become ambassadors of fire safety by allowing them to participate in Fire Department sponsored events.*



Fire Suppression



2015 was a very busy but productive year. After a couple of years in the planning and finance phase we were able to go live with our state of the art Station Alerting System. This system was installed at all 4 Stations and as predicted reduced our overall response times in some cases over a minute. This system has not only benefited the Fire Department but has enabled dispatch to send a call out while they still have the caller on the phone giving them further instructions.

In May, we had the honor to recognize 4 of our firefighters in the State of Illinois Firefighter Medal of Valor awards ceremony held in Springfield. This ceremony is only for significant life saving efforts which is reviewed by a review board to see if the rescue meets the state standard to receive this prestigious award. The awards were given to Lieutenant Todd Swartzentruber, Engineer Patrick O'Dwyer, Firefighter Michael Kushner, and Firefighter John Nagle for saving the life of a female involved in a house fire. It was an excellent job by those who were involved at this fire.

In July, Assistant Chief Cummins retired after 39 years of truly dedicated service. He was our Personnel Chief and a key component to the Division 24 Hazardous Materials Team. With Paul's retirement left an open position for an Assistant Chief. We interviewed 4 very strong internal candidates. After much discussion, the position was offered to Captain Daniel Reda. Dan was appointed to the position of Assistant Chief on August 19th and was assigned to the Personnel Division.

The budget cycle preparation started late 2015. One of the major items submitted was the renovation of our Fire Stations 2 and 3. We hope this project will start in the next budget 2016/2017.

The future of the Department's progression relies on the dedicated uniformed men and women of our Department, the professional Office Staff, and the continuing support of our Village Officials, and the support of our customers, the Citizens of Tinley Park.

Regards,

Deputy Fire Chief ♦ Fire Suppression



The Maintenance Division is responsible for the Apparatus, Vehicles, Equipment, and Facilities for the Department. This responsibility is constant and always moving forward. Without the support of the Maintenance Committee, Station Captains, Maintenance Support Team, and members of the Department, the possibility of success would be difficult. I would like to thank each of those listed in this section for their help and persistence to make it better for those who come after you. With a sound plan and attention to detail, our Department will continue to be a successful asset.

MISSION STATEMENT

It is the Mission of the Tinley Park Fire Department Maintenance Division to meet or exceed operational readiness. This is accomplished by ensuring the equipment, apparatus and facilities within the Tinley Park Fire Department are maintained at the highest level. Providing deployment of all required assets within the Department without interruption, to provide needed service to the community we serve.

2015 ACCOMPLISHMENTS

- ◆ Command Cars 1501 (220) and 1502 (200) were purchased and placed in service.
- ◆ Command Car 0760 (250) reassigned.
- ◆ Boat 204 placed in service.
- ◆ Hydraulic Rescue tools (battery powered and one new set) placed in service.
- ◆ Rescue stabilization system updated and placed in service.
- ◆ Apparatus cribbing updated and uniform.
- ◆ Rescue rope replaced on all apparatus.
- ◆ Vehicle shortages minimized, all apparatus have matching inventories by type.
- ◆ Apparatus laptops, accountability software, portable radios, and vehicle tracking hardware installed.
- ◆ Command Car 1161 assigned as 230.
- ◆ Car 1503 (210) purchased and placed in service.
- ◆ Highrise equipment updated.
- ◆ Planning in process to expand / remodel Fire Stations 2 and 3.
- ◆ 60 Station repair requests processed.
- ◆ 128 Vehicle and Apparatus repair requests processed.

- ♦ All apparatus and vehicles enrolled in preventative maintenance program.
- ♦ Apparatus every 300 hours.
- ♦ Support and Command vehicles every 300 miles or once a year.

2016 GOALS

- ♦ Mobile Data Browsers in Command Vehicles 200, 210, and 240.
- ♦ Fire Station 2 and 3 expansion plans defined.
- ♦ Annual station furniture and carpet cleaning.
- ♦ Annual testing.
- ♦ Hydraulic tools.
- ♦ Ground and Aerial Ladders
- ♦ Pump testing
- ♦ Upgrade emergency lighting on two engines and one truck to meet LED standard.
- ♦ Replace outdated appliance at Fire Station 4.
- ♦ Update the apparatus floor washroom for Fire Station 1.
- ♦ Install overhead door safety system.
- ♦ Paint the apparatus bay at Fire Station 2.
- ♦ Fire Station 1 Dayroom / Kitchen remodel.
- ♦ Replace Aerial Truck 0023.
- ♦ Repair Engine 0431 – Body Damage.

APPARATUS and VEHICLE REPLACEMENT

Vehicle Replacement Program

- ♦ Apparatus are scheduled for replacement every 15 years. (See table on page 29 for details.)
- ♦ Command/support vehicles will be replaced according to the Public Works Fleet Management program.
- ♦ Truck 0023 was requested for replacement in the 2015 budget year. Approval for the purchase was denied for that budget year. Although out of schedule Truck 0023 is being requested for replacement in the 2016 – 2017 budget.

REPLACEMENT YEAR	FIRE APPARATUS
2017	
2018	Engine 0020
2019	
2020	Engine 0022
2021	
2022	Engine 0021
2023	
2024	Truck 0023
2025	
2026	Engine 0739
2027	
2028	Engine 0739
2029	
2030	Truck 0533
2033	Truck 1301

SUPPORT OFFICER REPORTS

APPARATUS REPLACEMENT..... CAPTAIN CHRIS STUBE / LIEUTENANT STEVE GRIFFIN

The Truck Committee stands ready to proceed with the purchase of the new Aerial Truck in the 2016 – 2017 year with plans already in hand.

The Engine Committee has begun their process in developing a new replacement for the 2018 year.

COMMUNICATIONS EQUIPMENT..... LIEUTENANT DON DEBIAS

2015 was another busy year for the communications division. With assistance from a grant, provided updated portable radios and Mobile Data Browsers in each apparatus. Also an accountability system for vehicle tracking and personnel accountability. The integration of this equipment was successful.

STATION SUPPLIES LIEUTENANT JAMES GASKILL

All cleaning, vehicle and office supplies are ordered through the supply officer. This is accomplished through a monthly inventory of supplies and is conducted at all four stations.

HOSE AND APPLIANCES LIEUTENANT JAMES DEMARIE

Annual hose testing was successfully completed this year, required by the NFPA for the integrity of the hose and safety of the fire personnel. With five engines, two trucks and a compliment of

multi-size hose at each of our four stations and the training tower, Tinley Park Fire Department tests approximately 25,000 feet of hose annually. This process which used to take two months to accomplish is now being completed in two weeks with the dedication of the on-shift fire personnel.

High Rise equipment was updated and placed into service.

New hose is purchased annually to replace hose that failed the high pressure testing. This year we also started a multi-year replacement program of our spare large size nozzles. These nozzles are required on each vehicle and can easily be twice as costly as the smaller hand line nozzles.

INVENTORY.....LIEUTENANT JAMES GASKILL

All inventories were updated to provide continuity between all Engine and Truck Companies. Identification of vehicle shortages were identified and the process of reducing the shortages is ongoing.

PUMP TESTING..... CAPTAIN CHRIS STUBE

Pump testing was completed on time this year with no real problems found. There were a total of seven apparatus tested within a few weeks.

RESCUE EQUIPMENT..... LIEUTENANT SHAWN RICHARDS

All hydraulic rescue and stabilization equipment are tested and in service. Inventory for like apparatus are identical and plans for updating technology are in motion. Currently steps are being taken to mount all hydraulic and stabilization equipment properly in the apparatus.

SMALL TOOLS..... CAPTAIN TIM GRIFFIN

With the update in inventory the small tools division has taken steps to ensure all equipment is properly functioning and up to date.

STATION FURNISHINGS..... LIEUTENANT KEVIN HICKEY

Fire Station 1 had its appliances updated after 15 years of service.

LADDERS LIEUTENANT GREG AUNE

All of our ground ladders and aerial ladders are tested annually by a certified, outside testing firm. They are all tested to meet current National Fire Protection Association (NFPA) standards. There were 671 feet of ground ladders and 3 aerial ladders tested this year. I would like to thank all the station crews for helping in the testing. At this time, we stand tall. No issues on any ladders and look forward to starting the process again soon.

WATER RESCUE EQUIPMENT..... CAPTAIN MATT RANDALL

All first due apparatus have the necessary equipment to respond to water emergencies safely. The inventory was completed late 2015.

VEHICLE OVERVIEW

VEHICLE NUMBER	Call Sign	YEAR	VEHICLE DESCRIPTION	MANUFACTURER
8942	Trailer 289	1989	C.A.R.T. Trailer	Wells Cargo
0022	Engine 211	2000	1500 GPM Pumper	Pierce
0020	Engine 202	2000	1500 GPM Pumper	Pierce
0023	Truck 202	2000	95' Tower Ladder	Emergency-One
0021	Engine 211	2000	1500 GPM Pumper	Pierce
0249	Service 203	2002	Pick-up Utility	Chevrolet
0250	Service 204	2002	Pick-up Utility	Chevrolet
0351	Battalion 202	2003	Tahoe	Chevrolet
0431	Engine 201	2004	1500 GPM Pumper	Pierce
0533	Truck 203	2005	95' Tower Ladder	Emergency-One
0555	Trailer 3	2006	Trailer	Beaver Creek
0601	Training 1	2006	Gator Utility Vehicle	John Deer
0758	Car 222	2007	Suburban	Chevrolet
0739	Engine 204	2007	1500 GPM Dash Pumper	Pierce
0760	Car 250	2007	Tahoe	Chevrolet
1160	Car 240	2011	Tahoe	Chevrolet
1161	Car 230	2011	Tahoe	Chevrolet
1201	Brush 211	2012	Gator TH 6x4	John Deer
1302	Truck 201	2013	Pierce	Pierce
1301	Brush 201	2013	Pick-up Utility K3500	Chevrolet
1401	Battalion 201	2014	Tahoe	Chevrolet
1403	Boat 204	2014	13' Inflatable Boat	Seawolf
1404	Trailer 4	2014	Oquawka Boat Trailer	Oquawka
1501	Car 220	2015	Tahoe	Chevrolet
1502	Car 200	2015	Tahoe	Chevrolet
1503	Car 210	2015	Tahoe	Chevrolet



The Training Division is responsible to ensure all personnel are properly trained to successfully perform their job duties during emergency calls. This encompasses new recruits to the Veteran Firefighter. We have also been charged with maintaining our SCBA inventory, Maps and Preplans and our Fire Extinguishers.

2015 ACCOMPLISHMENTS

- ◆ Completed the structural evaluation of our Training Tower by an outside engineering firm. Minimal repairs are required.
- ◆ Annual Certification of the Training Tower Controls.
- ◆ Received our 2015 Illinois Environmental Protection Burn Permit for the Training Tower.
- ◆ Updated OSFM Training Course Approvals.
- ◆ Took Delivery of a ceiling prop that allows us to simulate pulling ceiling in a structure.
- ◆ Built additional training props needed to teach Firefighter rescue.
- ◆ Held our own FAE class with 100% pass rate.
- ◆ Earned 65 Office of the State Fire Marshal (OSFM) Certificates.
- ◆ Earned 82 Non-OSFM Certificates.
- ◆ 3 Members attended the Ni-Cor Fire Training Class.
- ◆ 5 Members attended the IFSI Fire College.

2016 GOALS

- ◆ Update Training Committee as needed and train additional Stokers.
- ◆ Implementation of the upcoming OSFM Officer Training Classes / Program.
- ◆ Obtain our annual certification of the Training Tower.
- ◆ Replacing the man doors on the tower and completing repairs as needed.
- ◆ Installation of new audio visual equipment at Station 1 to mimic the Jogmen Center.
- ◆ Implementation of Target Solutions training System.
- ◆ Continuation of our in-house FAE training.
- ◆ Review our status with Moraine Valley Community College Intern program.
- ◆ Provide the use of our Training Tower to MABAS 24 for Advanced Firefighter Training Practicals.
- ◆ Using MABAS 24 Training when it fits our needs.

SUPPORT OFFICER REPORTS

SCBA COMMITTEE.....LIEUTENANT MARK COTRANO AND LIEUTENANT ADAM CULBERTSON

This Committee is responsible for the inventory, maintenance and certification of our MSA Air Packs, CBRN Air Masks and Breathing Air Compressors as required by NFPA. Their duties include:

- ♦ Annual SCBA Mask and CBRN fit testing.
- ♦ Annual Certification of our SCBA masks and equipment by an outside certified testing company.
- ♦ Overseeing the certification of our Breathing Air Quality by an outside certified testing company.
- ♦ Maintaining an inventory of our SCBA spare parts, air bottles and DOT bottles located on our vehicles. This included monitoring all bottles for test dates per NFPA requirements.

SCBA GOALS for 2016

- ♦ Research replacement compressor for the Training Tower as we are unable to secure repair parts for the existing compressor due to age.
- ♦ Maintain all of our air bottles and air packs as age of packs is causing a rise in maintenance issues.

Continue with all SCBA testing as required by NFPA.

TRAINING STATISTICS

OFFICE of the STATE FIRE MARSHAL CERTIFICATES EARNED in 2015	
Advanced Technician Firefighter	3
Arson Investigator	2
Basic Operations Firefighter	2
Fire Apparatus Engineer	5
Fire Department Incident Safety Officer	1
Fire Inspector I	1
Fire Inspector II	1
Fire Officer I	3
Fire Officer I Provisional	1
Fire Officer II Provisional	1
Fire Service Executive Support	1
Fire Service Instructor I	1
Fire Service Instructor II	1
Fire Service Vehicle Operator	4
Haz Mat First Responder - Operations	1
Hazardous Materials Incident Command	1
Hazardous Materials Technician A	2
Hazardous Materials Technician B	2
Rope Operations	5
Structural Collapse Operations	3
Swiftwater Technician	2
Technical Rescue Awareness	2
Trench Operations	2
Vehicle and Machinery Operations	11
Vehicle and Machinery Technician	5
Water Operations	1
Watercraft Technician	1
OTHER CERTIFICATES EARNED	
Other Non-OSFM Training Courses	82



OFFICER ASSIGNMENTS

ASSISTANT FIRE CHIEF OF OPERATIONS..... KRISTOPHER DUNN

The Assistant Fire Chief of Operations is primarily responsible for analyzing, developing, and implementing a comprehensive, effective emergency operations program that will provide the highest level of service and protection to the Community. The Assistant Fire Chief of Operations reports directly to the Deputy Fire Chief and may at times assume command of the Fire Department in the absence of the Fire Chief and Deputy Fire Chief.

The responsibilities of the Assistant Fire Chief of Operations fall into four primary categories:

Operations Strategic Direction - Implement the strategic direction for the Operations Division through the identification and achievement of organizational, training, and staffing objectives which are fiscally sound and closely aligned with the Fire Department’s budgetary resources and strategic initiatives.

Operations Management - Actively direct and manage the achievement of all Fire Department operational and emergency response initiatives while maintaining the Fire Department’s 24 hour operational readiness and ability to respond safely to calls.

Personnel Management - Promote and ensure the performance excellence of suppression personnel through interactive performance management, assisting in developing progressive training programs, and motivational leadership.

Public Relations - Act as a high level representative for the Fire Department in external interactions with the media, civic organizations, citizens, and other governmental agencies for the dissemination of fire service and fire department related information, coordination of inter-agency emergency response coverage, and the establishment of cooperative working relationships to assist in achieving fire department operational objectives.

DEPUTY OPERATIONS MANAGER, SUPPRESSION / STRATEGY..... VACANT

The Deputy Operations Manager Suppression/Strategy works as part of the Operations Division Management Team to evaluate the fire department’s emergency response operations and strategies and helps to proactively implement short and long term initiatives to ensure operational excellence and to keep pace with industry standards and practices within the confines of available resources. The Deputy Operations Manager, Suppression/Strategy should maintain a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations. They help the Operations Division Management Team in directing the development and updating of operational policies and procedure and related policy manuals. The Deputy Operations Manager, Suppression/Strategy regularly provides leadership, direction, and communication to Operations personnel under his authority regarding Fire Department initiatives, Emergency Response Services, Fire Company

Operations, and the resolution of operational issues and concerns. The Deputy Operations Manager, Suppression/Strategy will also work with the Operations personnel under their authority to prepare budgets, plan and track their operational programs, activities, and special projects to ensure that they are successfully meeting established objectives.

The Deputy Operations Manager, Suppression/Strategy reports directly to the Assistant Fire Chief, Operations and could at times take on the responsibilities of the Assistant Chief Operations in his absence.

EMS GROUP SUPERVISOR LIEUTENANT JASON SLAGER

The EMS Supervisor is responsible for continuing education, assigning and supplying equipment, and ensuring that all First Responders and EMT's are given the opportunity to keep up with recertification. The EMS Group Supervisor should maintain a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations and are responsible for ensuring that the members of the Tinley Park Fire Department are properly equipped and have the knowledge and skills to deal with biohazards inherent with EMS work.

The EMS Group Supervisor will work under the direction of the Deputy Operations Manager, Suppression/Strategy.

SPECIAL OPERATIONS / EMERGENCY PREPAREDNESS GROUP SUPERVISOR..... CAPTAIN KENNETH ROEMER

The Special Operations/Emergency Preparedness Group Supervisor is responsible to help establish, conduct, specify, and recommend training, staffing, deployment, and equipment for the Tinley Park Fire Department in all areas of specialized rescue services. Those areas of service include Technical Rescue (Rope, Confined Space, Trench, and Structural Collapse), Water Rescue/Marine Unit.

The Special Operations/Emergency Preparedness Group Supervisor will also provide technical assistance to the three other fire department Divisions as well as other agencies within the Village of Tinley Park. The SOGS will help support all special events and provide specialized response and preparedness assistance for potential catastrophic events that affect the Village of Tinley Park.

If the Special Operations/Emergency Preparedness Group Supervisor is not serving as the Specialized Teams coordinator, he will have direct authority over such teams to coordinate and oversee that the operations and administrative duties of the team are being accomplished as it pertains to the operational initiatives set forth by the Operations Division and the Tinley Park Fire Department.

The Special Operations/Emergency Preparedness Group Supervisor will work under the direction of the Deputy Operations Manager, Suppression/Strategy.

SHIFT OPERATIONS / FIRE GROUND TACTICS GROUP SUPERVISOR..... VACANT

The Shift Operations/Fire Ground Tactics Group Supervisor is responsible for recommending, developing, and establishing operational initiatives as they relate to the daily shift duties and the

fire ground. The SOFGS will analyze data/issues, forecast needs, draw conclusions, identify potential solutions, and project consequences of proposed actions of recommended changes to both daily shift duty and fire ground operations. This includes coordination of daily activities such as trainings, school visits, block parties, or other special events that a duty crew/ crews are expected to be involved in.

The Shift Operations/Fire Ground Tactics Group Supervisor will also be tasked with the responsibility of reviewing tactics that were performed at fire scenes and setting up critiques so that the fire department can learn what has worked or not worked when it comes to fires in Tinley Park. The SOFGS will also maintain a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations so they can constantly evaluate how to improve our tactics using the industry standards as a guideline to develop something that will support the initiatives set forth by the Operations Division and the Tinley Park Fire Department.

The Shift Operations/Fire Ground Tactics Group Supervisor will work under the direct authority of the Deputy Operations Manager, Suppression/Strategy.

DEPUTY OPERATIONS MANAGER, PLANS / SUPPORT.....LIEUTENANT SHAWN RICHARDS

The Deputy Operations Manager, Plans and Support works as part of the Operations Division Management Team to evaluate the fire department's emergency response operations and strategies and helps to proactively implement short and long term initiatives to ensure operational excellence and to keep pace with industry standards and practices within the confines of available resources. The Deputy Operations Manager, Plans/Support should maintain a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations. They help the Operations Division Management Team in directing the development and updating of operational policies and procedure and related policy manuals. The Deputy Operations Manager, Plans/Support regularly provides leadership, direction, and communication to Operations personnel under his authority regarding fire department initiatives, emergency response services, fire company operations, and the resolution of operational issues and concerns. The DOM, Plans/Support will also work with the Operations personnel under their authority to prepare budgets, plan and track their operational programs, activities, and special projects to ensure that they are successfully meeting established objectives.

The Deputy Operations Manager, Plans/Support reports directly to the Assistant Fire Chief, Operations and could at times take on the responsibilities of the ACO in his absence.

QUARTERMASTER GROUP SERVICES..... LIEUTENANT ADAM CULBERTSON / ENGINEER CHARLIE RUSS

The function of the Quartermaster Group Supervisor is to provide service to Tinley Park Fire Department personnel through proper evaluation, management of all station wear and Personal Protective Equipment. The Quartermaster Group Supervisor should maintain a high level of industry acumen by staying abreast of developments and innovations related to all aspects of emergency response operations. The safety of personnel should be maintained as the number one priority of the Quartermaster Group Supervisor and should be the first consideration when determining purchases to be made.

The Quartermaster Group Supervisor will work under the direct authority of the Deputy Operations Manager, Plans/Support.

RESEARCH AND DEVELOPMENT GROUP SUPERVISOR..... VACANT

The Tinley Park Fire Department is a progressive department that continues to work to make our members better by providing the best training and equipment that the industry provides. It is the Research and Development Group Supervisors responsibility to keep up with the industry standards in regards to equipment. The Research and Development Group Supervisor’s will research and evaluate new equipment suggestions for effectiveness, safety, and compatibility both with our current equipment as well as our tactics and the operational initiatives of the Operations Division.

The Research and Development Group Supervisor will work under the direct authority of the Deputy Operations Manager, Plans/Support.

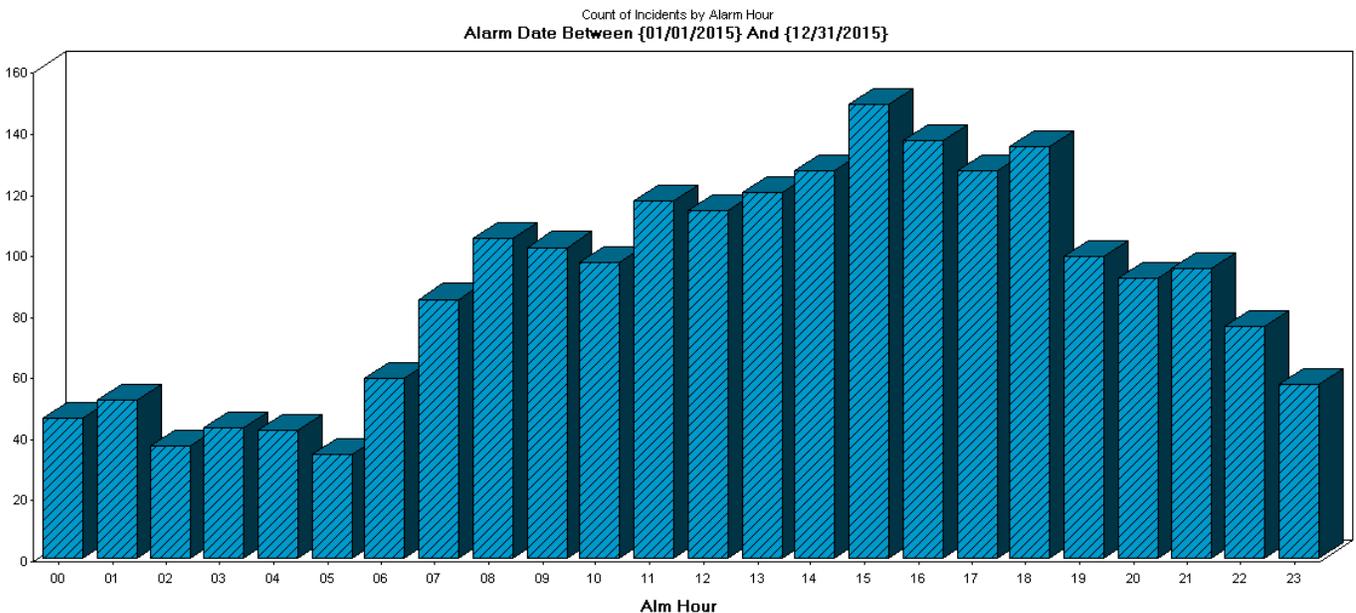
RUN STATISTICS / AUTOMATIC AID / MUTUAL AID GROUP SUPERVISOR VACANT

The RAM Group Supervisor is responsible for fire call information retrieval, analysis, needs forecast as it pertains to fire department response from single company to outside agency aid. The RAM will look closely at what areas and types of calls that we have, response times to calls, how many and what type of calls that each piece of equipment goes on, as well any other statistical run data that will help the Tinley Park Fire Department provide the best service to our customers that we can. The RAM will also make suggestions that pertain to Automatic and Mutual Aid company responses.

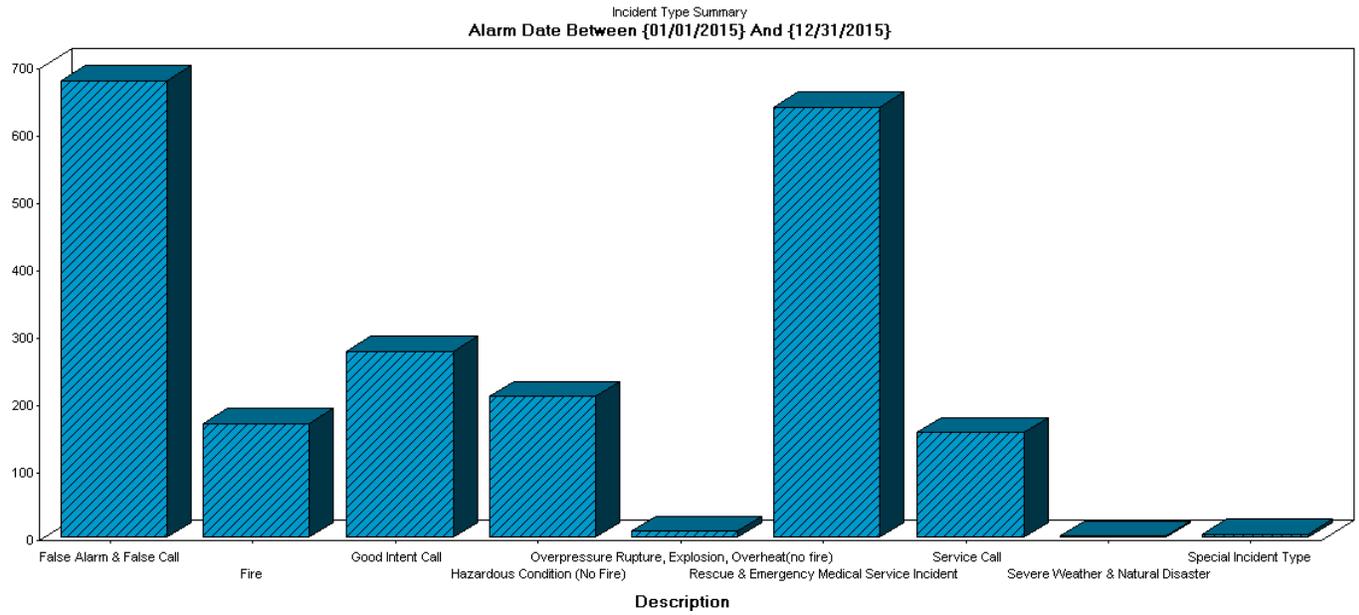
The RAM will work directly under the direct authority of the Deputy Operations Manager, Plans/Support.

RESPONSE STATISTICS

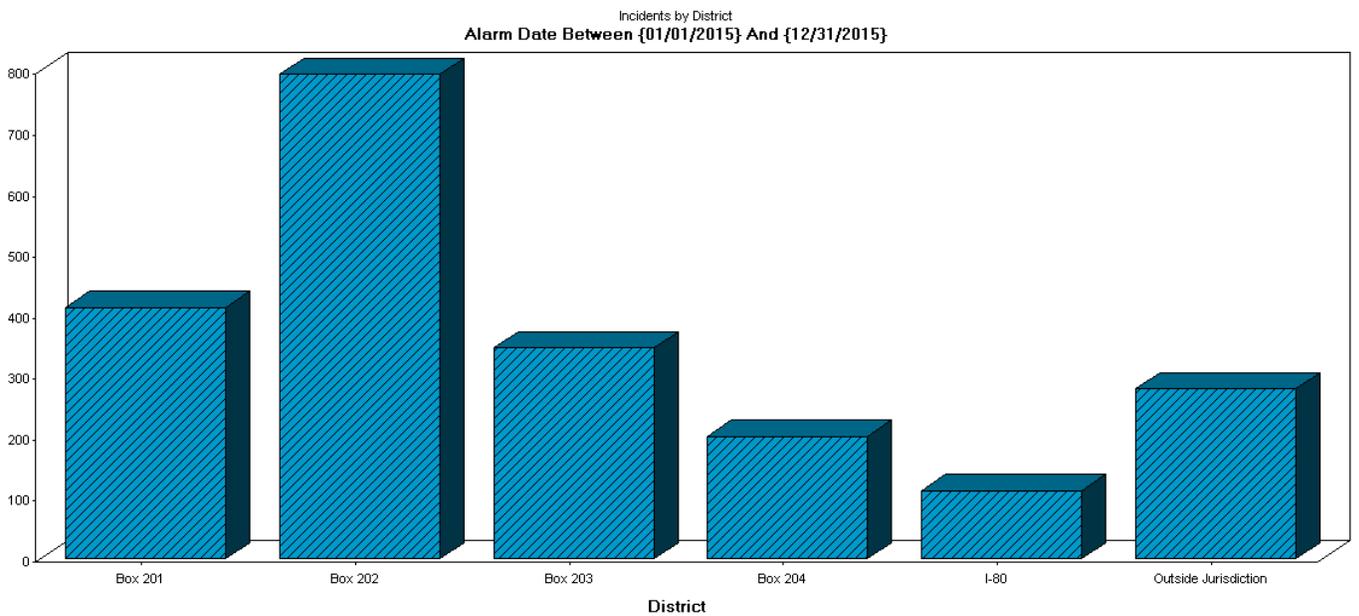
Number of Incidents by Hour



Number of Incidents by Type



Number of Incidents by District



Number of Responses by Unit

FIRE RESPONSES BY UNIT 2015													
UNIT	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	OCT	NOV	DEC	TOTAL RESPONSES
B201	120	111	114	92	109	99	122	137	113	136	93	136	1,382
E201	78	66	71	36	44	82	76	75	62	66	0	3	659
E202	100	73	78	60	66	81	97	96	84	105	82	72	994
E203	75	62	66	53	65	64	72	71	66	70	4	0	668
E204	0	11	1	0	0	0	0	7	1	0	65	77	162
E211	0	0	0	0	0	0	0	0	0	0	0	5	5
E213	0	0	0	0	0	0	0	0	0	0	0	1	1
T201	63	41	49	58	74	21	42	63	44	77	65	96	693
T202	0	0	0	0	0	0	0	0	0	0	42	30	72
T203	0	0	0	0	0	0	0	0	0	0	63	75	138
T204	104	75	82	56	65	92	93	95	84	86	1	0	833
TOTAL # of CALLS	230	180	178	134	159	185	194	229	189	210	167	223	2,278



The Personnel Division is the Human Resources Division of the Department. The Personnel Division is responsible for:

- ◆ Employee Recruitment
- ◆ Recruit Testing
- ◆ Hiring
- ◆ Terminating
- ◆ Promotional Testing
- ◆ Disciplinary Action
- ◆ Maintenance and Enforcement of the Standard Operating Guidelines (SOG's)
- ◆ All Human Resource Activities
- ◆ Employee Performance Evaluations
- ◆ Notifications of Injuries and Deaths
- ◆ Safety

The Personnel Chief has four line Officers assigned to help implement these programs.

- ◆ Captain Matt Randall is responsible for the Safety Committee.
- ◆ Lieutenant Nick Bohlsen is responsible for the Recruitment and Retention Committee.
- ◆ Lieutenant Mark Cotrano is responsible for Awards and Recognition.
- ◆ Lieutenant Greg Aune is responsible for the History of the Fire Department.

In 2015, three (3) new individuals were added to our roster. These individuals came to us as Basic Operations Firefighters and will undergo a year long probationary period which they will complete in early 2016.

In 2015, a total of thirteen (13) employees left the Department; two (2) through Retirement, including longtime Assistant Chief of Personnel S. Paul Cummins; eleven (11) for other reasons.

The Department is currently comprised of the following ranks:

1 Fire Chief, 2 Deputy Fire Chiefs, 4 Assistant Chiefs, 6 Captains, 23 Lieutenants, 30 Engineers, 58 Firefighters and 4 Probationary Firefighters for a total roster of 128 members. (A full listing of Department Personnel is located on page 45.)

We currently have 6 Acting Shift Commanders, 9 Acting Officers and 10 Acting Engineers available to fill those “out of rank” positions. This allows for greater flexibility when filling shifts.

Additional hiring will be needed as we continue to lose staff through attrition and as we add to our shift program in the future. Our average loss of our part time employees for the past 5 years averages 7 employees per year. This is compared to an average of 10 previously.

2015 ACCOMPLISHMENTS

- ♦ Conducted promotional exams for the ranks of Captain, Lieutenant and Engineer.
- ♦ Promoted 5 Lieutenants and 7 Engineers.
- ♦ The Standard Operating Guidelines (SOG's) continue to be expanded. New SOG's were developed while many old SOG's were modified, reviewed, or eliminated. The goal is to update all SOG's every two years.
- ♦ Disciplinary action is used when necessary in order to improve an individual's performance which improves the Department's overall performance.
- ♦ Monthly safety inspections of Fire Department facilities were performed to meet the Inter-governmental Risk Management Agency (IRMA) standards.
- ♦ Options for the scheduling program. Have been explored but nothing changed during the year.

2016 GOALS

- ♦ Continue to improve the recruiting program to meet the needs of operations as we expand the shift program.
- ♦ Maintain a promotional pool for Captains, Lieutenants, and Engineers.
- ♦ Continue to mentor and monitor the activity and effectiveness of the Safety Committee.
- ♦ Look to hold an entrance exam for new recruits to help bolster our roster.
- ♦ Improve the scheduling program to insure continuity on a daily basis.

DEPARTMENT PERSONNEL 2015

FIRE CHIEF

KENNETH DUNN

DEPUTY FIRE CHIEF - FIRE SUPPRESSION

STEPHEN KLOTZ

DEPUTY FIRE CHIEF - FIRE PREVENTION

DANIEL RIORDAN

ASSISTANT CHIEFS

KRISTOPHER DUNN

DOUGLAS ERWIN

DANIEL REDA

THOMAS SLEPSKI

CAPTAINS

TIMOTHY GRIFFIN

ANTHONY P. MAZZIOTTA

MATTHEW RANDALL

CHRIS STUBE

WILLIAM MURRAY

KENNETH ROEMER

LIEUTENANTS

GREGORY AUNE

JAMES DEMARIE

BRYAN GUDYKA

ROBERT REYNOLDS

JOHN BARRY

BRYAN DUESING

KEVIN HICKEY

SHAWN RICHARDS

NICHOLAS BOHLSSEN

DENNIS FOREMAN

BRIAN JOHNSON

JASON SLAGER

MARK COTRANO

SCOTT FRENCH

DANIEL MAZZIOTTA

TODD SWARTZENTRUBER

ADAM CULBERTSON

JAMES GASKILL

TIMOTHY O'HAGAN

JAMES WOOTEN

DONALD DEBIAS

STEVEN GRIFFIN

JAMES OWCZARSKI

ENGINEERS

TIMOTHY BEST

JOHN DUFFY

PETER MARIANOVICH

GEORGE ROCK

THOMAS BLOMBERG

MICHAEL ELMER

BRIAN MILLERICK

NORMAN RONEY

ADAM CASNER

MICHAEL GILGENBERG

JOSEPH O'DETTE

CHARLES RUSS

JOHN COLANGELO

DANIEL GRANT

PATRICK O'DWYER

GRZEGORZ SKWARA

ANTHONY DEADAM

JOSEPH GRECO

ERIC PETERS

THOMAS TONRA

THOMAS DONNELLY, JR.

ANYAETTA HOOPES

MARK RAGO

MICHAEL WITTMAN

MICHAEL KOPYCINSKI

WILLIAM RICHEY

FIREFIGHTERS

MICHAEL ANDERSON

THOMAS DZIEKAN

ANTHONY KAHNE

PAUL REYES

RAYMOND BALE

JEREMY FEINBERG

THOMAS KRASNECK

BRADLEY ROEMER

JOSEPH BELL

LIAM FITZMAURICE

SHANE KRIVANEC

JAMES RYGULA

MICHAEL BELLIVEAU

ADAM GABRYS

JEFFREY KUSHNER

NICHOLAS SMITH

ROBERT BERAN

SHANE GARREN

MICHAEL KUSHNER

JOSEPH SMULEVITZ

TIMOTHY BROOKS

RENEE GRZESZKIEWICZ

RANDY LUDKE

WAYNE STARKMAN

MARK BULVAN

STEVE GRZESZKIEWICZ

JONATHAN MERRICK

NATHAN THOMSON

ANTHONY BUTERA

DANIEL GUZY

MICHAEL MILAZZO

CHRISTOPHER TILLSON

EJ CALUNGCAGUIN

JOSEPH HAAGA

ADAM MOLLER

WILLIAM TURNER

MATTHEW COGLIANESE

RYAN HANNON

JOHN NAGLE

STEVEN UTHE

STEVEN CURTIS

KEVYN HOLDEFER

TIMOTHY NEAL, SR.

JASON VACCARO

JOSEPH DALUGA

DOUGLAS HUGHES

JASON PAVLIK

GIANNI VALSECCHI

MATTHEW DELESTOWICZ

MICHAEL HUGHES

STANLEY PEDZIWIATR

JONATHON WICK

THOMAS DONLAN

JEFFREY IWANAGA

JONATHON POPP

MATTHEW ZANTA

MATTHEW JOHNSON

TODD RABIDEAU

PROBATIONARY FIREFIGHTERS

JORDAN BOYCE

FREDERICK FORD

BRIAN HOOGERVORST

MICHAEL STANTON





2015 brought about many changes, as time so often does. We said farewell to many of our Fire Department family members as they moved on to a well-deserved retirement, a full-time career opportunity, or to spend more time with their personal family. We also celebrated with those who were promoted. We are a Community within ourselves who supports and applauds the continuous learning and growing of our own; proud of each success!

ADMINISTRATIVE STAFF

OFFICE COORDINATOR CLAUDETTE FLOWERS

A 15-year veteran, Claudette has been Office Coordinator for 1-1/2 years of that time. She is responsible for making sure administrative resources are available to prevention and suppression Staff, Citizens, Firefighters, Fire Inspectors, and outside Village Departments. She assigns the proper personnel to handle specific projects, to work with individual Divisions within the Department, and oversees the daily routine as well as records management.

Claudette continues to work with the FIREHOUSE records management system with the focus on setting up the Occupancy Module for Fire Prevention use.

Claudette's top responsibilities include:

- ◆ Providing administrative support to Senior Management.
- ◆ Supervising / Coordinating / Assigning work to Administrative Staff.
- ◆ Maintaining the Department's FIREHOUSE records management system.
- ◆ Furnishing clerical resources for prevention, public education and suppression events.
- ◆ Preparing and reviewing accident reports / claims.
- ◆ Generating statistical reports as requested.
- ◆ Assisting with annual budget preparation.

CLERK I EILEEN KEATING

Eileen has been with the Department for 8 years and is one of two full-time personnel in the Administration Office. She assists with both Fire Suppression and Fire Prevention on a daily basis. This year she has been working more closely with the Fire Prevention Bureau, adding plan reviews, scheduling appointments and coordinating inspectional work schedules into her daily routine. These additional learned tasks help make the Administrative Office a more valuable resource by increasing the flexibility of the Staff.

Eileen's top 5 responsibilities include:

- ◆ Scheduling and maintenance of inspections and inspector's daily schedules.
- ◆ Acting as Administrative Liaison to Training, Operations and Fire Prevention Divisions.

- ♦ Supporting Wireless Radio Alarm Program administrative needs.
- ♦ Providing FOIA documents as requested.
- ♦ Assisting with the plan review process.

CLERK..... DONNA BERAN

Donna has been working in the office 8 years as a part-time Clerk, with her primary responsibilities leaning towards Fire Prevention and Public Education. Sharing her tasks through mentoring our current Staff this year has allowed her extra time to work on the records management project as well as helping to expand her knowledge of SQL reporting and a new database program. Ideally, her efforts will assist in effectively streamlining the inspection process, reducing turn-around time in violation reporting and making data retrieval less of a manual method.

Donna’s top 5 responsibilities include:

- ♦ Being Administrative Liaison for the Fire Prevention Division.
- ♦ Working with occupancy data to convert to FIREHOUSE records management.
- ♦ Preparing violation reports and processing citations.
- ♦ Providing administrative support for Public Education events.
- ♦ Compiling statistical data for reporting.

CLERK..... CHERYL BOBBITT

Cheryl has been on board for 7 years as a part-time Clerk and this year has helped the Personnel Division transition to a new Assistant Chief after a retirement. Having established the payroll module in the new records management system, Cheryl has learned to format and customize reports to get needed information; efficiently decreasing the time spent transferring payroll and gathering report data. Additionally, she has expanded her knowledge with setting up inspection appointments and creating purchase and work orders.

Cheryl’s top 5 responsibilities include:

- ♦ Being Administrative Liaison to the Personnel and Maintenance Divisions.
- ♦ Processing payroll.
- ♦ Preparing statistical reports / Annual Report.
- ♦ Updating personnel records.
- ♦ Maintaining Standard Operating Guidelines.

CLERK..... MARGARET CARDUFF

In August, we were pleased to welcome ‘Peggy’ as a new staff member. Peggy is the primary point for phone calls, incoming and outgoing. She was introduced to the payroll process as primary back-up in addition to calling for inspection appointments, preparing inspector sheets and keeping the Shift Commander daily schedule. Already, Peggy has enhanced her computer

knowledge and assisted with Public Education events.

Peggy's top 5 responsibilities include:

- ♦ Reception / Phones / Processing Mail.
- ♦ Scheduling inspection appointments.
- ♦ Handling CPR registration.
- ♦ Checking in / preparing Fire Inspector's work.
- ♦ Shift Commander scheduling.

2015 GOALS AND RESULTS

Providing daily clerical resources for a Department of 120+ employees is an accomplishment in itself. Meeting routine, planned expectations of upper management, rank and file employees, Citizens and other Village Department requests can fill a day quickly, not to mention the addition of unforeseen requests.

Regular duties aside, we look above and beyond to special projects and goals that will help increase our efficiency, reduce our workload and work within effective processes to make our productivity the best it can be. While we may not have attained each goal, we did make progress in these areas related to our field:

Goal #1 – Transfer 75% of occupancy data into the FIREHOUSE records management system.

- ♦ Occupancy data transfer from manual spreadsheets to FIREHOUSE software program is on-going. This is a combined effort between Administrative Staff and Fire Prevention personnel.
- ♦ All alarm test documents are now current and saved to corresponding FIREHOUSE occupancies.
- ♦ Building data and emergency contact information is 31% complete.
- ♦ Inspection checklists set up for use in field when mobile portion is enabled.

Goal #2 – Attend Regional and National training for FIREHOUSE software.

- ♦ Donna Beran and Eileen Keating attended FH Midwest Regional Training in Naperville, IL.
- ♦ Claudette Flowers and Donna Beran attended the national software training conference "FHETS 2015" held in Hollywood, FL.

Goal #3 – Implement cross-training program for Administrative Staff.

- ♦ Staff continues to be cross-trained enabling more flexibility with office resources.
- ♦ Duties that were reassigned / newly trained include processing citations, plan review submissions, scheduling building department appointments, scheduling Fire Department events, work order entries, and FIREHOUSE report building.

Goal #4 – Simplify reporting / data compilation through new Records Management System (RMS)

- ♦ Office staff created approximately 40 new reports to expedite information retrieval.
- ♦ Estimated # of hours saved annually by running program reports vs. manually processed reports – 100.

Goal #5 – Re-define / Improve Personnel Procedures

- ♦ Office personnel met with Human Resources to work at eliminating duplication of effort when processing personnel requests.
- ♦ Checklists created to ensure necessary procedures are followed, proper paperwork is completed and items are distributed/collected upon hiring, retirement, promotion, resignation, or termination.
- ♦ Began integrating Fire Department personnel information with Human Resource files to establish a complete file in one location.

Goal #6 – Reduce hard copy record storage through electronic storage; saving valuable storage space and money.

- ♦ Eliminated the need to store paper data in Fire Alarm binder; information on Excel and soon to be entered into FIREHOUSE.
- ♦ 100% of all fire alarm documentation now stored in FIREHOUSE.

Goal #7 – Have at least 2 Administrative Staff Personnel receive certification as Microsoft Office Specialist.

- ♦ Outstanding – lack of availability to start required training limited due to currently assigned duties. Goal assigned to Office Coordinator for completion in 2016.

Goal #8 – Establish Standard Operating Guidelines for Administrative Office procedures.

- ♦ In process. Instructions for specific tasks have been developed and are being tested for accuracy of the process and possible ways to simplify the assignment before releasing as a guideline.

2015 HIGHLIGHTS

- ♦ Continued to implement the FIREHOUSE records management system; focusing on the Occupancy Module.
- ♦ Compiled, edited and produced the 2014 Annual Report for the Fire Department.
- ♦ Joined in the fun at the annual Tinley Park Firefighter's Dance, St. Patrick's Day Parade, Discover Tinley, 3rd Annual 5K, Open House, the Fire Prevention Annual Poster Contest Banquet.

- ♦ Attended the Illinois Fire Service Administrative Professionals Annual Conference in Galena.
- ♦ Joined in the semi-annual meeting with the Fire Prevention Inspectors.
- ♦ Attended FIREHOUSE Training Conference in Hollywood, FL.
- ♦ Clerk Eileen Keating attended Dale Carnegie's "Effective Communication and Human Relations" course.
- ♦ Helped shared in Camp I Am Me Registration day and created posters to decorate the camp cabins.
- ♦ Welcomed new team member Margaret 'Peggy' Carduff.
- ♦ Attended annual International Accreditation Service review.

2016 GOALS

- ♦ *Goal #1 – Maintain quality assurance standards as dictated through guidelines and administrative policy.*
- ♦ *Goal #2 – Transfer 100% of occupancy data into FIREHOUSE. Office / Inspectional Staff should be using this software exclusively.*
- ♦ *Goal #3 – Establish back-up personnel for major administrative responsibilities; continue cross-training.*
- ♦ *Goal #4 – Coordinate and implement a Department photo shoot in early spring 2016.*
- ♦ *Goal #5 – Convert appropriate documents to electronic storage; reduce file storage space by 15%.*
- ♦ *Goal #6 – Provide learning outside training and learning opportunities to promote staff flexibility, encourage employee development, and increase office efficiency.*
- ♦ *Goal #7 – Establish Standard Operating Guidelines for Administrative Office procedures.*

ILLINOIS FIRE SERVICE ADMINISTRATIVE PROFESSIONALS (IFSAP)

We are affiliated with the Illinois Fire Service Administrative Professionals (IFSAP); an organization of Administrative Assistants across Illinois who join together to provide educational and networking needs for Fire Service Support Staff. Members of the Organization keep in touch via e-mail, conferences, outings, fundraisers and charity events held throughout the year.

Training classes geared towards Fire Administrative Support personnel are offered frequently. To date, four members of the Administrative Staff have completed the Fire Service Executive Support certification program. This 13-week program is offered every two years and covers classroom topics such as Public Education, group dynamics, communications, management, and fire-related laws and standards. The unique hands-on fire behavior / EMS training helps give the office personnel a glimpse of what our Firefighters actually encounter on the fireground. It also provides an opportunity for those in the class to form important relationships spanning multiple Departments within the state. IFSAP is a branch of the Illinois Fire Chiefs Association (IFCA).



S. PAUL CUMMINS
Assistant Chief / Personnel Division
39 Years of Service



CHARLES MESSINA
Captain / Company 202
34 Years of Service



WILLIAM PROPER
Engineer / Public Education Officer
15 Years of Service

THANK YOU
for your Service...

Firefighter Matthew Mohan
15 Years of Service

Lieutenant Kenneth Hamill
13 Years of Service

Engineer James Leikel
11 Years of Service

Firefighter Armando Bustos
10 years of Service

Firefighter Nicholas Rada
3 years of Service

Firefighter Eric Queen
1 year of Service



MEDAL of VALOR



Lieutenant
Todd Swartzentruber



Engineer
Patrick O'Dwyer



Firefighter
John Nagle

Not Pictured: Firefighter Michael Kushner

PROMOTIONS



2015 Promotions pictured above from left to right: Deputy Fire Chief/Fire Prevention Daniel Riordan; Lieutenants: Daniel Mazziotta, John Barry, Kevin Hickey, James Wooten, Adam Culbertson; Assistant Chief/Personnel Division Daniel Reda; Engineers: Timothy Best, Anyaetta Hoopes, Adam Casner, Anthony DeAdam, Norm Roney, Thomas Tonra, John Barry



"We Serve Others, Not Ourselves"

