

ORDINANCE NO – 2025-03

**ORDINANCE COVERING COMPOSITION, SALARIES, BENEFITS
AND REGULATIONS OF THE BYRON FIRE PROTECTION DISTRICT**

IT IS HEREBY ORDAINED by the Board of Trustees of the Byron Fire Protection District, Ogle County, Illinois, as follows:

Section 1 Composition of Department

The Byron Fire Department shall consist of the following personnel:

- 1 Fire Chief
- 3 Deputy Chiefs / Battalion Chiefs *
- 3 Lieutenants
- 12 Firefighters
- Up to 40 Part-Time Firefighters
- 2 Administrative Assistants
- 1 Accounting Manager
- Up to 4 Cadets

*Effective November 1, 2023, all new promotions to this rank will be Battalion Chiefs with the same duties and responsibilities as Deputy Chiefs

Section 2 Application of Ordinance

Salary and benefits of employees who are in a bargaining unit represented by Byron Firefighters Local 4775, I.A.F.F. shall be paid according to the collective bargaining agreement between Local 4775 and the District. In the event of any conflict between the terms of this ordinance and said collective bargaining agreement, the agreement shall prevail. In the event of a conflict between the terms of this ordinance and the terms of an individual employment contract between the District and an employee, the terms of a written employment contract shall prevail. The full-time non-sworn employees entitled to benefits set forth in this ordinance and referred to as “civilian” employees are the Administrative Assistants, and Accounting Managers.

Section 3 Salary Scale

The following salary scale shall prevail for the non-bargaining unit personnel in the Fire Department with the District reserving the right to modify the stated salaries based on performance, financial conditions of the District and general economy or for any reason deemed appropriate by the Board of Trustees:

Fire Chief Salary Range:	Per Contract
Deputy Fire Chiefs / Battalion Chief	
Deputy Fire Chief Tony Dinges Effective November 1, 2025:	\$122,200

Battalion Chief:
Effective November 1, 2023 - 11.12% above the top Lieutenant Pay

Deputy Fire Chiefs/Battalion Chiefs shall also be eligible to receive incentive pay pursuant to the District's Call Back Incentive Pay Plan.

Deputy Chiefs/Battalion Chiefs shall also be eligible to receive the following stipends:

Technical Rescue - \$1,000
Dive Team - \$1,000

Longevity Steps

Effective November 1, 2022 all non-bargaining unit employees will receive longevity steps as follows. If the employee has already passed a step, said employee will receive the most recent step passed. Steps will be cumulative, based off the employee's base salary.

Steps: 10 years - 1.5%
15 years - 1.75%
20 years - 2.0%
25 years - 2.5%
30 years - 2.75%

Administrative Assistant Trzcinski-Ramos, effective November 1, 2025: \$30.10 per hour

Accounting Manager Rawson, effective November 1, 2025: \$43.44 per hour

Administrative Assistant Reeverts, effective November 1, 2025: \$41.70 per hour

In addition to the compensation set forth above, full-time civilian employees hired before January 1, 2009, shall also be eligible to participate in the District's Deferred Compensation Plan with a maximum District contribution equal to 1.5% of the employee's annual compensation. The District's annual contribution shall be made in accordance with the terms of the Plan.

Part-time Firefighters shall be paid for scheduled hours, training and call back situations in accordance with District policy. Part-time Firefighters shall also be eligible to receive incentive pay pursuant to the District's Call Back Incentive Pay Plan. Part-time Firefighters are not eligible for any benefit set forth in this Ordinance.

Part-time Firefighters wage scale effective November 1, 2025:

CERTIFICATION	CERTIFICATION TYPE	PAY SCALE PER HOUR	NOTATIONS
BASE	NO BOF OR EMT	\$ 15.50	2 YRS TO ATTAIN
EMT-B	IDPH	ADD \$ 2.00	UPON CERTIFICATON
BOF (FF2)	OSFM	ADD \$ 2.00	UPON CERTIFICATION
ATF (FF3)	OSFM	ADD \$ 1.00	UPON CERTIFICATION
EMT-P	IDPH	ADD \$ 3.50	UPON LICENSING
FAO	BFPD OR OSFM	ADD \$1.00	UPON CERTIFICATION
ATF & EMT-B/P	OSFM & IDPH	ADD \$1.00	5 YRS AS A BFPD FF
ATF & EMT-B/P	OSFM & IDPH	ADD \$1.00	10 YRS AS A BFPD FF
AM Shift	BFPD	ADD\$ 1.00	7AM TO 5PM

Section 4 Preceptor Pay

Every qualified preceptor of the Byron Fire Protection District will be eligible to receive \$75 per precepted run.

Section 5 Overtime Compensation

"Overtime" is defined as those hours an employee works in excess of the hours permitted under the Fair Labor Standards Act in the work period of 7 days for non-firefighting personnel and 28 days for firefighting personnel. Overtime shall be paid at the rate of one and one-half times the employee's regular hourly rate of pay. By agreement between the Chief and the employee, an employee may receive compensatory time off in lieu of overtime pay as an hour and one-half of time off for each hour of overtime worked. For non-firefighting day personnel, overtime compensation shall be paid for all hours worked outside the employee's normal work shift. For firefighters, overtime compensation shall be paid after 212 hours of actual work time in a 28-day work period.

Section 6 Deputy Chief's / Battalion Chiefs Overtime Compensation

Deputy Chiefs appointed on or before January 1, 2019, shall receive \$2,000.00 annually in overtime pay for performing additional hours of work outside the normal shift rotation. This overtime pay shall be paid bi-weekly through regular payroll.

Effective November 1, 2025, Deputy Chiefs and Battalion Chiefs will be eligible to earn compensatory time under the following conditions:

- In-house coverage of an open shift due to Shift Chief being off
- Attending in-house training or public relations events
- Responding to extended emergency calls while off duty ie. Fires, TRT etc.

Compensatory time will accrue at the rate of one hour of comp time for each hour worked. This accrued time can be carried over for a maximum amount of one year. At the employee's anniversary date, any time over one year will be forfeited. Upon separation with the district, any unused comp time will be forfeited.

Section 7 Vacations

Vacation time shall be granted to Deputy Chiefs/Battalion Chiefs each year for use in the current calendar year. The exact number of workdays allowed each year is determined by the length of credited full-time service with the district. Vacation days for 24-hour shift employees refer to 24-hour duty days (not calendar days) and are to be taken in accordance with the District needs and, if possible, the employee's preference. Vacation leave per year shall be credited as follows:

Term	Hours of Vacation Accrued Each Two Week Pay Period	Annual Rate of Vacation in Hours
After 2 months	3.693	96
After 1 year	4.616	120
After 3 years	5.539	144
After 6 years	6.462	168
After 9 years	7.385	192
After 12 years	8.308	216
After 15 years	9.231	240
After 18 years	10.154	264
After 21 years	11.077	288
After 24 years	12.000	312

Vacation time shall be granted to the full-time non-sworn "civilian" employees according to the following schedule:

Start to completion of 1 yr. of service	80 hours none to be taken in first 6 months without Chief's approval
After completion of 1 year service	80 hours (3.08 hours per pay period)
After completion of 4 years' service	120 hours (4.62 hours per pay period)
After completion of 14 years' service	160 hours (6.16 hours per pay period)

On each anniversary year, the maximum unused vacation time which may be carried over into the next year is equal to the employee's maximum accrual in the year just completed. Any additional hours will be paid at 100% of their value at the rate they were earned based on first in-first out calculations.

Section 8 Personal Days

Six (6) Personal Days per calendar year shall be granted to all Non-Bargaining Unit employees per calendar year. If not used in the calendar year, Personal Days shall be forfeited.

Section 9 Holidays and Holiday Pay

The following days are designated as Holidays:

- New Year's Day
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Christmas Eve Day
- Christmas Day
- New Year's Eve Day

The Fire Chief and full-time non-sworn civilian employees shall receive all holidays off with pay. Should a holiday fall on a weekend, the preceding or following weekday as designated by the Fire Chief, shall be considered as a holiday off with pay. In addition to the above, full-time non-sworn employees shall receive their birthdays off with pay. If the birthday falls on a weekend, the proceeding or following weekday shall be considered the day off with pay.

Section 10 Schedule for Shift and Day Employees

The hours of scheduled duty for twenty-four (24) hour shift employees shall be, twenty-four hours on duty followed by forty-eight hours off duty. Each shift shall be twenty-four (24) hours in length and begin at 0730 hours and end at 0730 hours the following day for bargaining unit personnel.

The hours of scheduled duty for full-time day employees shall be forty (40) hours per week. Day shift hours generally begin at 08:00 hours and end at 17:00 hours

Monday through Friday. Day employees shall be entitled to one (1) hour off for lunch each eight (8) hour shift day. The starting and ending times for full-time and part-time day employees may be determined or modified at any time by the Fire Chief.

Section 11 Hospitalization and Life Insurance

Non-Union Employees shall be responsible for contributing towards their health insurance premiums. Non-Union Employees will be responsible for the annual contribution of \$300.00 for single coverage and \$600.00 for family coverage. Contributions will be made through bi-weekly payroll deduction.

Section 12 Retiree Health Insurance

Effective January 1st, 2025 all full-time non-bargaining unit employees shall be eligible to receive a retiree health insurance benefit of 50% of the single coverage monthly premium if the employee meets the specific requirements as stated below. Benefit will be capped at 50% of the monthly premium of the District's plan. The benefit will cease for the retiree upon the retiree's 65th birthday at which point they are eligible for Medicare. If the District finds itself in financial burden, the benefit may cease.

Requirements:

- Retiree must remain on the District chosen health care plan.

- Employee must retire directly from the District after having worked a minimum of 20 continuous years as a full-time District employee and begin drawing a pension immediately from a District sponsored pension plan.

- Employee must be at least 50 years of age and eligible to draw their pension.

- Payment for coverage must be made to the District by the 10th of the covered month. Failure to timely remit payment will cause the insurance to cease and it will not be able to be reinstated, except for any grace period as may be mandated by law.

Retirees electing to continue coverage for dependents must pay the entire cost of the monthly premium for the dependent's coverage to the district by the 10th of the covered month.

Section 13 Uniforms

All uniforms and protective clothing required to be worn by employees, shall be furnished by the District. All such uniforms and protective clothing shall remain the property of the District and shall be returned in a serviceable condition upon termination

of employment. Any alterations required due to weight fluctuations shall be the responsibility of the employee. Every full-time Firefighter will be entitled to one pair of boots up to \$200 every 18 months.

Section 14 Sick Leave

Full-time employees shall be entitled to sick leave when such employees are personally ill or physically incapable of coming to work in accordance with District policy. Sick leave will accumulate at the rate of 3.0 hours per pay period for full-time civilian employees and 3.75 hours per pay period for the Deputy Fire Chiefs/Battalion Chiefs. Civilian employees may accrue up to 128 hours and Deputy Fire Chiefs/Battalion Chiefs up to 160 hours as of November 1 each year. Any additional sick leave hours will be paid to the employee at 100% of their value at the rate they were earned based on first in-first out calculations.

The Fire Chief retains the right to audit, monitor, and/or investigate sick leave usage and, if an employee is reasonably suspected of abuse, or if the employee has prolonged and/or frequent absences, or repeated absences immediately preceding or following weekends, holidays, duty trades, personal days or vacation periods, etc., to take reasonable corrective action, including such actions as discussing the matter with the employee, requiring that the employee seek medical consultation, instituting sick leave verification calls, and/or, where appropriate, taking disciplinary action, including dismissal.

Section 15 Short Term Disability Policy – Civilian Employees

The District will maintain a short-term disability policy which will pay 60% of the individual's salary starting with the 15th calendar day of an off-duty sickness or illness which keeps the employee from working and paying this benefit for as long as the employee cannot work through 351 days or until the employee becomes eligible for or attains disability payments through IMRF. The District will not continue to pay the employee during the disability benefit period unless the employee uses accrued vacation time. The employee may use accrued sick leave hours to bridge the first 14 calendar days of missing work due to an illness or injury to maintain income. If the employee has exhausted all sick leave, available vacation days may be used to bridge the first 14 days off work before the short-term disability insurance starts.

Section 16 Bereavement

The full-time employees shall be entitled to up to three (3) consecutive workdays off without loss of pay in the event of the death of an immediate family member. The employee shall be entitled to one workday off without loss of pay to attend the funeral or wake in the event of the death of an extended family member.

The employee's immediate family is defined as spouse, domestic partner, parents (including step), children (including step and half), sibling (including step and half), father-in-law, mother-in-law, grandparents, and grandchildren. Extended family members are defined as daughter-in-law, son-in-law, brother-in-law, sister-in-law, niece, nephew, aunt, uncle or first cousin and spouses' grandparents.

Additional time off may be granted at the discretion of the Chief where needed to attend

funerals of those persons defined above, and funerals for those not described above, or tend to business relating thereto, to be credited against other available leave time.

Pursuant to 820 ILCS 154, full-time employees shall be entitled to use a maximum of 2 weeks (10 workdays) of combined paid and unpaid bereavement leave to:

- a. attend the funeral or alternative to a funeral of a covered family member (covered family member shall be the same as the immediate family above for paid bereavement leave);
- b. make arrangements necessitated by the death of the covered family member.
- c. grieve the death of the covered family member; or
- d. be absent from work due to (i) miscarriage; (ii) an unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure, (iii) a failed adoption match or an adoption that is not finalized because it is contested by another party; (iv) a failed surrogacy agreement; (v) a diagnosis that negatively impacts pregnancy or fertility; or (vi) a stillbirth.

Unpaid bereavement leave taken pursuant to 820 ILCS 154 will generally be completed within 60 days after the date on which the employee receives notice of the death of the covered family member or the date on which an event listed under subparagraph d. above occurs. However, employees may be granted more than 60 days to take unpaid bereavement leave at the discretion of the Fire Chief and or Board of Trustees.

Employees will endeavor to provide the Employer with at least 48 hours' advance notice of the employee's intention to take bereavement leave, unless providing such notice is not reasonable and practicable.

Unpaid bereavement leave shall be designated as FMLA time and is subject to the FMLA's maximum of 12 weeks in a 12-month period.

Section 17 **Policies, Rules and Regulations**

The Chief of the Fire Department shall enforce the Policies, Rules and Regulations for of the District previously adopted by the Board of Trustees. The Chief shall also prescribe such additions to or amendments of the Policies, Rules and Regulations as he deems advisable, which additions and/or amendments shall then be presented to the Board of Trustees for adoption.

Failure to comply with the policies, rules and regulations of the District or orders of a superior officer shall result in disciplinary action.

Section 18 **Effective Date of Ordinance**

This Ordinance shall be in full force and effective November 1st, 2024.

Section 19 This Ordinance shall supersede any ordinance, resolution, motions, or parts of such which in any way conflict with any part herein. And any such ordinances, resolutions or motions or parts thereof are hereby repealed to the extent of any conflict.

Section 20 If any section, paragraph, or provision of this ordinance shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not

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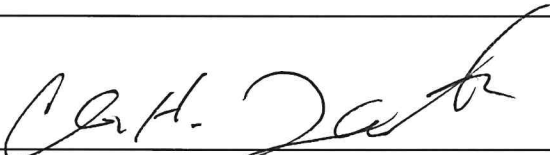
Section 20 If any section, paragraph, or provision of this ordinance shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this ordinance.

ADOPTED this 28th day of October 2025, by a roll call vote as follows:

AYES: Kuss, Higgins, Snider, Beitel * Logston

NAYS: None

ABSENT: None



Christopher Logston, President
Board of Trustees Byron Fire Protection District

ATTEST:



Matthew Kuss, Secretary
Board of Trustees Byron Fire Protection District

STATE OF ILLINOIS)
)
COUNTY OF OGLE) SS

SECRETARY’S CERTIFICATE

I, **Matthew Kuss**, the duly qualified and acting Secretary of the Board of Trustees of the Byron Fire Protection District, Ogle County, Illinois, do hereby certify that attached hereto is a true and correct copy of an Ordinance entitled:

ORDINANCE NO. 2025 - 03

ORDINANCE COVERING COMPOSITION, SALARIES, BENEFITS AND REGULATIONS OF THE BYRON FIRE PROTECTION DISTRICT

which Ordinance was duly adopted by said Board of Trustees at a special meeting held on the 28th day of October 2025.

I do further certify that a quorum of said Board of Trustees was present at said meeting, and that the Board of Trustees complied with all the requirements of the Illinois Open Meetings Act.

IN WITNESS WHEREOF, I have hereunto set my hand this 28th day of October 2025.



Matthew Kuss, Secretary
Board of Trustees, Byron Fire Protection District