

# Removing the Curtain:

Fire District Administration Problems & Solutions

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# Top 3 Issues

- **Communication with the Board**
- **Misuse of funds**
- **Inappropriate Conduct**



# Policies that apply on both sides of the Station

- Hostile Work Environment
- Sexual Harassment
  - Illinois Human Rights Act (775 ILCS 5/2-109)
    - (C): Requires employers to establish their own sexual harassment prevention training and
    - (D): Requires employers to provide the training at least once per year.

# Communication with the Board

- What does each Trustee want to know?
- Major incidents
- Notable people
- Injuries to firefighters
- Lack of communication is most often cited for broken-down relationship between Chief and the Board



# Misuse of funds



- Informal audit each month
- Review bills each month
- Ask for verification or clarification if it strikes you as odd
  - Same for Board
- Don't try to avoid bidding process

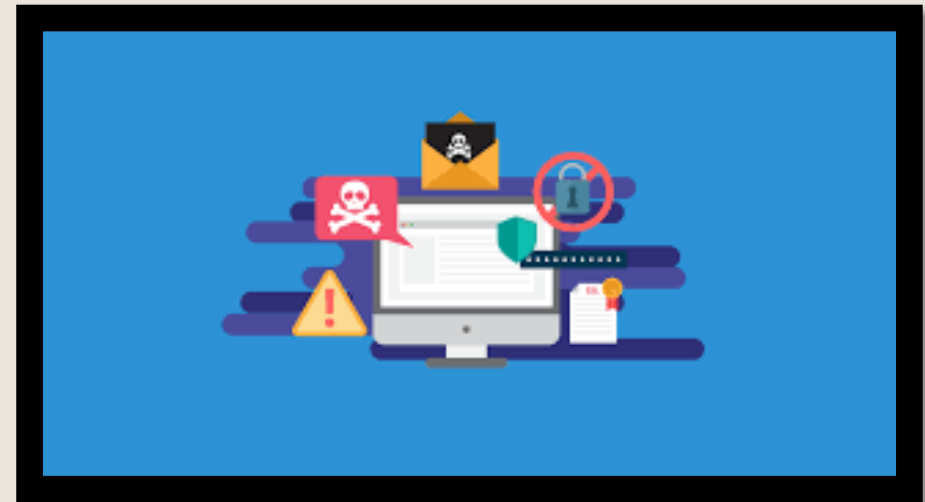
# Inappropriate Conduct

- Firehouse ≠ Home
- People you work with ≠ Family
- Back rubs, “bumping into,” etc.
- Jokes, comments, etc.
- “That’s just how it is in the fire service” is not a good defense



# Best Practices

- **Cyber Security**
  - Insurance
  - Audit
  - Rules
- **Data Protection**
  - Back up data
  - Outside IT services
  - Liability
    - Biometric Information Privacy Act (BIPA) (740 ILCS 14)
    - Personal Information Privacy Protection Act (PIPPA)(815 ILCS 530)



# Privacy Protection Statutes



- **Biometric Information Privacy Act (“BIPA”) (740 ILCS 14)**
  - **Requires private entities seeking to collect biometric information from employees or customers to first obtain informed consent (Sec. 15(b))**
  - **Prohibits private entities from disclosing (selling, leasing, otherwise profiting from) biometric information without the consent of the individual (Sec. 15(c))**
  - **Biometric data must be kept secure (Sec. 15(e))**
  - **Requires private entities in possession of biometric information to establish a retention schedule for destroying the data (Sec. 15(a))**



# Privacy Protection Statutes



- **Personal Information Privacy Protection Act (“PIPPA”)(815 ILCS 530)**
  - Any State agency that collects personal information concerning an Illinois resident must notify the resident when there has been a security breach of the data (Sec. 12(a))
  - If required to notify 1,000+ individuals, the State agency must also notify all consumer reporting agencies of the timing, distribution, and content of the notices (Sec. 12(d))
  - In the event of a breach affecting 250+ Illinois residents, the State agency must notify the Attorney General within 45 days of discovery (Sec. 12(e)):
    - Type of information compromised
    - Number of Illinois residents affected
    - Steps the agency has taken to notify consumers
    - Date and timeframe of the breach

# Privacy Protection Statutes



- **Personal Information Privacy Protection Act (“PIPPA”) (815 ILCS 530), cont.**
  - **Must report a breach to the General Assembly within 5 business days of discovery**
  - **Must submit an annual report to the General Assembly listing all breaches and corrective measures taken (Sec. 25)**
  - **Personal data that is no longer needed should be disposed of in a secure and confidential manner (Sec. 30)**

# Privacy Protection Statutes



- **Illinois Identity Protection Act (“IPA”) (5 ILCS 179)**
  - **Local governments must treat the Social Security Numbers of individuals carefully and securely**
  - **Requires local government agencies to implement an identity-protection policy with the following requirements (Sec. 35):**
    - **Employees with access to social security numbers must be trained to protect their confidentiality**
    - **Only employees required to use information containing SSNs may have access to such information**
    - **SSNs requested from individuals be provided in a manner that makes them easily redacted if part of a FOIA request**
    - **When requesting SSNs for collection, a statement of the purpose for collection must be provided**
  - **Written copy of privacy policy must be filed with the governing board of the government unit within 30 days of approval (Sec. 35(c))**

# Best Practices, cont.



- **Insurance – Health, E.O., Liability**
  - Get multiple quotes
  - Make sure you have all the coverage you need
  - Limits of protection
    - High enough
    - Too high
- **Annual Review**
  - Do them for all employees
  - Be fair and honest
  - Areas of improvement
  - Chief should do annual review with Board
  - Set goals

# Best Practices, cont.

- Record Keeping
  - Keep track with admin.
    - Sick days
    - Vacation days
  - Have a policy for payout at time of retirement or suspension
  - PSEBA
    - Annual report
    - See if you have other coverage
- Chief, Deputy Chief, and Battalion Chief get out of office for interviews with members
- Bring in lunch and talk
  - Don't just run in for 10 minutes, have lunch, and run out



Questions?

# Thank you...

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