



Meeting Held Electronically

NORTH AURORA VILLAGE BOARD MEETING MONDAY, OCTOBER 3, 2022 - 7:00 P.M. NORTH AURORA VILLAGE HALL - 25 E. STATE ST.

AGENDA

Due to the current COVID-19 pandemic, Village Board meetings are being conducted live and remotely via telecommunications to help prevent the spread of COVID-19. For best safety practices, the public can view the board meeting remotely via telecommunications using Zoom; however, to participate must attend the meeting in person. The public can view the meeting remotely as follows:

Website Address: <https://us02web.zoom.us/j/87368333182>

Meeting ID: 873 6833 3182

Dial In: +1 312 626 6799

This procedure is being followed pursuant to the Illinois Open Meetings Act (5 ILCS 120/2.01 et seq.) as amended by Public Act 101-0640.

CALL TO ORDER - SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

AUDIENCE COMMENTS

PRESENTATION

Fox Valley Park District

CONSENT AGENDA

1. Village Board Minutes dated 09/19/2022; Committee of the Whole Minutes dated 09/19/2022
2. Bills List Dated 10/03/2022 in the Amount of **\$258,635.32**
3. Approval of North Aurora Emergency Management Agency Policy Manual
4. Approval of Special Event Permit for Share and Care Learning Center Halloween Parade

NEW BUSINESS

1. Approval of Special Event Permit for The Rustic Fox Holiday Market Event

2. Approval of Special Event Permit for the North Aurora Fire Protection District Turkey Raffle
3. Approval of an Ordinance Amending the North Aurora Code Section 5.08.350 to Decrease the Number of Class A Liquor Licenses Authorized in the Village Of North Aurora
4. Approval of an Ordinance Amending the North Aurora Code Section 5.08.350 to Decrease the Number of Class B Liquor Licenses Authorized in the Village Of North Aurora
5. Approval of Resolution Adopting the Village of North Aurora Police Comfort Dog Program
6. Approval to Award Repair Work for 2008 Sewer/Vactor Truck to Standard Equipment Company in the Amount of \$42,152.22

VILLAGE PRESIDENT

TRUSTEE COMMENTS

ADMINISTRATOR'S REPORT

VILLAGE DEPARTMENT REPORTS

ADJOURN

Initials: SB

**NORTH AURORA VILLAGE BOARD MEETING
VILLAGE BOARD MEETING MINUTES
Monday, September 19, 2022**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely
via telecommunications.

CALL TO ORDER

Mayor Gaffino called the meeting to order.

SILENT PRAYER - MEDITATION – PLEDGE OF ALLEGIANCE

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz

Staff in attendance: Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Mike Toth, Village Engineer Brandon Tonarelli, Village Attorney Kevin Drendel, Public Works Director John Laskowski, Police Chief Joe DeLeo.

PROCLAMATION-Childhood Cancer Awareness Month

Mayor Gaffino proclaimed September 2022 to be Childhood Cancer Awareness Month

RECOGNITION-Green Thumb Summer Property Recognition Program Winners

Mayor Gaffino announced the winners and presented the prizes for the Beautification Committee's Green Thumb recognition program. There were fourteen homes nominated and four prizes awarded.

Fourth place the Lundells of 207 Andrew Lane (not present)

Third place, the Clems of 222 Briar Lane

Second place, the Bohrs of 515 Doral Lane

First Place, the Novaks of 2197 Bartram Road

AUDIENCE COMMENTS – None

CONSENT AGENDA

1. Village Board Minutes dated 08/15/2022; Committee of the Whole Minutes dated 08/15/2022
2. Interim Bills List Dated 09/06/2022 in the Amount of \$735,604.73
3. Bills List Dated 09/19/2022 in the Amount of \$731,988.45
4. Approval of Easement Agreement with Forest Preserve District of Kane County for the Tanner/Remington Outfall Conveyance System
5. Approval of an Ordinance Proposing the Establishment of Special Service Area No. 45 in the Village of North Aurora (Opus I-88 Corporate Park)

Motion for approval made by Trustee Guethle and seconded by Trustee Curtis. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Curtis –yes. **Motion approved (4-0).**

NEW BUSINESS

1. Approval of Resolution to Allow Village Administrator to Approve Lateral Transfer Police Officer Program Starting Salaries

Chief Joe DeLeo reminded the Board that at the August 15, 2022 Committee of the Whole meeting he had asked for feedback in regard to a change to the Lateral Transfer Program. DeLeo stated that currently the Village Administrator could only approve of a lateral transfer compensation up to step four in the Village's salary structure which is not a competitive salary. DeLeo was asking for permission for the Village Administrator to have the ability to approve a lateral transfer at any point in the salary structure. DeLeo said that the proposal was met with positive feedback at the Committee of the Whole meeting.

Motion for approval made by Trustee Guethle and seconded by Trustee Niedzwiedz. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Curtis –yes. **Motion approved (4-0).**

2. Approval of Resolution Assuming Responsibility for the Transport, Demilitarization, Site Preparation, Maintenance, and Safety of a United States Army Donation Display Item

Administrator Bosco explained that in the past the North Aurora Lions Club had expressed interest in acquiring a demilitarized piece of equipment for the Village's Veteran's Memorial. The application would be made to the Federal Government through the Village. The Village applied three years ago, the application has since expired as it does every three years. This would be a reapplication for a piece, should one become available, to purchase at a cost up to \$10,000 and place at the Veteran's Memorial.

Motion for approval made by Trustee Curtis and seconded by Trustee Niedzwiedz. **Roll Call Vote:** Trustee Curtis –yes, Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes. **Motion approved (4-0).**

3. Approval to Award Tree Inventory Proposal to Davey Resource Group in the Amount of \$29,963.00

Director Laskowski explained that a tree inventory will be performed on all 9,000 parkway trees in the Village. The purpose would be to record the condition of the trees, the exact location, the size, the species and overhead utilities in to the Village's Geographic Information System. The information will be used in the future to target areas for different types of maintenance and monitor the health of trees in bad condition and to give the Village a more targeted, strategic way of approaching the parkway trees. It was staff's recommendation to award the contract to the lowest bidder, Davy Resource Group.

Motion for approval made by Trustee Niedzwiedz and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Niedzwiedz – yes, Trustee Curtis –yes, Trustee Guethle – yes, Trustee Lowery – yes. **Motion approved (4-0).**

4. Approval to Award Contract for Tree Trimming to SavATree in the Amount of \$50,512.00

Director Laskowski stated that this is for the tree trimming left over from the road maintenance program. Trees were unable to be trimmed prior to the road maintenance program beginning. The trimming would be done on all of the streets that had been resurfaced in the Pine Creek subdivision. It was staff's recommendation to award the contract to the low bid of \$50,512.00 with SavATree.

Motion for approval made by Trustee Guethle and seconded by Trustee Lowery. **Roll Call Vote:** Trustee Guethle – yes, Trustee Lowery – yes, Trustee Niedzwiedz – yes, Trustee Curtis – yes. **Motion approved (4-0).**

VILLAGE PRESIDENT – Beautification Committee Appointments

- a. Coletta Hines-Newell
- b. Norma Yario

Mayor Gaffino asked the Village Board for advice and consent on the appointments to the Beautification Committee. The Village Board gave unanimous approval.

TRUSTEES COMMENTS – None

ADMINISTRATOR’S REPORT – None

ATTORNEY’S REPORT – None

VILLAGE DEPARTMENT REPORTS

- 1. **Finance** – None
- 2. **Community Development** – None
- 3. **Police** – None
- 4. **Public Works** – None

ADJOURNMENT

Motion to adjourn was made by Trustee Curtis and seconded by Trustee Lowery. All in favor. **Motion approved.**

Respectfully Submitted,

Jessi Watkins
Village Clerk

**VILLAGE OF NORTH AURORA
COMMITTEE OF THE WHOLE MEETING MINUTES
Monday, September 19, 2022**

Due to the COVID-19 pandemic, the Village Board meeting was conducted live remotely via telecommunications.

CALL TO ORDER

Mayor Gaffino called the meeting to order.

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz

Staff in attendance: Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Mike Toth, Village Engineer Brandon Tonarelli, Village Attorney Kevin Drendel, Public Works Director John Laskowski, Police Chief Joe DeLeo.

AUDIENCE COMMENTS – None

TRUSTEE COMMENTS - None

DISCUSSION

1. Police Comfort Dog Program

Police Chief DeLeo stated that the idea of a Police Comfort Dog Program was brought to him by Officer Parr of the North Aurora Police department and the coordination of the implementation of the program has been a group effort including himself, Officer Parr and Village staff Christine Wagner. DeLeo introduced officer Parr who spoke more about the program.

Officer Parr stated that the program introduces dogs that are specifically trained to provide comfort to people who are in need of emotional support. When used at schools, community events or various victims in the course of police work, the result contributes to the building of trust and positive relationship between the police and the public. Parr stated that the Village could use a comfort dog in a number of situations such as with child victims or child witnesses. Dogs can aid in situations where mental health plays part. The dogs could be used in school support as well. A dog could make appearances at community events building community relations.

Officer Parr suggested retaining a service dog from SIT Service Dog Organization. These dogs are bred specifically for service roles, behaviors and have a high degree of training.

The cost to begin the program would be approximately \$11, 915. This cost includes the dog, squad safety equipment, first year veterinary costs, and start up supplies. The annual cost beyond the first year would be approximately between \$1,300-\$1,500 for food and veterinary costs. Parr stated that the initial cost of the program can be absorbed in to the current budget.

Parr stated that he would be the handler for the comfort dog and have the dog with him while on duty. One of the newly purchased squad cars would be outfitted with the necessary safety equipment, including a kennel and temperature monitor. Officer Parr stated that the dog would live with him and he has discussed with Chief DeLeo his willingness to work various shifts and come in as needed.

Parr stated that the program supports the Village's strategic plan to facilitate community outreach with the Police Department.

Trustee Guethle asked what type of dog the department would be getting. Parr explained that the typical dogs seen doing police work, such as German shepherds are not therapy dogs. Likely the department would be receiving an American field lab, like a black lab.

Trustee Curtis asked what would happen if the Department was in need of the therapy dog and it was Officer Parr's day off. Officer Parr stated that he has discussed with Chief DeLeo his willingness to be called in or adjust his schedule. Chief DeLeo stated that there will also be a secondary handler.

The Board expressed that they were in favor of the program.

Administrator Bosco explained that the bulk of the initial start of costs involve modifications to the squad car. Bosco asked for direction on whether or not to move forward with the modifications. The Village Board requested to move forward with the project.

2. Public Works Building Facility Options

Administrator Bosco stated that the goal for this agenda item was to choose one of three Public Works facility concepts in order to move forward and secure more solid building costs.

Trustee Curtis asked if this had previously been discussed by the Board. Bosco stated that although this had been discussed in the past, the Board had never formally picked an option.

Director Laskowski stated that they were currently working through the validation stage. He proceeded to present the three different options to the Village Board.

Option one utilizes the current structure with additional structures built on to the existing structure. Option one is not large enough to house all of the public works vehicles within the structure and an additional structure, further south on the property, would be utilized to house vehicles as well.

The construction of this option would be phased. While the new structures were being built, staff would work out of the existing area and then move in to the newly constructed area for the existing structure to be renovated.

The projected costs for this option range from \$14,417,302 to \$22,191,913.

Option two, the existing facility would be demolished and a new facility built. The structure would house all of the vehicles, however the vehicle garage would be roughly 400 feet in length, making getting from one end the other a challenge.

The construction is not phased. The existing structure would be demolished and the Public Works department would have to find another place to work from during construction.

This option ranges in estimated cost between \$14,407,815 and \$21,905,526.

Option three involves utilizing the land that would be acquired from the SKCTA through a land swap. The building would be newly constructed on that property and the existing facility would remain intact for the duration of the construction allowing the Public Works department to continue working out of the existing facility. This was the option the staff preferred.

The estimated cost range for option three is \$14,630,757 to \$22,055,676.

Laskowski stated that staff would like to move forward to the next step in the design phase which would be the schematic design which will allow a construction manager to make a more accurate cost estimate.

Trustee Guethle expressed favorability for option three.

Mayor Gaffino asked about the gap in cost estimates between \$14 million and \$22 million. Director Laskowski stated it would be a matter of size of the structures. The higher end cost estimates were the options that were presented to the Board.

Mayor Gaffino asked how many years do the designs accommodate for, Laskowski stated designs typically account for 30 years of use.

Mayor Gaffino asked Administrator Bosco about the potential land swap and where that was. Bosco stated that the Village has had good conversations with the fire department and there is a draft agreement, the Village hopes to keep moving the process forward.

Trustee Niedzwiedz asked Laskowski if the designs accommodated future vehicle purchases. Laskowski stated that the designs accounted for additional vehicles as well as future staff additions.

There was a discussion on what spaces may be reduced for cost saving measures.

The Village Board was in agreement to move forward with Option three for the Public Works facility.

3. 2023 Road Program

Administrator Bosco stated that Village staff was looking for the Board's recommendation on whether or not to move forward with the proposed road program for next year. Bosco introduced Village Engineer Brandon Tonarelli who gave a presentation on the proposed areas for improvement in 2023.

Tonarelli presented a map to the Board which illustrated the current road conditions.

Trustee Curtis asked about the deterioration of streets shown on the map and whether or not it is expressing rapid deterioration of streets. Tonarelli explained that the resurfacing is done in sections. Administrator Bosco explained that some of the more heavily trafficked streets may experience faster deterioration.

Bosco explained that the Village attempts to get to streets before they deteriorate to a point of failure. It is more costly to rebuild a road than to resurface it.

Tonarelli explained the Village's strategy on road maintenance. He stated that using the maps and scoring from the studies that the Village has had done along with the road history, a strategy is formulated to optimize the funding that is used for road maintenance. While determining a strategy, water mains and sanitary sewer repairs in the area are taken in to consideration. After maintenance is performed, the model is updated by adjusting the pavement indices. The Pavement Assessment is repeated at a 3-5 year interval.

Finance Director Jason Paprocki stated that the Road Program gets paid out of the Village's Capital Projects fund. The base revenues that fund the Capital Projects fund are the .50% non-home rule sales tax, and the 3% electricity and gas utility tax. He said that historically these had been about \$1.8 million dollars, in 2022 it was \$2.1 million. In addition, there had been fund transfers to the Capital Project funds resulting in an extra \$7 million over the last four fiscal years. This has helped the fund get up to about \$10.4 million, having grown significantly since 2018 when the balance was about \$3 million. The Road Program budget was \$3 million, 2023 is projected to be \$1.8 million.

Tonarelli stated that the Chesterfield subdivision was found to have some of the worst conditioned streets and fit the \$1.8 million budget. The staff proposed to make the Chesterfield subdivision the focus of the 2023 Road Program.

Mayor Gaffino brought up the seeding that was done during the 2022 Road Program. A discussion was had about the unsatisfactory grass seeding and what can be done for future plantings during the Road Project.

The Board was in agreement on the proposed Road Program targeted area.

EXECUTIVE SESSION – Property Acquisition

ADJOURNMENT TO EXECUTIVE SESSION

Motion to adjourn to Executive Session made by Trustee Guethle and seconded by Trustee Niedzwiedz. All in favor. **Motion approved.**

ROLL CALL

In attendance: Mayor Mark Gaffino, Trustee Laura Curtis, Trustee Mark Guethle, Trustee Mike Lowery, Trustee Todd Niedzwiedz

Staff in attendance: Village Administrator Steve Bosco, Finance Director Jason Paprocki, Community & Economic Development Director Mike Toth, Village Attorney Kevin Drendel.

ADJOURNMENT

Motion to adjourn made by Trustee Guethle and seconded by Trustee Curtis. All in favor. **Motion approved.**

Respectfully Submitted,

Jessi Watkins
Village Clerk

Accounts Payable

To Be Paid Proof List

User: ablasr
 Printed: 09/29/2022 - 3:57PM
 Batch: 00501.10.2022



Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Aftermath, Inc.						
035660						
Squad Clean- Squad #74	300.00	01-440-4511	Vehicle Repair and Maint	JC2022-8279	9/14/2022	10/03/2022
Total:	300.00	*Vendor Total				
Anderson Pest Solutions						
019770						
Pest Control- VH	103.95	01-445-4520	Public Buildings Rpr & Mtce	27276777	10/2/2022	10/03/2022
Pest Control- PD	98.45	01-445-4520	Public Buildings Rpr & Mtce	27285055	10/2/2022	10/03/2022
Pest Control- TPs	91.95	60-445-4567	Treatment Plant Repair/Maint	27286017	10/2/2022	10/03/2022
Total:	294.35	*Vendor Total				
Axon Enterprise, Inc.						
051680						
Tasers	4,923.20	01-440-4383	Firearm Training	INUS101239	9/16/2022	10/03/2022
Total:	4,923.20	*Vendor Total				
B & F Construction						
015600						
Building Inspections- June 2022	8,013.33	01-441-4276	Inspection Services	16316	8/24/2022	10/03/2022
Plan Review- Seasons Accessory Site	895.50	01-441-4276	Inspection Services	59897	8/22/2022	10/03/2022
Plan Review- Seasons	2,219.67	01-441-4276	Inspection Services	59898	8/22/2022	10/03/2022
Plan Review- Seasons Clubhouse	895.50	01-441-4276	Inspection Services	59899	8/22/2022	10/03/2022
Total:	12,024.00	*Vendor Total				
BDK Door Company						
030150						
Garage Door Spring Replacement- WTP	1,466.20	60-445-4567	Treatment Plant Repair/Maint	805062975	9/20/2022	10/03/2022
Door Repair- VH	185.00	01-445-4520	Public Buildings Rpr & Mtce	805063123	9/20/2022	10/03/2022
Total:	1,651.20	*Vendor Total				
Brown & Brown Of Illinois, Inc.						
000520						
Notary- Dilley	30.00	01-440-4799	Misc.	9909249	9/20/2022	10/03/2022
Total:	30.00	*Vendor Total				
Carus Corporation						
033300						
HMO Chemicals- WTP	2,184.44	60-445-4437	Chlorine	SLS 1010329	9/15/2022	10/03/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
HMO Chemicals- ETP	1,469.98	60-445-4437	Chlorine	SLS 1010330	9/15/2022	10/03/2022
Total:	3,654.42	*Vendor Total				
Certified Laboratories Division						
048600						
Wasp Spray (48 Cans)	902.82	01-445-4799	Misc. Expenditures	7917259	8/26/2022	10/03/2022
Luster-Guard Aerosol (12 Cans)	226.15	01-445-4511	Vehicle Repair and Maint	7935472-01	9/14/2022	10/03/2022
Weed Killer Spray (12 Cans)	234.16	01-445-4530	Public Grounds/Parks Maint	7935472-02	9/14/2022	10/03/2022
Total:	1,363.13	*Vendor Total				
Cintas Corporation						
041590						
Towel & Rug Cleaning	57.50	01-445-4520	Public Buildings Rpr & Mtce	4131276148	9/13/2022	10/03/2022
First Aid Kit- PD	40.98	01-445-4870	Equipment	5123220051	9/2/2022	10/03/2022
First Aid Kit- PW Garage	83.88	01-445-4870	Equipment	5124385737	9/13/2022	10/03/2022
Total:	182.36	*Vendor Total				
CODE 4, Public Safety Emblems						
047940						
Sgt Chevrons (100)	215.00	01-440-4160	Uniform Allowance	C4-1441	9/21/2022	10/03/2022
Total:	215.00	*Vendor Total				
Commonwealth Edison						
000330						
Street Lights/ 4 S Willowway	93.97	10-445-4660	Street Lighting and Poles	0146092024	9/7/2022	10/03/2022
Street Lights/ 1802 Orchard Gateway	91.75	10-445-4660	Street Lighting and Poles	0562144049	9/7/2022	10/03/2022
Street Lights/ 355 Moorefield	9.44	10-445-4660	Street Lighting and Poles	0795092063	8/17/2022	10/03/2022
Street Lights/ 1197 Comiskey	9.44	10-445-4660	Street Lighting and Poles	0903075187	8/17/2022	10/03/2022
Silo Lighting/ 8W State Street	86.17	01-445-4660	Street Lighting	1047147081	9/7/2022	10/03/2022
Street Lights/ 1051 Kettle Ave	28.41	10-445-4660	Street Lighting and Poles	1083133047	9/6/2022	10/03/2022
Street Lights/ 1200 Orchard Gateway	121.03	10-445-4660	Street Lighting and Poles	1344158042	9/7/2022	10/03/2022
Street Lights/ Rt56 & RT25	87.34	10-445-4660	Street Lighting and Poles	1425064018	9/7/2022	10/03/2022
Street Lights/ 1193 Comiskey	9.44	10-445-4660	Street Lighting and Poles	1743032047	8/17/2022	10/03/2022
Street Lights/ Orchare Gateway & Deerpath	32.92	10-445-4660	Street Lighting and Poles	1776122038	9/7/2022	10/03/2022
Street Lights/ Orchard & Oak	133.08	10-445-4660	Street Lighting and Poles	1875021089	9/7/2022	10/03/2022
Street Lights/ Comiskey & Orchard	111.60	10-445-4660	Street Lighting and Poles	2313121105	9/7/2022	10/03/2022
Street Lights/ 1600 Orchard Gateway	90.18	10-445-4660	Street Lighting and Poles	2579039064	9/7/2022	10/03/2022
Street Lights/ Orchard & White Oak	93.14	10-445-4660	Street Lighting and Poles	2963079050	9/7/2022	10/03/2022
Street Lights/ 19 N Lincolnway	71.08	10-445-4660	Street Lighting and Poles	2985029045	9/7/2022	10/03/2022
Street Lights/ Orchard & Orchard Gateway	152.22	10-445-4660	Street Lighting and Poles	3147017028	9/7/2022	10/03/2022
Street Lights/ 211 River Rd	2,642.67	10-445-4660	Street Lighting and Poles	4007024020	8/16/2022	10/03/2022
Total:	3,863.88	*Vendor Total				
Creekside Compost, LLC						
467909						
Dirt	866.25	01-445-4544	Storm Drain Maintenance	22-08-2969	9/12/2022	10/03/2022
Loader Trucking Fee	650.00	01-445-4544	Storm Drain Maintenance	22-08-2978	9/15/2022	10/03/2022
Total:	1,516.25	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Donald E Morris Architect, PC						
468287						
Plan Review- Aug 2022	2,545.56	01-441-4276	Inspection Services	08312022	8/31/2022	10/03/2022
Total:	2,545.56	*Vendor Total				
Drendel & Jansons Law Group						
028580						
Legal Srvc- Gen, Admin, Fin/ July 2022	1,242.58	01-430-4260	Legal	2187	7/31/2022	10/03/2022
Legal Srvc- PD/ July 2022	857.17	01-440-4260	Legal	2188	7/31/2022	10/03/2022
Legal Srvc- PW Land Swap/ July 2022	1,236.67	01-445-4260	Legal	2189	7/31/2022	10/03/2022
Legal Srvc- Seasons/ July 2022	600.83	90-000-E270	Seasons at North Aurora	2190	7/31/2022	10/03/2022
Legal Srvc- PD/ July 2022	1,165.50	01-440-4260	Legal	2644	8/31/2022	10/03/2022
Legal Srvc- PW/ Aug 2022	1,009.17	01-445-4260	Legal	2645	8/31/2022	10/03/2022
Legal Srvc- Gen, Admin, Fin/ August 2022	3,385.49	01-430-4260	Legal	2651	8/31/2022	10/03/2022
Legal Srvc- Randall Commerce Ctr/ July 2022	116.67	90-000-E274	Randall Terrace LLC - Next Gen	2925	8/31/2022	10/03/2022
Legal Srvc- Aurora Packing/ Aug 2022	1,475.84	90-000-E248	Aurora Packing Company	2928	8/31/2022	10/03/2022
Legal Srvc- WT Lease Agrmnt Review/ July 2	676.67	90-000-E267	Velex - AT&T Antenna	829	7/31/2022	10/03/2022
Total:	11,766.59	*Vendor Total				
Dynegy Energy Services						
048750						
Well #9 7/19 - 8/16	4,459.26	60-445-4662	Utility	14653112208	8/22/2022	10/03/2022
Well #7 7/11 - 8/8	4,051.41	60-445-4662	Utility	14653112208	8/22/2022	10/03/2022
Well #4/ WTP 7/8 - 8/7	4,410.70	60-445-4662	Utility	14653112208	8/22/2022	10/03/2022
Well #5/ ETP 7/11 - 8/8	5,576.24	60-445-4662	Utility	14653112208	8/22/2022	10/03/2022
Well #8 7/7 - 8/4	4,615.75	60-445-4662	Utility	14653112208	8/22/2022	10/03/2022
Well #6 7/6 - 8/3	3,031.33	60-445-4662	Utility	14653112208	8/22/2022	10/03/2022
Total:	26,144.69	*Vendor Total				
Euclid Managers						
049670						
Short-Term Disability- October 2022	410.76	01-000-2057	Short-Term Disability	09142022	9/14/2022	10/03/2022
Total:	410.76	*Vendor Total				
Feece Oil						
031060						
Diesel Fuel	1,514.43	71-000-1340	Gas/Diesel Escrow	3915138	9/12/2022	10/03/2022
Mid-Grade Fuel	4,169.18	71-000-1340	Gas/Diesel Escrow	3915139	9/9/2022	10/03/2022
Total:	5,683.61	*Vendor Total				
Fifth Third Bank						
028450						
Christmas Decorations/ Lights4Fun	1,988.69	01-490-4761	Beautification Committee	BR08292022-	8/1/2022	10/03/2022
Fertilizer/ Amazon	199.20	01-490-4761	Beautification Committee	BR08292022-	8/9/2022	10/03/2022
Christmas Decorations/ Amazon	282.96	01-490-4761	Beautification Committee	BR08292022-	8/15/2022	10/03/2022
Flowers/ Schaefer Greenhouses	114.31	01-490-4761	Beautification Committee	BR08292022-	8/23/2022	10/03/2022
Flowers/ Schaefer Greenhouses	519.60	01-490-4761	Beautification Committee	BR08292022-	8/23/2022	10/03/2022
Flood Lights/ Amazon	209.97	01-445-4530	Public Grounds/Parks Maint	BR08292022-	8/28/2022	10/03/2022
Bug Zapper- PW/ Amazon	24.98	01-445-4520	Public Buildings Rpr & Mtce	DA08292022-	7/27/2022	10/03/2022
Streaming Camera Service/ IBeam	50.00	01-430-4799	Misc.	DA08292022-	7/27/2022	10/03/2022
Computer Monitor- Cyko/ New Egg	299.99	71-430-4870	Equipment	DA08292022-	7/28/2022	10/03/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Measuring Tape/ Amazon	8.98	15-430-4751	North Aurora Days Expenses	DA08292022-	7/29/2022	10/03/2022
Fluke Current Clamp- Water/ Amazon	323.98	60-445-4510	Equipment/IT Maint	DA08292022-	7/29/2022	10/03/2022
Memory Cards- PW Dashcams/ Amazon	50.97	01-445-4870	Equipment	DA08292022-	8/3/2022	10/03/2022
Monitor Cable/ Amazon	16.28	01-430-4420	IT Supplies	DA08292022-	8/6/2022	10/03/2022
Annual Renewal Fee/ Zoon	1,049.70	01-430-4380	Training & Testing	DA08292022-	8/5/2022	10/03/2022
Monitor Cable/ Amazon	18.98	01-430-4420	IT Supplies	DA08292022-	8/21/2022	10/03/2022
Wireless Keyboard & Mouse/ Amazon	34.75	01-430-4420	IT Supplies	DA08292022-	8/21/2022	10/03/2022
ILGIS Conf Registration- Ardnt/ ILGIS	305.00	01-430-4370	Conferences & Travel	DA08292022-	8/24/2022	10/03/2022
ILGIS Conf Registration- Hansen/ ILGIS	305.00	01-441-4370	Conferences & Travel	DA08292022-	8/24/2022	10/03/2022
A+ Certification Training- Orr/ Vue Comp Tia	449.00	01-441-4380	Training	DA08292022-	8/24/2022	10/03/2022
Keyboard, Mouse Pads, Phone Cases/ Amazon	91.19	01-430-4420	IT Supplies	DA08292022-	8/29/2022	10/03/2022
Monitor Mounts (3)/ Amazon	121.29	71-430-4870	Equipment	DA08292022-	8/29/2022	10/03/2022
Vehicle Registration/ ILSOS	154.40	01-440-4799	Misc.	DC08292022-	7/27/2022	10/03/2022
Vehicle Registration/ ILSOS	154.40	01-440-4799	Misc.	DC08292022-	7/27/2022	10/03/2022
Letterhead For New PD Chief/ Fast Color	1,035.00	01-440-4411	Office Expenses	DC08292022-	8/2/2022	10/03/2022
Squad Radio Antennas/ Amazon	237.00	01-440-4511	Vehicle Repair and Maint	DC08292022-	8/7/2022	10/03/2022
Business Cards- Cook/ Fast Color	64.00	01-440-4411	Office Expenses	DC08292022-	8/10/2022	10/03/2022
Wheel Lock For Speed Trailer/ Amazon	69.18	01-440-4511	Vehicle Repair and Maint	DC08292022-	8/11/2022	10/03/2022
Wheel Lock Padlock/ Amazon	26.68	01-440-4511	Vehicle Repair and Maint	DC08292022-	8/13/2022	10/03/2022
Vehicle Registration/ ILSOS	154.40	01-440-4799	Misc.	DC08292022-	8/16/2022	10/03/2022
Ice For PD Picnic/ Speedway	38.72	01-440-4799	Misc.	DC08292022-	8/20/2022	10/03/2022
Ice For PD Picnic/ Speedway	44.25	01-440-4799	Misc.	DC08292022-	8/20/2022	10/03/2022
Lotion For Fingerprints/ Amazon	32.33	01-440-4450	Prisoner Mtce & Supplies	JD08292022-	7/29/2022	10/03/2022
Squad Washes- July/ Judges	134.44	01-440-4511	Vehicle Repair and Maint	JD08292022-	8/8/2022	10/03/2022
Printer Paper/ Office Depot	512.40	01-440-4411	Office Expenses	JD08292022-	8/12/2022	10/03/2022
Ribbon For Safe IDs/ Amazon	170.32	01-440-4411	Office Expenses	JD08292022-	8/17/2022	10/03/2022
Traffic Control Lights/ Guardian Angel	1,618.85	01-440-4511	Vehicle Repair and Maint	JD08292022-	8/16/2022	10/03/2022
Office Supplies/ Office Depot	55.23	01-440-4411	Office Expenses	JD08292022-	8/17/2022	10/03/2022
Office Supplies/ Office Depot	222.01	01-440-4411	Office Expenses	JD08292022-	8/17/2022	10/03/2022
Lunch For Office Prof Meeting/ Panera	462.44	01-440-4390	Dues & Meetings	JD08292022-	8/19/2022	10/03/2022
Holster/ Amazon	164.75	01-440-4383	Firearm Training	JD08292022-	8/19/2022	10/03/2022
Food, Supplies For Picnic/ GFS	631.21	01-440-4498	Community Service	JD08292022-	8/18/2022	10/03/2022
Embroidery/ Fast Color	56.00	01-440-4160	Uniform Allowance	JD08292022-	8/24/2022	10/03/2022
Drone Mobile Charger (2)/ Amazon	665.59	01-440-4870	Equipment	JG08292022-	7/27/2022	10/03/2022
Dept Polo/ Amazon	55.69	01-440-4160	Uniform Allowance	JG08292022-	7/19/2022	10/03/2022
Transcription Service/ Net Transcript	83.22	01-440-4555	Investigations	JG08292022-	8/1/2022	10/03/2022
Investigation Database/ TLO Transunion	206.00	01-440-4555	Investigations	JG08292022-	8/1/2022	10/03/2022
Applicant Background Service/ IN Guardian AI	204.00	01-440-4555	Investigations	JG08292022-	8/2/2022	10/03/2022
Body Cam Training/ Force Science Institute	1,635.00	01-440-4555	Investigations	JG08292022-	8/1/2022	10/03/2022
CERT/ OEM Meals NA Days/ Marios Pizza	182.16	01-440-4558	Emergency Management	JG08292022-	8/5/2022	10/03/2022
CERT/ OEM Meals NA Days/ Marios Pizza	279.45	01-440-4558	Emergency Management	JG08292022-	8/6/2022	10/03/2022
Charging Cords/ Amazon	26.40	01-440-4870	Equipment	JG08292022-	8/9/2022	10/03/2022
Dept Polo/ Cops Plus	45.14	01-440-4160	Uniform Allowance	JG08292022-	8/10/2022	10/03/2022
Bounce House For Dept Picnic/ Funtime Servic	1,440.68	01-440-4498	Community Service	JG08292022-	8/13/2022	10/03/2022
Investigations App/ Apple	10.74	01-440-4555	Investigations	JG08292022-	8/25/2022	10/03/2022
Transcription Service/ Net Transcript	164.25	01-440-4555	Investigations	JG08292022-	8/26/2022	10/03/2022
ET Photo Supplies/ B&H Photo	171.84	01-440-4557	Evidence Processing	MQ08292022	8/2/2022	10/03/2022
Apple Magic Keyboard (2)/ CDW Govt	220.82	01-440-4555	Investigations	MQ08292022	8/4/2022	10/03/2022
Apple IPADPro 11 (2)/ CDW Govt	1,804.61	01-440-4555	Investigations	MQ08292022	8/5/2022	10/03/2022
ATV Battery/ NAPA	122.99	01-440-4511	Vehicle Repair and Maint	MQ08292022	8/8/2022	10/03/2022
Taser Supplies/ Axon	422.55	01-440-4383	Firearm Training	MQ08292022	8/8/2022	10/03/2022
Drone Supplies/ Amazon	317.60	01-440-4555	Investigations	MQ08292022	8/11/2022	10/03/2022
Apple Keyboard & Folio Case (2)/ CDW Govt	368.56	01-440-4555	Investigations	MQ08292022	8/11/2022	10/03/2022
Office Supplies/ Office Max	17.15	01-440-4411	Office Expenses	MQ08292022	8/15/2022	10/03/2022
Office Supplies/ Office Max	378.99	01-440-4411	Office Expenses	MQ08292022	8/15/2022	10/03/2022
Apple Keybrd, Folio Case w/ Trackpad (2)/ CD	608.56	01-440-4555	Investigations	MQ08292022	8/15/2022	10/03/2022
Drone Supplies/ Amazon	23.65	01-440-4555	Investigations	MQ08292022	8/17/2022	10/03/2022
Apple Pencils (2)/ CDW Govt	259.43	01-440-4555	Investigations	MQ08292022	8/18/2022	10/03/2022
Firearms Supplies/ Plano	19.93	01-440-4383	Firearm Training	MQ08292022	8/18/2022	10/03/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Beverages For NA Days/ Walmart	250.80	01-440-4799	Misc.	MQ08292022	8/19/2022	10/03/2022
Apple Magic Keyboard Return (2)/ CDW Govt	-217.44	01-440-4555	Investigations	MQ08292022	8/25/2022	10/03/2022
Apple IPADPro Return (2)/ CDW Govt	-358.00	01-440-4555	Investigations	MQ08292022	8/25/2022	10/03/2022
Lunch At Demo/ Sow Bellys	26.80	60-445-4799	Misc. Expenditures	PY08292022-	8/2/2022	10/03/2022
Gas-Young/ Speedway	38.00	60-445-4440	Gas & Oil	PY08292022-	8/14/2022	10/03/2022
Tent Rental- NA Days/ Midwest Tents & Event	1,799.91	15-430-4751	North Aurora Days Expenses	SB08292022-	7/29/2022	10/03/2022
IPass Payment/ IL Tollway	10.00	01-445-4370	Conferences & Travel	SB08292022-	8/2/2022	10/03/2022
IEMA Training Registration Fee/ IEMA	76.69	01-440-4380	Training	SBZ08292022	8/4/2022	10/03/2022
Holters (2) For BWC Holster Sensor/ Safariland	236.94	01-440-4383	Firearm Training	SBZ08292022	8/4/2022	10/03/2022
SWAT Equipment- Nordstrom/ Ferro Concepts	224.96	01-440-4383	Firearm Training	SBZ08292022	8/18/2022	10/03/2022
SWAT Equipment- Nordstrom/ Crye Precision	224.41	01-440-4383	Firearm Training	SBZ08292022	8/23/2022	10/03/2022
STOP Paddle Signs/ Galls	39.79	01-440-4558	Emergency Management	SBZ08292022	8/26/2022	10/03/2022
Dropbox Plus Renewal/ Dropbox	119.88	01-440-4558	Emergency Management	SBZ08292022	8/26/2022	10/03/2022

Total: 24,710.57 *Vendor Total

Global Water Technology, Inc.

467862

Water Treatment- VH/ Sept 2022	210.00	01-445-4520	Public Buildings Rpr & Mtce	73687	9/15/2022	10/03/2022
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Total: 210.00 *Vendor Total

Griswold Feed & Seed Store

001770

Sunny Mix- 50lb Bag (3)	705.00	01-445-4532	Tree Service	13667	9/9/2022	10/03/2022
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Total: 705.00 *Vendor Total

Hey and Associates, Inc.

040900

Town Center Wetland Management	6,125.00	17-032-4533	Maintenance	17-0006-1541	9/16/2022	10/03/2022
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Total: 6,125.00 *Vendor Total

Illinois Office Of The State Fire Marshall

038770

Annual Elevator Renewal- VH	75.00	01-445-4520	Public Buildings Rpr & Mtce	5125129729*	9/6/2022	10/03/2022
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Total: 75.00 *Vendor Total

Illinois State Police Bureau of

041810

Fingerprint Fees	28.25	01-440-4799	Misc.	COST CTR 0:	8/31/2022	10/03/2022
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Total: 28.25 *Vendor Total

Industrial Door Company

044430

Door C Repair- PD	1,530.00	01-445-4520	Public Buildings Rpr & Mtce	117519	8/31/2022	10/03/2022
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Total: 1,530.00 *Vendor Total

Intergovernmental Personnel Benefit Cooperative

467637

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Health Insurance- PD/ Sept 2022	36,557.07	01-440-4130	Health Insurance	09212022-01	9/21/2022	10/03/2022
Health Insurance- Admin/ Sept 2022	5,899.21	01-430-4130	Health Insurance	09212022-02	9/21/2022	10/03/2022
Health Insurance- PSEBA/ Sept 2022	3,655.30	01-430-4132	PSEBA Health Insurance	09212022-03	9/21/2022	10/03/2022
Health Insurance- CommDev/ Sept 2022	2,687.90	01-441-4130	Health Insurance	09212022-04	9/21/2022	10/03/2022
Health Insurance- PW/ Sept 2022	15,656.19	01-445-4130	Health Insurance	09212022-05	9/21/2022	10/03/2022
Health Insurance- Water/ Sept 2022	8,213.29	60-445-4130	Health Insurance	09212022-06	9/21/2022	10/03/2022
Health Insurance- Retirees/ Sept 2022	1,957.99	01-000-2055	Payroll Deductions	09212022-07	9/21/2022	10/03/2022
Health Insurance- Police Pension/ Sept 2022	3,328.90	01-000-2055	Payroll Deductions	09212022-08	9/21/2022	10/03/2022
Dental Insurance- Admin/ Sept 2022	194.97	01-430-4136	Dental Insurance	09212022-09	9/21/2022	10/03/2022
Dental Insurance- CommDev/ Sept 2022	69.78	01-441-4136	Dental Insurance	09212022-10	9/21/2022	10/03/2022
Dental Insurance- PD/ Sept 2022	909.09	01-440-4136	Dental Insurance	09212022-11	9/21/2022	10/03/2022
Dental Insurance- PW/ Sept 2022	480.19	01-445-4136	Dental Insurance	09212022-12	9/21/2022	10/03/2022
Dental Insurance- Water/ Sept 2022	170.61	60-445-4136	Dental Insurance	09212022-13	9/21/2022	10/03/2022
Dental Insurance- Employee/ Sept 2022	2,013.60	01-000-2054	Insurance Employee Reimburse	09212022-14	9/21/2022	10/03/2022
Life Insurance- PD/ Sept 2022	74.88	01-440-4135	Life Insurance	09212022-15	9/21/2022	10/03/2022
Life Insurance- PW/ Sept 2022	37.44	01-445-4135	Life Insurance	09212022-16	9/21/2022	10/03/2022
Life Insurance- Admin/ Sept 2022	17.28	01-430-4135	Life Insurance	09212022-17	9/21/2022	10/03/2022
Life Insurance- CommDev/ Sept 2022	14.40	01-441-4135	Life Insurance	09212022-18	9/21/2022	10/03/2022
Life Insurance- Water/ Sept 2022	17.28	60-445-4135	Life Insurance	09212022-19	9/21/2022	10/03/2022
Vision/ Sept 2022	734.69	01-000-2056	VSP - Employee Contributions	09212022-20	9/21/2022	10/03/2022
Voluntary Life/ Sept 2022	389.57	01-000-2052	Voluntary Life Insurance	09212022-21	9/21/2022	10/03/2022
Total:	83,079.63	*Vendor Total				
James McGrath						
468342						
Reimbursement- Rapid Deployment Training	214.90	01-440-4380	Training	09192022	9/19/2022	10/03/2022
Total:	214.90	*Vendor Total				
Kane County Recorder						
010600						
Lein Release	52.00	60-445-4506	Publishing	NAUR082922	8/31/2022	10/03/2022
Total:	52.00	*Vendor Total				
Konica Minolta						
024860						
Copier Maint- Aug 2022	71.15	01-440-4510	Equipment/IT Maint	282227987	8/31/2022	10/03/2022
Copier Maint- Aug 2022	114.55	01-440-4510	Equipment/IT Maint	282228412	8/31/2022	10/03/2022
Copier Maint- Aug 2022	71.15	01-440-4510	Equipment/IT Maint	282228423	8/31/2022	10/03/2022
Copier Maint- Aug 2022	110.35	01-440-4510	Equipment/IT Maint	282228603	8/31/2022	10/03/2022
Copier Maint- Aug 2022	47.99	01-440-4510	Equipment/IT Maint	282233755	8/31/2022	10/03/2022
Total:	415.19	*Vendor Total				
Marberry Cleaners						
008430						
Prisoner Blankets	28.00	01-440-4450	Prisoner Mtce & Supplies	13509	8/31/2022	10/03/2022
Total:	28.00	*Vendor Total				
Menards						
016070						
Custodial Supplies	20.05	01-445-4421	Custodial Supplies	84613 Reissue	5/19/2022	10/03/2022
Cleaning Supplies For TPs	53.98	60-445-4567	Treatment Plant Repair/Maint	84895 Reissue	5/23/2022	10/03/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
5 Gallon Pail	33.60	01-445-4870	Equipment	84999 Reissu	5/25/2022	10/03/2022
HD Cleaner & Grout Sponge	11.38	01-445-4421	Custodial Supplies	85358 Reissu	5/31/2022	10/03/2022
Air Filters For Well House & Misc	71.64	60-445-4565	Water Well Rpr & Mtce	85393 Reissu	5/31/2022	10/03/2022
Paper Plates	15.25	01-445-4411	Office Expenses	85449-1 Reiss	6/1/2022	10/03/2022
Weed Killer	74.88	01-445-4530	Public Grounds/Parks Maint	85449-2 Reiss	6/1/2022	10/03/2022
Watering Tools, Nozzle, Connect Set	107.53	01-445-4870	Equipment	85449-3 Reiss	6/1/2022	10/03/2022
Air Filters (14)- Well 8 & 9	96.46	60-445-4565	Water Well Rpr & Mtce	85768 Reissu	6/6/2022	10/03/2022
Garbage Bags	25.98	01-445-4421	Custodial Supplies	85774 Reissu	6/6/2022	10/03/2022
Gas Can	18.39	01-445-4870	Equipment	85988 Reissu	6/9/2022	10/03/2022
Concrete Mix	183.52	01-445-4543	Sidewalks Rpr & Mtce	85990 Reissu	6/9/2022	10/03/2022
White Spray Paint	6.98	01-445-4532	Tree Service	87279 Reissu	6/29/2022	10/03/2022
Screwdriver Set	47.50	01-445-4870	Equipment	87325-1 Reiss	6/30/2022	10/03/2022
Custodial Supplies	13.32	01-445-4421	Custodial Supplies	87325-2 Reiss	6/30/2022	10/03/2022
Hex Bolt, Tape Measure	38.97	01-445-4510	Equipment/IT Maint	87661 Reissu	7/5/2022	10/03/2022
Hose Fittings	6.88	01-445-4511	Vehicle Repair and Maint	87833-1 Reiss	7/8/2022	10/03/2022
Custodial Supplies	74.01	01-445-4521	Mosquito Control	87833-2 Reiss	7/8/2022	10/03/2022
Replacement Chain	38.19	01-445-4510	Equipment/IT Maint	88215 Reissu	7/14/2022	10/03/2022
PVC Coupling, Cement, Cleaner	21.05	01-445-4530	Public Grounds/Parks Maint	91321	8/31/2022	10/03/2022
Primer Kit	11.98	01-445-4510	Equipment/IT Maint	91851	9/9/2022	10/03/2022
Reach Tools, Garbage Bags	123.20	01-490-4761	Beautification Committee	92234	9/15/2022	10/03/2022
Total:	1,094.74	*Vendor Total				
Mooney & Thomas, Pc						
001040						
Payroll Processing- Aug 2022	1,100.00	01-430-4267	Finance Services	9214839	8/31/2022	10/03/2022
Police Pension Payment- Sept 2022	75.00	80-430-4581	Banking Services/Fees	9214841	8/31/2022	10/03/2022
Total:	1,175.00	*Vendor Total				
North Aurora NAPA, Inc.						
038730						
Belts & Pulley- Truck #175	122.97	01-445-4511	Vehicle Repair and Maint	420235	8/31/2022	10/03/2022
Pulley- Truck #175	29.99	01-445-4511	Vehicle Repair and Maint	420287	9/1/2022	10/03/2022
Thermostate &Hose- Truck #175	34.78	01-445-4511	Vehicle Repair and Maint	420393	9/2/2022	10/03/2022
Squad Parts	9.18	01-440-4511	Vehicle Repair and Maint	421142	9/13/2022	10/03/2022
Lubricant	7.99	01-445-4511	Vehicle Repair and Maint	421159	9/13/2022	10/03/2022
Squad Parts- Squad #72	59.79	01-440-4511	Vehicle Repair and Maint	421168	9/13/2022	10/03/2022
New Battery	146.97	01-445-4511	Vehicle Repair and Maint	421249	9/14/2022	10/03/2022
Squad Parts	166.34	01-440-4511	Vehicle Repair and Maint	421290	9/14/2022	10/03/2022
Total:	578.01	*Vendor Total				
Office Depot						
039370						
Office Supplies	12.49	01-441-4411	Office Expenses	25787358100	8/26/2022	10/03/2022
Office Supplies	79.36	60-445-4411	Office Expenses	25787358100	8/26/2022	10/03/2022
Clipboard Case For Special Events	20.69	01-490-4759	Community Events	25827763400	8/3/2022	10/03/2022
Office Supplies	26.60	01-430-4411	Office Expenses	25827763400	8/3/2022	10/03/2022
Office Supplies	4.51	01-445-4411	Office Expenses	25827763400	8/3/2022	10/03/2022
Office Supplies	4.51	60-445-4411	Office Expenses	25827763400	8/3/2022	10/03/2022
Office Supplies	4.51	01-441-4411	Office Expenses	25827763400	8/3/2022	10/03/2022
Office Supplies	27.99	01-430-4411	Office Expenses	25909796500	8/3/2022	10/03/2022
Office Supplies	27.99	01-445-4411	Office Expenses	25909796500	8/3/2022	10/03/2022
Office Supplies	27.99	60-445-4411	Office Expenses	25909796500	8/3/2022	10/03/2022
Office Supplies	27.99	01-441-4411	Office Expenses	25909796500	8/3/2022	10/03/2022
Office Supplies	8.99	01-430-4411	Office Expenses	25925677200	8/12/2022	10/03/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Office Supplies	9.00	01-445-4411	Office Expenses	25925677200	8/12/2022	10/03/2022
Office Supplies	9.00	60-445-4411	Office Expenses	25925677200	8/12/2022	10/03/2022
Office Supplies	9.00	01-441-4411	Office Expenses	25925677200	8/12/2022	10/03/2022
Office Supplies	20.85	01-430-4411	Office Expenses	26076968800	8/18/2022	10/03/2022
Office Chair	113.00	01-430-4870	Equipment	26077016200	8/18/2022	10/03/2022
Office Supplies	1.10	01-430-4411	Office Expenses	26077016200	8/18/2022	10/03/2022
Office Desk- PW	1,585.09	01-430-4870	Equipment	26143812300	8/15/2022	10/03/2022
Office Supplies	15.38	01-430-4411	Office Expenses	26297838300	8/29/2022	10/03/2022
Office Supplies	15.38	01-445-4411	Office Expenses	26297838300	8/29/2022	10/03/2022
Office Supplies	15.39	60-445-4411	Office Expenses	26297838300	8/29/2022	10/03/2022
Office Supplies	15.39	01-441-4411	Office Expenses	26297838300	8/29/2022	10/03/2022
Office Supplies	21.41	01-430-4411	Office Expenses	26646415700	9/8/2022	10/03/2022
Office Supplies	21.41	01-445-4411	Office Expenses	26646415700	9/8/2022	10/03/2022
Office Supplies	21.40	60-445-4411	Office Expenses	26646415700	9/8/2022	10/03/2022
Office Supplies	21.40	01-441-4411	Office Expenses	26646415700	9/8/2022	10/03/2022
Office Supplies	7.76	01-430-4411	Office Expenses	26646844300	9/8/2022	10/03/2022
Office Supplies	7.76	01-445-4411	Office Expenses	26646844300	9/8/2022	10/03/2022
Office Supplies	7.76	60-445-4411	Office Expenses	26646844300	9/8/2022	10/03/2022
Office Supplies	7.76	01-441-4411	Office Expenses	26646844300	9/8/2022	10/03/2022
Office Supplies	20.98	01-430-4411	Office Expenses	26659711100	9/13/2022	10/03/2022
Office Supplies	20.98	01-445-4411	Office Expenses	26659711100	9/13/2022	10/03/2022
Office Supplies	20.98	60-445-4411	Office Expenses	26659711100	9/13/2022	10/03/2022
Office Supplies	20.99	01-441-4411	Office Expenses	26659711100	9/13/2022	10/03/2022
Office Supplies	21.39	01-430-4411	Office Expenses	58555058/001	8/5/2022	10/03/2022
Office Supplies	21.39	01-445-4411	Office Expenses	58555058/001	8/5/2022	10/03/2022
Office Supplies	21.40	60-445-4411	Office Expenses	58555058/001	8/5/2022	10/03/2022
Office Supplies	21.40	01-441-4411	Office Expenses	58555058/001	8/5/2022	10/03/2022

Total: 2,368.37 *Vendor Total

Ottosen DiNolfo

031590

Legal Services- Aug 2022	1,245.50	01-430-4260	Legal	148161	8/31/2022	10/03/2022
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Total: 1,245.50 *Vendor Total

Pace Analytical Services, LLC

031940

Water Testing- Radium	428.97	60-445-4562	Testing (water)	19527845	9/15/2022	10/03/2022
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Total: 428.97 *Vendor Total

Peerless Network, Inc

468245

PRI Village/ PD	419.73	01-440-4652	Phones and Connectivity	558285	9/15/2022	10/03/2022
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Total: 419.73 *Vendor Total

Petty Cash, Mandy Flatt

000900

Gatorade For NA Days	28.59	15-430-4751	North Aurora Days Expenses	08052022	8/5/2022	10/03/2022
Candy For Movie Nite In Park	88.92	01-490-4759	Community Events	08242022	8/24/2022	10/03/2022
KCWA Lunch Meeting (4)	80.00	60-445-4390	Dues & Meetings	08252022	8/25/2022	10/03/2022
Peroxide For TPs	54.33	60-445-4567	Treatment Plant Repair/Maint	09092022	9/9/2022	10/03/2022
Soda For River Clean-Up	23.16	01-490-4799	Misc. Expenditures	09162022	9/16/2022	10/03/2022
Photo For Chief Credit	-0.51	01-440-4799	Misc.	09292022-01	9/29/2022	10/03/2022

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Water For Mayor Credit	-10.00	01-410-4411	Office Expenses	09292022-02	9/29/2022	10/03/2022
Total:	264.49	*Vendor Total				
Priority Products, Inc.						
041340						
Connectors/ Drill Bits	23.29	01-445-4870	Equipment	979555	9/9/2022	10/03/2022
Total:	23.29	*Vendor Total				
Rempe Sharpe & Associates						
000970						
Eng Srvcs- LV SFH/ Aug 2022	5,224.00	01-441-4255	Engineering	28573-01	9/9/2022	10/03/2022
Eng Srvcs- LV TH/ Aug 2022	1,260.00	90-000-E240	Lincoln Valley Plan Review	28573-02	9/9/2022	10/03/2022
Total:	6,484.00	*Vendor Total				
Russo Power Equipment Inc.						
036290						
Pole Pruner Repair	29.89	01-445-4510	Equipment/IT Maint	SPI10057578	7/18/2022	10/03/2022
Trash Picker	19.99	01-445-4510	Equipment/IT Maint	SPI11168029	7/18/2022	10/03/2022
Total:	49.88	*Vendor Total				
Secretary of State						
002690						
Notary- Jensen	15.00	01-440-4799	Misc.	09272022	9/27/2022	10/03/2022
Total:	15.00	*Vendor Total				
SmithAmundsen LLC						
039030						
Legal Services- PSEBA	713.00	01-430-4260	Legal	687981	9/7/2022	10/03/2022
Total:	713.00	*Vendor Total				
St. Charles Trading, Inc.						
033210						
MIOX Salt	2,824.00	60-445-4438	Salt - Treatment	IN2225700	9/16/2022	10/03/2022
Total:	2,824.00	*Vendor Total				
Streicher's						
032990						
Squad Breaching Tools	1,300.00	01-440-4511	Vehicle Repair and Maint	I1590825	9/21/2022	10/03/2022
Total:	1,300.00	*Vendor Total				
Superior Asphalt Materials LLC						
031440						
Asphalt	215.22	01-445-4540	Streets & Alleys Rpr & Mtce	20221350	9/1/2022	10/03/2022
Total:	215.22	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Technology Management Rev Fund						
007390						
IWIN	723.32	01-440-4652	Phones and Connectivity	T2305078	9/19/2022	10/03/2022
Total:	723.32	*Vendor Total				
University of Illinois						
002780						
Academy Fees	5,830.00	01-440-4380	Training	UPI11081	9/6/2022	10/03/2022
Total:	5,830.00	*Vendor Total				
Vesco Reprographic						
048980						
Poly Paper For Event Signage	161.10	01-490-4759	Community Events	09202022	9/20/2022	10/03/2022
Total:	161.10	*Vendor Total				
Water Products Company						
001170						
8" Bell Sleeve	3,405.00	60-445-4568	Watermain Rprs. & Rplcmts.	0309672	6/2/2022	10/03/2022
Valve Wrench Repair Kit	82.95	60-445-4568	Watermain Rprs. & Rplcmts.	0311172	8/10/2022	10/03/2022
Mission Band	105.47	18-445-4570	Sewers Rpr & Mtce	0311808	9/7/2022	10/03/2022
Total:	3,593.42	*Vendor Total				
WBK Engineering, LLC						
467655						
Eng Srvc- Moose Lake Estates/ Aug 2022	625.00	01-441-4276	Inspection Services	23416	8/31/2022	10/03/2022
Eng Srvc- Tanner Trails/ Aug 2022	625.00	01-441-4276	Inspection Services	23417	8/31/2022	10/03/2022
Eng Srvc- General Srvc/ Aug 2022	953.32	01-441-4255	Engineering	23418	8/31/2022	10/03/2022
Eng Srvc- Aurora Packing/ Aug 2022	312.50	90-000-E248	Aurora Packing Company	23419	8/31/2022	10/03/2022
Eng Srvc- 800 Airport Rd/ Aug 2022	1,608.75	90-000-E271	Dish Wireless - 800 Airport	23420	8/31/2022	10/03/2022
Eng Srvc- Woodman's/ Aug 2022	1,995.00	90-000-E129	Woodman's - Fuel Station #2	23421	8/31/2022	10/03/2022
Eng Srvc- Randall Terrace/ Aug 2022	2,957.50	90-000-E274	Randall Terrace LLC - Next Gen	23422	8/31/2022	10/03/2022
Eng Srvc- Nicor / Aug 2022	391.50	90-000-E275	NICOR Project - Weaver	23423	8/31/2022	10/03/2022
Eng Srvc- Valley Green/ Aug 2022	4,260.22	90-000-E250	Opus - Valley Green Project	23424	8/31/2022	10/03/2022
Eng Srvc- Ice Cream Dr / Aug 2022	2,990.83	90-000-E258	TCD -Logistics Ice Cream Dr	23425	8/31/2022	10/03/2022
Eng Srvc- Casey's/ Aug 2022	377.75	90-000-E259	Casey's - SW Randall & Oak	23426	8/31/2022	10/03/2022
Eng Srvc- Orchard Acres/ Aug 2022	2,333.27	90-000-E144	Vequity - Orchard Commons	23427	8/31/2022	10/03/2022
Eng Srvc- Gerald Hyundai/ Aug 2022	200.50	90-000-E257	Gerald Hyundai Remodel	23428	8/31/2022	10/03/2022
Eng Srvc- Fortunato/ Aug 2022	7,525.35	90-000-E142	Fortunato Restaurant	23429	8/31/2022	10/03/2022
Eng Srvc- Randall Terrace/ Aug 2022	8,029.25	90-000-E270	Seasons at North Aurora	23430	8/31/2022	10/03/2022
Total:	35,185.74	*Vendor Total				
Weblinx Incorporated						
031420						
Website Maint- Sept 2022	200.00	01-430-4512	Website Maintenance	31860	9/3/2022	10/03/2022
Total:	200.00	*Vendor Total				

Description	Amount	Account	Acct Name	Invoice #	Inv Date	Pmt Date
Report Total:	258,635.32					

Memorandum

To: Mayor Gaffino & Trustees

CC: Joseph DeLeo, Chief of Police

From: Scott Buziecki, Deputy Chief of Police/Emergency Management Coordinator

Date: September 19, 2022

Re: EMA Policy Manual

Issue

The North Aurora Emergency Management Agency (NAEMA) is in need of a comprehensive policy manual to provide volunteers with a standard of conduct and operating guidelines so that NAEMA members represent the Village in a professional manner.

Discussion

Ordinance 21-01-04-04, which clarified the North Aurora Emergency Management Agency core functions and authorized the conversion of the current North Aurora Community Emergency Response Team program into the North Aurora Emergency Management Agency, was passed by the Village Board on January 4, 2021. Since that time, staff and volunteers have been focused on completing core training and developing a comprehensive policy document so that the conversion can proceed.

The draft North Aurora Emergency Management Policy Manual is similar to an employee manual and has the following sections:

- Purpose and Policy Statement
- Standards of Conduct and Performance
- Application and Probation
- Organization
- Minimum Participation Requirements
- Training Requirements
- Vehicle Operators Competency and Operation Guidelines
- Volunteer Service Awards Program
- Personal Appearance Standards
- Dress Code & Uniform Standards
- Supervisory Personnel
- Warning Lights and Audible Systems on Members Vehicles
- Communications Equipment
- Assignment of Village Property

The current CERT training class will still be offered as a public education program.

The manual was presented and approved by the North Aurora Citizens Corps Council on June 6, 2022. and presented and discussed by the Village Board at the August 15th, 2022 Committee of the Whole meeting. Once the manual is approved, the conversion from CERT to EMA operations can proceed forward.

Conclusion

Staff recommends the approval of the draft North Aurora Emergency Management Agency Policy Manual.



North Aurora Emergency Management Agency

Policy Manual

(DRAFT v1.2)

5/18/2022

Not for distribution outside of agency

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Policy and Procedure Manual

Receipt Acknowledgment

This *Policy Manual* is an important document intended to help you become acquainted with the Emergency Management Agency. This will serve as a guide to your service to the Village of North Aurora. Please read the following statements and sign below to indicate your receipt and acknowledgement of the manual.

- I understand that the policies, rules, procedures, and benefits described in the North Aurora Emergency Management Agency Policy Manual are subject to change at the discretion of the Emergency Management Coordinator, at any time.
- I further understand that my volunteer service may be dismissed at will, either by me or the Emergency Management Coordinator, regardless of the length of my service.
- I am aware that during the course of my volunteering confidential information may be made available to me and I understand that this confidential information may not be released at any time.
- I understand that the receipt of this manual marks the start of a six (6) month probation period and all tasks are to be completed in full by the end of probation.
- I understand that my signature below indicates that I have read and understand the above statements and I have received a copy of the North Aurora Emergency Management Agency Policy Manual.

Volunteer Signature

Date

Emergency Management Coordinator Signature

Date

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RECORD of CHANGES			
<i>Date</i>	<i>Add / Delete / Modify</i>	<i>Section #</i>	<i>Description</i>

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History

The North Aurora Emergency Services and Disaster Organization (ESDA) was created by ordinance (83-13) in 1983, but was never fully funded and completely operational.

The North Aurora Emergency Services Management Agency (NAESA) was created by ordinance in 1997 (Ord. 97-12) and an intergovernmental agreement was approved designating the North Aurora Fire Protection District to coordinate emergency management functions on behalf of the Village. The EMA coordinator was selected by the Village President after consultation with the Fire Chief.

In 2011, the Village selected a new emergency management coordinator from the police department and the North Aurora Community Emergency Response Team (CERT) was formed in 2014. Volunteers were recruited, trained, and worked at North Aurora Days that year and numerous planned events and emergency incidents thereafter. The team's roster and capabilities continued to grow to the point that the daily operations and monthly training of the team were volunteer-run with direction from the Coordinator and police supervisors. The team's daily activities had become more consistent with emergency management functions (traffic control, search & rescue, public sheltering, severe weather spotting) than CERT functions (i.e. disaster response).

In 2021, the Village Board approved an update to the Emergency Management Agency ordinance (97-12) which renamed the agency the North Aurora Emergency Management Agency (NAEMA) and designated that the emergency management coordinator would be chosen by the Village President after consultation with the Police Chief. The update also specified the Agency's functions:

- Traffic and crowd control
- Communications
- First Aid
- Severe Weather Monitoring & Spotting
- Ground Search & Rescue
- Public Sheltering
- Public Relations/Education
- Training and Exercises
- Emergency and Non-emergency assistance to other agencies

The full ordinance can be found in Chapter 2.48 of North Aurora Municipal Code. The CERT team remains as a public education program to teach the public what to do before, during, and after a disaster. CERT volunteers remain loosely connected with the NAEMA and serve as back up volunteers in the event of a disaster affecting the Village.

1 Purpose and Policy Statement

This document is the official statement of operational and personnel policy for the North Aurora Emergency Management Agency (EMA). Its intent is to provide agency members with a standard of conduct and operational guidelines while performing their duties as a member of the agency and representing the Village of North Aurora.

It is the responsibility of each EMA supervisor to administer these policies consistently and impartially. The policies in this manual are applicable to all persons who are sworn members of the North Aurora Emergency Management Agency.

This document does not constitute an expressed or implied contract and its provisions are not intended to be contractually binding. Each volunteer member has the right to end their association with the EMA at any time, for any reason and the EMA reserves this same right.

The EMA retains all managerial and administrative rights and prerogatives entrusted to it and conferred on members inherently and by law. These include, but are not limited to: the right to exercise judgment in establishing and administering policies, practices and procedures, and to make changes in them without notice; the right to take whatever action is necessary in the EMA's judgment to achieve Village goals; and the right to set the standards of productivity and services to be rendered, etc.

Policy Statement

The Village of North Aurora, the North Aurora Police Department, and the North Aurora Emergency Management Agency are equal opportunity employers and do not discriminate with regard to race, color, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, amnesty, or status as a covered veteran in accordance with applicable federal, state and local laws. The above named organizations comply with applicable state and local laws governing non-discrimination in employment and this policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. The continuing progress and vitality of the EMA requires that we utilize all available human resources to the fullest.

Every effort is made to fill vacancies by promoting qualified EMA members. All members are encouraged to inquire whenever they have an interest in applying for an available position.

Volunteer Scope of Authority

Volunteer members of the EMA play a vital role in the Village's disaster response and recovery mission. As outlined in North Aurora Code section 2.48.021, "the duties of the North Aurora Emergency Management Agency include, but are not necessarily limited to:

- Participation in traffic and crowd control
- Communications
- First aid
- Severe weather monitoring and spotting

- Ground search and rescue
- Public sheltering
- Public relations/education activities
- Training and training exercises
- Emergency and non-emergency assistance to other agencies within and outside of the corporate limits of the Village of North Aurora, Kane County, Illinois.”

The EMA volunteer member's scope of authority is limited to the above authorized EMA activities as well as the following:

- Response to an agency callout for emergency or disaster assistance along with mutual aid requests;
- Participation in approved EMA work nights,
- Training
- Scheduled details
- Public education activities
- Other activities as authorized by the North Aurora Emergency Management Coordinator or the Chief of Police.

The use of Village issued equipment while participating in unauthorized activities is prohibited and liability and/or worker's compensation coverage will not be extended to volunteers engaged in unauthorized activities.

2 Standards of Conduct and Performance

It is the policy of the EMA to treat all members with fairness. In return, the EMA expects members to adhere to standards of conduct and performance that are established to enable all to work together to achieve the common mission.

Administration of such matters as excessive absence, lack of cooperation, boisterous behavior, and other minor offense should be handled through counseling. If these offenses continue after the member has been counseled twice, further disciplinary action shall be taken.

Supervisory counseling of members is designed to establish an equitable system of corrective action for members who do not adhere to these standards of conduct and/or to bring a member's performance to an acceptable level.

Each supervisor has the responsibility for counseling a volunteer member, administering corrective action when appropriate, and documenting the counseling or corrective action. Improper conduct, illegal acts, dishonesty, insubordination and other such offenses shall be cause for suspension and possible termination of membership.

The standards of conduct and performance are communicated to the member in a variety of ways, including this Policy Manual, by discussion with a supervisor, and other reasonable means.

2.1 General Standards of Conduct and Performance

General standards of conduct and performance apply throughout the EMA. Violation and/or failure to adhere to these standards may result in disciplinary action, up to and including termination. These standards include, but are not necessarily limited to, the following:

GENERAL - It shall be the duty of every member of NAEMA to maintain a standard of conduct, which does not adversely reflect on the Village or this agency. No member shall use their position or affiliation with NAEMA to gain any personal favor.

OBEDIENCE TO ORDERS - Each member of the NAEMA shall obey and fully execute any lawful order given by a supervisor.

OBEDIENCE TO UNLAWFUL ORDERS - Obedience to an unlawful order is never a defense for an unlawful act and no member is required at any time to obey an order which is contrary to Village, State or Federal Law.

IMPROPER ORDERS - Members receiving orders they feel to be improper, unjust or contrary to NAEMA policies, must first obey the order. Upon obeying the order the member may then appeal the matter through the chain of command. If the member feels that by obeying the order their safety or the safety of others could be jeopardized, then the member may question the order and the safety issue with the supervisor. If the order is still given and the member feels that there continues to be a safety issue then the member may immediately contact the Coordinator to voice their concerns.

MAINTENANCE OF NAEMA DOCUMENTS - NAEMA members issued policy manuals or other documents are responsible for maintaining their copy of those documents and for inserting and deleting information as needed.

PERSONAL APPEARANCE - NAEMA members shall at all times, while on duty, be neat and professional in appearance and comply with all NAEMA policies on wearing the uniform, grooming and personal appearance.

SPEAKING ENGAGEMENTS, EXHIBITIONS ETC. - NAEMA members who are requested to make public appearances in connection with their NAEMA duties, or as a result of their association with NAEMA, shall first receive authorization from the Coordinator.

RELEASE OF INFORMATION / CONFIDENTIALITY OF RECORDS -It shall be the duty of all NAEMA members to safeguard confidential information. Members shall at all times protect the confidentiality of NAEMA records and not discuss, disclose or otherwise release information of a confidential nature, except when such disclosure is authorized by law. Any information accessible only to NAEMA personnel as a result of their membership shall be considered confidential unless otherwise defined by the Coordinator. Members also shall not take any pictures/video while at an incident scene without permission from the Coordinator.

COURTESY / COOPERATION - Members of the NAEMA shall perform their duties in a courteous, professional manner and cooperate with other members of the NAEMA, the public and other agencies and departments.

IMPARTIALITY - Members of the NAEMA shall perform their duties in a fair and impartial manner, without being influenced by race, color, gender, age, religion, life style or national origin.

EFFICIENCY - Members of the NAEMA shall perform their duties efficiently, without wasting time or resources.

COMPLETION OF REPORTS, RECORDS, ETC. - NAEMA members completing reports, records, etc. shall do so in an accurate, complete and timely manner, and include all necessary information therein. Reports shall be legible and grammatically correct.

MEDIA RELATIONS - No member of the NAEMA shall give information to any member of the media. All media inquiries are to be directed to the Coordinator, highest ranking police official on scene or the P.I.O. if the P.I.O. position is established.

POSSESSION OF A VALID DRIVER'S LICENSE - Members of the NAEMA shall be in possession of a valid Illinois driver's license at all times. Members shall have the appropriate class driver's license for driving Village vehicles. Any member whose driving privileges are suspended, revoked, or cancelled shall immediately notify the Coordinator.

POSSESSION OF INSURANCE - All members shall conform to Illinois law regarding minimum vehicle insurance.

2.2 Workplace Civility

Working to foster a civil workplace includes, but is not necessarily limited to, the following:

- Each member is to respect the rights of others (for example, not to threaten or to endanger any person's life or health, either deliberately or through carelessness).
- Each member is to be courteous towards fellow members and the public. Disruptive, discourteous and/or insubordinate conduct will not be tolerated.
- Conduct that causes or threatens harm to others or that constitutes persistent, unwanted behaviors will not be tolerated.

The North Aurora Emergency Management Agency prohibits acts of harassment or bullying. The agency has determined that a safe and civil environment is necessary for members to be successful and productive. Bullying, like other disruptive or violent behaviors, is conduct that disrupts both a member's ability to positively contribute to the organization and the organization's ability to successfully operate.

Examples of bullying behavior may include but are not limited to:

- Spreading malicious rumors, gossip, or innuendo
- Excluding or isolating someone
- Intimidating a person
- Undermining or deliberately impeding a person's work
- Physically abusing or threatening abuse
- Removing area of responsibility without cause
- Constantly changing work guidelines
- Establishing impossible deadlines that will set up the individual to fail
- Withholding necessary information or purposefully giving the wrong information
- Making jokes that are obviously offensive by spoken word or email
- Intruding on a person's privacy by pestering, spying, or stalking
- Yelling or using profanity
- Tampering with a person's personal belongings or equipment

All North Aurora EMA members have a responsibility to stop bullying in the EMA workplace. Bystander support of bullying can encourage further bullying; therefore, the agency prohibits both active and passive support for acts of bullying.

Any EMA member who believes that they have experienced or witnessed bullying is encouraged to report the situation as soon as possible to the Coordinator.

The EMA prohibits reprisal or retaliation against a person who reports an act of bullying. The agency prohibits any person from falsely accusing another as a means of bullying. A members found to be in violation of this policy is subject to disciplinary action up to and including termination.

2.3 Consumption of Alcoholic Beverages

Under no circumstances are members to consume alcoholic beverages during incidents, activities, training, work sessions or while in the official EMA uniform or any part thereof.

A member shall not report for any incident, activity, detail, training, meeting, or work session if they have consumed alcoholic beverages within eight hours preceding the incident, activity, or session. The member shall also not participate in any EMA activity if the member's judgment is impaired by alcohol even if it has been more than 8 hours since consuming an alcoholic beverage.

Any member in violation of this policy will be immediately relieved of duty and placed on immediate suspension pending further investigation.

2.4 Use of prescription and over the counter medication

A member shall not report for any incident, activity, detail, training, meeting, or work session if the member's judgment is impaired by prescription or over the counter medication.

2.5 Sexual Harassment

It is the policy of the NAEMA that all members have a right to work in an environment free of discrimination, which encompasses freedom from sexual harassment. The courts have determined that sexual harassment is a form of discrimination under state and federal law.

Sexually harassing conduct, whether physical or verbal, committed by supervisory or non-supervisory personnel is strictly prohibited. This includes repeated offensive flirtations, advances, propositions, verbal abuse of a sexual nature, graphic verbal commentaries about an individual, and the display of sexually suggestive objects or pictures.

Members, who have complaints of sexual harassment shall report such conduct to the agency Coordinator or Chief of Police.

Members may also report incidents of sexual harassment to the Illinois Department of Human Rights or the Illinois Human Rights Commission.

2.6 Other Membership Affiliations

Members belonging to or wishing to join other organizations, which are related in nature to public safety functions, must obtain prior approval from the agency Coordinator. Each request will be carefully considered to ensure that a conflict of interest or conflict of duties would not occur which would impact NAEMA's routine or emergency functions. All NAEMA members must recognize loyalty and support to NAEMA as foremost. Such approval may be withdrawn when such other affiliation causes a direct conflict of interest.

2.7 Expenditure of Village Funds

For purchases of routine maintenance items up to \$50.00 members must get approval from a supervisor. All personnel wishing to make other purchases for NAEMA must first get three comparable price quotes in writing for the comparable item. These quotes must then be submitted to the Coordinator for approval. No member shall purchase any equipment or supplies over \$50.00 without the approval of the Coordinator.

2.8 Civilian Restrictions

Due to liability issues no civilian will be allowed to respond with any EMA volunteer member to a

callout or detail in the member's personal vehicle or meet an EMA volunteer member at the scene of an incident or detail unless approved by the OIC.

2.9 Smoking and Tobacco Use

Smoking and tobacco use will not be permitted in any Village building, within 15 feet of any building entrance or greater if properly posted, in any Village vehicle, while the member is engaged in any crime scene operation, or while engaged in any EMA activity while in public view.

2.10 Computer Usage

The need to share information between public safety agencies has never been more important. With this technology comes the ability to access sites of questionable content that could be the source for a hostile virus attack on a computer network.

It shall be the policy of this agency that any and all computers connected to a Village network shall only be used in conjunction with a members assigned job task. Surfing the web and downloading personal email will not be allowed.

Members are also instructed not to post any official statements or information on any social media sites, or use official logos in connection with any internet post.

3 Application and Probation

3.1 Requirements for Membership Application

1. The prospective member must live within North Aurora or within 10 miles of the Village limits.
2. The applicant must be at least 21 years of age or at least 18 years of age with Coordinator approval.
3. The applicant must be a high school graduate or have a GED.
4. The applicant must have a valid Illinois Driver's License or have a valid license from another state and present an Illinois license within three months of application.
5. The applicant must have proof of vehicle insurance.
6. The prospective member must complete and submit an application for membership.
7. The applicant must submit to a fingerprint-based criminal history check to confirm identity.
8. The applicant must sign the Emergency Management Agency oath.

Once the applicant has submitted the application and signed the oath, the applicant will be placed on probation and may start the orientation process.

3.2 Criminal History Background Check

Because of the sensitive nature of certain EMA work functions, members of the EMA must be known to the community to be free of certain type of criminal history.

For the purpose of membership within the Emergency Management Agency, each applicant shall submit to a background investigation which shall consist of:

- Fingerprint-based criminal history check
- Driver's license abstract
- At least 2 reference checks. Additional references may be interviewed at the discretion of the background investigator.
- NAPD records check. If the applicant lives or lived outside of North Aurora during the past ten (10) years, a records check shall be conducted with the police department of every community and sheriff's department of every county in which the applicant has lived.

This investigation shall require the applicant to present themselves to the North Aurora Police Department and have their fingerprints taken at no cost to the applicant. The NAEMA Coordinator shall have final discretion, subject to oversight by the Chief of Police, as to whether an applicant will be accepted or rejected based on the findings of the background check. However:

It shall be the policy of this organization that no person shall be awarded membership within the EMA if they have been convicted of any criminal offense against children, any hate crime, domestic battery, or any felony offense. In addition, any candidate with a conviction for a DUI/drug offense within the last 5 years or any other criminal conviction in the past 10 years is prohibited from membership.

3.3 Reserved

3.4 Applicants with Disabilities

If during the application process it is learned that the applicant has a disability, the applicant will meet with the Coordinator to determine any limitations this may have on the applicant's ability to safely perform assigned duties.

It is the policy of this agency not to discriminate against any person with a disability or handicap. It must also be remembered that members of the Emergency Management Agency, by the nature of our mission, work during times of emergency and/or disaster, in dangerous situations.

Therefore, those persons applying for membership within NAEMA will be considered on an individual basis. The prospective member and the Coordinator will jointly evaluate the applicant's limitations and potential contributions and will reach a mutual agreement as to the duties the applicant can participate in while ensuring the safety of the members of the agency and also that of the applicant.

3.5 EMA Divisions

The Emergency Management Agency offers many opportunities for volunteer members. Members may participate in one or more of the agency's divisions. Each division has its own responsibilities, time commitments, and training requirements. The current divisions are:

- Field Services
- Search & Rescue
- Community Outreach
- Training

3.6 Probation Period - All Members

The applicant shall begin a 6 month probation period during which time the individuals interest, participation and dedication to EMA will be monitored. At this time, the probationary member may be assigned a unit number for identification. Each applicant shall complete the requirements below for all members and any additional requirements based on the division(s) they choose to participate with, during the 6 month probation period. If the applicant cannot complete all required training during the 6 month probation period, the Coordinator may extend the probation period by 3-6 months. If the applicant is still unable to complete the training the applicant will be removed from the program. Any extenuating circumstances as to why the applicant cannot complete the required training will be handled on a case by case basis and a waiver may be granted by the Coordinator. The following shall be required of all probationary members:

1. Complete orientation
2. EMA Policy Manual review
3. First Aid (or higher certification) and CPR
4. Disaster Preparedness class
5. Severe Weather Spotting
6. Damage Assessment
7. Traffic control
8. Communications

9. Blood Borne Pathogens class
10. Complete the following FEMA Independent Study classes:
 - a. IS-700 National incident management system (NIMS), An introduction
 - b. IS-100 Introduction to the Incident Command System
 - c. IS-200 ICS for single resources and initial incident actions

An applicant who is accepted into the NAEMA will be known as a “Specialist” or an “EMA Specialist.” A job description will be provided.

Additional training may be required based on the member participating in a specific division. Division specific training requirements are listed below. The Training Division will provide a log to each applicant to track their progress through probation.

3.6.1 Additional Probation Requirements - Field Services Division

Members that will be participating in the Field Services Division will have to complete additional basic training requirements based on the complexity of response activities they will perform. Applicants applying for the Field Services Division shall complete the following:

1. Complete the entire NAEMA orientation program including classes on:
 - a. Haz-Mat Awareness
 - b. *Vehicle and scene lighting operations*
 - c. *Drivers training Classroom*
 - d. *Power line Safety*
2. Qualify to drive the agency vehicle(s).
3. Complete the SARIO class

After the Field Services Division probationary member completes the orientation course, they must successfully demonstrate proficiency of all skills. If the probationary member cannot successfully demonstrate proficiency of the skills, they will be required to repeat the orientation course. After completing the orientation course for the second time, they will be required to successfully demonstrate proficiency of the skills. If the probationary member cannot successfully demonstrate proficiency of the skills for the second time, they will be removed from the program.

After the Training Division has cleared the probationary member for field duty, they will be set up in the agency notification system. At this time, the Field Services Division probationary member will be required to attend a minimum of six (6) details or calls (3 must be calls) before the end of probation. The Coordinator reserve the right to adjust the number of calls or details required based on the member's demonstrated capabilities.

Probationary members will not be allowed to respond to any hazardous materials calls, or calls outside North Aurora. A probationary member that responds to a call shall locate and contact a full member and that member shall advise the highest-ranking NAEMA supervisor at the call that the probationary member is on the scene. The supervisor shall determine if the probationary member is to remain with that member or the supervisor will assign the probationary member to another full member. At no time, shall the probationary member be allowed to participate without the supervision of a full member.

3.6.2 Additional Probation Requirements - Search and Rescue Division

Applicants applying for the search and rescue team shall complete the following:

1. SARIO class
2. Ground Search and Rescue class. (If this class is not offered during probation then attend at least two SAR trainings, classes, sessions, drills, etc. and then complete the GSAR class at the next opportunity).
3. Haz-Mat Awareness class

North Aurora EMA is a part of the Kane County Office of Emergency Management Search and Rescue team so our members will often work under the supervision of the KCOEM. As such, Search and Rescue probationary members shall not respond to any search and rescue mission outside of Kane County. A probationary member that responds to a search and rescue call shall report to staging and locate and advise the highest-ranking North Aurora EMA supervisor or Kane County OEM supervisor (if no NAEMA supervisor is available) at the call that the search and rescue probationary member is on the scene. The supervisor shall determine if the probationary member is to remain with that member or the supervisor will assign the probationary member to another full member. At no time shall the search and rescue probationary member be allowed to participate without the supervision of a full member.

Until the Training Division clears the Search and Rescue probationary member for field duty, they will not be allowed to respond to any calls.

3.6.3 Additional Probation Requirements – Community Outreach Division

Applicants applying for the Community Outreach Division will have requirements deemed appropriate by the Coordinator and based on the type of training and/or activities the member will be conducting.

3.6.4 Additional Probation Requirements – Training Division

Applicants applying for the Training Division will have requirements deemed appropriate by the Coordinator and based on the type of training the member will be conducting.

3.7 Oath

Each person who is chosen to serve in any capacity within NAEMA shall, before entering upon his or her duties, take an oath, in writing, before an individual authorized to administer oaths in the Village of North Aurora. This is required under state statute (20 ILCS 3305/20). Such oath is typically administered by the Village Clerk or Deputy Village Clerk and shall be filed with the Coordinator upon completion.

NO MEMBER IS ALLOWED TO OPERATE AS A VOLUNTEER UNTIL AN OATH HAS BEEN SECURED.

I, _____, do solemnly swear (or affirm) that I will support and defend and bear true faith and allegiance to the Constitution of the United States and the Constitution of the State of Illinois, and the territory, institutions and facilities thereof, both public and private, against all enemies, foreign and domestic; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties upon which I am about to enter. And I do further swear (or affirm) that I do not advocate, nor am I, nor have I been a member of any political party or organization that advocates the overthrow of the government

of the United States or of this State by force or violence; and that during such time as I am affiliated with the Village of North Aurora, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the government of the United States or of this State by force or violence.

3.8 Identification and Access

New members will be issued a photo identification card under the authority of the NAEMA. Identification cards remain the property of the Village and are to be returned upon separation.

New members will be issued a keyless entry card for the police department and Emergency Operations Center located at 200 S. Lincolnway.

New members will be provided access to the I Am Responding app.

3.9 Driving Village Vehicles While on Probation

No probationary member will be permitted to drive any agency vehicle except for drivers training purposes and a supervisor or FTO must be with the probationary member at all times. Probationary members and the supervisor or FTO must also have the appropriate class driver's license in order to drive each Village vehicle.

Exception: Community Emergency Response Team (CERT) members who were in good standing prior to May 1, 2022 who have successfully completed all required driver training and who possess the appropriate driver's license classification(s) are allowed to drive EMA vehicles without an FTO or supervisor.

3.10 Ending Probation

At the conclusion of the probationary period of six months, the Training Officer will review the applicant and their progress. If the probationary member has fulfilled all the requirements for membership in the division(s) they will participate in, the Training Officer will notify the Coordinator. The probationary member will be taken off probation and will be officially sworn in at the next monthly membership meeting.

In the event that a member has not made sufficient progress toward the requirements for membership, the Coordinator may increase the probation period in increments of three months.

3.11 Application of Former NAEMA Members

In the event a former member wishes to re-join NAEMA, that member shall be viewed as a new member when interpreting policies and benefits. Individuals that have been separated from the agency for more than 12 months must complete the new member orientation program.

4 Organization

The function of each division is identified below.

4.1 Field Service Division

The Field Service Division oversees all of the agency's response capabilities including maintaining the agency's vehicles, trailers, generators, and field equipment. *Common functions include traffic control, crowd control, severe weather spotting, scene lighting and community damage assessment.* The members of this division respond to emergency and non-emergency request for assistance from county and municipal agencies and departments. Request for assistance outside of North Aurora will be handled on a case by case basis and approved by the Coordinator or the Chief of Police.

Members of this division may also participate in public education events.

4.2 Search & Rescue Division

The Search & Rescue Division coordinates the agency's search & rescue team. Members of this division respond to search and rescue incidents in Kane County and IEMA Regions 3 and 4 and Winnebago, Ogle, and Lee Counties or as authorized by the Coordinator.

Members of this division may also participate in public education events.

4.3 Community Outreach Division

The Community Outreach Division oversees public preparedness education, including the Community Emergency Response Team (CERT) program and Disaster Preparedness classes for adults and children.

Members of this Division take a lead role in public education events.

4.4 Training Division

The Training Division provides the orientation training for all new members of the EMA and is responsible for the development of the agency's continuing education program provided to all EMA members. The Training Division also coordinates with Kane County OEM with regional training for county and municipal emergency management volunteers in the County

4.5 Organization Chart



5 Minimum Participation Requirements

5.1 General Participation

Members are expected to take part in as many activities, within the division(s) they are participating in, as their personal time allows. However, all members of NAEMA are required to volunteer a minimum of 40 hours per year on EMA activities. The 40 hours must be productive hours and cannot be just coming to the station or EOC to "hang out" or "socialize."

The Coordinator or supervisor will contact those members that fail to meet the minimum standards for participation and to see if there are any mitigating circumstances for the member's lack of participation.

In the event that there are no mitigating reasons for the member's lack of participation, the member will be counseled by the Coordinator or supervisor and encouraged to increase NAEMA participation within the next 120 days. If there is no improvement in the member's level of participation the Coordinator will ask the member to turn in any issued Village equipment and will either be placed on a personal leave or will be terminated. If at a later date the member is able to show that they now have the time available to maintain the minimum level of participation, they can be reinstated or reapply for membership.

In the event a member feels that the action of the Coordinator was unjust, the member may appeal to the Chief of Police, in writing, within 30 days. The Chief of Police will review the Coordinator's decision and render a written opinion within ten days of receiving the appeal.

5.2 Field Services Division

Field Services Division members shall respond to at least two UNPLANNED callouts and two PLANNED details per year (if possible) and attend at least six NAEMA training classes per year.

The Coordinator or a supervisor will contact those members that fail to meet the minimum standards for participation in the Field Services Division to see if there are any mitigating circumstances for the member's lack of participation. In the event that there are no mitigating reasons for the member's lack of participation, the member will be counseled by the Coordinator and encouraged to increase NAEMA participation within the next 120 days. If there is no improvement in the member's level of participation that member may be reassigned to another division.

The member will retain their EMA issued identification card as long as they are an EMA member.

Members who have not met the minimum Field Services Division participation threshold can petition the Coordinator for reinstatement to the Field Services Division following demonstration of their commitment to the overall agency mission and their ability to meet the minimum standards.

In the event a member feels that the action of the Coordinator was unjust, the member may appeal to the Chief of Police, in writing, within five days. The Chief of Police will review the Coordinator's decision and render a written opinion within ten days of receiving the appeal.

6 Training Requirements

Because training and education are the basis of any professional organization, the NAEMA supports the concepts of continuing education. To maintain a well-trained volunteer staff, yearly training requirements have been established to insure a minimum level of proficiency for all members. All members, regardless of which division they participate in, are encouraged to attend any training class offered by NAEMA. The training program for new members is covered in Section 3.

Volunteer members will be encouraged to take part in as many training classes as possible. Federal Emergency Management Agency (FEMA) and Illinois Emergency Management Agency (IEMA) courses in emergency management will be made available to those who wish to expand their formal educational background. The member must attend the classes without expense reimbursement from the Village.

The Training Division will conduct or arrange for training classes and refreshers for the general membership on a continual basis. The Training Division will consider any suggestions for specific training sessions.

All NAEMA members are required to maintain the following certifications:

1. CPR certification – every 2 years
2. First Aid or higher certification – every 2 years

The following training classes are required for all Field Service Division members:

1. Traffic Control (at least yearly, but encouraged to attend twice per year)
2. Basic weather spotter (every 2 years)
3. Damage Assessment (every 2 years)
4. Power line safety (every 2 years)
5. Natural gas safety (every 2 years)
6. HAZ-MAT Awareness (yearly)
7. Blood Borne Pathogens (yearly)

The following training classes are required for all Search and Rescue members:

1. Refresher class based on current level of certification within the Illinois Search and Rescue Council (ISARC)
2. Power line safety (every 2 years)
3. Natural gas safety (every 2 years)
4. HAZ-MAT Awareness (yearly)
5. Blood Borne Pathogens (yearly)

6.1 Minimum Yearly Training Requirements

To ensure a minimum uniform level of proficiency for all volunteer members, NAEMA requires members of the Field Services Division to attend a minimum of six training classes per year.

It is the responsibility of the Training Division to make sure that all the above training classes are available to members, as they are required. No member shall be held responsible if the Training Division is unable to schedule a particular class. The Training Division is also responsible for keeping track of all training records for members.

It shall be the obligation of the NAEMA Training Division to provide a minimum of 10 monthly training classes per year (typically on the third Tuesday of each month at 6:00 p.m.) It is understood that some of the classes will combine all categories of membership into one training session and additional training opportunities will be made available to members as they arise.

The NAEMA Training Division shall maintain a training calendar located in the NAEMA office and in the I Am Responding App. This calendar will display current and upcoming training for at least three months in advance.

The Training Division shall maintain a copy of all NAEMA training programs. Any member may view the overall training program with the Training Officer.

6.2 FEMA and IEMA Training

All members are encouraged to take part in the FEMA home study courses as well as the classes sponsored by the IEMA. For additional information on specific classes, contact the Training Division.

7 Vehicle Operators Competency and Operation Guidelines

Members must have a valid Illinois driver's license of the appropriate class depending on the Gross Vehicle Weight Rating (GVWR) as outlined later in the policy and proof of vehicle insurance in order to operate Village vehicles or personal vehicles on Village business. Copies of both documents must be submitted during January of each year.

NAEMA members shall observe the response guidelines and pertinent restrictions when responding to incidents and other requests for assistance. It shall be noted that the use of emergency warning devices is restricted to those vehicles recognized by the Coordinator as an official NAEMA vehicle. The NAEMA understands that some members are also members of other similar government agencies which do authorize emergency warning devices in their personal vehicles. In those cases, the member MAY NOT activate or use those emergency warning devices while on NAEMA business. The safe arrival of the vehicles and members at an incident scene is our top priority.

No probationary member will be allowed to drive any Village vehicle except for drivers training purposes and an EMA supervisor or FTO must be with the probationary member at all times. Probationary members must have the appropriate class driver's license (or permit) in order to drive each Village vehicle. The supervisor or FTO must also have the appropriate class driver's license in order to drive each Village vehicle.

7.1 NAEMA Policy for Driving Vehicles While on Village Business

A member who does not have a valid Illinois driver's license will not be allowed to drive a Village vehicle or a member's personal vehicle to or from an incident scene. The Coordinator will evaluate the loss of driving privileges and determine if additional action is required. A member's use of a vehicle for authorized Village business is a privilege, not a right. The NAEMA reserves the right to prohibit a member's use of a vehicle for authorized Village business in cases of repeat violations of this policy.

Additionally, members are required to utilize Village-owned vehicles for EMA functions that require a vehicle. Members MAY use their personal vehicle to get to or from an incident scene, but may NEVER use their personal vehicle for traffic control. Upon arrival at the scene, personal vehicles must be legally parked and out of the flow of traffic

The Village cannot list rules to cover every situation. The NAEMA requires all members who drive a Village vehicle or a member's personal vehicle on authorized Village business to:

1. Abide by all traffic laws.
2. Heed all traffic signs and signals.
3. Practice defensive driving.
4. Abstain from smoking in all Village-owned vehicles.
5. Abstain from operating a vehicle while impaired by or under the influence of alcohol or consuming alcoholic beverages in proximate time to the member's reporting time. Abstain from consuming illegal drugs or prescription medicines that can impair driving ability.
6. Refrain from cell-phone use and texting while driving the vehicle. Pull over to the side of the road to send or receive telephone calls or text messages.
7. Refrain from carrying non-employee/non-member passengers in the vehicle, unless required.
6. Lock unattended vehicles at all times to prevent theft of Village and/or personal property.
7. Make sure that the vehicle is equipped with proof of insurance, current registration, and state inspection reports (if required).
10. Pay any tickets, fines or other penalties assessed against the member.
11. Refrain from establishing personal I-PASS accounts using the Village-owned vehicle.
12. Refrain from carrying a concealed firearm in the Village-owned or the member's personal vehicle while on Village business.

7.2 Vehicle Take-home Policy

Village-owned vehicles will not typically be taken home by volunteer members, except in rare cases. A volunteer member may take a Village vehicle home with authorization from the NAEMA Coordinator.

In all cases where a take-home vehicle is assigned, the vehicle will only be used for official Village business.

7.3 Reporting Accidents and Injuries

All accidents and injuries that occur while the member is on authorized Village business shall be immediately reported to the local police jurisdiction, the Coordinator or designee, and to the member's insurance company (if driving their personal vehicle).

7.4 Insurance Coverage

As stated in 7.1 above, members' personal vehicles MAY NOT be used for traffic control or other Village business, except for transportation to or from an incident scene. Members who use their own vehicle to get to or from an incident scene must have an automobile liability policy issued in amounts no less than the minimum amounts set for bodily injury or death and destruction of property under the 625 ILCS 5n -601 and 625 ILCS 5/7-203 of the Illinois Vehicle Code.

It is the responsibility of each member to maintain coverage as specified above and by driving a personal vehicle to or from an incident scene, it is presumed that coverage is in force. In Illinois,

insurance follows the vehicle as it is titled. Therefore, if an accident occurs when the member is driving their personal vehicle, the member's personal insurance coverage shall be primary coverage mandated by Illinois law.

7.5 Statements Regarding Accidents/litigation

In the event that any member is involved in a motor vehicle accident while on authorized Village business, the member may furnish such information as his name, address and the registration number of the vehicle, and may exhibit his/her driver's license upon request to any other person involved in the accident or to law enforcement officers. Obtain all information relating to the accident in a professional manner, including the names and addresses of any witnesses. Do not negotiate the settlement of any claim, promise payment for any injury or damage, or admit liability. Except where as required by law, the Village requires that members do not give any written, verbal, or signed statement about liability at any time.

7.6 Operation of Emergency Vehicles

The Village recognizes that Illinois law authorizes Emergency Management vehicles to be driven with emergency lights & siren activated for response to an emergency. However, NAEMA members may not drive to or from an incident scene with emergency lights or siren activated, without the specific approval of a NAEMA supervisor or police officer. Even when authorized, NAEMA vehicles may not exceed the posted speed limit, drive into oncoming traffic, or proceed through intersections against a red light. At all times, NAEMA vehicles must be driven in a safe and professional manner.

7.7 Illinois driver's license classes for EMA vehicles

Members must have a valid Illinois driver's license of the appropriate class before driving a Village Vehicles for any purpose. Below is the driver's license classifications that apply to the EMA vehicles:

1. Class D - Single vehicle with a GVWR of less than 16,001 pounds. This will also allow you to pull a trailer with a vehicle in this category as long as the truck and trailer are under 26,000 pounds. NAEMA vehicle in this class include the Ford Crown Victoria & Ford Escape.
2. Class C - single vehicle with a GVWR of at least 16,001 pounds but less than 26,001 pounds. This will also allow you to pull a trailer with a vehicle in this category as long as the truck and trailer are under 26,000 pounds. The NAEMA has no vehicles in this category at this time.
3. Class A - Combination of vehicle with a Gross Combination Weight Rating (GCWR) of 26,001 or more pounds, providing the GVWR of the vehicle being towed is in excess of 10,000 pounds. The NAEMA has no vehicles in this category at this time.

7.8 Driver's Training Requirements

In order for volunteer members to operate Village vehicles, the training requirements listed below have been established to ensure all members have an understanding of laws, policy, and guidelines. This will also ensure that members have demonstrated an ability to operate the EMA vehicles proficiently before the member operates them during emergencies or details. The Drivers training program used by NAEMA was developed by the Office of the Illinois State Fire Marshal, entitled Fire Service Vehicle Operator and consist of classroom instruction, driver's obstacle course, and driver's road course. Each component must be successfully completed in order for the member to be qualified to drive a Village vehicle outside of training. The components are outlined below.

1. The classroom consists of the following topics.
 - a. Introduction to vehicle operations
 - b. Complexities of emergency response
 - c. Impacts of vehicle crashes
 - d. Personnel selection
 - e. Necessity of written Standard Operating Policies (SOP) and Standard Operating Guidelines (SOG)
 - f. Overview of legal aspects
 - g. Vehicle dynamics
 - h. Vehicle inspection and maintenance
 - i. Emergency vehicle operation/safety
 - j. Administrative overview
 - k. Identify the elements of training, program safety
 - l. EMA policy on driving
2. The obstacle course consists of the following maneuvers:
 - a. Straight lane pull down/back out with stopping exercise
 - b. Confined space turn around
 - c. Loading/alley dock
 - d. Serpentine (forward and reverse)
 - e. Lane change/alley offset
 - f. Parallel parking
 - g. Diminishing clearance
3. The road course covers both rural and urban driving in North Aurora and Kane County and will incorporate the following components:
 - a. Left and right turns
 - b. Straight road driving of 2 miles - minimum
 - c. Controlled intersection travel
 - d. Railroad crossing
 - e. Negotiation of left and right curve(Members may contact the Training Division for the exact course route)

A minimum amount of time must be devoted to driver training. However it is recognized that several EMA vehicles and trailers are very similar. With this in mind the EMA vehicles and trailers are grouped into similar categories. If a member completes training on a vehicle or trailer in a category then the member will be qualified on all the vehicles or trailers in that category. Members must complete the obstacle course and road course for each category. The chart below shows how the vehicles and trailers are grouped together.

<Trailer towing training & road course to be added.>

Category Name	Vehicles/Trailers in Category	Special Instructions
Passenger vehicles	Crown Victoria, Escape, & Explorer	
Small trailers*	Light tower trailer	May be towed by Crown Victoria and Explorer.
Mid-size Trailers*	Box trailer	May be towed by Explorer.
Large Trailer		May only be towed by full size pickup

* Due to weight restrictions the light tower trailer may only be towed by the Crown Victoria or Explorer. The NAEMA does not currently have a vehicle capable of towing the large trailer. Because of that, when available and authorized by the Coordinator, a Village truck may be used. In the absence of that, the Coordinator may elect to have a police vehicle tow the box trailer or have a NAEMA member tow the box trailer with his/her personally owned truck.

7.9 Vehicle Operator Competency Documentation

The following procedure will be used to document a member's competency to operate a Village vehicle.

1. Upon completion of the drivers training outlined in section 7.8 of this policy, an EMA supervisor/FTO will verify the member's competency completing the approved Vehicle Operators Competency "Behind the Wheel" or "Obstacle Course" forms. Each vehicle or trailer will require a separate form to be completed. Each vehicle operations competency and trailer towing competency will be documented on a separate form.
2. Once the member has successfully demonstrated competency in operating the vehicle or towing the trailer the supervisor/FTO will sign-off on the Vehicle Operators Competency form and forward the original completed form to the training officer. Copies or faxes of said form will not be accepted by the Training Officer and whiteouts, scratch/scribble outs will not be allowed. Once the training officer has reviewed the submitted Vehicle Operators Competency form for completion and correctness the training officer will enter the information into the training database, counter sign the form and forward said form to the Training Division.
4. The completed Vehicle Operators Competency form will then be added to the member's permanent file.

7.10 EMA Vehicle Response Guidelines

Prior to driving a vehicle, the emergency vehicle driver shall make a "circle of safety" around the vehicle to see that all equipment is secured, that all compartment doors are securely closed, and any physical obstructions moved out of the way. During the circle of safety the emergency vehicle driver shall encircle the vehicles and visually inspect all 4 sides before entering the vehicle. This shall be conducted prior to moving the vehicle regardless of whether or not the vehicle is about to leave on an emergency or non-emergency.

The emergency warning devices provided on the county owned vehicles shall be used only on the scene of the incident, or in the vicinity of the incident; unless a supervisor of NAEMA or a

police officer advises a member to use the lights while enroute to the incident or as outlined elsewhere in this policy.

7.11.1 EMA Officer-In-Charge Responsibility

In the event that more than one vehicle is dispatched and/or responds to an incident, it shall be the responsibility of the Officer-In-Charge to assign members and vehicles to specific locations and tasks.

7.11.2 Members Responsibility

All members must be aware of the need to protect our members and equipment. The judicious use of emergency response is mandatory. A hazard is posed not only to our agency personnel, but also to the public. It is expected that the proper use of emergency response will enhance the safety of agency personnel and the public.

Whenever possible the EMA vehicles should respond to calls with two members in the vehicle. It is understood that this will not always be possible.

The EMA requires all persons driving/riding in Village vehicles to be seated in approved riding positions and be secured to the vehicle by seat belts whenever the vehicle is in motion. The vehicle driver shall verify that all personnel are properly seated and in seat belts before the vehicle is moved.

In addition, members may also be sitting in vehicles that are parked for the purpose of blocking a roadway at emergency scenes. In order to reduce the effects of a collision with a vehicle approaching the incident scene, it is highly recommended that members use vehicle restraints when they are inside a vehicle blocking a roadway at emergency scenes and details.

The EMA prohibits the riding on tail steps, sidesteps, running boards, or any other exposed position. Members are also prohibited from using seats in a vehicle while the vehicle is in motion that is not specifically designed for this purpose.

7.12 Backing EMA Vehicles

The NAEMA recognizes that backing emergency vehicles is made hazardous by the fact that the driver cannot see much of where the driver intends to go.

Whenever a vehicle needs to back-up, every attempt should be made to have another member assist as a spotter. If another member is not available, try to have someone else on the scene assist. It is understood that this will not always be possible especially upon returning to the station alone. If a spotter is not available, the driver shall exit the vehicle and visually inspect the area they intend to back up into for any hazards. The driver shall periodically perform this action the entire length of the backing maneuver.

The spotter shall be safely positioned so that the vehicle driver can see them at all times. If at any time the vehicle driver loses sight of the spotter, the driver shall stop immediately until the spotter makes himself / herself visible again. The spotter shall wear an approved traffic vest and use a flashlight/traffic wand in low light/night situations. The driver shall lower the driver's window to allow for communications between the driver and spotter or the spotter and driver shall have available a non-repeated radio channel to communicate.

7.13 Members using personal vehicles

When any member responds to the scene or the station for any call out in their personal vehicle, each member must strictly adhere to all applicable motor vehicle laws. The use of emergency lights/siren in personal vehicles is strictly prohibited while responding to calls. Personally owned vehicles are not provided with the same exemptions that are provided to the Village emergency vehicles. Upon arrival at the scene, personal vehicles must be legally parked and out of the flow of traffic. Members responding in their personal vehicle will not be permitted to violate any motor vehicle laws, including, but not limited to:

1. Speed Limits
2. Going through traffic control devices
3. Passing in an unsafe manner

While it is recognized that timeliness in response to an emergency is important, it is imperative that all drivers understand that their personal vehicles are not emergency vehicles and therefore are not afforded any exemptions or special privileges under state law.

7.14 Seatbelt use

All members shall wear properly adjusted safety restraints when operating or riding in a seat equipped with restraints, in any vehicle owned, leased or rented by the Village, or in any privately owned vehicle while on-duty. The member driving such a vehicle shall ensure that all other occupants, including those who are not members of the Department, are also properly restrained.

Exceptions to the requirement to wear safety restraints may be made only in exceptional situations where, due to unusual circumstances, wearing a seat belt would endanger the department member or the public. Members must be prepared to justify any deviation from this requirement.

Members are required to report any malfunction of seat/shoulder belts in Village vehicles, and to have this equipment repaired or replaced as soon as possible after its discovery in personal vehicles.

8 Volunteer Service Awards Program

Volunteers play a vital role in the services that are provided by the North Aurora Emergency Management Agency and as such it is important to recognize their achievements both as they build on their education in the field of emergency management and also as they excel by providing services to their community that are above and beyond the norm.

Volunteer Appreciation Certificate – This award is presented to each volunteer who met or exceeded the minimum annual volunteer commitment for the preceding calendar year (40 hrs.)

Presidents Volunteer Service Award – This award provides affirmation as to the volunteer's dedication to the emergency management mission by recognizing the amount of volunteer hours they provide to the community in a given year.

A Bronze award is given when a volunteer documents 100-249 hours. The Silver award is given for 250-499 hours, and the Gold award is issued when a volunteer logs 500+ hours.

Lifesaving Award – The Lifesaving Commendation Bar is awarded to a member of the EMA who is principally involved in saving the life of another person and whose personal actions were directly responsible for the lifesaving act.

Meritorious Service – The Meritorious Service Commendation Bar is awarded to a member of the EMA who performs a notable act of distinction in the performance of assigned duties and reflects the integrity and devotion shown by the recipient.

Illinois Professional Emergency Manager (IPEM) Certification – The IPEM Commendation Bar is awarded to a member of the EMA who has completed the requirements to obtain the IPEM certification as prescribed by the Illinois Emergency Management Agency.

IEMA PDS Award – The IEMA PDS Commendation Bar is awarded to a member of the EMA who has completed the Professional Development Series of educational requirements as delineated by the Illinois Emergency Management Agency.

Field Training Officer – The FTO Commendation Bar is awarded to a member of the EMA that has served as a mentor to probationary members of this agency.

US Military Service Award – The US Military Veteran Commendation Bar is awarded to a member of the EMA in recognition of honorable military service to this country.

9 Personal Appearance Standards

9.1 Grooming Standards

In order to project uniformity and neutrality toward the public and other members of the department, members shall maintain their personal hygiene and appearance to project a professional image appropriate for this department. Unless otherwise stated and because deviations from these standards could present member safety issues, the following appearance standards shall apply to all members except where the Coordinator has granted exception.

9.2 Hair

Hairstyles of all members shall be neat in appearance and not of an unconventional style or color.

For male members, hair must not extend below the top edge of the uniform collar while assuming a normal stance.

For female members, hair must be no longer than the horizontal level of the bottom of the uniform patch when the employee is standing erect, worn up or in a tightly wrapped braid or ponytail. Hair ornaments such as ribbons, bows etc., will not be worn. Pins, combs or barrettes similar in color to the individual's hair may be worn.

Members not in uniform may have longer hair as long as it is neatly groomed and does not interfere with the member's assigned duties.

Hairpieces must conform to the same standards as stipulated for natural hair.

9.3 Mustaches

A short and neatly trimmed mustache may be worn. Mustaches shall not extend below the corners of the mouth or beyond the natural hairline of the upper lip.

9.4 Sideburns

Sideburns shall not extend below the bottom of the outer ear opening (the top of the earlobes) and shall be trimmed and neat.

9.5 Facial Hair

Goatees and full beards are allowed but must be neatly groomed. Facial hair must not interfere with the safety of personnel or with special equipment.

Members that do not have a goatee or beard must be clean shaved when in uniform.

9.6 Fingernails

Members may have fingernails that extend past the tip of the finger as long as they are neatly groomed and do not interfere with the performance of the member's duties.

Nail polish, if worn, will be applied tastefully and will be unobtrusive.

9.7 Jewelry and Accessories

No jewelry or personal ornaments shall be worn by members on any part of the uniform or equipment, except those authorized within this manual.

Jewelry, if worn around the neck, shall not be visible while in uniform.

Earrings shall not be worn while in uniform.

Bracelets shall not be worn in uniform, except medical alert bracelets.

Wedding ring(s), class ring, or other ring of tasteful design may be worn in uniform. A maximum of one ring/set may be worn on each hand.

Members not in uniform may wear visible jewelry as long as it does not interfere with the performance of the member's duties.

A wrist watch may be worn in uniform.

9.8 Tattoos

At no time while on-duty or representing North Aurora in any official capacity, shall any offensive tattoo or body art be visible. Examples of offensive tattoos would include, but not be limited to, those which depict racial, sexual, discriminatory, gang related, or obscene language.

9.9 Body Piercing or Alteration

Body piercing or alteration to any area of the body visible while in uniform or agency attire that is a deviation from normal anatomical features and which is not medically required is prohibited except with prior authorization of the Coordinator. Such body alteration includes, but is not limited to:

- a. Tongue splitting or bifurcation.
- b. The complete or transdermal implantation of any material other than hair replacement.
- c. Abnormal shaping of the ears, eyes, nose or teeth.
- d. Branding or scarification.

9.10 Glasses and Contact Lenses

Sunglasses, if worn while on duty and in uniform, shall be black, navy blue, silver or gold tone frames. No neon or fluorescent colors will be allowed. Sunglasses shall not be mirrored.

Contact lenses, if worn, shall be of a natural occurring eye color. No costume style contact lenses shall be worn.

9.11 Makeup

Makeup will be limited to what is usual and customary for a business environment.

10 Dress Code & Uniform Standards

10.1 Appearance

Cleanliness, neatness and a uniform appearance reflects favorably on the agency and bolsters public confidence. Uniforms must be comprised of the appropriate components and should be clean and wrinkle-free.

Members are responsible to purchase and maintain their uniform within the guidelines as set forth in this policy. Complete and appropriate Field Services Division Class A or B uniforms are required for all members participating in uniformed details.

10.2 Miscellaneous

Belts - All uniform slacks shall provide for the use of a belt. Said belt shall be black in color, without design or with the basket weave design. Belts will have a plain buckle.

Sock - All classes of uniform shall consist of socks that are black in color, without design.

Shoes - All classes of uniform shall consist of shoes or boots that are black in color, without design and are clean and polished. The heels of said shoes should be no higher than one inch high. Shoes can be of an oxford or uniform style boot.

Hats -The standard hat will be the navy blue baseball style cap with NORTH AURORA EMA embroidered on the front. For cold weather environments a plain black stocking hat may be worn.

Equipment pouches - Equipment pouches are optional. These pouches will be basket weave or plain in design, black in color, and match the design of the belt.

10.3 Class "A" Uniform

There is no class A uniform at this time.

10.3 Class "B" Uniform

Shirts -A light blue NAEMA polo shirt will be worn. The NAEMA full color logo will be embroidered on the left chest. The volunteers name will be embroidered on the right chest in dark navy block (Arial) letters with their first initial and full last name.

Undershirts/Undergarment - An undershirt or undergarment shall be worn under the polo shirt. If an undershirt is visible under the t-shirt, the undershirt shall be navy, light blue, or white in color.

Slacks – Dark navy blue cargo or tactical style pants worn with open pant legs (no drawstring or bloused pant legs).

Jackets: Bright yellow "bomber" or "parka" style with reflective strips and NORTH AURORA EMA on the back

Hats – Standard hat in 10.2

Footwear – Standard shoes in 10.2

10.4 Class “C” Uniform

Shirts -A navy blue NAEMA t-shirt will be worn. The NAEMA logo will be screenprinted on the left chest. The back of the shirt will say “NORTH AURORA EMA”

Undershirts/Undergarment - An undershirt or undergarment may be worn under the t-shirt. If the undershirt is visible under the t-shirt, the undershirt shall be navy, light blue, or white in color.

Slacks – Same as Class B uniform

Jackets: Bright yellow “bomber” or “parka” style with reflective strips and NORTH AURORA EMA on the back

Hats – Standard hat in 10.2

Footwear - Same as Class A uniform. For Search & Rescue, boots must cover the ankle.

11 Supervisory Personnel

It is recognized that certain instances require a command authority to provide direction to the membership. Supervisors shall provide such authority. Supervisors will be in charge of the following but not limited to:

1. Disaster response
2. Emergency situations and call-outs
3. Uniformed incidents and/or details
4. Work sessions
5. Training sessions
6. Exercises

A supervisor is a member in charge of an activity who has the ability and the authority to make command decisions as necessary.

The Coordinator reserves the right to transfer a supervisor's responsibility at any activity, to another supervisor. This can be done for the purpose of training or if a supervisor takes an inappropriate action.

The following is the rank structure of supervisory personnel starting with the highest rank.

1. Coordinator
2. Lead Supervisor
3. Supervisor
4. Specialist In Charge (SIC) – i.e. acting supervisor

The Specialist-In-Charge (SIC) of a callout shall be the member of the NAEMA with the most experience at the call. Upon the arrival of a supervisor, the supervisor shall take over for the SIC. The EMA will then follow established ICS procedures.

11.1 General Supervisor Responsibilities

Responsibilities of Supervisors include:

- Development and maintenance of membership loyalty.
- Development of individual discipline and maintenance of agency morale.
- Overseeing and directing the individuals under their command to assure the proper performance of duties and adherence to established rules and regulations, orders, and policies of the NAEMA.
- Distribute appropriate assignments to volunteers based on skill of the individual and service needs.
- Ensuring safety of volunteers.
- Liaison between volunteers, Incident Command, and other agencies.
- Completing and submitting end of event paperwork.
- Completing and submitting any injury or equipment issue reports.
- Ensuring equipment and materials used are returned to a state of readiness after the event.
- Mentor volunteers during their probation period and beyond.
- Assurance that information is communicated up and down the chain of command.

- Assurance that facilities, equipment, supply, and material assigned to volunteers are correctly used and maintained.

11.2 Specific Responsibilities

In addition to the general and individual responsibilities of all NAEMA members, supervisors are specifically responsible for the following:

1. Supervisors shall, without delay, and when appropriate communicate orders to their subordinates.
2. Supervisors shall issue clear, concise orders to their subordinates and shall, through inspection, ensure their proper execution.
3. Supervisors shall not issue orders that are in conflict with the laws of the United States of America, the State of Illinois, or the policies, rules, or regulations of the EMA.
4. Supervisors, when issuing orders or giving direction, shall continually make every effort to maintain uniformity of the overall operation.
5. Supervisors shall ensure that their subordinates obey orders, observe rules and regulations, and adhere to EMA policies and procedures.
6. Supervisors shall exercise authority without bias or prejudice.
7. Supervisors may place a subordinate member in a temporary supervisory position.
8. A member, temporarily filling the position of a supervisor, is vested with all the authority and responsibility of that supervisor and, except in an emergency, the member shall not interfere with or countermand previous orders of the absent supervisor.
9. Supervisors shall require each member to perform assigned duties, lending assistance only when the member is incapable of performing the task at hand or the member needs assistance completing assigned task.
10. Supervisors shall routinely instruct their subordinates on the contents of the NAEMA rules and regulations, policies, and other NAEMA directives.
11. Supervisors shall routinely make such assignments as may be necessary to carry out the function of the NAEMA.
12. Supervisors shall report all serious problems or unusual occurrences to the Lead Supervisor or the Coordinator.
13. Supervisors shall respond to calls where members are involved in controversy or an accident.
14. Supervisors shall accord prompt recognition, respect, courtesy, sincerity, and attention to every citizen.
15. Supervisors shall take custody of and deliver to the NAEMA the identification, badge(s), and other issued equipment surrendered by those persons leaving the NAEMA.
16. Supervisors are responsible for the good of the order, conduct, and discipline of their subordinates.
17. Supervisors shall report, in writing, through the chain of command, infraction of rules, regulations, policies, procedures, general or special orders, or NAEMA directives in accordance with NAEMA policy.

18. Supervisors shall immediately relieve from duty members who commit serious or flagrant violations of NAEMA rules and regulations or policies and shall immediately notify the Coordinator.
19. Supervisors are responsible for maintaining the highest level of professionalism and cooperation within NAEMA.
20. Supervisors shall not ridicule rules, regulations, orders, and policies or staff decisions.
21. Supervisors shall not permit subordinates to ridicule rules, regulations, orders, and policies or staff decisions.
22. Supervisors shall exercise their authority with kindness, firmness, justice, and reason, with ultimate welfare of the NAEMA being their primary goal.
23. Supervisors shall not denigrate subordinate members who are performing their duties as required.
24. Supervisors shall not censure or reprimand a subordinate in the presence of others except if the Lead Supervisor or Coordinator has been requested to be present by either party.
25. Supervisors shall immediately identify and report to the Lead Supervisor or Coordinator any morale problems.
26. Supervisors shall take all necessary steps to dispel rumors and diminish gossip.
27. Supervisors shall recommend for recognition those members performing meritoriously in any incident.
28. Supervisors shall ensure through inspection that the NAEMA rules, regulations, and policies are adhered to by their subordinates.
29. Supervisors are responsible for the good order and sanitary conditions of the areas under the control of the NAEMA.
30. Supervisors are responsible for the proper care, and efficient use of the NAEMA property.
31. Supervisors are responsible for promoting strengths and correcting weaknesses in their subordinates through training, counseling, and constructive criticism as necessary.
32. Supervisors are responsible for those working under their supervision and must be aware of their status, either through direct / personal supervision, regular communication, or periodic status checks.

11.3 Appointment of Supervisory Personnel

The Coordinator shall determine when additional supervisory personnel are needed. Members shall be selected for promotion on the basis of their qualifications and participation without regard to race, color, gender, age, religion, life style, or national origin. Members appointed to these positions shall retain their position, contingent upon satisfactory performance and participation.

11.4 Requirements for Supervisors

NAEMA requires supervisory personnel to have additional training and commit more time to the organization than what is required by the general membership. It is expected that supervisors are familiar with all aspects of the NAEMA and are familiar with the Policies of NAEMA. It shall also be the responsibility of supervisory personnel to set the example concerning participation in the organization.

Below are specific requirements for each volunteer supervisory position. A member appointed to a supervisor position will need to meet the requirements for that position in addition to each

lower position. If a supervisor fails to fulfill these requirements their status as a supervisor will be evaluated by the Coordinator and reported to the Chief of Police. The Coordinator and Chief of Police will determine what action should be taken.

11.5 Supervisor

Members appointed to the position of Supervisor are expected to meet or exceed the following standards.

1. Volunteer a minimum of 60 hours per year on EMA activities
2. Maintain a severe weather spotters certificate
3. Be a member of the NAEMA for a minimum of one year.
4. Demonstrate leadership ability.
5. Possesses a working knowledge of the operation of the EMA and the ICS system
6. Must complete the following FEMA Independent Study courses.
 - a. IS-394 Protecting Your Home or Small Business from Disaster (3.5 hrs)
 - b. IS-909 Community Preparedness: Implementing Simple Activities for Everyone (1 hr)
 - c. IS-2200 Basic Emergency Operations Center Functions (4 hrs)

11.6 Lead Supervisor

Members appointed to Lead Supervisor are expected to meet the standards for Supervisor and meet or exceed the following standards.

1. Be a member of the NAEMA for a minimum of two years.
2. Attend a minimum of twelve NAEMA training classes per year
3. Complete the Illinois Emergency Management Agency Professional Development Series (PDS) within two years.
4. Be familiar with all aspects of NAEMA.
5. Must be willing to provide training classes to the NAEMA as needed.
6. Must complete the following FEMA Independent Study courses.
 - a. IS-271 Anticipating hazardous weather & community risk
 - b. IS-15 Special Events Contingency Planning for Public Safety Agencies

To receive the Illinois PDS Certificate, the following courses must be completed:

FEMA Independent Study Courses

- IS-120 An Introduction to Exercises
- IS-230 Fundamentals of Emergency Management
- IS-235 Emergency Planning
- IS-240 Leadership and Influence
- IS-241 Decision Making and Problem Solving
- IS-242 Effective Communications
- IS-244 Developing and Managing Volunteers

IEMA Classroom Training Courses

- Homeland Security Exercise and Evaluation Program (HSEEP) (16 hours)
- Principles of Emergency Management (8 hours)
- Emergency Planning Process (16 hours)
- Leadership in Today's World (8 hours)
- Effective Communication (8 hours)
- Volunteer and Donations Management (8 hours)

For more information on the Professional Development Series, go to https://www2.illinois.gov/iema/Training/Pages/prof_dev.aspx

11.7 Supervisory Personnel for Search and Rescue

Supervisors not trained to the Search and Rescue Management level shall not have authority over Search and Rescue operations or planning. Members, even if not a supervisor, trained to the Search and Rescue management level shall have authority over search and rescue operations and planning.

12 Warning Lights and Audible Warning Systems on Members Vehicles

12.1 Policy Statement

The essential job functions of the NAEMA require the periodic use of warning lights and audible warning systems. These devices are provided on Village-owned vehicles and members are prohibited from using such devices in their personally-owned vehicles while on Village business.

13 Communications Equipment

13.1 General Policy

Use of communications equipment shall be limited to current members of NAEMA, which utilizes two separate radio platforms:

1. Harris 800 mhz OpenSky radios—shared with North Aurora and Aurora Police (including Aurora Central dispatch)
2. VHF mobile and portable radios—includes Kane County OEM and regional interoperable frequencies

Persons owning their own portable radios are granted the use of the frequencies licensed by the Village of North Aurora. This authorization may be revoked at any time by the Coordinator thus terminating the authorization for the member to transmit on the frequencies.

Non-supervisory members are authorized to transmit on the following frequencies:

Harris OpenSky (* for emergencies only)

AUPDCTW – Aurora Police Citywide*
NAPDCTW – North Aurora Police Citywide
NAPDPVT – North Aurora Police Private (no dispatch access)
NAPDINV – North Aurora Police Investigations
NAPDTRF – North Aurora Police Traffic
NAPDTC1 – North Aurora Police Tactical 1

VHF Radios—Motorola & Baofeng (* for emergencies only)

NACITY – North Aurora Police (repeater)
NALOCAL – North Aurora Police (no repeater—scene of incident)
ESMARN – Emergency Management Mutual Aid
IEMA V1 – Illinois Emergency Management Agency
KNEOEM – Kane County Office of Emergency Management main
OEM CH2 – Kane County Office of Emergency Management channel 2
KLERN – Kane County Emergency Radio Network – interoperability
VTACxxx – Statewide VHF interoperability
VCALL10 – Statewide VHF Interoperability
VTACxx – Statewide VHF Interoperability
VSAR16 –

Supervisory members are authorized to transmit on the following frequencies (primaries shown in **bold**):

Harris OpenSky Talkgroups

AUPDCTW – Aurora Police Citywide
NAPDCTW – North Aurora Police Citywide
NAPDPVT – North Aurora Police Private (no dispatch access)
NAPDINV – North Aurora Police Investigations
NAPDTRF – North Aurora Police Traffic
NAPDTC1 – North Aurora Police Tactical 1

VHF Talkgroups—Motorola & Baofeng radios

NACITY – North Aurora Police (repeater)

NALOCAL – North Aurora Police (no repeater—scene of incident)

ESMARN – Emergency Management Mutual Aid

HEMA V1 – Illinois Emergency Management Agency

KANEOEM – Kane County Office of Emergency Management main

OEM CH2 – Kane County Office of Emergency Management channel 2

KLERN – Kane County Emergency Radio Network – interoperability

VTACxxx – Statewide VHF interoperability

VCALL10 – Statewide VHF Interoperability

VTACxx – Statewide VHF Interoperability

VSAR16 –

Most operations will have talkgroup(s) designated. Follow supervisor instructions.

NAPDCTW and/or **NACITY** will be the primary frequencies used by all members for routine operations unless there is an imminent danger to life and property or if the situation requires more frequencies.

14 Assignment of Village Property

It is the policy of NAEMA, when practical to provide equipment necessary for our operations. Title and ownership of said equipment shall remain with NAEMA. A supervisor responsible for said equipment will assign equipment to active members of NAEMA.

NAEMA will assign equipment to a member on a temporary basis when the best interest of NAEMA justifies it. A signed form stating that the equipment is issued from NAEMA will evidence all equipment assigned. All such equipment is subject to immediate return to NAEMA upon request of the Coordinator or Chief of Police. All NAEMA equipment shall be immediately surrendered upon resignation, discharge, release or separation from NAEMA for any reason.

14.1 Loss or Damage of Village Property

Members are expected to take reasonable precautions to safeguard NAEMA property. The member will reimburse NAEMA for the loss or damage to NAEMA property in those instances where the member was negligent.

Any member using NAEMA equipment in their motor vehicle shall have proper vehicle insurance to cover the theft or loss of said equipment from the member's vehicle.

A member that loses or damages NAEMA property must make a written report of the incident and forward it to the Lead Supervisor within five days of the occurrence. Any member failing to make a written report shall be subject to disciplinary action.

The Lead Supervisor will investigate the circumstances surrounding the incident and issue a final statement on the disposition of the loss or damage. The statement will be forwarded to the Coordinator for concurrence.

If reimbursement is warranted, the Lead Supervisor and the member will work out a repayment plan.



Memorandum

To: Village President and Village Board of Trustees
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: September 23, 2022
Re: Share & Care Halloween Special Event Permit Application

Attached is a Special Event Registration form submitted by Debra Patterman on behalf of Share & Care Learning Center seeking a special events permit from the Village of North Aurora.

The event, a Halloween parade, will take place on Monday, October 31, from 9:30 a.m. to 9:50 a.m. from John Street to Marvo Street. Speakers will be used to play music and the Center is seeking a temporary closure of Marvo Street for the duration of the event. The North Aurora Police Department were made aware of the special event and did not have any concerns regarding the road closure.

The special events permit application and all required paperwork has been submitted.



**VILLAGE OF
NORTH
AURORA**
Crossroads on the Fox

25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED ONE WEEK PRIOR TO THE NEXT SCHEDULED VILLAGE BOARD MEETING TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR

Please note: Block Parties require a separate Block Party Permit be obtained through the North Aurora Police Department. Parades or carnivals require a separate permit be obtained through the Village Administrator's office

Application Date: 9-22-2022

Name of Event: Halloween Parade

Type of Event: ☐ Festival ☐ Grand Opening ☐ Backyard Party ☒ Other

Location of Event: Share and Care Learning Center, Inc.

Date(s) of Event: Monday, October 31st Hours of Event: 9:30 a.m. to 9:50 a.m.

Event / Organization Website (if applicable): _____

Purpose of the event: To have the children parade for Halloween on Marvo St.

Description of the event: Parade

Map Included (check here): ☐

(Map must include location of event and applicable marked items (i.e. tents, direction of sound, barriers, etc.)

Name of sponsoring organization (if applicable): _____

(List the organization's legal status, i.e. Partnership, Corporation, LLC, etc.) Non-for-profit: Yes ☐ No ☐

Contact person: Susie Manko / Suzanne Starble

Contact person address: 12 John St.

City: North Aurora State: IL Zip: 60542

Home Phone: 630-892-2818 Cell Phone: _____ E-mail: shareandcarelearning@gmail.com

Organization address: 12 John St.

City: North Aurora State: IL Zip: 60542 Phone: _____



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Will you be using speakers and/or sound equipment at your event? ☒ YES ☐ NO

If yes, you must adhere to the Village of North Aurora Noise Ordinance (the North Aurora Noise Ordinance, Title 8, Chapter 8.2 of the Municipal Code is available on-line at www.northaurora.org)

Will alcohol be sold at your event? ☐ YES ☒ NO

*If yes, you must submit a completed **Special Event Liquor License Application** prior to the event for approval. Please contact the Village Administrator for details on obtaining a Special Events Liquor License.*

Will you serve food at your event? ☐ YES ☒ NO

If yes, Kane County Health Dept. requirements must be met. Kane County Health Dept. 1240 N Highland Ave, Aurora, IL 60506 - (630) 208-3801 www.kanehealth.com

Does your event include the use of a tent or an inflatable device over 400 square feet? ☐ YES ☐ NO

*If yes, approval from the North Aurora Fire Protection District may be required
North Aurora Fire District, 2 Monroe St, North Aurora, IL 60542 - (630) 897-9698 <http://www.nafd.org>*

Upon submitting a completed and signed application along with all required documentation, Village staff will review the application. The Village Administrator will notify you if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village of North Aurora reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board of Trustees.

Submit All COMPLETED Applications to:

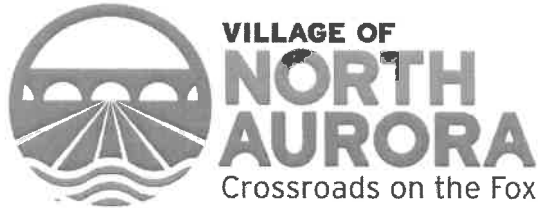
**Village of North Aurora
Attn: Natalie Stevens
25 E. State St.
North Aurora, IL 60542
Phone: (630) 897-8228, ext. 224
Fax: (630) 897-8258
nstevens@northaurora.org**

The person(s) having executed this application states the information set forth herein is true and correct to the best of his/her/their knowledge and belief.

The undersigned hereby makes application for a Special Events Permit pursuant to the provisions of the North Aurora Village Code in the Village of North Aurora, County of Kane, Illinois and all amendments thereto now in force and effect. The undersigned further acknowledges that he/she/they have read, understand, and will obey the provisions of the North Aurora Village Code as pertaining to this application and subsequent applications.

Dated this 22 day of September, 2022

Signature of Organizer / Applicant



25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

HOLD HARMLESS RELEASE

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, village codes and requirements.

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

Debra M. Patterman
Name of Organizer / Applicant (please print)

Debra M. Patterman
Signature of Organizer / Applicant

9-22-2022
Date

Google Maps



Children (infants — preK) will parade from Share + Care starting at 9:30 a.m. and ending at 9:45. We will have children march, stop, sing a few songs & return to center. We will use speaker & maybe megaphone for music.



Memorandum

To: Village President and Village Board of Trustees
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: September 23, 2022
Re: The Rustic Fox Holiday Market Special Event

Attached is a Special Event Permit application submitted by Nicole Kolosowski on behalf of The Rustic Fox seeking a special events permit from the Village of North Aurora for an outdoor holiday market event spanning two consecutive days.

The Rustic Fox is looking to host an outdoor holiday market at their location, 1790 Towne Center Drive, from 10am to 6pm on the dates of November 5 and November 6, 2022. Please see the attached map that depicts their current farmer's market setup and will be similar to this proposed event.

The event requires a Special Event permit due to the fact there will be multiple food trucks / food vendors at the event for a duration of more than two hours and Village Code only allows for one food vendor a day for a two hour window without a Special Event Permit as well as the fact the event will also be utilizing the majority of the business' parking lot; however, staff has no concerns about parking issues relating to this event.



VILLAGE OF
**NORTH
AURORA**
Crossroads on the Fox

25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED ONE WEEK PRIOR TO THE NEXT SCHEDULED VILLAGE BOARD MEETING TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR

Please note: Block Parties require a separate Block Party Permit be obtained through the North Aurora Police Department. Parades or carnivals require a separate permit be obtained through the Village Administrator's office

Application Date: 8-31-22
Name of Event: Holiday Market
Type of Event: ☐ Festival ☐ Grand Opening ☐ Backyard Party ☒ Other
Location of Event: 1790 Towne Center Dr
Date(s) of Event: 11/5/22 & 11/6/22 Hours of Event: 10:00 to 6:00P
Event / Organization Website (if applicable): therusticfoxhome.com
Purpose of the event: Sales event holiday merchandise

Description of the event: Selling holiday merchandise
Outdoor event with 2-3 food trucks

Map Included (check here): ☒

(Map must include location of event and applicable marked items (i.e. tents, direction of sound, barriers, etc.))

Name of sponsoring organization (if applicable): _____
(List the organization's legal status, i.e. Partnership, Corporation, LLC, etc.) Non-for-profit: Yes ☐ No ☒

Contact person: Nicole Kolosowski

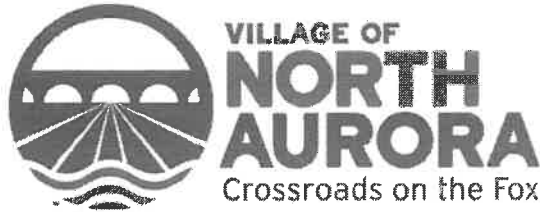
Contact person address: 1790 Towne Center Dr

City: North Aurora State: IL Zip: 60542

Home Phone: _____ Cell Phone: [REDACTED] Email: nicole@therusticfoxhome.com

Organization address: 1790 Towne Center Dr Com

City: North Aurora State: IL Zip: 60542 Phone: [REDACTED]



25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

Will you be using speakers and/or sound equipment at your event? _____ YES ☒ NO

If yes, you must adhere to the Village of North Aurora Noise Ordinance (the North Aurora Noise Ordinance, Title 8, Chapter 8.2 of the Municipal Code is available on-line at www.northaurora.org)

Will alcohol be sold at your event? _____ YES ☒ NO

*If yes, you must submit a completed **Special Event Liquor License Application** prior to the event for approval. Please contact the Village Administrator for details on obtaining a Special Events Liquor License.*

Will you serve food at your event? ☒ YES ☒ NO

If yes, Kane County Health Dept. requirements must be met. Kane County Health Dept. 1240 N Highland Ave, Aurora, IL 60506 - (630) 208-3801 www.kanehealth.com

Does your event include the use of a tent or an inflatable device over 400 square feet? _____ YES ☒ NO

*If yes, approval from the North Aurora Fire Protection District may be required
North Aurora Fire District, 2 Monroe St, North Aurora, IL 60542 - (630) 897-9698 <http://www.nafd.org>*

Upon submitting a completed and signed application along with all required documentation, Village staff will review the application. The Village Administrator will notify you if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village of North Aurora reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board of Trustees.

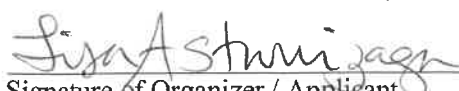
Submit All COMPLETED Applications to:

**Village of North Aurora
Attn: Natalie Stevens
25 E. State St.
North Aurora, IL 60542
Phone: (630) 897-8228, ext. 224
Fax: (630) 897-8258
nstevens@northaurora.org**

The person(s) having executed this application states the information set forth herein is true and correct to the best of his/her/their knowledge and belief.

The undersigned hereby makes application for a Special Events Permit pursuant to the provisions of the North Aurora Village Code in the Village of North Aurora, County of Kane, Illinois and all amendments thereto now in force and effect. The undersigned further acknowledges that he/she/they have read, understand, and will obey the provisions of the North Aurora Village Code as pertaining to this application and subsequent applications.

Dated this 31st day of August, 2022


Signature of Organizer / Applicant



25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

HOLD HARMLESS RELEASE

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, village codes and requirements.

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

Lisa Asturizagan

Name of Organizer / Applicant (please print)

Lisa Asturizagan

Signature of Organizer / Applicant

8-31-22

Date

SATURDAY | SEPT 17TH
10AM - 4PM

OUTDOOR

VENDOR MAP

THE FARMER & ARTISAN
Monthly Market

HOSTED BY:

THE RUSTIC FOX

FALL EDITION

MORE INSIDE

SHOP OVER 120 VENDORS!

Store Entrance

PUBLIC
RESTROOMS

LARGE ITEM
STORAGE | LOADING

ENTRANCE
3

94

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ENTRANCE 1

ENTRANCE 2



Memorandum

To: Village President and Village Board of Trustees
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: September 28, 2022
Re: North Aurora Fire Department Turkey Raffle Special Event

Attached is a Special Event Permit application submitted by Mike Klemencic on behalf of the North Aurora Fire Department seeking a special events permit from the Village of North Aurora for their annual turkey raffle event.

The turkey raffle will be held on the dates of Friday, November 18 and Saturday, November 19 from 6pm to midnight each day, on their property at 22 North Monroe Street inside the large barn area.

The event requires a Special Event permit due to the fact there will be alcohol sold at the event and the use of sound equipment will be outside the allowed scope without a Special Event Permit. The North Aurora Fire Department will also be taking steps to obtain a Special Event Liquor License.



25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

SPECIAL EVENT PERMIT APPLICATION

THIS FORM MUST BE COMPLETED IN FULL & SUBMITTED ONE WEEK PRIOR TO THE NEXT SCHEDULED VILLAGE BOARD MEETING TO THE ATTENTION OF THE VILLAGE ADMINISTRATOR

Please note: Block Parties require a separate Block Party Permit be obtained through the North Aurora Police Department. Parades or carnivals require a separate permit be obtained through the Village Administrator's office

Application Date: 9/28/2022

Name of Event: Firefighters Turkey Raffle

Type of Event: Festival Grand Opening Backyard Party x Other

Location of Event: 22 N Monroe St

Date(s) of Event: 11/18/2022-11/19/2022 Hours of Event: 6pm to 12 am

Event / Organization Website (if applicable): NAFD.Org

Purpose of the event: North Aurora Firefighters Association Fundraiser

Description of the event: Turkey Raffle

Map Included (check here): ☐

(Map must include location of event and applicable marked items (i.e. tents, direction of sound, barriers, etc.))

Name of sponsoring organization (if applicable): North Aurora Firefighters Association

(List the organization's legal status, i.e. Partnership, Corporation, LLC, etc.) Non-for-profit: Yes x No

Contact person: Mike Klemencic

Contact person address: [REDACTED]

City: North Aurora State: IL Zip: 60542

Home Phone: Cell Phone: [REDACTED] E-mail: MKlemencic@NAFD.Org

Organization address: 2 N Monroe St

City: North Aurora State: IL Zip: 60542 Phone: 630-897-9698



25 East State Street, North Aurora, IL 60542
P: 630.897.8228 F: 630.897.8258
www.northaurora.org

Will you be using speakers and/or sound equipment at your event? ☒ YES ☐ NO

If yes, you must adhere to the Village of North Aurora Noise Ordinance (the North Aurora Noise Ordinance, Title 8, Chapter 8.2 of the Municipal Code is available on-line at www.northaurora.org)

Will alcohol be sold at your event? ☒ YES ☐ NO

*If yes, you must submit a completed **Special Event Liquor License Application** prior to the event for approval. Please contact the Village Administrator for details on obtaining a Special Events Liquor License.*

Will you serve food at your event? ☐ YES ☒ NO

If yes, Kane County Health Dept. requirements must be met. Kane County Health Dept. 1240 N Highland Ave, Aurora, IL 60506 - (630) 208-3801 www.kanehealth.com

Does your event include the use of a tent or an inflatable device over 400 square feet? ☐ YES ☒ NO

*If yes, approval from the North Aurora Fire Protection District may be required
North Aurora Fire District, 2 Monroe St, North Aurora, IL 60542 - (630) 897-9698 <http://www.nafpd.org>*

Upon submitting a completed and signed application along with all required documentation, Village staff will review the application. The Village Administrator will notify you if the event has been approved. **Please do not assume that all aspects of the event will be approved; you may be asked to make some changes to your plan based on the availability of services and scheduling of other events.**

The Village of North Aurora reserves the right to cancel any event at any time for reasons deemed necessary by the Village Board of Trustees.

Submit All COMPLETED Applications to:

**Village of North Aurora
Attn: Natalie Stevens
25 E. State St.
North Aurora, IL 60542
Phone: (630) 897-8228, ext. 224
Fax: (630) 897-8258
nstevens@northaurora.org**

The person(s) having executed this application states the information set forth herein is true and correct to the best of his/her/their knowledge and belief.

The undersigned hereby makes application for a Special Events Permit pursuant to the provisions of the North Aurora Village Code in the Village of North Aurora, County of Kane, Illinois and all amendments thereto now in force and effect. The undersigned further acknowledges that he/she/they have read, understand, and will obey the provisions of the North Aurora Village Code as pertaining to this application and subsequent applications.

Dated this 28th day of September, 2022

Signature of Organizer / Applicant

HOLD HARMLESS RELEASE

The Village of North Aurora is not responsible for any accidents or damages to persons or property resulting from a special event; the event coordinator for the sponsoring organization is responsible for ensuring that the organization, event participants and spectators abide by all above conditions, ordinances, village codes and requirements.

The applicant agrees that it will indemnify, hold harmless and defend the Village of North Aurora, its agents, officials, and employees, for and against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, including reasonable attorney fees, arising from or in any way related to the organizer's event.

I have the authority from my organization to sign and submit this application on their behalf. I agree to inform the Village of North Aurora of any changes in the application at least 10 days prior to the event. I agree to the terms and conditions listed above.

Mike Klemencic

Name of Organizer / Applicant (please print)



Signature of Organizer /Applicant

9/28/2022

Date



Memorandum

To: Village President and Village Board of Trustees
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: September 28, 2022
Re: Ordinance Decreasing the Number of Class A Liquor Licenses to Five

Blue Agave Cantina & Grill, 19 South Randall Road, is permanently closed. The business was previously issued a Class A – Large Restaurant license. Due to the closing of the business, the number of Class A liquor licenses needs to be amended and decreased from six to five.

Attached is the ordinance for amending the number of Class A Liquor Licenses issued.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE NORTH AURORA CODE SECTION
5.08.350 TO DECREASE THE NUMBER OF CLASS A LIQUOR LICENSES
AUTHORIZED IN THE VILLAGE OF NORTH AURORA
(Blue Agave Cantina & Grill)**

BE IT ORDAINED by the President and the Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

SECTION 1: Section 5.08.350 of Chapter 5.08 of Title 5 of the North Aurora Municipal Code is hereby amended to read as follows:

5.08.350 Number of Licenses.

The number of licenses to be issued by the Village Liquor Commissioner for any given license year is hereby restricted as follows:

- A. **Five Class “A” licenses,**
- B. Eight Class “B” licenses;
- C. Two Class “C” licenses;
- D. Four Class “D” licenses;
- E. One Class “E” license;
- F. Four Class “F” licenses;
- G. Five Class “G” licenses;
- H. Zero Class “H” license;
- I. One Class “J-1” license;
- J. One Class “J-3” license;
- K. One Class “M” license; and
- L. One Class “T” license

SECTION 2: No other portion of the Village of North Aurora Municipal Code is amended or modified by this Ordinance.

SECTION 3: This Ordinance shall take immediate full force and effect from and after its passage, approval and publication in pamphlet form by the Village Clerk, and such other acts as required by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2022, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois
this _____ day of _____, 2022, A.D.

Mark Carroll _____
Mark Guethle _____
Todd Niedzwiedz _____

Laura Curtis _____
Michael Lowery _____
Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North
Aurora, Kane County, Illinois this _____ day of _____ 2022, A.D.

Village President

ATTEST:

Village Clerk



Memorandum

To: Village President and Village Board of Trustees
Cc: Steve Bosco, Village Administrator
From: Natalie Stevens, Executive Assistant
Date: September 29, 2022
Re: Ordinance Decreasing the Number of Class B Liquor Licenses to Seven

Tecalitlan Restaurant, 200 East Butterfield Road Unit #184, has changed ownership. The Village's Liquor Code does not allow for the transference of liquor licenses and therefore the number of Class B Liquor Licenses authorized in the Village will need to be amended and decreased from eight to seven.

Attached is the ordinance for amending the number of Class B Liquor Licenses issued.

ORDINANCE NO. _____

**AN ORDINANCE AMENDING THE NORTH AURORA CODE SECTION
5.08.350 TO DECREASE THE NUMBER OF CLASS B LIQUOR LICENSES
AUTHORIZED IN THE VILLAGE OF NORTH AURORA
(Tecalitlan Restaurant)**

BE IT ORDAINED by the President and the Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

SECTION 1: Section 5.08.350 of Chapter 5.08 of Title 5 of the North Aurora Municipal Code is hereby amended to read as follows:

5.08.350 Number of Licenses.

The number of licenses to be issued by the Village Liquor Commissioner for any given license year is hereby restricted as follows:

- A. Five Class “A” licenses,
- B. Seven Class “B” licenses;**
- C. Two Class “C” licenses;
- D. Four Class “D” licenses;
- E. One Class “E” license;
- F. Four Class “F” licenses;
- G. Five Class “G” licenses;
- H. Zero Class “H” license;
- I. One Class “J-1” license;
- J. One Class “J-3” license;
- K. One Class “M” license; and
- L. One Class “T” license

SECTION 2: No other portion of the Village of North Aurora Municipal Code is amended or modified by this Ordinance.

SECTION 3: This Ordinance shall take immediate full force and effect from and after its passage, approval and publication in pamphlet form by the Village Clerk, and such other acts as required by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this _____ day of _____, 2022, A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois
this _____ day of _____, 2022, A.D.

Mark Carroll _____
Mark Guethle _____
Todd Niedzwiedz _____

Laura Curtis _____
Michael Lowery _____
Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North
Aurora, Kane County, Illinois this _____ day of _____ 2022, A.D.

Village President

ATTEST:

Village Clerk

Memorandum



To: Steve Bosco, Village Administrator
CC: Mayor Gaffino, Board of Trustees, Chief DeLeo
From: Officer David Parr, Administrative Analyst Chris Wagner
Date: 9/8/2022
Re: Comfort Dog Program Request

Purpose

The Village of North Aurora Police Department requests permission to launch a comfort dog program for the benefit of the community at large as well as Village staff members. Numerous potential benefits include support for victims of certain crimes, better outreach in community policing efforts such as in schools and community events and in the overall mental health of staff.

Application

The primary goals of the program are to assist in the areas of stress and mental health for those in traumatic situations, victims and employees as well as with outreach opportunities in community policing. The comfort dog team can assist with critical stress incidents for employees as well as area municipalities (police, fire, and rescue staff) who may need assistance after any type of major incident. Requests for the presence of the comfort dog at schools and community events such as North Aurora Days, Community Picnic, NAPD Halloween event, and school fun fairs etc., will help foster a positive relationship and open dialogue between police and the community.

Source for Dog

Staff evaluated several options and determined that a dog from the SIT Service Dog organization out of Ava, IL is preferred over other options. While there are other commendable avenues for procurement, a dog from this vendor comes with a high degree of training, and from an established breeding program with service dog qualities in mind. This option also minimizes the amount of officer coverage needed due to staff time lost for travel requirements of other programs.

Squad/Costs

In order to safely transport the comfort dog while the officer is on duty, certain modifications/additions must be made to a squad car such as a canine insert and heat alarm. It is the intention of the Police Department to outfit one of the newly

purchased Ford Explorers with the canine equipment for the long term investment of the program. The startup costs to launch the program, including the vehicle modifications, would be approximately \$11,915 with annual average expenses after the first year expected to range between \$1,300 - \$1,500 for food and veterinary care. These figures do not include staff salary time for travel, or for the already purchased squad car.

Housing

It is recommended that the comfort dog lives with the handler, rather than to keep the dog at the station and potentially overburden other staff members. Having the dog in-home with the handling officer will reinforce the understandings of the dog's behaviors and mannerisms. It can be particularly useful for the handler to be able to determine when the dog needs a break while working with and around people. If the dog were to be overworked and certain mannerisms are missed, this can lead to an incident with the dog that could have otherwise been avoided. A secondary handler would assume all responsibilities during vacations when the primary handler is away.

Benefits

Establishing a human-canine bond may help reduce a person's emotional stress while dealing with trauma. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective, helping relationship and increase the person's receptiveness to further help. The presence of the dog can bring comfort to victims in cases involving children, or domestic violence. The canine may also bring solace during a critical incident by assisting officers and members of the community who have come into contact with a tragic situation by helping them cope. One of the objectives in the Village's strategic plan is to facilitate community outreach in the police department, which would be supported through this program. The comfort dog would open the door to new intergovernmental opportunities and dialogue with schools and other local municipalities for special events or in a crisis situation.

Please find the attached policy for the comfort dog program which will also serve as formal orders for the comfort dog in the police department.

This Item was reviewed at the Committee of the Whole meeting on September 19, 2022 and there were no concerns.

VILLAGE OF NORTH AURORA

RESOLUTION NO. _____

RESOLUTION ADOPTING THE VILLAGE OF NORTH AURORA POLICE COMFORT DOG PROGRAM

WHEREAS, the President and Board of Trustees have determined that a police comfort dog program is desired as a supplement to Police Department resources; and

WHEREAS, the attached comfort dog policy establishes the procedures governing the comfort dog program, and establishes the standards for training and utilization of the comfort dog and

WHEREAS, the Village desires to memorialize this action in a formal Resolution;

NOW, THEREFORE, BE IT RESOLVED by the President and Board of Trustees of the Village of North Aurora, Kane County, Illinois, as follows:

1. The recitals set forth above are adopted and incorporated herein as the material and significant findings of the President and the Board of Trustees as if fully stated herein.
2. This Resolution shall take immediate force and effect from and after its passage and approval as provided by law.

Presented to the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2022 A.D.

Passed by the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2022 A.D.

Mark Carroll _____

Laura Curtis _____

Mark Guethle _____

Michael Lowery _____

Todd Niedzwiedz _____

Carolyn Bird Salazar _____

Approved and signed by me as President of the Board of Trustees of the Village of North Aurora, Kane County, Illinois this ____ day of _____, 2022 A.D.

Mark Gaffino, Village President

ATTEST:

Village Clerk



Village of North Aurora Police Department

Subject: Comfort Dog Program

Issued:

Effective:

PURPOSE: This order establishes the policies, procedures, and duties governing the Comfort Dog program, and establishes the standards for training and utilization of the Comfort Dog.

POLICY: North Aurora Police Department will utilize a trained Comfort Dog as a supplement to Department resources. The function of the Comfort Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, to provide comfort to members of the Department and Village staff, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy or traumatic events. The Comfort Dog program will be used to encourage and cultivate positive relationships with the public through attendance at community events.

I. Definitions

- A. **Comfort Dog**—A dog utilized by the Department which has been trained by a recognized training facility. The Comfort Dog is trained to provide comfort to people who are in need of emotional support and, when utilized for community events or meetings, contributes to the building of trust and positive relationships between the police and the public.
- B. **Comfort Dog Coordinator**—A Department member selected by the Chief of Police or his/her designee to oversee the Comfort Dog Program and who may also serve as a Primary Handler.
- C. **Handler**—Village staff member(s) designated by the Chief of Police or his/her designee to provide care for the dog and handle and/or deploy the Comfort Dog.
- D. **Primary Handler**—Department member(s) designated by the Chief of Police or his/her designee to attend formal trainings, provide care for the Comfort Dog, handle the Comfort Dog when called upon, and train other Department members as Handlers.
- E. **Secondary Handler**—Department member(s) designated by the Chief of Police or his/her designee to attend formal trainings, provide care for the Comfort Dog, and handle the Comfort Dog during an extended absence of the Primary Handler at the discretion of the Chief of Police or his/her designee.

II. Comfort Dog Program

- A. A trained Comfort Dog is a valuable supplement to the North Aurora Police Department's resources. The function of the Comfort Dog is to provide interaction during investigations involving children or adults to reduce anxiety and increase communication between the adult or child victim/witness and investigators, to provide comfort for people during times of crisis, and to provide aid and comfort to individuals, groups and communities impacted by violence, tragedy or traumatic events.
- B. The Comfort Dog is also a valuable tool in fostering dialogue and communications between the Department and the community as part of the Department's community policing and crime prevention efforts.
- C. The Comfort Dog Coordinator shall administratively supervise the Comfort Dog program, including selection, training and maintenance of the Comfort Dog, approval of usage of the Comfort Dog, and provision of supplies and equipment.

III. Usage of Comfort Dog

- A. Only a dog authorized by the Chief of Police or his/her designee will perform the duties of a Comfort Dog.
- B. The Comfort Dog will live with the Primary or Secondary Handling officer of the North Aurora Police Department and all Village staff members are permitted to visit and interact with the Comfort Dog. Any Department or Village staff member may feed and/or walk the Comfort Dog in extenuating circumstances. These interactions are not considered deployments.
- C. The Comfort Dog Coordinator and Handlers are responsible for all other care of the Comfort Dog and, when appropriate, taking it out into the community on calls or community events. Only trained Department members may handle the Comfort Dog except in extenuating circumstances when another staff member or member of the public may be called upon to do so. The Comfort Dog shall not run loose or be off lead while in public.
 1. The Comfort Dog must have fifteen (15) minute breaks immediately after every forty five (45) minutes of work. Breaks may include things like a walk outside, bathroom break outside, or rest in a quiet space. Breaks should not include any child interactions and minimal, if any, adult interaction other than the current Handler.
- D. The Comfort Dog is not trained to defend itself, and will not be used as a less lethal tool for the Department. It shall not be asked to perform a task it is not trained in (such as drug recognition, patrol defense, crowd control, or tracking). Prior to deploying the Comfort Dog, the location must be safe and secure for the presence of a dog. Final approval for the deployment of the Comfort Dog, including location and time, will rest with the shift supervisor and/or Comfort Dog Coordinator.
- E. The Comfort Dog may be deployed at times and locations that provide optimal use of the Comfort Dog throughout the Village of North Aurora. The Comfort Dog will work the regular schedule of the primary handler with regular days off for rest. Requests to deploy the Comfort Dog outside the Village's jurisdiction or schedule should be coordinated through the Comfort Dog Coordinator, the Chief of Police or his/her designee.
- F. General Uses for the Comfort Dog:
 In order for the Comfort Dog to be most effective, its use is designed for cases in which there are reasons to believe that allegations of abuse are present, during times of mental health crisis, or during or in the immediate aftermath of a critical incident.
 1. Investigation Where There is a Child Victim of Abuse:
 - a. In situations where a child is located at an active crime scene, the suspect is present or living in the child's home, when there is a prior history of the child not disclosing details of abuse, or there is evidence supporting the need for an immediate removal of the child, the Comfort Dog may create a positive distraction in order to remove the child without further trauma or increased anxiety.
 - b. Prior to a forensic interview, and with the approval of an Assistant State's Attorney, the Comfort Dog and trained Department member handling the Comfort Dog may meet with the child victim or witness in the lobby or waiting area of the building where the child will be interviewed, to reduce anxiety while the interviewer prepares for the interview. The trained Department member handling the Comfort Dog will also have the opportunity to engage the child in conversation, which will help the child feel more comfortable talking to an unfamiliar adult.
 - c. During the forensic interview aid of a child victim, at the interviewer's discretion, may be an option if the child becomes extremely upset while away from his/her parent(s). If the Comfort Dog is used in the interview, the trained Department member handling the Comfort Dog shall only perform the duties of handling the Comfort Dog and allow the interviewer to engage in communication with the child. The trained Department member handling the Comfort Dog should not be attired in uniform, and any police markings on the Comfort Dog's vest should be covered.
 2. Trial Testimony of a Child Victim or Witness:
 - a. Like the procedures for forensic interviews, the Comfort Dog may be used in the waiting area prior to testimony. If the presiding judge allows the Comfort Dog to be deployed, the trained Department member handling the Comfort Dog will not engage in communicating with the child and only perform the necessary handler duties.
 3. Critical Incident Mental Health Support:

- a. The Comfort Dog may be used to defuse a mental health crisis by distracting and refocusing the effected person to a positive interaction. The Comfort Dog can help bridge the gap between a traumatic event and the connection to mental health supports. A compassionate presence leveraging the human-canine bond will help restore a person's emotional and cognitive equilibrium. The first contact with an impacted individual is important. If managed in a respectful and compassionate way, it can help establish an effective helping relationship and increase the person's receptiveness to further help. The trained Department member handling the Comfort Dog should assess the scene to make sure it is safe to introduce the Comfort Dog.
4. Critical Incident Stress Management:
 - a. In situations of an active critical incident or immediate aftermath thereof, the Comfort Dog may provide a positive distraction and comfort to survivors, prior to mental health service involvement or the use of a Critical Incident Stress Management (CISM) Team.
5. School Support:
 - a. The Comfort Dog may be utilized to assist school officials during time of mental health crisis, bereavement counseling, general or educational visits or any other appropriate request from local school districts.
6. Community Relations:
 - a. Requests for demonstrations or visits will be routed to the Comfort Dog Coordinator. All requests will be made far enough in advance to ensure that the Comfort Dog and a trained Department handler will be available. All requests will be reviewed for suitability and subject to availability.
7. Grief, Loss, or Trauma:
 - a. The Comfort Dog may assist with the emotional support of Village staff members experiencing grief or loss from the death of a loved one or a traumatic event.

IV. Selection of Comfort Dog

- A. A dog to be utilized as a Comfort Dog should be selected based on the following criteria:
 1. Temperament.
 2. Medical history.
 3. Breed.
 4. Age.
 5. Background.
 6. Any other factor that is deemed suitable to the dog's specialized use.
 7. Recommendations from the organization(s) that provides Comfort Dogs.
- B. The dog may be acquired from a breeder, shelter, or other reputable resource. The Department will consult the advice of recognized specialists in the field of Comfort dogs, such as veterinarians, trainers, breeders, etc. to make informed decisions into Comfort dog resources.

V. Training

- A. Any dog selected as a Comfort Dog will undergo initial training prior to being placed in service, in accordance with a nationally recognized facility or crisis dog organization or other certifying association approved by the Chief of Police or his/her designee. There are currently no state training standards for law enforcement Comfort dogs. Handlers shall receive training in Facility obedience and care.
- B. Ongoing training will take place as needed or available, in accordance with a nationally recognized facility or crisis dog organization or other certifying association.
- C. Any required certifications for Comfort Dogs shall be maintained. The Comfort Dog shall undergo a demonstration of proficiency on an annual basis under the supervision of a nationally recognized facility or crisis dog organization.
- D. The Comfort Dog Coordinator is responsible for documentation of all training records of the Comfort Dog. The Department Training Database shall be used.

- E. All Department members who are trained as handlers are required to sign a Handler Agreement as part of the placement agreement with the Comfort Dog provider organization. The Department will send the Handler Agreement and an updated attachment of the placement agreement to the Comfort Dog provider.

VI. Care of Comfort Dog

- A. The Village of North Aurora will appropriate funds for costs associated with owning a dog, including liability, feeding, upkeep, grooming, veterinarian costs, training, kennels, equipment, and temporary shelter, if needed. The Comfort Dog will be registered with a dog license (if necessary) and rabies vaccination as appropriate. The Comfort Dog Coordinator shall be responsible for the Comfort Dog attending regularly scheduled health check-ups, as recommended by a veterinarian, and receiving all immunizations required by law.
- B. The Comfort Dog will be housed within the home of the handling officer. The Comfort Dog coordinator and/or handler shall bear the responsibility for feeding, walking, and cleaning waste of the Comfort Dog. Additional care, such as bathing and grooming, will be the responsibility of the Comfort Dog Coordinator and/or Handler.
 - 1. Walking of the Comfort Dog shall not interfere with the provision of police service and shall not occur during heavy call volume.
- C. A kennel or safe place will be made available at the station for securing the Comfort Dog indoors. Water will be available for the dog while being kenneled or stored. The Comfort Dog may not be kenneled or stored any longer than four (4) hours without a break, except for cases of emergency. The Comfort Dog may be temporarily sheltered at an outside shelter if needed.
- D. Department members are prohibited from providing individual snacks or treats, or human food, for the Comfort Dog outside of regular feeding times, unless authorized by the Comfort Dog Coordinator.
- E. For safety reasons the Comfort Dog will not be permitted in the Evidence Processing Room or Property Control Room areas.

VII. Equipment

- A. The Department will provide the following equipment for the care and use of the Comfort Dog:
 - 1. Collar and leash.
 - 2. Vest. The vest may be adorned with other appropriate patches, badges or mementos in relation to the Comfort Dog's service.
 - 3. Appropriately sized kennel or safe place to secure the Comfort Dog indoors.
 - 4. Food and water bowls.
 - 5. Toys.
 - 6. Vehicle safety equipment (kennel, temperature monitor/alarm system).
- B. Anytime the general public has access to the Comfort Dog it shall be equipped with and wear its collar, leash, and vest.

VIII. Transportation

- A. Trained Department members/handlers transporting the Comfort Dog in a Department vehicle may carry refreshments for the Comfort Dog in the vehicle. The Comfort Dog shall not be left unaccompanied in any vehicle without proper safety equipment (kennel, temperature monitor/alarm).
- B. Detainees will not be transported with the Comfort Dog in the vehicle.

IX. Deployment Records

- A. Any time the Comfort Dog is deployed, the Department member deploying the Comfort Dog will complete the Comfort Dog Deployment Form (Annex I) and forward it to his/her supervisor. The supervisor will approve the form and forward it to the Comfort Dog Coordinator.
- B. The Comfort Dog Coordinator will compile records of the use of the Comfort Dog when the Comfort Dog is used on a call for service, attends a community event, or is otherwise deployed.

X. Injuries

- A. If the Comfort Dog is injured, it shall be taken to a veterinarian as soon as possible for treatment. The Comfort Dog Coordinator shall be notified by the shift supervisor.
- B. If the Comfort Dog injures any person, the trained Department member handling the Comfort Dog at that time shall ensure the following:
 - 1. The Comfort Dog is immediately secured in a safe area, kennel, or squad car if practicable, to prevent further injuries.
 - 2. Proper medical treatment is received by the person who was injured as soon as possible.
 - 3. The Comfort Dog should be placed in its kennel upon return to the police station until the Comfort Dog Coordinator can assess the situation.
 - 4. The Comfort Dog Coordinator shall insure Village liability insurance paperwork is completed.
- C. In any injury situation involving the Comfort Dog:
 - 1. The shift supervisor shall be notified. The Comfort Dog Coordinator shall be notified by the shift supervisor. The Comfort Dog Coordinator shall notify the Chief of Police or his/her designee.
 - 2. An Incident Report number shall be created.
 - 3. The Department member and shift supervisor shall examine all injuries.
 - 4. All injuries will be photographed (when applicable), regardless of the suspected nature of the injury. Photos will be submitted with the police report.
 - 5. Witness statements shall be taken.
 - 6. The Comfort Dog Coordinator shall investigate the incident and attach all supporting documentation, which is to be forwarded to the Chief of Police or his/her designee.

XI. Retirement of Comfort Dog

- A. Recommendations to retire a Comfort Dog for cause will be made through the chain of command. After consultation with the Departmental veterinarian and an approved trainer the Comfort Dog Coordinator will make the recommendation as to whether or not the Comfort Dog may be retired or stay in service. Retirement of the Comfort Dog is subject to any agreement with the Comfort Dog provider. Upon such retirement, the comfort dog may be purchased by the Primary Handler or Comfort dog coordinator for the sum of \$1.00 to the Village of North Aurora. In the event the Primary Handler does not purchase the Comfort Dog, the option may be offered to others at the discretion of the Chief of Police or his/her designee.

By Order of

Joseph DeLeo
Chief of Police



VILLAGE OF NORTH AURORA

POLICE DEPARTMENT COMFORT

DOG DEPLOYMENT FORM

Date and Time: _____

Event Number: _____

Report Number (if applicable): _____

Location of Deployment: _____

Type of Usage (see section III.F of order):

- ☐ 1. Investigation Where There is a Child Victim of Abuse
- ☐ 2. Trial Testimony of a Child Victim or Witness
- ☐ 3. Critical Incident Mental Health Support
- ☐ 4. Critical Incident Stress Management
- ☐ 5. School Support
- ☐ 6. Community Relations
- ☐ 7. Grief, Loss, or Trauma
- ☐ 8. Other: _____

Description or Comments: _____

Officer Deploying Comfort Dog: _____

Approved By: _____

Supervisor

Memorandum



To: Mark Gaffino, Village President & Board of Trustees
Cc: Steven Bosco, Village Administrator
From: Brian Richter, Public Works Streets Superintendent
Date: September 27, 2022
Re: Approval of Repairs for the 2008 Sewer/Vactor Truck

The Public works Department is looking to have repairs done to our 2008 International sewer/vactor truck. The auxiliary engine that runs the vacuum part of the truck, which is separate from the trucks engine, had a major breakdown with the radiator and motor. Several parts came loose causing severe damage to the motor and radiator. Quotes were received from two companies for the necessary repairs. Standard Equipment provided us with the quote at \$14,605.32 to perform the repairs. Standard Equipment is the company that built this truck and has worked on the truck in the past for minor repairs. The quote was approved and the repairs were made to the auxiliary engine. After the repairs were completed the truck was run through several tests to tests to make sure the truck was running properly. Upon completion of the tests there were several other problems identified, including the following;

1. Rodder pump is leaking and needs replacement - \$23,926.12
2. Hydraulic leak from the direction valve, gate valve, and rodder pump valve - \$2,578.82
3. PTO shaft needs to be replaced - \$565.43
4. Replace relief valve and ball valve for the bypass system - \$476.53

This work will add another \$27,546.90 to the total cost of the repairs for a total of \$42,152.22, see attached quote. Streets Division Superintendent and laborers familiar with the maintenance of the truck also reviewed the quote for the additional repairs proposed by Standard and believe the costs are reasonable. This truck has been in service since 2008 and has not required any major repairs in the past. This truck is used to clean storm and sanitary sewers, clear obstructions from sanitary sewers, and used to hydro excavate dirt for water main breaks. To replace this truck with a new one it would cost the village well over \$300,000. The funds to repair this truck will come out of account number 01.445.4511. It is the recommendation of staff that the Village Board awards the work to Standard Equipment Company in the amount of \$42,152.22.



www.standardequipment.com
sales@standardequipment.com

625 S IL Route 83
Elmhurst, IL 60126-4200
Phone: (312) 829-1919

Ship To: SAME AS BELOW

Branch 01 - Elmhurst		
Date 09/27/2022	Time 10:03:02 (O)	Page 1
Account No NORTH010	Phone No 6308971457	Est No 03 012877
Ship Via		Purchase Order
Tax ID No		
		Salesperson 307

Invoice To: NORTH AURORA, VILLAGE OF
25 E. STATE ST.
NORTH AURORA IL 60542

ESTIMATE EXPIRY DATE: 10/19/2022

SERVICE ESTIMATE - NOT AN INVOICE

***** Segment 01 *****

Stock #: 6299 2008 VT 2110-J6 MS #: 08-05V-11114
Make: VT Model: 2110-J6
Is to have the following work done by 11/30/2022 (Estimated)

HYDRAULIC

ADDITIONAL DESCRIPTION:

- REPAIR HYDRAULIC LEAK COMING FROM THE DIRECTIONAL VALVE FOR THE HOSE FRONT REEL
- GATE VALVES UNDER HYDRAULIC TANK
- RODDE PUMP DIRECTIONAL VALVE LEAKING OIL

Part#	Description	Qty	Price	Amount
45556A	SEAL KIT FOR 45	1	90.04	90.04
SEAL KIT FOR 45556				
16969	VALVE,GATE,2,BR	1	85.27	85.27
40019	VALVE - GATE 3	1	307.17	307.17
VALVE - GATE 3 SC				
40018	VALVE,GATE,1-1/4	1	191.09	191.09
VALVE,GATE,1-1/4,NPT				
40818	VALVE - GATE 3/4	1	20.50	20.50
VALVE - GATE 3/4 N				

MISCELLANEOUS CHARGES:	Description	Price	Amount
	SUPPLY/TOOL/EPA	89.75	89.75

Parts: 694.07
Labor: 1795.00
Miscellaneous: 89.75
Subtotal: 2578.82

Authorization: _____



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Tax ID No		
		Salesperson 307

ESTIMATE EXPIRY DATE: 10/19/2022

SERVICE ESTIMATE - NOT AN INVOICE

***** Segment 02 *****

TIRES

ADDITIONAL DESCRIPTION:

CUSTOMER WILL TAKE CARE OF THIS.

Authorization: _____

Subtotal: .00

***** Segment 03 *****

PTO

ADDITIONAL DESCRIPTION:

REMOVE PTO SHAFT AND SEND OUT TO BE REPAIRED.

PTO U-JOINT HAS PLAY AT THE PUMP SIDE, NEEDS TO BE REPLACED.

MISCELLANEOUS CHARGES:	<u>Description</u>	<u>Price</u>	<u>Amount</u>
	SUPPLY/TOOL/EPA	26.93	26.93

Labor: 538.50
Miscellaneous: 26.93
Subtotal: 565.43

Authorization: _____

***** Segment 04 *****

RODDER PUMP

ADDITIONAL DESCRIPTION:

LEAKING FROM THE WEEP HOLE, NEED TO REPLACE RODDER PUMP

NOTE: THERE IS AN EXPEDITE FEE ADDED TO THIS ESTIMATE TO
RECEIVE PUMP BETWEEN 3-4 WEEKS. IF PUMP IS ORDERED

"REGULAR," THERE WILL BE A 3+ MONTH LEAD TIME ON PUMP.



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		Salesperson 307

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NORTH AURORA IL 60542

ESTIMATE EXPIRY DATE: 10/19/2022

SERVICE ESTIMATE - NOT AN INVOICE

Part#	Description	Qty	Price	Amount
62180	RODDER PUMP ASY	1	18460.00	18460.00
42431	FILTER ELEMENT	1	96.17	96.17
	FILTER ELEMENT - 10			
9005	FLU,AW46 HYD OI	10	13.14	131.40
	FLU,AW46 HYD OIL			
MISCELLANEOUS CHARGES:				
	<u>Description</u>		<u>Price</u>	<u>Amount</u>
	EXPEDITE FEE		1846.00	1846.00
	SUPPLY/TOOL/EPA		161.55	161.55

Parts: 18687.57
Labor: 3231.00
Miscellaneous: 2007.55
Subtotal: 23926.12

Authorization: _____

***** Segment 05 *****

HANGUN

ADDITIONAL DESCRIPTION:

-REPLACE RELIEF VALVE AND BALL VALVE

Part#	Description	Qty	Price	Amount
40029	RELIEF VALVE,WA	1	127.97	127.97
	RELIEF VALVE,WATER, 7			
40575	VALVE,BALL,1/2,	1	65.85	65.85
	VALVE,BALL,1/2,5800			
MISCELLANEOUS CHARGES:				
	<u>Description</u>		<u>Price</u>	<u>Amount</u>
	SUPPLY/TOOL/EPA		13.46	13.46

Parts: 193.82



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NORTH AURORA IL 60542

ESTIMATE EXPIRY DATE: 10/19/2022

SERVICE ESTIMATE - NOT AN INVOICE

Authorization: _____

Labor: 269.25
Miscellaneous: 13.46
Subtotal: 476.53

***** Segment 06 *****

REPLACE UPPER DEBRIS HOSE

ADDITIONAL DESCRIPTION:

CUSTOMER WILL REPLACE THIS HOSE.

Authorization: _____

Subtotal: .00

***** Segment 07 *****

REPLACE MAKE BREAK SEAL

ADDITIONAL DESCRIPTION:

CUSTOMER WILL REPLACE THIS.

Authorization: _____

Subtotal: .00

***** Segment 08 *****

ORIGINAL ESTIMATE

CORRECTION:

320 07/28/22 UNIT NOT ON SITE

307 9/8/22 BROUGHT UNIT IN. INSPECTED. DRAINED THE REST OF THE COOLANT. USED THE CRANE TO HOLD THE DOGHOUSE. REMOVED THE HARDWARE AND REMOVE THE DOG HOUSE. SET IT DOWN ON BLOCKS.

307 9/9/22 DISCONNECTED THE HOSES AND THE CAC TUBES FOR THE TURBO. USED THE CRANE TO HOLD IT. REMOVED THE LOWER SHROUD BETWEEN THE COOLING PACK AND THE TOOLBOX. REMOVED HARDWARE HOLDING COOLING PACK AND MOUNTS. REMOVED IT, AND SET IT ASIDE.



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ESTIMATE EXPIRY DATE: 10/19/2022

SERVICE ESTIMATE - NOT AN INVOICE

REMOVE BROKEN ITEMS FROM THE AUX ENGINE. REMOVED THE TENSIONER AND INSTALLED A NEW ONE. INSTALLED THE FAN PULLY MOUNT AND INSTALLED THE IDLER PULLY. INSTALLED THE FAN PULLY THE HUB SPACER AND THE FAN. TRANSFERRED OVER THE MOUNTING BRACKETS TO THE NEW COOLING PACK. LIFTED INTO POSITION. INSTALLED NEW RUBBER ISOLATORS FOR THE COOLING PACK. CONNECTED THE HOSE.

307 9/12/22 FILLED WITH COOLANT. RAN THE UNIT TO OPERATING TEMP AND CHECKED FOR LEAKS. NONE FOUND. LIFTED DOG HOUSE INTO POSITION. INSTALLED THE HARDWARE. REMOVED THE EXPANSION TANK AND INSTALLED THE NEW ONE.

307 9/13/22 WAS ASKED TO CHECK FOR OTHER ISSUES. FOUND A HYDRAULIC LEAK COMING FROM THE DIRECTIONAL VALVE FOR THE HOSE REEL. WAS ASKED TO FIX IT. REMOVED THE HARDWARE AND PULLED THE VALVE TO CHANGE THE O-RINGS. REINSTALLED. CHECKED FOR A LEAK AFTER THE REPAIR. NON FOUND.....

FOUND THE PTO SHAFT U-JOINT HAS PLAY. NEEDS REPLACED.....

RAN THE UNIT AND FOUND THE WEEP HOLE FOR THE RODDER PUMP IS DRIPPING WATER..... FOUND A COUPLE OF SMALL SEEPS FROM THE GATE

VALVES UNDER THE HYDRO TANK AND A LEAK FROM ONE OF THE LINES AT THE RODDER PUMP DIRECTIONAL VALVE..... THE 2 REAR

RIGHT TIRES WERE LOW OUTER WAS AT 75PSI AND THE INNER WAS AT 10 PSI FILLED THEM UP. IT IS RECOMMENDED TO CHANGE A TIRE THAT HAS BEEN DRIVEN ON WITH THAT LOW OF AIR PRESSURE.....FOUND THE LOW-PRESSURE HANDGUN IS BYPASSING.....FOUND THE UPPER DEBRIS HOSE IS WORN.....THE MAKE-BREAK SEAL IS FLAT.

307 9/14/22 TESTED HIGH-PRESSURE GUN. THE FAN WASHOUT AND VACUUM. FUNCTIONING CORRECTLY AT THIS TIME.

MISCELLANEOUS CHARGES:	<u>Description</u>	<u>Price</u>	<u>Amount</u>
	AUX ENGINE REPAIRS	14605.32	14605.32



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Tax ID No		
		Salesperson 307

ESTIMATE EXPIRY DATE: 10/19/2022

SERVICE ESTIMATE - NOT AN INVOICE

Authorization: _____

Miscellaneous: 14605.32
Subtotal: 14605.32

***** Segment 09 *****

****AVAILABLE SEGMENT****

Authorization: _____

Subtotal: .00

***** Segment 10 *****

****AVAILABLE SEGMENT****

Authorization: _____

Subtotal: .00

***** Segment 11 *****

****AVAILABLE SEGMENT****

Authorization: _____

Subtotal: .00

Parts: 19575.46
Labor: 5833.75
Miscellaneous: 16743.01
TOTAL: 42152.22