BY-LAWS

LAKE AND MCHENRY COUNTY FIRE DEPARTMENTS SPECIALIZED RESPONSE TEAMS ASSOCIATION

ARTICLE I
PURPOSE

The LAKE AND MCHENRY COUNTY FIRE DEPARTMENTS SPECIALIZED RESPONSE TEAMS ASSOCIATION, hereinafter referred to as the ASSOCIATION, is a co-operative venture voluntarily established by its members pursuant to the Constitution of the State of Illinois, 1970, Article VII, Section 10 and pursuant to the Intergovernmental Cooperation Act (5 ILCS 222/1 et seg.) for the purpose of providing specialized response services between members in certain situations where such aid is necessary and desirable to best serve the interest of the Fire Departments in preserving the life, property, health, safety and welfare of the public; to provide such on a contract basis to other governmental and non-governmental units; and to provide a forum for the discussion of matters of mutual concern and to provide a channel for concerted action by the Fire Chiefs’ in their continuing effort to improve the efficiency and status of the fire service in Lake and McHenry Counties, Illinois.

ARTICLE II
POWERS

The Association shall have the following powers in its own name:

A. To enter into contracts in its own name, including contracts for the performance of services to other governmental units and non-governmental units;

B. To employ agents and employees;

C. To acquire, lease, rent, hold and dispose of property, both real and personal;

D. To incur debts, liabilities or obligations necessary for the accomplishment of its purpose;
   1. Indebtedness of $25,000 or more must be approved by an affirmative vote of a majority of the SRT Association. Mail ballots for this vote are allowed.

E. To purchase, rent or lease necessary equipment and machinery;

F. To form committees and sub-committees;

G. To exercise all powers necessary and incidental to carrying out the purposes set forth in Article I of these By-Laws, including investing Association funds.
ARTICLE III
MEMBERSHIP

Association members are those, public or military fire departments, units of Lake and McHenry Counties, local and federal government that have adopted by ordinance or resolution the terms of the Lake And McHenry County Fire Departments Specialized Response Teams intergovernmental agreement, represented by the Fire Chief or his/her designee.

Associate (or contract) memberships may be authorized through appropriate contract for corporate fire departments/brigades in Lake and McHenry Counties that are recognized by the Illinois Office of the State Fire Marshal. Corporate members will be required to pay assessments equal to full members for the various teams they participate.

ARTICLE IV
SRT MEMBER AGENCIES

The SRT Member Agencies are the governing body of the Association, composed of the Fire Chiefs (or other representative designated by the member unit), of each member unit of local and federal government or corporate fire department/brigade.

A. Purpose

1. SRT Member Agencies shall determine the general policy of the Association, and shall have the responsibility for hiring of employees and auditors; approval of amendments of the By-Laws; approval of the acceptance of new members; approval of contracting and purchasing procedures; and the approval of the annual budget of the Association.

B. Organization

1. Each SRT Member Agency shall be entitled to one membership and hence shall be entitled to one vote thereon.

   a. Such vote may be cast only by the Fire Chief (or other representative designated by the member Unit) in physical attendance;

   b. In case of a tie vote, the Chairperson of the Association shall cast a second and deciding vote;

   c. If any Fire Chief (or other representative designated by the member Unit) ceases to be an official of the member unit of government appointing him, such Membership shall be vacant until a successor is appointed by such member unit of government.

   d. Each voting member shall be the Chief of the department and the Chief shall designate at least one designee unless a hardship prohibits a Chief from having a designee. Voting members shall be designated annually by the Chief of the department using the SRT Voting Delegate form. The SRT Voting Delegate form shall be turned into the SRT Administrative Coordinator by February 1st of each year.
2. Regular meetings of the SRT Member Agencies shall be held once a month, unless agreed upon differently by the SRT Member Agencies, in a place mutually agreed by the SRT Member Agencies, on the fourth Wednesday of each month, or as set by the Chairperson.

3. A special meeting of the SRT Member Agencies may be called by the Chairperson of the Executive Board, or by any five (5) members of the SRT Member Agencies as follows:
   
a. Two (2) days written notice of special meetings shall be given to each SRT Member Agency on a form which shall include an agenda specifying the subjects of such special meeting;

b. Business conducted at said special meeting shall be limited to those items specified in the agenda.

4. Unless otherwise specified in these By-Laws, a quorum for the transaction of all business by the SRT Member Agencies shall consist of at least fifteen (15) members of the SRT Member Agencies.

5. To the extent not contrary to these By-Laws, Robert’s Rules of Order shall govern all meetings of the SRT Member Agencies.

**ARTICLE V
EXECUTIVE BOARD**

The Executive Board shall be comprised of a Chairperson, Vice Chairperson, Secretary, Treasurer and Immediate Past Chairperson of the SRT Member Agencies elected on an annual basis. The Presidents of MABAS Divisions 4 and 5 are appointed annually to the Executive Board by the Chairperson.

A. **Purpose**

1. The daily operations of the Association shall be conducted under the direction and supervision of the Executive Board, subject to the policy limitations established by the SRT Member Agencies from time to time.

a. The Executive Board shall be responsible for carrying out the policy decisions made by the SRT Member Agencies.

b. Subject to the policies established by the SRT Member Agencies and within the limits fixed by the budget approved by the SRT Member Agencies, the Executive Board shall oversee the conduct of the daily operating affairs of the Association; provided that no obligation exceeding the amount of the approved budget shall be incurred by such Executive Board, without the prior consent of the SRT Member Agencies.

c. The Executive Board shall have the right to review all day-to-day administrative
decisions concerning personnel, development efforts, operations, budgets, expenditure approval, utilization of personnel and equipment, Committees, Teams, and decisions made by any personnel representing the Association.

B. Rules

1. The Executive Board may establish rules for its own procedures and shall have such express or implied authority as is not inconsistent with or contrary to the Statutes of the State of Illinois, these By-Laws, or the Lake and McHenry County Fire Departments Specialized Response Teams Agreement.

C. Meetings

1. Meetings of the Executive Board shall be held as needed.

2. Special meetings of the Executive Board may be called by the Chairperson, or any four (4) Executive Board Members acting in concert -- provided that notice of such special meeting shall be in writing and signed by the four (4) Executive Board Members; shall contain the time, date, and location of such special meeting; and shall be forwarded along with an agenda to each Executive Board Member. Said notice must be circulated at least two (2) days in advance of the special meeting.

   a. Business conducted at special meetings shall be limited to items specified on the agenda.

D. Duties

1. The Chairperson shall:

   a. Conduct meetings of the Executive Board;

   b. Perform all duties incident to the office of Chairperson and such other duties as may be prescribed by the SRT Member Agencies from time to time provided that such actions are consistent with these By-Laws and Lake and McHenry County Fire Departments Specialized Response Teams Intergovernmental Agreement.

2. The Vice Chairperson shall:

   a. In the event of the absence of the Chairperson, or in the event of his/her inability or refusal to act, shall assume the duties and responsibilities of the Chairperson.

3. The Secretary shall:

   a. Keep the minutes of the meetings; maintain records of such other meetings as the needs of the Association may require; receive and answer communications to this Association; have custody of records and files of the Association; mail each member notice of each meeting; comply with all provisions of the Open Meetings
Act; and turn over to his/her successor, at the end of said office, all records of the Association

4. The Treasurer shall:
   a. Receive and disperse the funds of the Association; present a financial report at all meetings; and turn over to his/her successor, at the end of said office, all records of the Association.

5. The Immediate Past Chairperson shall:
   a. Assist the Chairperson and Executive Board in assuring the continuity of operations and policy.

ARTICLE VI
ELECTIONS

A. Elections

1. All Executive Board officers shall be elected at the November meeting of the Association.

2. Newly elected officers shall be sworn in and take office at the end of the November meeting.

B. Procedure

1. The Fire Chief (or other representative designated by the member agency) of each SRT Member Agency shall be allowed to cast one vote for each office which is on the ballot.

2. The following officers shall be elected by a majority of SRT Member Agencies who are present at the November meeting: Chairperson, Vice-Chairperson, Secretary and Treasurer. Proxy voting shall not be allowed.

3. The Nominating Committee shall consist of the two most previous active Chairpersons. The Nominating Committee shall present to the Chairperson, their slate of nominees for the Executive Board at the October meeting.

4. Members nominated for each Executive Board office shall be placed on ballots in the following order: Chairperson, Vice-Chairperson, Secretary and Treasurer.

ARTICLE VII
AMENDMENT TO BY-LAWS

These By-Laws may be amended by the affirmative vote of a majority of the SRT Member Agencies. Mail ballots for this vote are allowed. Amendments may be proposed at any regular SRT Member Agency Meeting, either by recommendation of the Executive Board or by petition of twenty-five (25%) percent of the SRT Member Agencies at the time the petition for amendment is presented. Notice shall be sent to the
SRT Member Agencies preceding the meeting when the amendment in question is to be proposed, at least 14 days in advance.

The SRT Member Departments may vote to change the legal name of the Association. Said action shall be conducted in accordance with the preceding paragraph.

ARTICLE VIII
SPECIALIZED RESPONSE TEAMS

The Association supports the following Specialized Response Teams (Teams):

A. **Hazardous Materials Response / Chemical & Biological Team**
   The Hazardous Materials Response Team is charged with providing emergency response mitigation of hazardous materials.

B. **Technical Rescue Team**
   The Technical Rescue Team is charged with providing emergency response rescue and recovery of trapped victims, above ground, below ground or in confined spaces, including collapsed structures.

C. **Dive Rescue Team**
   The Dive Team is charged with providing emergency response to surface water, underwater, swift water and sonar rescue and recovery of victims in a water environment.

D. **Wildland Fire Team**
   The Wildland Fire Team is charged with providing fire control and management of wildland fires.

E. **Mechanic Support Team**
   The Mechanic Support Team is charged with providing emergent and non-emergent repair and service to the technical response tools, equipment and apparatus.

The Association may enter into any other emergency response team as approved by the members.

ARTICLE IX
OTHER ACTIVITIES

The Association supports the following collective activities within the general purpose of the Association:

A. The Association may enter into any other activity as approved by the members.

ARTICLE X
(INDIVIDUAL TEAM MEMBERSHIPS change to) SRT MEMBERSHIP

A. Member Agencies are required to provide full payment by July 31st of the current year.
B. Failure of any member department to pay required assessments for specialized teams and/or committees by July 31st of the fiscal year the assessment is due shall be charged a penalty of 10% unless the agency provides written notification to the Executive Board of the Lake and McHenry County Fire Departments Specialized Response Team.

C. Only those members in good standing may vote on matters relating to the Association.

ARTICLE XI
BUDGETING, ASSESSMENTS AND EXPENDITURES

A. The fiscal year of the Association is hereby established, commencing on the 1st day of January of each calendar year and ending on the 31st day of December of that same year.

B. The Association shall comply with the applicable requirements of 50 ILCS 330 et seq., commonly known as the Illinois Municipal Budget Law.

1. The Association shall, within or before the first quarter of each fiscal year, adopt a combined annual budget and appropriation ordinance establishing the spending plan for the Association for that fiscal year.

2. A tentative form of the combined budget and appropriations ordinance shall be prepared by the Executive Board at least 30 days before the beginning of the fiscal year, or the budget’s adoption. Said tentative budget shall be available for public inspection and shall be distributed to all member departments at least 30 days prior to public hearing and adoption. Appropriate legal notice shall also be published in a newspaper of general circulation in Lake County and McHenry County.

C. The Executive Board shall annually make recommendations for specialized team/committee assessments to fund the annual budget.

1. Said tentative assessments shall be announced at or before the October monthly meeting of the Association.

2. Approval of final assessments shall be made by a majority vote of the members present at the November monthly meeting.

D. Expenditures by the Association shall be in accordance with the adopted budget.

1. Team committees are hereby authorized to expend budgeted and appropriated funds for their specialized team and/or committee when consistent with items 2 through 5 below.

2. Competitive quotations shall be obtained for all single item expenditures between $1,000 and $5,000.

3. Competitive sealed bids shall be required for single item expenditures in excess of $5,000. In addition, said expenditures shall be approved by majority vote of members present at a
regular or emergency meeting of the Association.

4. Expenditures in excess of $25,000 shall require a 2/3 majority vote of all members. If necessary, a mail ballot can be used for these expenditures.

5. Nothing in this section shall limit the Executive Board from approving emergency expenditures for repairs to vehicles and/or equipment when required for safe and continued operations.

E. The Association shall comply with the appropriate sections(s) of 50 ILCS 310 et seq., commonly known as the Governmental Account Audit Act.

1. The Association shall cause an audit of all accounts of the Association to be made annually by a licensed public accountant. Said audit shall be made annually and cover the preceding fiscal year. Said audit shall be completed within six (6) months of the close of the fiscal year.

2. The final audit report shall be examined and accepted by the SRT Member Agencies. In addition, copies of the report shall be distributed to each member unit of local and federal government.

3. The Executive Board shall see that all required audit, financial and treasurer’s reports are filed and/or published.

File=LCFC108-Tom Allenspach
Adopted October 23, 1996
Amended May 28, 1997 = Changed quorum from a majority to at least 10 members.
Amended July! 24, 2002 = Changed meetings to fourth Wednesday with no specific time of day
 Changed Executive Board term to January – December on a calendar year
 Changed Nominating Committee recommendation to October in alignment, voting and installment of officers to November
 Moved Item #3, Article V to Item #6, Article IV reflecting a minimum of 10 members of the “Executive Committee” for a meeting, not 10 members of the “Executive Board”
 File: SRT Bylaws 7-02 – Chief T.E. Sashko
Amended Sep. 22, 2004 = Changed to include McHenry County, Add Wildland and Mechanics Teams,
 Add MABAS Division Presidents to Executive Board – Chief J.D. Spiegel
Amended August 26, 2009 = Changed Executive Committee to SRT Member Agencies
 Changed Title to Lake and McHenry County Fire Departments Specialized response Teams.
 Changed Quorum from 10 members to 15.
 Updated Voting Delegate form due every year.