



VILLAGE OF RIVER FOREST VILLAGE BOARD MEETING

Monday, March 24th, 2025 – 7:00 PM
Village Hall – 400 Park Avenue – River Forest, IL 60305
Community Room

AGENDA

You may submit your written public comments via email in advance of the meeting to: ybot@vrf.us. If you would like to speak during public comment, please email lmaseella@vrf.us by 4:00 PM on Monday, March 24th, 2025. Anyone may listen to the meeting by participating in a Zoom conference call as follows: dial-in number: 312-626-6799 with meeting ID: 820 6367 6956 or by clicking the link here: <https://us02web.zoom.us/j/82063676956>. To watch the livestream and access the meeting materials, please go to the Village website: <https://www.vrf.us/events/event/2822>

1. Call to Order/Roll Call
2. Pledge of Allegiance
3. Citizen Comments
4. Special Presentation
 - a. B20 Biodiesel Club Recognition – Presentation
5. Elected Official Comments & Announcement
6. Consent Agenda
 - a. Village Board of Trustees Meeting Minutes – March 10th, 2025
 - b. Administration Department Report
 - c. Grant Application – ComEd Green Region Openlands Grant – Chicago Avenue Bioswales Restoration Project – Resolution
 - d. Award of Contract – 2025 Sewer Lining Project – Innovative Underground, LLC – \$122,429.50
 - e. Fire Department 2024 Annual Report
7. Consent Items for Separate Consideration
8. Recommendations of Boards, Commissions, and Committees
 - a. Boards and Commissions Appointments
 - i. Board of Fire and Police Commissioners – Frowene Rodgers – Term Expiring April 30th, 2026 (Jacobs Vacancy)
 - ii. Police Pension Board – Terry Griffin – Term Expiring April 30th, 2027 (Bray Vacancy)
 - b. Economic Development Commission
 - i. Consideration of the TIF Small Business Grant Program for Approval
9. Unfinished Business
10. New Business
 - a. Appointment of Police Chief James Greenwood effective May 1st, 2025
11. Executive Session
12. Adjournment

ADA Compliance: Any individual with a disability requesting a reasonable accommodation in order to participate in a public meeting should contact the Village at least 24 hours in advance of the scheduled meeting in person at Village Hall by telephone at 708.366.8500 or by email: mwalsh@vrf.us. Every effort will be made to allow for meeting participation.

**VILLAGE OF RIVER FOREST
VILLAGE BOARD OF TRUSTEES MINUTES
March 10, 2025**

A regular meeting of the Village of River Forest Board of Trustees was held on March 10, at 7:00 p.m. in the Community Room of Village Hall, 400 Park Avenue – River Forest, IL.

1. CALL TO ORDER/ROLL CALL

The meeting was called to order at 7:02 p.m. Upon roll call, the following persons were:

Present: President Adduci, Trustees Gillis(7:05pm), Brennan, Bachner, Vazquez, O’Connell, and Village Clerk Keller

Absent: Trustee Johnson

Also Present: Village Attorney Lance Malina, Village Administrator Matt Walsh, Assistant Village Administrator Jessica Spencer, Police Chief James O’Shea, Fire Chief Tom Gaertner, Deputy Police Chief James Greenwood, Director of Public Works and Engineering Jack Bielak, Finance Director Rosemary McAdams, Police Commander Michael Swierczynski, Deputy Fire Chief David Bochenek, and Deputy Clerk Luke Masella.

2. PLEDGE OF ALLEGIANCE

President Adduci led the Pledge of Allegiance.

3.CITIZEN COMMENTS

None.

4.ELECTED OFFICIAL COMMENTS & ANNOUNCEMENTS

Trustee O’Connell had no comments.

Trustee Brennan asked for an update on the leaf blower ordinance from the Sustainability Commission.

Village Administrator Walsh stated that the draft recommendation from the Sustainability Commission should come before the Board in the near future.

Village Clerk Keller had no comments.

Trustee Vazquez had no comments.

Trustee Bachner began her comments with a land acknowledgment. She then reported attending the opening of Black Fodder Coffee.

Trustee Gillis arrived at 7:05pm.

President Adduci announced the retirement of Police Chief James O’Shea and thanked him for his service to the Village.

5. CONSENT AGENDA

- a. Village Board of Trustees Meeting Minutes – February 24th, 2025
- b. Administration Department Report
- c. Monthly Department Reports
- d. February 2025 Financial Report
- e. Accounts Payable – February 2025 – \$1,632,681.83
- f. Approval of Motor Fuel Tax Resolution – 2025 Maintenance of Streets and Highways
- g. Award of Contract – 2025 Street Improvement Project (SIP) – Schroeder Asphalt Services – \$495,218.63
- h. Award of Contract – Fire Department Renovation – Futurity19 – \$34,276.00

Trustee Bachner requested Consent Agenda Item A be removed for separate consideration.

MOTION by Trustee Vazquez to approve Consent Agenda Items B through H. Seconded by Trustee Gillis.

Roll call:

Ayes: Trustees Vazquez, Brennan, Gillis, Bachner and O’Connell

Nays: None

Absent: Trustee Johnson

Motion Passes.

6. CONSENT AGENDA ITEMS FOR SEPARATE CONSIDERATION

- a. Village Board of Trustees Meeting Minutes – February 24th, 2025

MOTION by Trustee Vazquez to approve Consent Agenda Item 5.a Village Board of Trustees Meeting Minutes – February 24th, 2025. Seconded by Trustee Gillis.

Roll call:

Ayes: Trustees Vazquez, Brennan, and Bachner

Abstain: Trustee Bachner and O’Connell

Nays: None

Motion Passes.

7. RECCOMENDATIONS OF BOARDS, COMMISSIONS, AND COMMITTEES

- a. Economic Development Commission

- i. TIF Small Business Grant Program Introduction – No Action

Assistant Village Administrator Jesssica Spencer gave a presentation on the proposed TIF Small Business Grant Program and fielded questions from the Board.

Trustee Vazquez inquired about why some expenses are not eligible for funding while others are.

Assistant Administrator Spencer reminded everyone that the TIF funds are designated for the TIF, not the Village. She explained that the separation of expenses was intended to ensure the applicant has some financial commitments and responsibilities.

Trustee Vazquez requested further clarification on how the costs were determined and which ones were deemed eligible.

Mr. Walsh mentioned that the eligible costs were related to visibility but emphasized that everything is still open for discussion.

Village Clerk Keller suggested using the term "façade" when referring to potential eligible improvements.

Trustee O'Connell asked for clarification on how funds could be used for properties that are not ADA compliant.

Assistant Administrator Spencer explained that the funds could be used to help businesses meet ADA standards.

Trustee Bachner inquired if the funds could be used to help businesses exceed ADA standards.

Assistant Administrator Spencer responded that, depending on the situation, that might be possible.

Trustee O'Connell expressed concern about allowing funds to be used for improvements beyond the required ADA standards.

Trustee O'Connell asked if the Village's code enforcement officer does not address ADA concerns.

Assistant Administrator Spencer clarified that this is incorrect, as ADA inspections are typically complaint-driven or initiated when the Village becomes aware of non-compliance.

Trustee Vazquez asked if the Village ensures ADA compliance when a new property is being built.

Assistant Administrator Spencer confirmed that, when applicable, such as with new construction, the Village requires ADA compliance.

Trustee Bachner asked if there would be an application deadline.

Assistant Administrator Spencer explained that staff and the commission will monitor the flow of applications during the first year and then determine if a deadline is necessary.

Trustee Bachner asked how much money is currently in each TIF district and what year they are in.

Finance Director McAdams responded that each TIF has over a million dollars in their funds. The Madison Street TIF started in 2016, while the North Avenue TIF began in 2018.

Trustee Bachner then inquired about how many businesses are in each district.

Administrator Walsh stated that the total is approximately 40-50 businesses.

Trustee Bachner also asked how tenant applicants will be reviewed.

Assistant Administrator Spencer explained that the plan allows both business and property owners to apply and clarified that a property owner can apply on behalf of their tenants, or a single tenant or group of tenants can apply independently. She also noted that the Commission and staff are open to making any necessary adjustments after the first year.

Village Clerk Keller expressed concerns about tenants being allowed to alter the exterior of a property.

Assistant Administrator Spencer clarified that any tenant application must be approved by the property owner.

Trustee Vazquez asked if it would be fair for property owners with more tenants to receive more funds.

Assistant Administrator Spencer explained that the Commission tried to address this by assigning applications to pin numbers but acknowledged that it remains a possibility.

Trustee O'Connell asked how signage will be handled.

Administrator Walsh stated that each sign is reviewed on an individual basis by the Building Department. He also suggested that it might be worth discussing the creation of a uniform signage application for properties with multiple tenants.

Trustee Bachner suggested that the Village consider developing a vision for what the TIF districts should look like, essentially a plan to guide the desired outcome for each corridor.

The Board and staff briefly engaged in a discussion concerning the importance of a specific vision for the TIF districts, specifically in the interest of a cohesive façade for each district.

President Adduci reminded everyone of the Village's comprehensive plan and noted that it would be an excellent foundation for any future planning efforts.

Trustee Vazquez reminded everyone that the current discussion is only about considering loans of up to \$5,000.00.

Administrator Walsh explained that this topic was introduced by the EDC to help fill vacant spaces within the TIF Districts.

Trustee Bachner asked how the penalty system would work.

Assistant Administrator Spencer indicated that the EDC believes the Village should avoid imposing additional debt on a business in the event of its failure, to prevent further burdening the struggling business.

Administrator Walsh mentioned that the EDC discussed both options: splitting costs with potential businesses and offering the funds without any cost-sharing from the business.

Trustee Brennan asked if this is an appropriate use of Taxpayer TIF funds.

Village Attorney Malina stated yes.

Administrator Walsh noted that the Village's redevelopment plans for the TIF districts mention using funds in this manner.

Trustee Brennan asked why these two TIF districts were chosen.

Administrator Walsh stated the Village only has these two districts.

She then inquired if there had been any discussion about the program fund balances for this program in future years. She also asked if someone could apply year after year for the same property.

Assistant Administrator Spencer replied that the fund balances would be reviewed after the first year to evaluate any necessary changes. She then clarified that there would be one application per year, with some exceptions.

Trustee Bachner noted being in support of allowing yearly applications.

Trustee Brennan asked for clarification on how the funds would be distributed.

Assistant Administrator Spencer explained that the funds would be provided to the applicant after the work is completed.

Administrator Walsh added that there had been discussions about offering the funds upfront and noted that staff is open to further discussion on this approach.

Trustee Gillis asked why signs are not ineligible.

Assistant Administrator Spencer stated that the goal was to make the program as broad and inclusive as possible. She also mentioned that there is a plan to advertise the program and notify business and property owners in town.

Trustee O'Connell stated that he sees the program as a façade rebate initiative and expressed his support for assisting multi-tenant property owners in improving all their units.

Trustee Bachner suggested hosting open houses so business owners could meet with staff to discuss the program.

Trustee Brennan expressed concern about permitting signs under the program.

Trustee Gillis expressed support for the staff's role in the program.

Assistant Administrator Spencer assured the Board that she would keep them updated on the program's progress.

Trustee Brennan asked whether the Chamber of Commerce has been involved in this and if the program offering free memberships for businesses is still ongoing.

Assistant Administrator Spencer confirmed that the Chamber of Commerce has been involved in the program from the beginning and that the free membership program is still ongoing.

President Adduci suggested Visit Oak Park be told about the program.

8. UNFINISHED BUSINESS

None.

9. NEW BUSINESS

- a. Presentation Regarding Traffic & Safety Initiatives and Upcoming Projects – No Action

Public Works Director Jack Bielak gave a presentation on the Village's traffic and safety initiatives, as well as upcoming projects.

Trustee O'Connell asked for clarification on how the Village collects traffic data.

Director Bielak explained that typically, a resident submits a complaint about a potential issue, and then staff place a traffic monitor in the area to gather data.

Trustee Vazquez asks who calculates the points used in the traffic matrix.

Director Bielak stated that staff and the entire Traffic and Safety Commission complete the calculations individually and then discuss their findings.

Trustee Bachner requested clarification on who and what are involved in the traffic improvements along Thatcher Avenue and the bike trail.

Director Bielak explained that the Village was already looking into traffic calming measures for Thatcher Avenue. When the opportunity to improve the bike trail came up, it became possible to make improvements to Thatcher Avenue simultaneously.

President Adduci inquired whether the County has contributed to the cost of the trail.

Director Bielak confirmed that both the County and various state and federal grants have funded portions of the trail and street improvements.

President Adduci asked if there will be any improvements beyond the bike infrastructure.

Director Bielak explained that the bike path could lead to changes in the lane configuration along Thatcher Avenue, which should help address traffic issues.

Trustee Bachner asked how other municipalities along the path are managing their portions.

Director Bielak explained that each municipality is handling it differently, as each town has its own layout and restrictions.

Trustee Vazquez asked for clarification on who is responsible for maintaining any improvements to Lake Street.

Director Bielak explained that, aside from routine maintenance, the Village is responsible for maintaining any improvements made.

Trustee Bachner asked how long the recent improvements took to be installed.

Director Bielak mentioned that the improvements at Harlem and Greenfield/Lemoyne took over a year to complete.

Trustee Bachner asked how much money IDOT gives the Village for street maintenance.

Director Bielak stated \$17,000.00.

Trustee Bachner suggested that staff and the Village Board consider acquiring the rights to Lake Street, allowing the Village to make improvements as needed without waiting for IDOT approval.

Director Bielak mentioned that he has had preliminary discussions with IDOT and highlighted some initial questions the Board should consider before deciding.

President Adduci expressed support for the Village pursuing the acquisition of Lake Street.

Trustee Vazquez indicated that he would like more information on the topic before further discussions take place.

Trustee Bachner asked staff to research how Oak Park acquired their portion of Lake Street.

Administrator Walsh provided background on some of the improvements already made to Lake Street, as well as potential future improvements. He noted that staff would investigate further.

Trustee Bachner highlighted the improvements Oak Park has made to Madison Street.

Director Bielak stated that staff are currently researching potential visual changes to the road to help slow traffic.

Director Bielak provided background information on potential future improvements the Village is considering for North Avenue.

10.EXECUTIVE SESSION

None.

11.ADJOURNMENT

MOTION to adjourn by Trustee O’Connell. Seconded by Trustee Vazquez

Roll call:

Ayes: Trustees Vazquez, Brennan, Gillis, Bachner, O’Connell, and President Adduci

Nays: None

Absent: Trustee Johnson

Motion Passes.

The Village Board of Trustees Meeting adjourned at 8:40 p.m.

Jonathan Keller, Village Clerk

Date: _____



MEMORANDUM

Date: March 24th, 2025

To: President Adduci & Village Board of Trustees

From: Matt Walsh, Village Administrator

Subject: Administration Report

Upcoming Public Meetings and Closures

Thursday, March 27 th	7:00pm	Historic Preservation Commission
Wednesday, April 2 nd	6:00pm	Economic Development Commission
Thursday, April 3 rd	7:30pm	Development Review Board

Recent Payments of >\$10,000

In accordance with the purchasing policy, the following is a summary of payments between \$10,000 and \$20,000 that have occurred since the last Board meeting:

Vendor	Amount	Description
DeKind Computer Consultants	\$18,913.55	I.T. Services
Fernandez Tree Service, Inc	\$19,475.00	Contracted Tree Removals
Lyons & Pinner Electric Companies	\$19,522.22	Street Light Repair
Dell Marketing L.P.	\$11,187.99	Dell Computer Hardware
State Treasurer	\$17,477.46	State Income Taxes

February 2025 Highlights	
New Business Licenses	1
Freedom of Information Act Requests	4
Net New Email Subscribers (Past 30 days)	45



Village of River Forest
Public Works and Engineering
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: March 24, 2025

To: Matt Walsh, Village Administrator

From: Seth Jansen, Management Analyst

Subj: ComEd Green Region Openlands Grant Resolution

The Village is applying for a grant, through the ComEd Green Region Grant Program, for \$10,000 to assist in the maintenance and restoration of the Chicago Avenue bioswales. The grant application requires a commitment of funding for the matching funds. The attached resolution authorizes participation in and commits to a match of \$10,000 equal to the maximum requested grant amount for the ComEd Green Region grant administered by Openlands. With this grant, the Village will be able to leverage the existing funds budgeted for regular maintenance to hire a contractor to perform full restoration and replanting of the bioswales. The restoration will simultaneously improve stormwater retention, beautify the corridor, and support pollinators and their habitats through the planting of native and pollinator friendly species.

Attachments: Resolution Authorizing Participation in the ComEd Green Region Program for the Chicago Avenue Bioswales Restoration Project



RESOLUTION NO. 25-__

A RESOLUTION AUTHORIZING PARTICIPATION IN THE COMED GREEN REGION PROGRAM FOR THE CHICAGO AVENUE BIOSWALE RESTORATION PROJECT

WHEREAS, the Village of River Forest Illinois (“Applicant”) desired to undertake the Chicago Avenue Bioswale Restoration project as part of the 2025 (“Year”) ComEd Green Region Program; and

WHEREAS, the Applicant applied to the ComEd Green Region Green Program for a grant for the purpose of carrying out this project; and

WHEREAS, the Applicant received and understood the current ComEd Green Region Program Guidelines.

THEREFORE, BE IT RESOLVED THAT the Village of River Forest President hereby approved this project and authorized application to the ComEd Green Region Program in the amount of \$10,000, and

BE IT FURTHER RESOLVED THAT the Applicant committed to the expenditure of a total of \$20,000 in funds necessary for the project’s success during Fiscal Year 2026 using in part funds received from the ComEd Green Region Program.

IN WITNESS, THEREOF, I have hereto set my hand officially and caused to be affixed the seal of the Village of River Forest, this 24th day of March 2025.

AYES:

NAYS:

ABSENT:

Catherine Adduci, Village President

APPROVED by me this 24th day of March 2025.

Jonathan Keller, Village Clerk



MEMORANDUM

DATE: March 24, 2025

TO: Matt Walsh, Village Administrator

FROM: Bill Koclanis, Civil Engineering Technician

SUBJECT: Award of Contract – 2025 Sewer Lining Project

Issue: Staff is seeking the award of a contract for the 2025 Sewer Lining Project.

Analysis: The Village has been relining sewers since 1994 using a process known as cured in-place pipe (CIPP). It is a “no-dig” technology that allows pipes in poor condition to be rehabilitated without the need to dig up a street and replace the pipe. It involves inserting a heat-activated, epoxy-impregnated, felt liner inside the existing sewer. The liner is expanded using water or steam pressure and is then cured by circulating hot water or steam inside the liner. The cured liner hardens to a PVC pipe-like consistency which provides structural stability to the existing sewer. Service laterals are then reinstated from within the new liner through the use of a robotic cutting device and a camera. We consider this process to be a proactive and cost-effective approach towards the maintenance of our aging sewer system. Lining the sewers helps resolve existing structural failures, reduces root and groundwater infiltration, and increases the flow capacity by creating a smoother pipe surface. Point repairs include the replacement of severely deteriorated (short) sections of sewers utilizing open-trench excavation. Bench repairs are also included in this item.

The 2025 Sewer Lining Project was designed in-house. A Notice to Contractors and Call for Bids was posted to the Village Website and sent to the Wednesday Journal which ran on February 19, 2025.

The draft FY26 Water and Sewer Fund budget includes \$140,000 for sewer relining and an additional \$35,000 for point repairs. On Friday, March 7, 2025, Staff received and opened five (5) bids for this year’s project. Innovative Underground, LLC was the low bidder with a total bid of \$122,429.50. The Additive Bid Alternate (which includes a single point repair) is \$30,500.00. Once the contractor investigates the point repairs we will know if they are necessary to complete the sewer lining project.

References for Innovative Underground, LLC were investigated, and all had positive responses.

Recommendation: Staff recommends approval of this contract with the following motion: Motion to award the contract to Innovative Underground, LLC in the amount of \$122,429.50 for the 2025 Sewer Lining Project and authorize the Village Administrator to execute the contract agreement.

Attachments: Bid Tabulation

Village of River Forest
 2025 Sewer Lining
 Bid Tabulation
 Friday, March 7, 2025

BASE BID			Innovative Underground PO Box 329 Yorkville, IL 60560	National Power Rodding Corp. 2500 W. Arthington St. Chicago, IL 60612	Visu-Sewer of Illinois 9014 S. Thomas Ave Bridgeview, IL 60455	Insituform Technologies 580 Goddard Avenue Chesterfield, MO 63005	Hoerr Construction, Inc. 1416 County Road 200N Goodfield, IL 61742					
Item Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
CIPP - 12"	LF	1,410	\$49.95	\$70,429.50	\$50.00	\$70,500.00	\$53.25	\$75,082.50	\$53.78	\$75,829.80	\$63.00	\$88,830.00
CIPP - 15"	LF	800	\$62.00	\$49,600.00	\$80.00	\$64,000.00	\$74.25	\$59,400.00	\$68.23	\$54,584.00	\$70.00	\$56,000.00
Heavy Cleaning	LF	100	\$7.50	\$750.00	\$5.00	\$500.00	\$2.00	\$200.00	\$10.00	\$1,000.00	\$8.00	\$800.00
Cut Protruding Lateral	EA	3	\$50.00	\$150.00	\$150.00	\$450.00	\$100.00	\$300.00	\$130.00	\$390.00	\$400.00	\$1,200.00
Bench and Invert Repair	EA	2	\$750.00	\$1,500.00	\$1,500.00	\$3,000.00	\$2,900.00	\$5,800.00	\$6,200.00	\$12,400.00	\$2,120.00	\$4,240.00

As Calculated		\$122,429.50		\$138,450.00		\$140,782.50		\$144,203.80		\$151,070.00
As Read		\$122,429.50		\$138,450.00		\$140,782.50		\$144,203.80		\$151,070.00

ADDITIVE BID ALTERNATE

Item Description	Unit	Quantity	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price	Unit Price	Total Price
Point Repair	EA	1	\$30,500.00	\$30,500.00	\$14,000.00	\$14,000.00	\$36,800.00	\$36,800.00	\$42,000.00	\$42,000.00	\$39,200.00	\$39,200.00

As Calculated		\$30,500.00		\$14,000.00		\$36,800.00		\$42,000.00		\$39,200.00
As Read		\$30,500.00		\$14,000.00		\$36,800.00		\$42,000.00		\$39,200.00

River Forest Fire Department

2024



2024 Annual Report



Table of Contents

01

Administration

Chief Thomas Gaertner

02

Operations & Administration

Deputy Chief David Bochenek

03

Fire & Emergency Service Statistics

Chief Thomas Gaertner

04

EMS Billing

Admin Asst Renee Morris

05

EMS / Paramedic

Lt. Quentin Boyd and
FFPM Lucas Finrock

06

Training Division

Lt. John Carter

07

Fire Prevention / Pub Ed

Fire Marshal Kevin Wiley

08

Fire Investigation

Lt. Michael Smith

09

Technical Rescue

Lt. Quentin Boyd

10

Hazardous Materials Team

Lt. Quentin Boyd

11

Vehicle / Equipment Maintenance

FFPM Chris Doran



Message from the Chief



**Fire Chief
Thomas Gaertner**

March 24, 2025

To Village President Cathy Adduci and the Board of Trustees,

I am pleased to submit this annual report for the River Forest Fire Department for the year 2024.

This past year we maintained our focus and direction in providing the best possible services for our residents, business owners and guests. I encourage you to take the time to read this report and see exactly what we have accomplished over the past year.

I would like to thank my Administrative Assistant, Renee Morris, for her hard work over this past year and for putting this report together.

1,662

EMS/Rescue Calls



1,253

Fire Related Emergencies Calls



825

MABAS Calls to Neighboring Towns



Message From The Chief (continued)...

Over the past year we responded to 2,915 emergency calls. Of those responses, 1,662 were EMS/Rescue type calls which also included auto accidents. The remaining 1,253 responses were all fire related emergencies including structure fires, vehicle fires, vehicle accidents, wildland fires, automatic fire alarms, and other emergency situations. The River Forest Fire Department is also a member of MABAS (Mutual Aid Box Alarm System) Division 11 which is our mutual aid system. During 2024, we received mutual aid 546 times from neighboring communities and responded 825 times to our neighboring communities and other MABAS Divisions.

As you will see by reading this report a large amount of hard work was accomplished over this past year. This work included but was not limited to responding to emergency calls, conducting fire and EMS training, vehicle and station maintenance, fire prevention, public education, fire investigation, hazardous materials, and technical rescue responsibilities. I would like to thank the Officers and Firefighter/Paramedics who take pride in what they do and demonstrate it daily. They are all true professionals.

I would also like to thank Village President Cathy Adduci and the River Forest Board of Trustees for their continued support throughout the year. They have made a commitment to making the River Forest Fire Department one of the best in this area as well as the State of Illinois.

Respectfully Submitted,


Fire Chief



Department Overview

The Fire Department is an all-hazard protection service providing fire suppression, emergency medical services (EMS), hazardous materials and technical rescue response as well as public education, fire prevention, fire investigation, and emergency management services. The Fire Department operates 24 hours a day 365 days a year to limit loss of life, injury and property damage to the residents, businesses, and visitors of River Forest by providing high quality fire protection, advanced life support and emergency services in the most cost-effective manner.

The Fire Department is a member of MABAS Division XI. MABAS, the Mutual Aid Box Alarm System, is a group of seven fire departments in the River Forest region that work together to provide mutual aid for calls which cannot be handled by one department alone.



Our Mission

- Provide prompt quality services to our stakeholders that promotes safety, security, enhances sustainability, and enriches quality of life through professional development and dedication to service.
- Serve the citizens of River Forest. Ultimately, our customers decide the services we deliver.
- Our personnel have an obligation to provide those services in the most professional and efficient manner.

Our Team

The department employs 19 sworn full-time members out of one station. All firefighters are FF2 or higher, as well as licensed paramedics. The department also employs one Fire Chief, one Deputy Fire Chief, one civilian full-time Fire Prevention Officer and one part-time Administrative Assistant.

Teamwork is expected and all personnel are part of the team. By working in teams, with effective communication, we strive to maximize our capabilities: thus allowing us to provide quality service to each other and fulfill expectations. Quality improvement can only be achieved when it is the goal of all personnel. Active participation and support by all RFFD employees is essential to the successful pursuit of our vision and the successful accomplishment of our mission.



ORGANIZATIONAL CHART



Fire Chief
Thomas Gaertner



Administrative Assistant
Renee Morris



Deputy Chief
David Bochenek



Fire Marshal
Kevin Wiley



Lieutenant - Black Shift
Quentin Boyd



Lieutenant - Gold Shift
Paul Zipperich



Lieutenant - Red Shift
Edward Howe

Training Division



Lieutenant - Training
John Carter



FFPM
Stephen Fischer



FFPM
Lucas Finrock



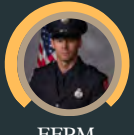
FFPM
Christopher Doran



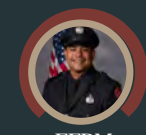
Lieutenant - Training
Michael Smith



FFPM
Jason Bencik



FFPM
Matthew Krall



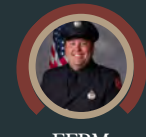
FFPM
Adan Viera



FFPM
Adam Seablom



FFPM
Brian McKenna



FFPM
Adam Howe



FFPM
Jonathan Buchholz



FFPM
Jarrett Ercoli



FFPM
Matthew Basa



FFPM
Timothy Kyles



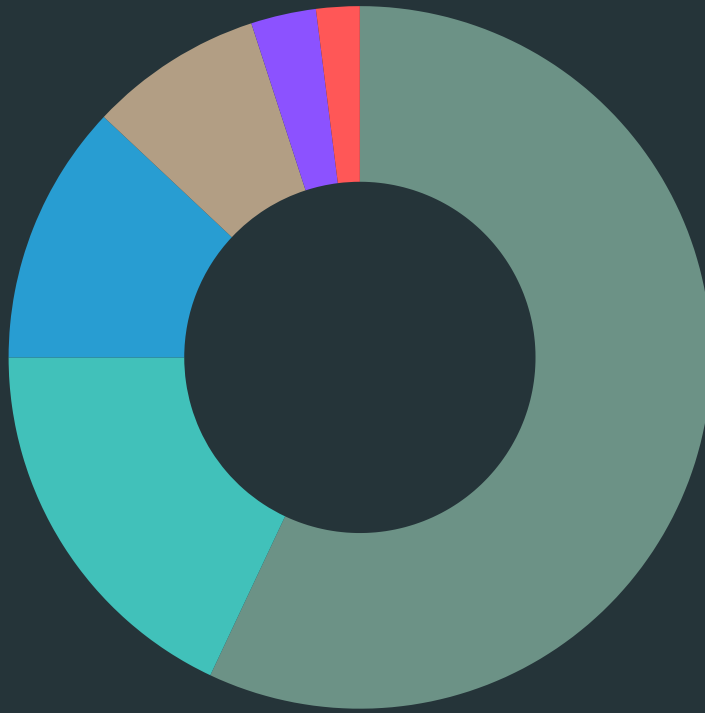
FFPM
Vacancy



FFPM
Jonathan Rouse

Emergency Response Statistics

2024 Total Call Volume
2,915



Emergency Medical Services
57%



Good Intent
18%



False Alarm
12%



Service
8%



HazMat
3%



Fire
2%



Incident Type with Monthly and Annual Breakdown



Incident Type Group	2024	Total
400 - HAZMAT	77	77
700 - False Alarm	339	339
600 - Series	538	538
300 - EMS	1684	1684
500 - Service Call	220	220
100 - Fire	51	51
200 - Series	2	2
900 - Special Incident	2	2
Annual Total	2915	2915

Incident Type Group	2024-01-01	2024-02-01	2024-03-01	2024-04-01	2024-05-01	2024-06-01	2024-07-01	2024-08-01	2024-09-01	2024-10-01	2024-11-01	2024-12-01	Total
400 - HAZMAT	8	3	7	1	10	9	7	9	2	6	9	6	77
700 - False Alarm	29	30	20	32	21	25	26	33	26	35	32	30	339
600 - Series	48	40	39	64	35	56	35	40	36	40	50	55	538
300 - EMS	132	128	144	142	160	139	151	144	132	158	117	137	1684
500 - Service Call	23	14	17	9	14	15	15	16	15	30	17	35	220
100 - Fire	1	6	7	4	3	4	3	5	9	2	5	2	51
200 - Series	0	1	0	1	0	0	0	0	0	0	0	0	2
900 - Special Incident	0	0	0	0	0	0	1	0	1	0	0	0	2
Monthly Total	241	222	234	253	243	248	238	247	221	271	230	265	2915

Mutual Aid Given and Received

	FIRE	EMS	OTHER
AUTO AID GIVEN	17	14	278
MUTUAL AID GIVEN	7	232	277
AUTO AID RECEIVED	28	14	252
MUTUAL AID RECEIVED	4	176	72

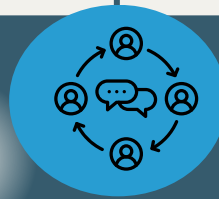


2024 Objectives



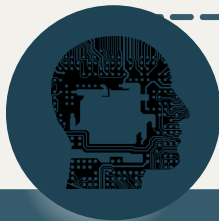
Community resilience

Improve community resilience by engaging citizens with safety education talks and events. This will heavily focus on CPR education and senior safety for the public.



Partnerships

Engage external partners within and outside the community to innovate new programs to be deployed in the community in an effort to bolster Community Risk Reduction methodologies.



Technologies

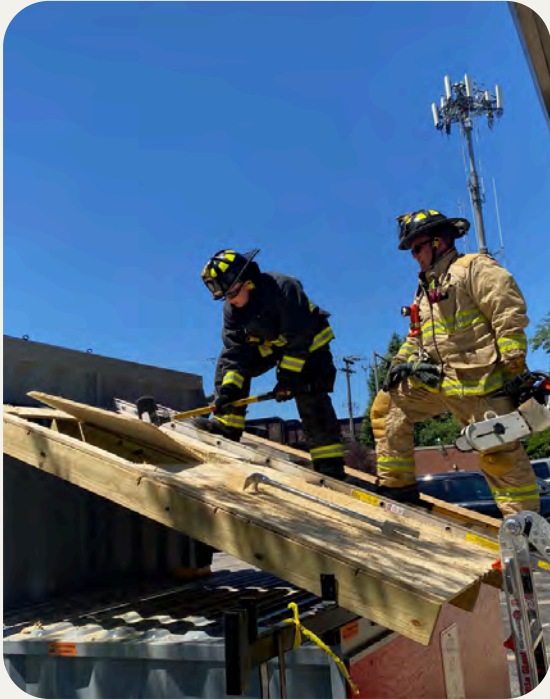
Explore, procure, and leverage new technologies to streamline operations and enhance the capabilities and safety of responders.



Training

Develop and enhance existing training by including more simulation based exercises to develop psychomotor skills and create muscle memory for actual emergent events.

2024 Notable Accomplishments



Training Enhancements

The department continues to benefit from purchasing the training prop. The prop affords department members the opportunity to develop hands-on skills required on various emergent scenes. We have also partnered with Concordia University. They have agreed to provide the department access to the parking structure for evolutions involving standpipe operations, water supply, attack line deployments, and fire apparatus engineer training for multi-story structures for our engineers.

Expansion of Community Risk Reduction Efforts

Our CPR training classes have trained many in the community to become CPR certified which enhances the survivability of those experiencing Acute Coronary Syndromes. This training also aids responders in providing better outcomes for citizens.



School District D-90 has implemented enhanced egress point markers for their staff, which also helps responders for police, fire, and EMS crews coming to handle an event. These newly labeled egress points will minimize delays in getting to the root of the emergency. It also enables EMS crews to transport patients quickly and efficiently out of the building, reducing student and staff exposure to potentially medically sensitive issues. School District D-90 has maintained a monthly safety meeting where the fire department continues to have D/C Bochenek present.

2024 Notable Accomplishments



Networking and Partnerships

The department has established partnerships within the community. Concordia University continues to provide enhanced fire and EMS training options. We have developed simulations for fire and EMS training that can be helpful on the Concordia campus to reinforce the skills needed to execute operations on emergent scenes. We also partnered with Concordia to provide a STEM presentation on the Science of Smoke and Fire for students aged 6-13 at Julian Middle School. After our presentation on fire safety, the nursing department taught students and their parents, the proper method of treating and bandaging burn wounds.

Deputy Chief Bochenek and Fire Marshal Wiley met with the township to enhance the marketing efforts of each organization's senior services to the public. The meeting uncovered many areas of overlap between the two organizations. During this meeting, we were able to develop a synergistic approach to improving support for seniors in the community.

New This Year

The department transported Santa to a significant event on Lake Street this year. We raffled off multiple truck raffles to organizations like Cast (Water Safety Foundation) and the D90 school district. Both organizations have seen this as a great fundraiser for their organization.

We are also hosting blood drives every 3 to 4 months at the fire station.



EMS Billing

River Forest Fire Department charges for ambulance services that are received by residents and non-residents. River Forest Fire Department can also charge non-residents for vehicle fires and automobile accidents. Paramedic Billing Services (PBS) located in Elmhurst, Illinois, handles the collections along with the delinquent accounts. \$2,159,988 was billed out to insurance companies, Medicaid, and Medicare. \$1,439,207 was collected as of 12/31/2024.

River Forest Fire Department also provides Advanced Life Support (ALS) ambulance service to Loyola University Medical Center, Rush Oak Park, Gottlieb Memorial Hospital, Hines VA Medical Center, West Suburban Medical Center, MacNeal Hospital, and Community First Medical Center.

EMS Coordinator, Lucas Finrock, collaborated with Administrative Assistant, Renee Morris, and PBS to recover uncollected funds.



Medicare **\$244,697**

Medicaid **\$768,239**

Commerical **\$467,160**

Private **\$120,902**

Emergency Medical Service / Paramedic

All operational department staff are certified paramedics. There are currently (20) paramedics in the Loyola System. They are listed according to seniority.

Department Members

John Carter, Michael Smith, Stephen Fischer, Edward Howe, Paul Zipperich,
Chris Doran, David Bochenek, Adan Viera, Quentin Boyd, Lucas Finfrock, Jason Bencik,
Matthew Krall, Adam Howe, Adam Seablom, Brian McKenna, Jonathan Buchholz,
Matthew Basa, Jonathan Rouse, Jarrett Ercoli, and Timothy Kyles



641

ALS Calls

601

BLS Calls

218

Refusals

77

Lift Assist

459

Overlapping Calls

16%

Overlapping Calls

Emergency Medical Service / Paramedic

The River Forest Fire Department continues to work with the Loyola EMS system under the new Medical Director, Dr. Emily Flemming. Our medics are constantly being educated through continuing education (CE) and direct review of reports by Loyola staff. We have become a completely paperless EMS system. All reports are sent directly into the Loyola computer system as well as saved on flash drives in the fire department. This has cut down on paper cost as well as the need for storage space.

CONTINUING EDUCATION IN EMS

Sonia Winandy, our Loyola Educator, provides active/live continuing education here at the department.

The entire EMS crew is educated once a month in subjects pertaining to new changes within the EMS system. Region eight, which is a collaboration of several local hospitals (Loyola, Good Samaritan, Edwards, and Central DuPage), create PowerPoints as learning tools as well as offering hands on instruction.

All paramedics are educated together and the class is formatted to suit both levels of education.

The 2024 Live CE topics are listed below:

- January – Communication and Documentation
- February– Cardiac
- March– Toxicology
- April– Altered Mental Status and Behavioral Emergencies
- May– Burns and SMO Updates
- June– OFF
- July– OFF
- August– Abdominal Pain and Oncology
- September– Pediatric Emergencies
- October– New SMO's
- November– OFF
- December– OFF

Emergency Medical Service / Paramedic

Outside classes include, but are not limited to:

- Tactical Emergency Casualty Care
- CPR
- Lucas Device Training
- Drug Calculations
- Reporting Software
- CPAP and AED Training
- Ambulance Inspections
- COVID-19
- Disinfecting Procedures
- Intubation
- Intraosseous Training
- Cricothyrotomy Training
- Alternative Airways
- National Incident Management Systems
- STOP THE BLEED Instructor Certification

New Items

- FF/PM Timothy Kyles has been added as our newest CPR instructor to provide CPR classes to the public.
- A partnership with Concordia University has given the department unparalleled training via access to a state-of-the-art simulation lab for additional hands-on training.
- The department had one member accepted to the state taskforce team as a medical specialist.



Training Division

It is the mission of the River Forest Fire Department Training Division to enhance customer and public relations by providing safe, high quality, progressive, and effective training, education, and professional development programs to emergency service personnel so they are better prepared to serve the public in a professional and competent manner.

JANUARY

- Loyola CE was held on January 16, 17 & 18. Subject was Cardiac Emergencies
- All members completed annual mandatory OSHA Bloodborne Pathogens training
- All members completed annual mandatory Hearing Protection training
- All members completed Global SDS and Hazardous Communication Standards training
- All members completed Sexual & Anti-Harassment training
- All members did their annual SCBA timed donning and doffing
- Shift personnel watched a one hour FireRescue1 Academy Ropes & Knots presentation and then did practical exercises
- Lt. Zipperich and FFPM Seablom attended 40 hour Company Fire Officer Phase 1 class in Romeoville January 8-12. They also attended 80 hour Company Fire Officer Phase 2 in Romeoville January 22-26 and January 29-February 2
- Lt. Howe attended 8 hour Leadership and Decision Making at Illinois Fire Service Institute in Champaign on January 20.
- Lt's Boyd and Howe attended Division 11 TRT drill on January 25th. Rig and trailer maintenance, re-organization of equipment bags and confirming contents was done
- Division 11 Haz-Mat team drill was held at North Riverside on January 23 & 24. No River Forest members attended.
- Division 11 Fire Investigator drill was held at Cicero on January 24 and 25. No River Forest members attended.
- Lt. Carter attended a walk-through of the old Carson's at North Riverside Mall with other Division 11 training officer's on January 9th to discuss ideas for a combined Division 11 drill sometime in May

FEBRUARY

- Loyola CE was held on February 7, 8 and 9. Subject was Medical/Legal
- All shifts completed OSHA mandated Lockout Tagout
- All shifts attended a lecture by Attorney Jason Danielian on EMS legal issues
- Lt. Zipperich and FFPM Seablom completed Phase 2 of CoFO in Romeoville
- Lt's Boyd, and Zipperich and FFPM Seablom completed Phase 3 of CoFO in Romeoville
- FF/PM Viera completed Phase 1 of CoFO through Romeoville in Minooka
- Lt's Carter and Zipperich and FFPM Bencik attended Division 11 Hazardous Materials drill in Stickney. Subject was radiological emergencies and detection.
- Lt's Carter, Howe, Boyd and Zipperich attended Division 11 TRT drill in Cicero. Subject was confined space rescue, communications and supplied air

Training Division

FEBRUARY (CONT'D)

- Lt. Smith attended Division 11 Fire Investigator drill in River Forest. Subject was scene safety and survey
- FF/PM Finrock attended Certified Car Seat Technician in Bolingbrook
- All shifts viewed the FireRescue1 Academy Building Construction module
- All shifts viewed the FireRescue1 Academy Salvage & Overhaul module

MARCH

- Loyola CE was held on March 7, 8, and 9. Subject was Toxicology
- FF/PM Viera attended OSFM Company Fire Officer 80 hour Phase 2 class at Troy Fire Protection District through the Romeoville Fire Academy
- Division 11 Hazardous Materials team drill was held at North Riverside FD on March 14 and 15. Objective was Emergency Shelter set up and Decontamination. Lt. Boyd and FF/PM Bencik attended
- Division 11 Fire Investigator Team Drill was held on March 14 and 15. Objective was Fire Effects and Fire Patterns in accordance with NFPA 921. FF/PM Seablom attended
- Division 11 Technical Rescue team drill was held in Cicero on March 28 and 29. Objective was deployment. Lt's Boyd and E. Howe attended
- All personnel required to wear SCBA's were mask fit tested in accordance with OSHA 1910.134

APRIL

- Loyola CE was held on April 15, 16 and 17. Subject was Altered Mental Status and Behavioral Emergencies
- Division 11 Hazardous Materials team drill was held at North Riverside FD. Team members put the Level A suits on with SCBA and did various tasks.
- Division 11 Fire Investigator team drill was held at Stickney FD on April 4 and 5. Objective was vehicle fire investigations. FF/PM Seablom attended
- Lt. Boyd started OSFM Training Program Manager course
- All members performed the semi-annual check ride for driving

MAY

- Loyola CE was held on May. Subject was Burns and SMO Updates
- Division 11 Hazardous Materials team drill was held at North Riverside on May 8 and 9. Objective was Emergency Shelter set up

JUNE

- Loyola CE was not held in June
- All shifts did a pre-plan review and walk through of Concordia University
- All shifts did a pre-plan review and walk through of Dominican University
- All shifts attended an in service for the new stretcher and power chair for new Ambulance 214

Training Division

JUNE (CONT'D)

- All shifts participated in a 3 day vehicle extrication class with Kevin Sears of Genesis Rescue Equipment
- All shifts reviewed new Ambulance 214 in preparation for July 1 in service
- All shifts performed Forcible Entry techniques on the training prop. Forcing inward and outward doors and cutting rebar on window were the objectives
- All shifts checked and flowed hydrants in their assigned districts
- All shifts performed Vertical Ventilation on the roof of training prop
- FF/PM Krall attended certified OSFM Fire Investigator course at NIPSTA. This was a 3 week course
- FF/PM Zipperich attended a Division 11 Hazardous Materials team drill at MacNeal Hospital. Objective was decontamination and tent deployment
- Lt. Boyd attended Division 11 Hazardous Materials team drill at North Riverside Fire Department. Objective was decontamination
- Lt. Zipperich attended Division 11 TRT drill in Cicero. Equipment review and preparation for the Democratic National Convention were the objectives
- A representative from Hurst extrication equipment came out for a demonstration of their tools. FF/PM's Seablom and Basa assisted with vehicle extrication
- A representative from Amkus extrication equipment came out for a demonstration of their tools. Lt. Boyd and FF/PM Buchholz assisted with vehicle extrication
- Lt's Boyd and Zipperich and FFPM Buchholz taught CPR to the students at a Concordia Camp event
- DC Bochenek, Lt. Boyd, FF/PM's Bencik, Seablom and Viera demonstrated vehicle extrication techniques to the students at a Concordia Camp event



Training Division

JULY

- Loyola CE was not held in July.
- Division 11 Hazardous Materials Team drill held in North Riverside. Subject was monitors
- Division 11 Technical Rescue Team drill held in Cicero. Subject was structural collapse and preparing for Democratic National Convention.
- All 3 shifts participated in a standpipe operations drill at Concordia University parking structure. Shifts trained on hydrant connection, standpipe hookup, high-rise pack deployment and hydraulic calculations.
- All shifts were trained on a purchased CSR2 pulley system. This is a prebuilt 4:1 pulley system with 100 feet of life safety rope that can be used to lift or lower personnel or a victim in case of a below grade rescue or other situations that it may be needed for
- Lt. Carter went to Chicago Union Station to meet with John Radzinski who is the Emergency Preparedness Training Coordinator for Metra Railroad. I was able to go into the railyard with him and take pictures of various components to be used in case of an emergency
- At DC Bochenek's request, with the Democratic National Convention starting in 2 weeks, an Emergency Procedure for Metra Railcars powerpoint was developed for all 3 shifts to review. This was based on the Metra training class that all 3 shifts attended last year.

AUGUST

- Loyola CE was held on August 2nd, 6th and 7th. Subject was Altered Mental Status.
- Division 11 Hazardous Materials Team drill held in Cicero. Subject was Hazardous Materials Rapid Intervention Team rescue and Level A suit dress out. Lt's Smith and Zipperich, FFPM's Bencik and McKenna attended.
- Division 11 Fire Investigator drill was held in Stickney on August 29th. Fire patterns was the subject with lectures and live fire investigation training in the burn cells.
- Shifts continued their assigned building inspections.
- Shifts continued hydrant testing
- Gold shift hosted a family who won a raffle to visit the firehouse
- Red shift went to West Suburban Temple Har Zion for a touch-a-truck and fire safety event
- All shifts reviewed Metra Emergency Preparedness powerpoint prior to the Democratic National Convention
- All shifts drilled on ground ladders at Fenwick Priory. Carrying, raising, tying off, climbing and safety were all discussed and performed
- The Engineer task book is being worked on by FF/PM's Rouse, Ercoli and Kyles. This is required for them to become drivers for the River Forest Fire Department
- The Acting Lieutenant task book has been issued to those that were interested.

Training Division

SEPTEMBER

- Loyola CE was held on September 24th, 25th and 26th. Subject was Pediatric trauma and medical emergencies.
- Division 11 Hazardous Materials Team drill held at the BNSF railyard in Hodgkins on September 16. A BNSF representative taught a Train Safety Program and the main components of a railcar. Crews also trained with the Midland kit (a cap for leaking fittings on top of pressurized rail cars), Chlorine Kit-C (Chlorine leaks around pressure relief valves and angle valves) and Vetter Bags (lifting bags) for product control. Lt's Boyd, Smith and FF/PM Bencik attended.
- Gold shift attended the LemonAid fundraiser
- The Fire Department Open House was on September 14th.
- Shifts continued their assigned building inspections.
- Shifts are finishing up hydrant testing
- FF/PM Fischer has started OSFM Company Fire Officer class through the Illinois Fire Service Institute in Bedford Park



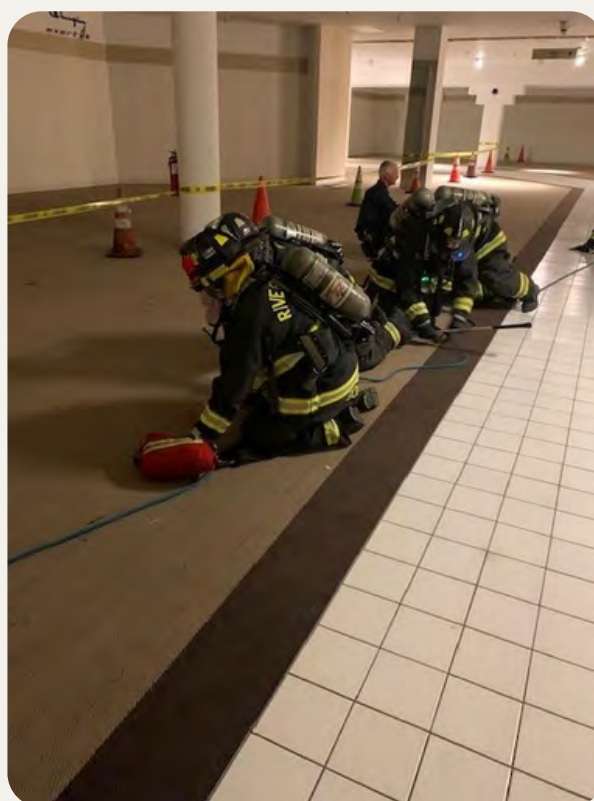
Training Division

SEPTEMBER (CONT'D)

- Shifts finished hydrant testing
- FF/PM Fischer started OSFM Company Fire Officer class through the Illinois Fire Service Institute in Bedford Park
- FF/PM Finrock attended OSFM Hazardous Materials Technician class at Romeoville Fire Academy
- All shifts trained on ropes and knots. Tools and equipment were tied off and hoisted from the interior hose tower and the training prop
- All shifts trained on Forcible Entry methods using the training prop

OCTOBER

- Loyola CE was held on October 21st, 22nd and 23rd. Subject was Domestic Assault, Battery, and Sexual Assault.
- MABAS Division 11 held a 3-day drill at the old Carson Pirie Scott store at North Riverside mall. Large area search and rescue in blacked out conditions, downed firefighter rescue, Rapid Intervention Team, Accountability, Command and Communications were evolutions that were performed.
- Lt. Zipperich and FFPM Viera attended Division 11 Hazardous Materials team drill at Exxon Mobil refinery in Cicero on October 10th, 11th. Team toured the facility and discussed tactics and strategy in case of an incident.
- FF/PM Seablom attended Division 11 Fire Investigator team drill in Oak Park on October 23rd. Subject was explosions.
- Lt. Zipperich attended 40 hour Instructor I class in at Romeoville Fire Academy
- FF/PM Finrock attended an 80 hour Hazardous Materials Technician course in Romeoville



Training Division

OCTOBER (CONT'D)

- FF/PM Seablom attended Division 11 Fire Investigator team drill in Oak Park on October 23rd. Subject was explosions.
- Lt. Zipperich attended a 40-hour Instructor I class in at Romeoville Fire Academy
- FF/PM Finrock attended an 80-hour Hazardous Materials Technician course in Romeoville
- FF/PM Fischer is attending Company Fire Officer through Illinois Fire Service Institute at Bedford Park Fire Department.
- FF/PM Doran is attending Company Fire Officer at NIPSTA
- Lt. Zipperich and FFPM's Doran and Bencik have completed Acting Officer training and now can act up as Lieutenants
- Shifts started their semi-annual driving competency course
- Shifts continued performing the Fire Service Vehicle Operator (FSVO) driving course for recertification purposes

NOVEMBER

- There was no Loyola CE for the month of November
- FF/PM Fischer completed OSFM Company Fire Officer class
- FF/PM's Doran and Finrock completed OSFM Company Fire Officer class. FFPM Doran attended at NIPSTA and FFPM Finrock at Romeoville
- FF/PM Rouse was able to complete 2 NFPA 1410 evolutions as part of the new Engineer taskbook
- All shifts performed vertical ventilation on a pitched roof scenario using the training prop
- All shifts performed forcible entry on inward and outward swinging doors using the training prop
- All shifts viewed the Fire Rescue 1 webinar on Incident and Crew Management
- Division 11 Hazardous Materials drill was held in Cicero on November 12th and 14th. Annual drivers training with the squad and trailer, familiarization with the grounding and bonding kit that was provided by MABAS were the subjects
- There was no Division 11 Technical Rescue Team drill in November



Training Division

DECEMBER

- There was no Loyola CE for the month of December
- All members were recertified in CPR by instructors on their shifts
- Lt. Boyd attended an 80-hour Advanced Fire Officer class in Romeoville 12/2-12/6 and 12/9-12/13, 2024. He also passed the OSFM written exam
- FF/PM Finrock attended a 40-hour Company Fire Officer phase 3 class in Romeoville
- Lt's Boyd and Zipperich took and passed OSFM Confined Space Technician written exam
- All shifts did a preplan and tour of Lincoln School
- All shifts did a preplan and tour of Trinity High School
- All shifts did a preplan and tour of Grace Lutheran Church
- All shifts viewed and discussed a FireRescue 1 academy webinar on Firefighter PTSD
- The Division 11 Technical Rescue Team did not hold a drill in December
- The Division 11 Hazardous Materials Team did not hold a drill in December
- The Division 11 Fire Investigation Team did not hold a drill in December

Fire Prevention/Pub Ed

The Fire Prevention Bureau (FPB) consists of the Fire Chief and the Fire Marshal and is managed by the Fire Marshal who coordinates all fire prevention activities. Together they, along with shift personnel, assist River Forest residents and building owners in risk management and life safety through code compliance and safety education. The primary goal of the Fire Prevention Bureau is to ensure that all buildings and structures are safe for all occupants as well as for emergency responders. To achieve this goal, the Fire Prevention Bureau performs plan reviews, performs inspections of new commercial and multi-family residential construction projects, performs annual fire and life safety inspections of existing buildings, follows up on any fire safety complaints, and reviews fire protection system inspection reports. The Bureau's activities also include the enforcement of the adopted international, national, and local model fire and building codes and standards. The Fire Prevention Bureau reviews and inspects all projects from simple remodels to new building construction.

The Bureau also uses in-service fire companies to assist with the existing building inspection program. These fire company members help ensure that commercial and multi-residential occupancies get inspected on an annual basis and any fire safety threats within the community get addressed in a timely manner. This also gives our firefighters an opportunity to tour commercial and residential buildings and become familiar with their layouts and associated risks in case an emergency were to arise there. This process ensures compliance with all adopted codes and applicable standards. Fire company personnel are assigned annual property maintenance inspections for occupancies located in each of three fire prevention inspection zones. These inspections rotate annually between the three shifts allowing shift personnel to get into every building at least every three years.

Monthly Activities	Monthly Totals		YTD-Year to Date	
	Dec-23	Dec-24	2023	2024
**FPB Inspections	7	8	141	158
**Company Inspections	7	7	182	210
FPB Re-Inspections	4	1	85	89
Company Re-Inspections	12	14	92	103
Special Inquiry/B/L Site Inspections	3	2	15	18
Construction Inspections (Rough/Finals)	3	2	47	39
Inspections with Building Department	1	0	2	4
Inspections with/for State Fire Marshal	0	0	4	4
Permit Inspections (tent, hot work, UST)	1	0	31	33
TOTAL INSPECTIONS	38	34	599	658
School/Business Emergency Plan/Drills	2	0	30	17
Violation Notices Issued	7	6	162	203
Violations Noted	19	20	391	431
Violations Corrected	16	23	249	231
Permits Issued	1	0	33	34
**Complaints Received & Investigated	0	0	3	2
All Meetings/Consultations	9	4	73	51
Training Activities	1	0	31	31
Fire Suppress/Alarm System Test/Final	2	0	14	6
Fire Suppression Hydro's	1	0	6	0
**Plan Reviews and Revisions	12	7	139	157
**Average turn around (Business Days)	2.08 days	5.28 days	2.41 days	4.21 days
Public Education Programs	3	4	56	67
Public Education Program Contacts	24	14	2484	3691
Misc Fire Prev Activities (See Narrative)	8	8	89	107

** Performance Measures for the Chief
Fire Marshal Kevin Wiley

Fire Prevention/Pub Ed

Fire inspections are split into two categories, Target Hazards and Non-target Hazards. Inspections range from two University campuses to small offices and shops. Target Hazard inspections are occupancies designated by the bureau as needing an inspection by a full-time State Certified Fire Inspector. Target inspections are also designated by the nature of their storage or operational activity, which places them in a higher risk classification. These inspections include college resident dormitories, restaurants and auto repair facilities. Another parameter which defines a target hazard is the life safety factor such as schools and assisted living facilities. A goal for the fire prevention bureau is to inspect "target" occupancies twice a year and "non-target" occupancies annually. In addition, the fire prevention bureau reviews the plans of all new fire protection systems (sprinklers and fire alarms), and the accompanying field inspection of the work while these systems are being installed.

Fire and Life Safety Education

The goal of Fire and Life Safety Education is to educate the community, especially those identified as high risk, in methods of prevention, reaction, and preparedness for fire, injury, and other natural disasters. Any emergency the fire department responds to becomes an area of concern for which the department needs to prepare the community. Each fire and injury prevented also contributes to the safety of department personnel. The River Forest Fire Department's Fire and Life Safety Education programs have been developed to meet nationally recognized efforts in Community Risk Reduction (CRR). All department members educate the public in one way or another in their day-to-day activities. Fire department personnel are the instructors for CPR, child safety seat technicians, personnel giving a fire and life safety talk at a school or block party, or the person giving a tour of the fire station. Educating the public on the many areas of fire and life safety is important to the fire department. For 2024, a total of 3,691 individuals received some type of education from fire personnel. That represents an increase of 1,208 over the 2023 total. Some of the educational areas are as follows:

River Forest FD Annual Public Education Activity Totals		
Year	2024	
	KIDS	ADULTS
Scouts	8	8
Station Tours	123	61
Carseat Installs		9
Senior Citizen Talks		29
Fire/Life Safety Talks	574	126
College Talks		40
Smoke Alarm Installs		17
CPR/AED	19	48
Community Events	90	202
Open House	150	50
RFCST* School Assemblies	1084	98
Block Parties	111	26
Touch-A-Truck	563	230
Fire Truck to School	10	15
* Previously ISEARCH		
Sub Total	2732	959
Total	3691	

Fire Prevention/Pub Ed

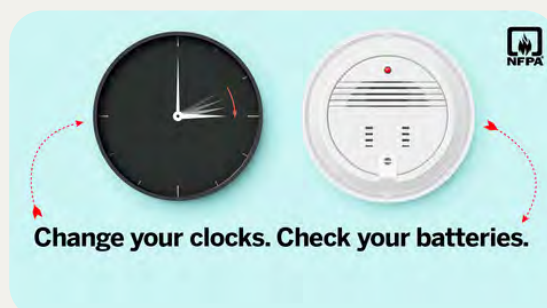
The River Forest Community Safety Team (ISEARCH)

In years past, these assemblies were called ISEARCH. However, that name was identified as being a registered trademark and we felt that our safety curriculum had changed from the original format, so we decided to change the name of our team. We will forever be known as the **River Forest Community Safety Team**, or RFCST for short. Thankfully, as in years past, we will continue to be funded by a grant from the River Forest Township. The RFCST is a collaborative effort between River Forest Fire, Police and WSCDC Dispatch Center to bring Fire and Life Safety Education to all the elementary schools in River Forest. The lessons are given in an assembly type class for all pre-kindergarten through 4th grade students. We discuss several Fire Safety topics that include smoke alarms and what to do when they activate, matches and lighter safety, Stop/Drop and Roll, and establishing a Family Meeting Place in front of their home. Police Safety topics include gun & knife safety and what to do if they come across one in the home as well as on the street, how to call for help with and without a phone, bike safety and how to wear a helmet safely and how and where to cross the street, whether on foot or on a bike. A WSCDC Dispatcher explains to students how and when to call 911 and what happens when that call is made. We teach each grade level the same topics but expand topics with every grade level to build upon the info that was taught the previous year.



Change Your Clock, Change Your Alarms!

The River Forest Fire Department, in conjunction with the Illinois Fire Safety Alliance, would like to inform all residents of the new Illinois Smoke Detector Act that went into effect January 1, 2023. The Act was updated when statistics from around the country indicated that 71% of smoke alarms, which failed to operate in residential fires, were either missing, disconnected, or had dead batteries. The Act requires all Illinois residents to replace their old smoke alarms with the type that has a long-term 10-year, sealed battery. The new Act was updated to reflect changes in new smoke alarm technologies. At the end of the 10-year life cycle, these new Smoke Alarms will automatically alert the homeowner with an end-of-life signal to replace the alarm.



Fire Prevention/Pub Ed



Be Alarmed: Smoke Alarm Installation Program

In 2024 the department was again involved with the Be Alarmed: Smoke Alarm Installation Program. The “Be Alarmed!” is a fire safety education and smoke alarm installation program administered cooperatively between the Illinois Fire Safety Alliance (IFSA) and the Office of the Illinois State Fire Marshal (OSFM). The program distributes fire safety education materials and 10-year sealed battery smoke alarms to fire departments in the state of Illinois.



**Scan here for
more information!**

The fire departments then deliver the education and install smoke alarms in at-risk homes within their communities while recording data for reporting purposes. Both the educational materials and smoke alarms are provided to fire departments at no cost as a result of funding from both the IFSA and OSFM with additional assistance from Kidde and Menards. In 2024, the department installed 17 smoke alarms in single/two family homes in the Village. We collected any old and obsolete smoke alarms from these homes as well.

Smoke Alarm Recycle Program

When the new State of Illinois smoke alarm law went into effect, it ostensibly will make current alarms with replaceable batteries obsolete. With that obsolescence comes the possibility of the disposal of a large number of smoke alarms. The River Forest Fire Department created a recycling program, so they do not end up in a landfill. The Village Hall and Fire Station have two large yellow collection bins that when full, will be sent to a recycling facility in New Mexico. Once there, they will disassemble the smoke alarms and recycle up to 92 percent of the material of the smoke alarm.

Fire Prevention/Pub Ed

Open House

The Fire Department Open House is always a resounding success and is very well attended by Village residents. 2024 saw a change to the scheduling of the annual event. In years past, it was always scheduled during Fire Prevention Week. The biggest problem we had was unpredictable weather that we think affected the attendance at the event. Whether it was cool temperatures or storms with pouring rain with multiple lightning strikes. This year, we moved the Open House up one full month to Saturday, September 14, 2024. As it turned out, we were absolutely correct! We saw 400+ people attend the Open House on a beautiful warm, sunny day. That number nearly doubled the 2023 total. One of the great things that we discovered was that a number of residents said that they heard about the date change from our social media accounts on Facebook, Instagram and on the Village’s web site.

Fire Prevention Week was held October 6 - 12, 2024. Fire Prevention Week commemorates the Great Chicago Fire of 1871 and is the National Fire Protection Association’s (NFPA) signature fire prevention awareness event and the oldest continuously running U.S. public health observance campaign, launched in 1922.” For more than 100 years, Fire Prevention Week has worked to educate people about the risk of home fires and ways to minimize them. Local fire departments, schools, and community organizations play a key role in bringing Fire Prevention Week to life in their communities each year and spreading basic but critical fire safety messages. The 2024 campaign slogan was “Smoke Alarms: Make Them Work for You”. The campaign slogan strives to educate everyone about the importance of having working smoke alarms in the home.



Fire Prevention/Pub Ed

Key messages for this year's Fire Prevention theme include the following:

- Install smoke alarms in every bedroom, outside each separate sleeping area (like a hallway), and on each level (including the basement) of the home.
- Make sure smoke alarms meet the needs of all family members, including those with sensory or physical disabilities.
- Test smoke alarms at least once a month by pushing the test button.
- Replace all smoke alarms when they are 10 years old or don't respond when tested.
- Replace them with smoke alarms that have a 10-year sealed battery.

Block Parties

Block Parties are always a fun time. Who can resist a block party!! The Fire Department attends as many block parties as time permits during the season. When a block representative fills out their block party permit, they can request that the Fire Department stop by sometime during the event. There are some weekends where we have 4-5 block party requests and we attempt to honor all requests. During the block party, on-duty fire crews interact with residents by answering safety questions as well as handing out fire and life safety pamphlets.

Community Events and Public Education

- Block Parties
- Car Seat Check/Install
- College Talks/Community Events
- CPR/AED Classes
- Fire and Life Safety Talks
- Fire Truck Rides (to school)
- RFCST School Assemblies
- Open House
- Preschool Programs
- Smoke Alarm Installs/Visit
- Station Tours
- Touch-A-Truck Events



Fire Investigation



The River Forest Fire Investigation Division consists of four trained fire investigators. The fire investigators respond to structure and vehicle fires to determine the origin, cause, and development of a fire. The fire investigator has many tasks that must be completed to properly process the fire scene. A completed investigation consists of photographs throughout the scene and a sketch of the scene. The investigator must interview witnesses and the property owners. The scene has to be processed by removing fire debris to find the origin of the fire. When necessary, artifacts are collected as evidence. In the case of arson, the investigator works with the Police and State Fire Marshal. When the investigation is completed, a fire report is constructed and becomes a legal document that can be used in a civil or criminal court.

In the last six years, the Fire Investigation Division responded to 30 fire investigations. The 30 fire investigations consisted of 20 fires inside the Village of River Forest. The remaining 10 fires were responses to mutual aid towns inside MABAS Division 11.

The four members of the River Forest Fire Investigation Division in 2024:

- D/C Dave Bochenek
- Lt. John Carter
- Lt. Michael Smith
- FFPM Adam Seablom

Fire Investigation

The Investigation Division belongs to multiple professional organizations. River Forest is part of the Division 11 Fire Investigation Team. The Division 11 Team provides manpower and expertise for investigations when a fire investigation MABAS box alarm is requested. The Division 11 Team provides educational classes to its members. The Team has an investigation van that carries all the equipment to conduct an investigation. The van is stationed at an Oak Park firehouse.

The Fire Investigation Division are members of the Fire Investigation Strike Force. This is a nonprofit association that provides a current source of training on topics and advancements in the science of fire investigation. This is done through monthly meetings and bi-annual seminars.

River Forest fire investigators are members of the International Association of Arson Investigators and the IAAI Illinois Chapter. These two organizations provide educational opportunities through classes, seminars, online training, and published materials.



Technical Rescue Training (TRT)

River Forest Fire Department is a member of the Division 11 TRT.

Currently four members of the department are part of the TRT team trained to the technician level.

100% of the TRT members are cross-trained as hazardous materials technicians and are part of the state's deployable team.

The 2024 TRT Drills are listed below:

- Equipment maintenance, inventory, and familiarization
- Confined Space
- Deployment Preparation
- Structural Collapse
- Elevator Rescue
- Trench Rescue
- Rope/High Angle Rescue
- Rappelling
- Inter-divisional Drill with Division 10 utilizing Cicero water tower to simulate rescue

Oak Park FD currently houses the TRT truck with the rest of the equipment in the trailer at Cicero's FD.

Info/Mission Statement

TRT incidents present a unique challenge, demanding both a highly specialized, yet multidisciplinary approach to mitigate the problems due to the multi-hazard and complexity of the incidents. TRT members are trained in areas of search, rescue, extrication, structural collapse, rope rescue, vehicle extrication, machinery extrication, confined space, cutting (wood, masonry, and steel), shoring, lifting, breaching, and trench. This training allows TRT members to conduct search and rescue operations at incidents where technical expertise and equipment are required.

During a TRT incident, the fastest response of the most appropriate resources will save the most lives, limit suffering, and expedite the transition to recovery. The retirement of four members of the TRT team has placed a hole in an area already in critical need with three of the four current members being eligible for retirement in the next few years. In addition to training new members of the TRT team, additional funds are also necessary to replace aging equipment since much of our equipment has already or will be approaching the end of its service life. This will help the department in being able to stay compliant with NFPA 1951 which is the standard for technical rescue gear.

Hazardous Materials Team

River Forest Fire Department is a member of the Division 11 Hazardous Material Team Co-op. Division 11 is comprised of 7 surrounding towns that provide information, training, and manpower during a Haz-Mat incident. The Division 11 Team remains a highly regarded response team within the State of Illinois. Members of our team have participated in training exercises in downstate Champaign, IL in order to show knowledge and competency. This is known as the Validation process. Teams are given tasks they complete and are graded on. Training topics for the hazardous materials team have included setting up tent city, multiple decontamination drills, drivers training, grounding and bonding, and hazardous materials identification. Hazardous materials technicians also had the unique opportunity to attend onsite training at the BNSF rail yard and Exxon mobile facility.

Firefighter/Paramedic Jason Bencik is the current Haz-Mat Coordinator for our department.

Members keep their skills and knowledge current by attending training drills and schools that are offered throughout the year.

All 19 operations personnel have been trained at the level of Hazardous Materials Operational level per the Office of the State of Fire Marshal.

12 Hazardous Materials Technician

Lt. John Carter
Lt. Michael Smith
FFPM Stephen Fischer
Lt. Edward Howe
Lt. Paul Zipperich
D/C David Bochenek
FFPM Adan Viera
Lt. Quentin Boyd
FFPM Lucas Finfrock
FFPM Jason Bencik (Department Hazmat Coordinator)
FFPM Brian McKenna
FFPM Matthew Basa

Vehicle / Equipment Maintenance



Vehicle 200–Chief’s Car

- Regularly scheduled maintenance and incidental items (including tire repair, lighting and wiper blade replacement)

Vehicle 201– Deputy Fire Chief’s Car

- Regularly scheduled maintenance and incidental items

Vehicle 202– School Car

- Regularly scheduled maintenance and incidental items. TPMS serviced

Vehicle 213–Engine

- Regularly scheduled maintenance and incidentals
- Installed new Kussmaul
- Repair to cooling system
- Repaired PTO leak
- Calibrated ECM
- Installed new turbo with new seals/gaskets
- Replaced SCBA door latch

Vehicle 222– Engine

- Regularly scheduled maintenance and incidentals
- Repaired hydraulic leak
- Installed new seat cushions
- Replaced left/right motor of monitor control
- Repaired pump shifter
- Replaced batteries

Vehicle 218 - Utility

- Regularly scheduled maintenance and incidentals
- Brake service

Vehicle / Equipment Maintenance

Vehicle 214 – *NEW*** Ambulance**

The River Forest Fire Department procured our new ambulance in May 2024.

After training and proper mounting, we were able to put the new ambulance in service in June 2024. The old ambulance is now in the possession of Public Works to be used to house large tools and equipment for water main breaks and maintenance.

Vehicle 215–Ambulance

- Regularly scheduled maintenance and incidentals
- Safety Lane
- Exhaust & Bumper Replacement
- Brake service
- White Binning Strip
- Cabinet Striping

Vehicle 219–Truck

- Regularly scheduled maintenance and incidentals
- Replaced A/C Cooling System
- Repaired shoreline air compressor
- Replaced Rear Axles (5) Tires
- Replaced aerial emergency lights
- Brake service

Equipment/Station

Regularly scheduled and as needed maintenance for: SCBA compressor and air packs, pantry shelving, ambulance stretcher, gear washer, heart monitors, stove/oven, gas/radiation detectors, hose, nozzles, battery tools, hydraulic tools, portable generators, hand tools/flashlights, hydrant hose monster, electric extension cords, air compressor/ lines, floor drains, garage doors, Plymovent system, clothes washer/dryer, sink drains, shorelines, roof HVAC, roof membrane, fire alarm system.





2024



Contact Us



Phone

708-366-7629



Email

RFFire@vrf.us



Website

www.vrf.us



Address

400 Park Avenue, River Forest, IL 60305



Boards and Commissions Appointments

Board of Fire and Police Commissioners – Frowene

Rodgers – Term Expiring – April 30th, 2026 (Jacobs Vacancy)

Police Pension Board – Terry Griffin – Term Expiring –

April 30th, 2027 (Bray Vacancy)

Newly Appointed Board/Commission Member

Name: Frowene Rodgers

Commission/Committee: Board of Fire and Police
Commissioners

Background: A resident of River Forest for over 10 years, with more than a decade of active duty service in the U.S. Army. Brings 20+ years of experience in human resources, along with over 10 years of business expertise. Committed to community service, with 30+ years of volunteer work across nonprofit, corporate, public, and private sectors. See below for CV.

FROWENE RODGERS

HUMAN RESOURCES EXECUTIVE

River Forest, IL (Greater Chicago area)



CORE LEADERSHIP COMPETENCIES

- HR Transformation
- Global Leadership
- Organizational Design
- Change Management
- M&A Talent Integration
- Employee Engagement
- Talent Development
- People Operations
- Succession Planning
- Performance Management
- Learning & Development
- Culture Building
- Talent Acquisition
- Talent Management
- Total Rewards
- Internal Communications
- Coaching/Mentoring
- C-Suite Advisor
- Workforce & Succession Planning
- Executive Influence
- Regulatory Compliance
- Employee Relations
- Storytelling with Data
- Consensus Building

EXECUTIVE SUMMARY

- ✓ Accomplished HR leader empowering hyper-growth public and private companies to achieve their revenue and growth goals.
- ✓ Drives complex global transformations and change management strategies that include clear consistent internal communications.
- ✓ Collaborative even-keeled leader with a successful military record.
- ✓ Curious listener who understands the importance of inspiring and retaining talent through a "people first" strategy and mindset.
- ✓ Consistently serves as a culture change agent driving post-acquisition employee integration, engagement, and retention.

PROFESSIONAL EXPERIENCE

FHR HUMAN CAPITAL PARTNERS, Chicago, IL Co-Founder & Principal Consultant

2023 - Present

Provides 1:1 and group talent strategy and human capital solutions to select CEOs and executive leadership teams of small and medium sized businesses.

Adtalem Global Education, Chicago, IL

2023-Present

Publicly traded higher education company of 5 institutions across 27 campuses focused on graduating students into healthcare professions.

Vice President, Global Employee Relations & HR Operations

Serves as the strategic HR advisor, investigator & executive HR leader for a 10,000-employee enterprise addressing claims, concerns and audits through the coaching resource center and employee services. Responsibilities included coverage for the company's university, medical school, and veterinary school.

WATERTON RESIDENTIAL ASSOCIATES, Chicago, IL

2021 - 2022

Real estate investment and property management company with \$10.7 billion in assets.

Senior Vice President, Human Resources

Served as strategic HR advisor to the CEO and executive leadership team. Led 20-member HR team supporting over 2,400 employees across 20+ US markets with a \$9.3B market cap.

- Successfully assimilated 500 new employees during the largest acquisition in Waterton's history which included 22 properties across three US states. Onboarded and trained all employees in-person, creating a smooth experience and a foundational playbook for future acquisitions.
- Supported company growth strategy from 1500 to 2400 team members and \$6.1B to \$9.3B in real estate assets through innovative recruiting and staffing strategies and leadership coaching. Growth led to first-ever recognition as one of the largest 50 real estate firms by NAREiM.
- Increased revenue by 10% in six months by reorganizing four key business lines.
- Reduced turnover by 20% and increased job satisfaction by 15% through the implementation of an RPO for recruitment of 90% of the Pathway to Living business.
- Streamlined standard HR processes and compliance for all multi-family and senior living asset locations within eight months.
- Developed and implemented flagship DEIB strategy for the business resulting in a 10% lift in diverse leadership representation and a 6% increase in employee satisfaction.
- Led the company's COVID-19 response, corporate HQ relocation, and team member return-to-office initiative without business plan interruption.
- Improved overall company health and wellness program with launch of Calm meditation app and Care@Work employee initiatives.

W.W. GRAINGER, Lake Forest, IL

2015 - 2021

\$15.2B leading broad line distributor with operations in North America, Japan, and the UK.

EDUCATION

MASTER OF BUSINESS ADMINISTRATION,

NORTHWESTERN UNIVERSITY
KELLOGG SCHOOL OF MANAGEMENT
Evanston, IL

BACHELOR OF SCIENCE, ENGINEERING MANAGEMENT

UNITED STATES MILITARY ACADEMY
West Point, NY

CHRO EXECUTIVE EDUCATION PROGRAM

WHARTON ARESTY INSTITUTE OF EXECUTIVE EDUCATION

AFFILIATIONS

Board Member, Thrive Counseling Center & Mental Health Services for Adults & Children

Community Service Committee, Jack & Jill of America, Inc.

HR and Compensation Committee Member, United Way Chicago Chapter

CERTIFICATIONS

SHRM – SCP (Society Human Resources Management- Senior Certified Professional)
Wharton Executive Compensation: Strategies & Frameworks

RECOGNITION

Crain's Chicago Business Notable Veteran Executive

Meritorious Service & Global War on Terrorism Medal

Senior Manager, Human Resources (2016-2017)

Promoted to HR Advisor for the VP of the US Distribution Network/Global Supply Chain serving 3,300 team members and \$1B in sales. Led 25-member global HR team.

- Streamlined HR processes and executed an ideal staffing model which resulted in over 100% flow staffing in 10 of 13 buildings within five months.
- Increased first year experience survey participation across the network by 60% in two months resulting in a 10% reduction of turnover for that population.

Regional HR Business Partner (2015-2016)

Served as HR advisor to VP, US Branch Network, Global Supply Chain serving 1,300 team members across the US, Guam, and Japan.

- Supported opening of nine additional onsite branch locations in the US and Japan which drove growth of \$44M.
- Executed HR strategy and plan for large restructuring of 300 retail stores impacting 2,000+ employees. Developed solution that had minimal impact on customer service while taking care of the impacted employees.
- Selected as Executive Leadership Council Fellow and nominated as finalist for HR New Hire of the Year award.

Hennepin Healthcare, Minneapolis, MN

2012 - 2014

Integrated system of care that includes a nationally recognized Level I Adult Trauma Center, Level I Pediatric Trauma Center, and acute care hospital.

Director, Human Resources

Initially served as HR Business Partner for Chief Nursing Officer and VP of Support Services. Quickly promoted to Director to bridge the gap between hospital recruitment and organizational workforce planning. Managed an eight-member recruiting team.

- Decreased open requisitions by 2.5%, standardizing recruitment processes across 18 medical departments.
- Reduced YOY open requisitions for 10 consecutive months, saving \$650K.
- Improved overall time to fill (TTF) for recurring roles by 26%. Championed diversity recruitment practices enabling 100% of team to achieve Certified Healthcare Recruiter designation.
- Provided employee relations support to 1.3K hospital leaders and staff spanning 11 union groups and departments of the Level 1 trauma center.

360 Compensation, LLC., Chicago, IL

2005 - 2012

Co-Founder & Principal Consultant

Provided 1:1 and group professional development consulting for military professionals and veterans, defining clear career tracks.

- Coached transitioning veterans returning to the workforce, translating their experience into market-ready resumes and branding documents. Defined and educated clients on how unique military skills would translate to the civilian market.

MILITARY CAREER

US ARMY

Future Readiness and Personnel Assignments Officer (Captain)

- Directed the selection and placement of Army's logistics leadership across the globe to lead in war.
- Provided professional development and workforce planning for 2.7K logistics leaders.
- Promoted to Major early for top 1% performance.

Company Commander, US Forces Korea (Captain)

- Trained and led 180 US and Korean staff, safely managing all supply chain functions for three heavy combat units.

Supply Chain & Logistics Support Officer, US Forces Korea (Captain)

- Led supply chain and logistics for 27K-member unit spanning 10 locations.

Recruiting Admissions Officer, US Military Academy (Captain)

- Drove +300% YOY regional enrollment.

Newly Appointed Board/Commission Member

Name: Terry Griffin

Commission/Committee: Police Pension Board

Background: I have been working in the banking industry for about 45 years for both the Illinois Bankers Association and currently for the Community Bankers Association of Illinois. I am interested in our Village's investment strategies that fund our pension requirements.

Terry A. Griffin, CAE
[REDACTED]
River Forest, IL 60305
[REDACTED]

Career Performance Summary

With 47 years of experience working as a representative for two Illinois banking associations, I am very interested in becoming a member of the State Banking Board, filling the position of "member of the general public." I have a diverse range of practical experience and exposure to the banking industry in Illinois, as well as a background in community volunteerism.

- 47 years experience in banking-association executive positions
- Certified Association Executive (CAE) designation
- Consultant for Illinois community banks
- Political fundraising
- Membership recruitment and marketing
- Previously licensed P & C insurance agent
- Former Associate Director, Episcopal Charities, Diocese of Chicago
- President of the William Place Condominium Association

Work Experience

Illinois Bankers Association (IBA) 1977 to 1998

Vice President Membership and Illinois Bankpac

- Political Fundraising
- Membership Recruitment/Retention
- General supervision of IBA's Annual Convention
- Director of Political Education
- Director of Member Regional Events

Community Bankers Association (CBAI) 1998 to 2023

Vice President Member Relations Chicago Area

- Regional Representative for Cook County and 6 contiguous counties
- Recruited 157 new bank memberships overall
- Marketed 20 different bank related products/services
- Kept informed and updated on banking trends, regulations, legislative initiatives

Banking Consultant 2023-2024

- Consult with Chicago area community banks
- Keep informed and updated on banking trends, regulations, legislation and initiatives

William Place Condominium Association 2011 to Present

President (volunteer position)

- Preside over a 65-unit River Forest, Illinois condominium
- Review and interpret governing documents
- Develop rules and regulations
- Monitor operations to ensure compliance with laws and policies
- Preside over meetings of the Board and orientation meetings for new owners

Key Accomplishments

- Maintained Member base through diligent relationship management at both banking associations
- Maintained membership and dues levels consistent with goals
- Exceeded political fundraising goals every year at IBA
- Gave IBA's political PAC national status through ABA
- Chosen speaker out of 400 submissions at ASAE's national association convention on nonprofit fundraising
- Spoke to many outside groups as recognized expert in political fundraising and grassroots organization
- Won many recognition awards from ABA for outstanding achievement

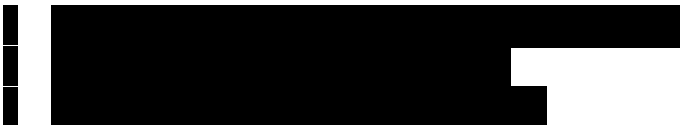
Education

- Drake University, Des Moines, Iowa
- American Society of Association Executives (ASAE) Membership Marketing Certified Association Executive (CAE) designation from ASAE awarded for successful completion of exam documenting professional, educational and community service achievements
- University of Delaware, Institute for Organization Management – certificate awarded upon successful completion of six-year course of study in nonprofit management

Other Work Experience

- Episcopal Diocese of Chicago – Episcopal Charities Associate Director
- Oak Park Citizens Advisory Board on Community Development
- Crane Construction – Assistant project manager

References





Village of River Forest
Village Administrator's Office

400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: March 24, 2025

To: Cathy Adduci, Village President
Village Board of trustees

From: Jessica Spencer, Assistant Village Administrator
Matt Walsh, Village Administrator

Subj: Consideration of Approval of the TIF Small Business Grant Program - Updated

In September 2024, the Economic Development Commission (EDC) started to develop a grant program to assist small business owners or commercial property owners located within the current TIF districts – North Ave and Madison Street – with certain improvements. Driven by the goal of assisting businesses or property owners attract new customers or tenants, the EDC discussed how these programs work in other communities, created a framework that would likely succeed for our businesses here, and then provided an early draft to the Chamber of Commerce to consider with input from some River Forest businesses. After careful consideration and discussion, the EDC seeks input from the Village Board prior to approval. There is no formal action expected at this time.

After the introduction of the Grant Program to the Village Board at the March 10, 2025 meeting, there were no additional changes made.

Background

Armed with the TIF District Redevelopment plans, Administrator Walsh introduced the idea of a grant for small businesses located in the Village's TIF districts to the Economic Development Commission at their September 2024 meeting. After a brief explanation, the Commissioners quickly agreed that small businesses and property owners in River Forest along Madison Street and North Avenue could benefit from a program like this. At the October meeting, staff prepared a proposal which guided the Commissioners through discussion points which included:

1. Goals and Objectives
 - a. The EDC determined that the goal is to retain and enhance the historical features of buildings and to provide some financial assistance to small business owners to help offset improvement costs.
2. Eligibility Criteria

- a. In addition to compliance with the Village's Codes for Building, Zoning, and Signs, the grant is applicable only to commercial property owners and small business owners located within the North Avenue TIF and Madison Street TIF Districts.
3. Types of Eligible Improvements
 - a. The Commission developed a list of projects that would be eligible for the grant:
 - Energy conservation upgrades
 - Exterior accessibility enhancements for individuals with disabilities
 - Façade cleaning and maintenance
 - Installation of fences, excluding chain-link fencing
 - Restoration of historic exterior architectural elements, such as storefront windows, doorways, cornices, and similar features
 - Installation or repair of pitched roofs along primary storefront facades
 - Landscaping, sidewalk replacement, streetscape enhancements, planting beds, and related improvements along primary facades
 - New siding installation and siding repairs along primary facades
 - Front façade enhancements, including but not limited to painting, tuckpointing, brick restoration, removal of non-contextual or inappropriate exterior finishes, and window or door restoration/replacement
 - Construction or repair of front and wrap-around porches
 - Installation or improvement of front and rooftop patios or walkways
 - New primary signage
 - Construction of decorative masonry walls
 - Installation of awnings or canopies
 - Parking lot improvements, repairs, or resurfacing
 - Other similar and compatible projects that enhance the overall aesthetic of the commercial district, subject to approval by the Village Administrator.

A list of ineligible projects was also developed:

- Costs associated with building permits and related expenses
- Painting masonry surfaces that have not been previously painted
- Fees for professional services, including but not limited to design, engineering, architectural, and structural consulting
- Sandblasting of brick surfaces
- Flat roof installations or repairs
- Interior signage
- Interior lighting fixtures
- Purchase of product inventory
- Upgrades to utility services, such as water and sewer connections
- Acquisition of land or buildings
- New construction or development that is not directly tied to enhancing the primary façade(s)
- Routine landscaping maintenance
- Projects that are not visible from the public right-of-way

- Projects completed before receiving approval for this grant program.
4. Funding Structure and Financial Incentives
 - a. Upon approval from the Village Board, the programs would be funded out of the appropriate TIF funds. The EDC suggested \$50,000 be earmarked for the program, however each award shall not exceed 50% of all eligible activities or \$5,000, whichever is less. Funding would be subject to budget approval.
 - b. There was discussion regarding a remedy in the event the business closes or moves out of the Village within a set period of time after the grant is awarded.
 5. Review Process
 - a. Applicants would submit the application, including plans, cost estimates, descriptions of the improvements as well as photographs of the existing façade with their building permit. Staff would review the application, which would be evaluated on project impact, alignment with the Village's goal for improving commercial districts, adherence to the program's guidelines, and available funding. Priority would be given to projects that: i) improve the overall aesthetic of the commercial district; ii) enhance the accessibility of the project; or iii) incorporate energy-efficient or sustainable design elements. The Village Administrator would be given the final approval authority, and a check request would be made of the Village Board.

At the December EDC meeting, the Commissioners invited members of the business community to review and provide feedback on the program. Executive Director Darien Marion-Burton presented the draft plan to a handful of River Forest business owners and the feedback was complementary: overall, they were pleasantly surprised that this plan supported businesses in this fashion, including attention to accessibility and sustainability improvements for customers.

Motion: If the Village board wishes to proceed with the program, the following Motion would be appropriate:

Motion to approve the creation of a Small Business Improvement Grant Program to assist small business owners or property owners located within the Madison Street or North Avenue TIF districts.

Attachments

- TIF Small Business Improvement Program Policy



1. Program Purpose

The Village of River Forest is proud to introduce the Small Business Improvement Grant Program, designed to support local businesses and property owners to enhance the exterior appearance of their buildings. This program aims to revitalize commercial areas, boost property values, and attract more visitors to our business districts, ensuring that River Forest remains a vibrant, welcoming, and attractive community.

The Small Business Improvement Grant Program offers financial assistance to businesses and property owners looking to make improvements to the visible portions of their properties. Whether it's restoring historic charm, modernizing storefronts, or improving accessibility, the program helps foster a strong, appealing streetscape while preserving the unique character of River Forest. By investing in our local business community, we can enhance the quality of life for residents and visitors alike.

Eligible applicants can receive funds for a variety of facade improvements, including but not limited to new signage, lighting, windows, painting, and masonry work. This initiative is part of the Village's broader commitment to economic development, sustainable growth, and the enhancement of River Forest's commercial corridors.

2. Program Guidelines

All businesses must meet the following criteria:

- ✓ The property must be located within the North Avenue TIF District or the Madison Street TIF District.
- ✓ All proposed projects must conform to the Village's Codes for Building, Zoning, and Signs.
- ✓ Grant funding shall be administered in the form of reimbursement following the completion of an approved project, and presentation of a receipt or similar material.
- ✓ The grant is intended to share the cost of expenses with the Applicant, therefore it shall not exceed 50% of all eligible activities or \$5,000, whichever is less.
- ✓ Funding of this program is subject to Village Board approval of the fiscal year budget.
- ✓ Upon approval, applicants must secure a building permit within 60 days and adhere to all building, zoning, and inspection requirements.



3. Program Eligibility

To be considered for the award available, proposed projects may include the following improvements:

- Energy conservation upgrades
- Exterior accessibility enhancements for individuals with disabilities
- Façade cleaning and maintenance
- Installation of fences, excluding chain-link fencing
- Restoration of historic exterior architectural elements, such as storefront windows, doorways, cornices, and similar features
- Installation or repair of pitched roofs along primary storefront facades
- Landscaping, sidewalk replacement, streetscape enhancements, planting beds, and related improvements along primary facades
- New siding installation and siding repairs along primary facades
- Front façade enhancements, including but not limited to painting, tuckpointing, brick restoration, removal of non-contextual or inappropriate exterior finishes, and window or door restoration/replacement
- Construction or repair of front and wrap-around porches
- Installation or improvement of front and rooftop patios or walkways
- New primary signage
- Construction of decorative masonry walls
- Installation of awnings or canopies
- Parking lot improvements, repairs, or resurfacing
- Other similar and compatible projects that enhance the overall aesthetic of the commercial district, subject to approval by the Village Administrator.

**these are not exhaustive lists. Please contact the Building Department if your project is not listed here to determine eligibility.

4. Ineligible Projects

Examples of projects that are ineligible:

- Costs associated with building permits and related expenses
- Painting masonry surfaces that have not been previously painted
- Fees for professional services, including but not limited to design, engineering, architectural, and structural consulting
- Sandblasting of brick surfaces
- Flat roof installations or repairs
- Interior signage



SMALL BUSINESS IMPROVEMENT GRANT

- Interior lighting fixtures
- Purchase of product inventory
- Upgrades to utility services, such as water and sewer connections
- Acquisition of land or buildings
- New construction or development that is not directly tied to enhancing the primary façade(s)
- Routine landscaping maintenance
- Projects that are not visible from the public right-of-way
- Projects completed before receiving approval for this grant program.

**these are not exhaustive lists. Please contact the Building Department if your project is not listed here to determine eligibility.

5. Program Review and Approval Process

1. Initial Application Submission

- a. Applicants must submit a completed Small Business Improvement Grant Program application along with all necessary project plans, cost estimates, and descriptions of proposed improvements to the Village's Building Department.
- b. Applications must include photographs of the existing façade and a narrative description of the proposed scope of work improvements along with any supporting graphic materials (drawings, elevation mock ups, sketches, precedents pictures, etc.) illustrating the proposed intent.

2. Staff Review

- a. Village staff will review the submitted application for completeness and to ensure compliance with the Village's Building, Zoning, and Sign Codes.
- b. If additional information or revisions are required, the applicant will be notified and must provide the necessary updates.

3. Evaluation

- a. Applications will be evaluated based on project impact, alignment with the Village's goals for improving commercial districts, adherence to the program's guidelines and availability of funding. Priority will be given to projects that:
 - i. Improve the overall aesthetic of the commercial district to enhance attraction to the area, vitality of the business and corridor of River Forest's commercial properties within TIF Districts
 - ii. Enhance the accessibility of the property.
 - iii. Incorporate energy-efficient or sustainable design elements.

4. Approval



SMALL BUSINESS IMPROVEMENT GRANT

- a. The Village Administrator or his designee will review the recommended applications. Some projects may also require Village Board approval if they exceed specific funding thresholds or require zoning variations.
- b. Applicants will be notified in writing once their project has been approved or denied.

6. Reimbursement Process

1. Completion of Project

- a. Approved applicants must complete their improvement project within the timeframe specified in the Grant Agreement, typically within 12 months of approval.
- b. All improvements must be made according to the approved plans. Any significant changes to the scope of the project must be pre-approved by the Village.

2. Final Inspection

- a. Once the project is completed, applicants must request a final inspection from the Village's Building Department. Staff will inspect the project to ensure that it complies with the approved plans and local codes.

3. Submission of Documentation for Reimbursement

- a. After the final inspection is approved, applicants must submit the following documents to the Village for reimbursement:
 - i. Letter requesting reimbursement
 - ii. Proof of payment for all project-related expenses, including final invoices and receipts
 - iii. Lien waivers from contractors and supplies
 - iv. Photographs of the complete improvements

4. Reimbursement Payment

- a. The reimbursement shall not exceed 50% of the total cost of the improvements, not to exceed \$5,000 per project.
- b. Upon successful submission of all applicable reimbursement materials, reimbursement will be placed on the Village Board's list of invoices to be approved at a regularly scheduled Village Board meeting. Please note, this process can take up to 4 weeks.



Village of River Forest
Village Administrator's Office
400 Park Avenue
River Forest, IL 60305
Tel: 708-366-8500

MEMORANDUM

Date: March 24, 2025

To: Village Board of Trustees

From: Matt Walsh, Village Administrator

Subj: Appointment of James Greenwood as Police Chief, Effective May 1, 2025

Background: Police Chief James O'Shea has announced his retirement, with his last day being April 30, 2025. After several months of preparing for this transition, Village President Adduci is appointing Deputy Chief James Greenwood as the next Police Chief.

James Greenwood began his career with the River Forest Police Department in January 1997. Greenwood has served as Patrol Officer, Detective, Patrol Sergeant, Detective Patrol Sergeant and Patrol Commander. Greenwood served as Commander for five years before being promoted to Deputy Police Chief in 2023.

Greenwood has a Bachelor of Arts in Management from Benedictine University and is currently pursuing a Master's in Public Administration from Northern Illinois University. Greenwood has received several awards and recognitions in his career including Officer of the Year and the Franklin Kreml Leadership Award from the Northwestern University School of Police Staff & Command.

A complete bio is attached.

Upon approval, the appointment will be effective on May 1, 2025.

Board Action: If the Board wishes to approve the appointment, the following motion would be appropriate:

Motion to Approve President Adduci's Appointment of James Greenwood as Chief of Police effective May 1, 2025 for a term concurrent with the Village President ending in May 2029.

James Greenwood Bio

James Greenwood began his career in law enforcement in January 1997 as a recruit at the Cook County Sheriff's Police Metro Academy, successfully completing the Academy in March 1997. He was then assigned as a Patrol Officer, where he was recognized by supervisors and peers as a hardworking, intelligent young officer. Department members and the Fraternal Order of Police selected him as Officer of the Year for 1999, with less than three years on the Department. During his time as a Patrol Officer, he earned several certifications, including Truck Enforcement Officer, Child Passenger Safety Technician, and Rapid Deployment Instructor.

In May 2000, James was selected to serve in the Detective Unit, where he investigated hundreds of cases with a high arrest and clearance rate. He implemented the BEAST system for evidence and property management and served as an Investigator and Operations Supervisor for the West Suburban Major Crimes Task Force (WESTAF). His work in the Detective Unit afforded him the opportunity to develop time management skills, prioritization, and teamwork.

James was promoted to Patrol Sergeant in May 2013, where he supervised five patrol officers on the Midnight Shift. He handled report reviews, performance appraisals, and various personnel matters. He also served as the Training Officer and Field Training Supervisor for the Department, responsible for creating or facilitating Roll Call and In-service training and coordinating training with other law enforcement partners.

In September 2015, James returned to the Detective Unit as Detective Sergeant. He supervised complex investigations, managed cases, and oversaw the Evidence and Property Room, Vehicle Reclamation, Asset Forfeiture, and Department Auctions. He was certified as a Lead Homicide Investigator, Firearms Instructor, and Taser Instructor. He also attended the Northwestern University School of Police Staff and Command from January to May 2018, where he was honored with the Franklin Kreml Leadership Award.

James was selected as Patrol Commander in October 2018, commanding all patrol activities and overseeing services, activities, and personnel tasks within Patrol. He assisted in the development and annual oversight of the department budget, recommended discipline, and participated in the collective bargaining and grievance process. He ensured performance standards and cost-efficient assignment of personnel, as well as meeting general department goals and objectives in providing professional services to the community.

In February 2023, James was selected as Deputy Chief of Police. In this highly responsible position, he assists the Chief of Police in directing operational and administrative activities, supervising all department operations, and providing leadership and direction. He oversees the investigation of criminal law violations, prepares cases for filing charges, and

testifies in court. Additionally, he participates in the development of departmental policies and the annual operating budget. He also serves as one of the Public Information Officers.

James is pursuing a Master's in Public Administration (MPA) with a focus on Local Government at Northern Illinois University. His academic journey is driven by a commitment to enhancing his skills and knowledge in public administration, ethics, and leadership. Throughout his career, James has demonstrated competencies in working with diverse stakeholders, motivating peers, and applying decision-making theories to solve public service problems. He is passionate about improving democratic accountability, transparency, and civic participation in governance.

James holds a Bachelor of Arts in Management from Benedictine University and an Associate of Arts in Criminal Justice Administration from Triton College. His dedication to professional development is evident through his numerous awards and recognitions, including the Franklin Kreml Leadership Award in 2018 and multiple Unit Citations for various investigations and arrests.

James is an active member of several professional organizations, including the West Suburban Chiefs of Police, and has held leadership positions such as President of the River Forest Police Pension Fund and Vice President of the West Suburban Detective's Association. His extensive experience, dedication to public service, and continuous pursuit of professional development make him a highly respected leader in law enforcement.

James is supported by Jill, his wife of nearly 25 years, their son Ryan and daughter Madolyn. James credits his family with his success and accomplishments.