



# Essential Trustee Training

## November 1 - 2, 2019

at

Addison No. 1 FPD

666 South Vista

Addison, IL 60101

The IAFPD has members in northern Illinois who are interested in completing the **Essential Trustee Training (ETT)**, a 3-Part (12-hour) legal training program. If your district has new or compensated trustees, this program may be of interest to them as well.

**Friday, November 1 3:00 pm – 7:00 pm**

**ATT Part 1 - Fire District Organization & Administration**

Resources, Statutes, Regulations, Court Decisions, Governance, Powers & Duties, Ordinances, Policies, Annexation, Consolidation or Disconnection issues

**Saturday, November 2 8:00 am – 12:00 pm**

**ATT Part 2 - Finances, Procurement, Legal Liability**

Tax Levy, Budget & Appropriation Process, Financial Reports, Equipment Acquisition, Bidding, Fire Station Construction, Legal Liability

**Saturday, November 2 1:00 pm – 5:00 pm**

**ATT Part 3 - Personnel & Human Resources**

Volunteer & Full Time Personnel Categories, Hiring Issues, Training Requirements, Background Checks, Promotions, At Will Employment, Discipline & Discharge, Employment Laws, Pensions

<b>COST:</b>	<b>Member Fee</b>	<b>Non-Member Fee</b>
<u>Per Session</u>	\$75.00/person	\$100.00/person
<u>All 3 Sessions</u>	\$200.00/person	\$275.00/person

<b>MATERIALS:</b>	<b>Member Fee</b>	<b>Non - Member Fee</b>
2018 Handbook for Trustees	\$50.00	\$70.00
2018 Text of Laws	\$30.00	\$50.00

<b>SESSION CHOICE</b>	<b>DESCRIPTION</b>
___ Nov. 2	ETT Part 1 – Fire District Organization & Administration
___ Nov. 3	ETT Part 2 – Finances, Procurement, Legal Liability
___ Nov. 3	ETT Part 3 – Personnel & Human Resources

FPD: \_\_\_\_\_

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City/Zip: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

*In addition to providing trustees with the information needed to meet the challenges of administering a fire district, the ETT Program is approved legal training that allows additional compensation for paid trustees who complete the program under Public Act 95-0799. Each part of the training is 4 hours in length. Trustees who have completed all three parts will be mailed a completion certificate signed by the OSFM.*

**Please send completed form with check or credit card information to IAFPD: 1201 S. Sixth St. Springfield, IL 62703**

**REGISTER ONLINE AT: [www.iafpd.org](http://www.iafpd.org) \*PLEASE log in to get member pricing\***

\$ \_\_\_\_\_ Member = \$75.00 ea./\$200.00 all 3  
 Non-Member = \$100.00 ea./ \$275.00 all 3  
 + \$ \_\_\_\_\_ Handbook (\$50.00/\$70.00 non-member)  
 + \$ \_\_\_\_\_ TOL (\$30.00/\$50.00 non-member)  
 + \$ \_\_\_\_\_ Optional Lunch on Saturday: \$10.00  
 = \$ \_\_\_\_\_ **TOTAL ENCLOSED**

Check Enclosed       Visa       M/C

Card # \_\_\_\_\_

Name on card: \_\_\_\_\_

Expiration Date: \_\_\_\_\_ CSV Code: \_\_\_\_\_

Billing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

**CANCELLATIONS** received by October 25 will be entitled to a refund (less 25%). **No refunds issued after this date.**

**Minimum attendance for each session is required. Registration & Cancellation Deadline is October 25.**