

CONTRACT

BETWEEN

**JACKSONVILLE FIRE FIGHTERS
CAPTAINS' COMMITTEE**

AND

**THE CITY OF JACKSONVILLE,
ILLINOIS**

Effective -01/01/2020 -12/31/2024

TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE	2
ARTICLE 2 - RECOGNITION	2
ARTICLE 3 - DUES CHECK-OFF.....	2
Section 3.1 Dues Check-off	2
Section 3.2 Union Indemnification	3
ARTICLE 4 - DISCRIMINATION	4
ARTICLE 5 - COMMITTEE ACTIVITY	4
ARTICLE 6 - RULES AND REGULATIONS	4
ARTICLE 7 - MANAGEMENT RIGHTS	5
ARTICLE 8 - SAVINGS CLAUSE	6
ARTICLE 9 - SENIORITY DEFINITION.....	6
Section 9.1 Definition	6
Section 9.2 Continuous Service Breaks.....	6
ARTICLE 10 - DISCIPLINE AND DISCHARGE	7
Section 10.1 Discipline	7
Section 10.2 Suspensions and Discharge.....	7
Section 10.3 Investigations	7
ARTICLE 11 - SALARIES	7
Section 11.1 Salary	7
Section 11.2 Longevity Pay	8
Section 11.3 Certification Pay	8
ARTICLE 12 - GRIEVANCE PROCEDURE	9
Section 12.1 Definition	9
Section 12.2 Procedures, Steps and Time Limits	9
Section 12.3 Arbitration.....	10
Section 12.4 Authority of the Arbitrator.....	11
Section 12.5 Expenses of Arbitration	11
Section 12.6 Time Limits.....	11
Section 12.7 Processing Grievances	12
ARTICLE 13 - HOURS OF WORK	12

Section 13.1 24 Hour Shift.....	12
Section 13.2 Non-Guarantee of Hours.....	13
Section 13.3 Non-scheduled Overtime	13
Section 13.4 Compensatory Time Option.....	13
Section 13.5 No Pyramiding of Overtime or Premium Payments	14
Section 13.6 Emergency Call-In	14
ARTICLE 14 - SHIFT EXCHANGE	14
ARTICLE 15 - UNIFORM ALLOWANCE.....	15
ARTICLE 16 - VACATION LEAVE	15
Section 16.1 Vacation Leave	15
Section 16.2 Method of Selection.....	16
ARTICLE 17 - HOLIDAYS.....	17
ARTICLE 18 - SICK LEAVE	18
Section 18.1 Benefit Defined.....	18
Section 18.2 Notification	19
Section 18.3 Abuse	19
Section 18.4 Reimbursement of Unearned Leave Upon Termination	19
Section 18.5 Credit for Unused Sick Leave.....	20
ARTICLE 19 - COMPASSIONATE LEAVE.....	20
ARTICLE 20 - JOB-RELATED MEDICAL LEAVE OF ABSENCE	20
ARTICLE 21 - HEALTH BENEFITS.....	21
Section 21.1. Health Benefits.....	21
Section 21.2 Coordination of Benefits.....	21
ARTICLE 22 - PENSION AND RETIREMENT PLAN	22
ARTICLE 23 - GENERAL PROVISIONS	22
Section 23.1 Training.....	22
Section 23.2 Physical Fitness Program.....	22
Section 23.3 Drug and Alcohol Testing.....	23
Section 23.4 Outside Employment	24
ARTICLE 24 - SUCCESSORS	24
ARTICLE 25 - GENDER	25
ARTICLE 26 - APPENDICES AND AMENDMENTS	25

ARTICLE 27 - ENTIRE AGREEMENT	25
ARTICLE 28 - LEAVES OF ABSENCE.....	25
Section 28.1 Family and Medical Leave Act ("FMLA") Leave.....	25
Section 28.2 Discretionary Leaves of Absence	26
Section 28.3 Jury Duty - Witness Leave.....	26
Section 28.4 Military Leave.....	27
ARTICLE 29 - PERSONNEL REDUCTION	27
ARTICLE 30 - SUCCESSORS	27
ARTICLE 31 - APPENDICES AND AMENDMENTS	28
ARTICLE 32 - DURATION AND RENEGOTIATIONS	28
Section 32.1 Duration and Notice.....	28
Section 32.2 Negotiations	28
Section 32.3 Impasse Resolution	28
Section 32.4 Ratification and Enactment.....	29
APPENDIX A - ESSENTIAL JOB FUNCTIONS TEST	30-37
Score Sheet Essential Functions Test	38
MEMORANDUM OF UNDERSTANDING (TIME OFF SELECTION ORDER).....	39
MEMORANDUM OF UNDERSTANDING (RESIDENCY).....	40
MEMORANDUM OF UNDERSTANDING (FOOD ALLOTMENT).....	41

ARTICLE 1 - PREAMBLE

This Agreement is entered into by and between the City of Jacksonville, Illinois, a municipal corporation, hereinafter referred to as the Employer, and the Captains' Committee of the local Fire Department. It is the purpose of this Agreement to achieve and maintain harmonious relations between the Employer and the Captains' Committee to provide for the equitable and peaceful adjustment of salaries, hours, and other conditions of employment.

ARTICLE 2 - RECOGNITION

The Employer recognizes the Captains' Committee as the sole and exclusive bargaining agent for the Captains for the purpose of establishing a written agreement covering salaries, rates of pay, hours of labor and other terms and conditions of employment.

ARTICLE 3 - DUES CHECK-OFF

Section 3.1 Dues Check-off

While this Agreement is in effect, the City will deduct from each employee's paycheck the regular monthly Union dues based on a uniform amount or formula for each employee in the bargaining unit who has filed with the City a lawful, voluntary, effective checkoff authorization form. The City will honor all executed checkoff authorization forms received not later than ten (10) working days prior to the next deduction date. If a conflict exists between the checkoff authorization form and this Article, the terms of this Article and Agreement control.

Total deductions collected for each pay period shall be remitted by the City to the Treasurer of the Union together with a list of employees for whom deductions have been made not later than seven (7) calendar days after the deduction date, or, if remitted by direct deposit,

on the same day as pay checks are issued. The Union agrees to refund to the employee any amounts paid to the Union in error on account of this dues deduction provision.

A Union member desiring to revoke the dues check-off may do so at any time with thirty (30) days' written notice to the City and the Union Treasurer. Dues shall be withheld and remitted to the Treasurer of the Union unless or until such time as the City receives a notice of revocation of dues checkoff from an employee, or notice of an employee's death, transfer from covered employment, termination of covered employment, or when there are insufficient funds available in the employee's earnings after withholding all other legal and required deductions. Information concerning dues not deducted under this Article shall be forwarded to the Treasurer of the Union, and this action will discharge the City's only responsibility with regard to such cases. Deductions shall cease at such time as a strike or work stoppage occurs.

The actual dues amount to be deducted shall be certified to the City by the Treasurer of the Union, and shall be the same uniform amount or formula for each employee in order to ease the City's burden of administering this provision. The Union may change the fixed uniform amount or formula which will be the regular monthly dues once each calendar year during the life of this Agreement. The Union will give the City thirty (30) days' notice of any such change in the amount of uniform dues to be deducted.

Section 3.2 Union Indemnification

The Union shall indemnify, defend and hold harmless the City and its officials, representatives and agents against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all reasonable legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this Article, or in

reliance on any written check-off authorization furnished under any of such provisions. If an improper deduction is made, the Union shall refund directly to the employee any such amount and shall so notify the City at least five (5) days prior to the issuance of the next payroll check.

ARTICLE 4 - DISCRIMINATION

The parties to this Agreement agree not to discriminate against any employee because of color, race, creed, sex, national origin, marital status, age or sexual orientation. Disputes involving the administration or interpretation of this article shall not be grievable.

ARTICLE 5 - COMMITTEE ACTIVITY

The Employer agrees that members of the Captains' Committee may, if they so choose, retain their membership in Local 637 except matters which concern collective bargaining between Local 637 and the City and matters which concern discipline, working directives and orders, and terms and conditions of employment for the members of the bargaining unit represented by Local 637. All matters concerning the terms and conditions of employment for members of the Committee shall be determined separately in negotiations between the City and the Captains' Committee.

ARTICLE 6 - RULES AND REGULATIONS

The Captains' Committee acknowledges that it is the function of the employer to establish, enforce and amend from time to time the Rules and Regulations to be supplied in printed form to each Captain. Rules and Regulations that are applied as disciplinary measures may not be applied in a manner that violates or is otherwise inconsistent with a provision of the Agreement. Rules and Regulations that are applied as disciplinary measures will be applied equitably under similar circumstances.

ARTICLE 7 - MANAGEMENT RIGHTS

Except as limited by the express provisions of this Agreement, the Employer retains all traditional rights to manage and direct the affairs of the Fire Department of the City of Jacksonville in all of their various aspects and to manage and direct its employees, including but not limited to the following: to determine the mission of the Department and to set standards of service offered to the public; to plan, direct, control and determine all of the operations and services of the Department; to supervise and direct the working forces; to assign and transfer employees; to establish the qualifications for employment, determine the number of employees, and to employ employees; to schedule and assign work; to establish work and productivity standards and from time to time to change those standards; to determine the methods, means, organization and the number of personnel by which such operations and services shall be provided or purchased; to make, alter and enforce rules, regulations, orders and policies; to evaluate employees; to discipline, suspend, demote or discharge employees for just and proper cause; to change or eliminate existing methods, equipment, uniforms or facilities; to hire and promote employees; to layoff employees because of lack of work or other reasons; to determine and establish training requirements for positions within the Department; to establish, change, combine or abolish positions and job duties of any position in accordance with operational requirements.

This Agreement shall be construed however, as requiring the Employer to follow the express provisions of this Agreement in the exercise of the foregoing rights.

ARTICLE 8 - SAVINGS CLAUSE

If any provision of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted state of Illinois or federal law, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE 9 - SENIORITY DEFINITION

Section 9.1 Definition

Seniority means an employee's length of continuous service with the Fire Department, since the employee's last day of hire, except as may be provided elsewhere in this Agreement. If more than one person is hired on the same day, they shall be placed on the seniority list according to their rank on the eligibility list from which they were hired.

Section 9.2 Continuous Service Breaks

Continuous service shall be broken and the employment relationship shall be terminated when an employee:

- A. quits;
- B. is discharged for just cause;
- C. retires;
- D. falsifies the reason for a leave of absence;
- E. fails to report to work at the conclusion of an authorized leave of absence;
- F. is laid off and fails to report for work within ten (10) days after having been recalled pursuant to Article 12; or
- G. is absent from work due to an occupational or non-occupational illness or injury for a continuous period in excess of eighteen (18) months.

ARTICLE 10 - DISCIPLINE AND DISCHARGE

Section 10.1 Discipline

Where the Employer believes just cause exists to institute disciplinary action, the Employer shall have the option to assess the following penalties:

- Oral reprimand
- Written reprimand
- Suspension
- Demotion
- Discharge

Section 10.2 Suspensions and Discharge

The Employer agrees that employees shall be disciplined or discharged only for just cause. Any disciplinary action of more than five (5) calendar days' suspension, up to and including discharge, shall be subject to the Fire and Police Commission procedures of Ill. Rev. Stat., Ch. 24, Sec. 10-2.1-17, and exclusive of the grievance procedure. Any disciplinary action up to and including a five (5) calendar days' suspension shall be subject to the grievance procedure of this Agreement. It is agreed that each calendar day's suspension shall be equal to eight (8) hours loss of pay.

Section 10.3 Investigations

To the extent it applies, the Employer shall conduct disciplinary investigations, pursuant to the Firemen's Disciplinary Act, Ill. Rev. Stat., Ch. 85, Sec. 2501 et seq.

ARTICLE 11 - SALARIES

Section 11.1 Salary

The salary for the Captains shall be increased 2.0%-2020, 2.25%-2021, 2.25%-2022, 2.5%-2023, 2.5%-2024.

2020-2%	2021-2.25%	2022-2.25%	2023-2.5%	2024-2.5%
\$88,271.44	\$90,257.55	\$92,288.34	\$94,595.55	\$96,960.44

Section 11.2 Longevity Pay

The following longevity amounts will be paid to employees who have completed the requisite years of service. One-half of the annual longevity pay will be paid on June 15 and one-half will be paid on December 15. Partial year eligibility for longevity pay (where an employee completes 7 years of service during the year or leaves the City's employment before year-end) or adjustments in longevity amounts due to completion of additional years of service will be prorated to the employee's anniversary or separation date, as applicable.

*Longevity amounts same for each level for the years 01/01/20-12/31/24

Years of Service	Effective 01/01/2020	Effective 01/01/2021	Effective 01/01/2022	Effective 01/01/2023	Effective 01/01/2024
After completion of 12 years	\$1,150.00	\$1,150.00	\$1,150.00	\$1,150.00	\$1,150.00
After completion of 17 years	\$1,650.00	\$1,650.00	\$1,650.00	\$1,650.00	\$1,650.00
After completion of 22 years	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00	\$1,900.00
After completion of 25 years	\$2,150.00	\$2,150.00	\$2,150.00	\$2,150.00	\$2,150.00

The above longevity rates are not cumulative.

Section 11.3 Certification Pay

Employees will receive an annual bonus payments upon completion of training certifications as follows:

Associate Degree in Fire Science \$200

ERT (Ill. DOT certified) \$ 60

Employees who receive and maintain EMT-D certification will receive an annual bonus of \$500.

Employees who hold at least two of the following certifications: \$ 60

Fire Officer I
Instructor II
Fire Investigator (Modules I, II and III)
Hazardous Materials Operations

Bonus payments may be made during the month of June and December when uniform allowance is paid. Employees must present acceptable evidence of required degrees or certificates on or before June 1 and December 1 to be eligible for bonus payment.

ARTICLE 12 - GRIEVANCE PROCEDURE

Section 12.1 Definition

Any grievance or dispute which may arise between the parties involving the application, meaning or interpretation of this Agreement, but excluding all disputes or differences of opinion which as a matter of State Law are required to be subject to the jurisdiction of the Jacksonville Board of Fire and Police Commissioners, shall be settled in the following manner:

Section 12.2 Procedures, Steps and Time Limits

STEP 1. A grievance by a member of the Captains' Committee shall be referred in writing to the Fire Chief within ten (10) business days after it arises. The written grievance shall be signed and shall set forth all relevant facts, the provision(s) of the Agreement allegedly violated, and the requested remedy.

The Fire Chief shall meet and discuss the grievance within ten (10) days of receipt of the notice of grievance with the Committee member at a time mutually agreeable to the parties. If no settlement is reached, the Fire Chief shall give the Employer's written answer to the Committee member within ten (10) business days following their meeting.

STEP 2. If the grievance remains unsettled after the Fire Chief's response in Step 1, then the Committee member with another member of the Committee may, within five (5) days of said response, present the grievance in writing to the Mayor, giving his reasons for rejecting the Fire Chief's response. The Mayor may at his or her discretion, schedule a conference after receipt of the appeal. In the event no such conference is scheduled, the Mayor shall issue a written response to the grievance within twenty (20) days of receipt of the appeal. If the Mayor schedules a conference, he or she shall, (a) schedule such conference within fifteen (15) days of the receipt of the appeal from Step 1, and (b) issue a written response within ten (10) days of conference.

STEP 3. If the grievance is not settled in Step 2, and the Committee members wish to appeal the grievance, they may refer the grievance to arbitration, as described below, within ten (10) days of receipt of the Mayor's response in Step 2.

Section 12.3 Arbitration

The arbitration proceeding shall be conducted by the arbitrator to be selected by the Employer and the Committee member within seven (7) business days after notice has been given. If the parties fail to agree to the selection of an arbitrator, the Federal Mediation and Conciliation Service (FMCS) shall, within seven (7) days, be requested by both parties to submit simultaneously to both parties an identical list of seven (7) names of persons from their grievance arbitration panel who are members of the National Academy of Arbitrators and may be residents of Illinois or adjacent states. Both the Employer and the Committee members shall have the right to strike three (3) names from the list. The parties by a toss of a coin shall determine which party shall first strike one (1) name; the other party shall then strike one (1) name. The process will be repeated twice and the remaining named person shall be the arbitrator. The selected arbitrator shall be notified by the parties of his/her selection and request the scheduling of a mutually agreeable date for the

commencement of the arbitration hearing(s). Each party retains the right to reject one (1) panel and request the submission of a new panel by the FMCS.

Section 12.4 Authority of the Arbitrator

The parties may, by mutual agreement, establish an expedited arbitration procedure, applicable to any grievance hearing held pursuant to this Article. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall only consider and make a decision with respect to the specific issue or issues and shall have no authority to make a decision on any other issues not so submitted. The arbitrator shall submit in writing his decision to the Employer and to the Committee members within thirty (30) days following the close of hearing unless the parties agree to an extension thereof. The decision shall be based solely upon the arbitrator's interpretation of the meaning or application of the terms of this Agreement to the facts of the grievance presented. Subject to the arbitrator's compliance with provisions of this section, the decision of the arbitrator shall be final and binding.

Section 12.5 Expenses of Arbitration

The fees and expenses of the arbitrator shall be borne equally by the Employer and the Captains' Committee. However, each party shall be responsible for compensating its own witnesses. The cost of a transcript shall be shared if the necessity of a transcript is mutually agreed upon between the parties.

Section 12.6 Time Limits

The time limits set forth in this Article may be extended by mutual written consent of the parties.

The term "business days" or "days" means days of the week, Monday through Friday, excluding Saturdays, Sundays and Holidays.

Section 12.7 Processing Grievances

If a grievance is not presented by the employee within the time limits set forth above, it shall be considered "waived" and that grievance may not be further pursued by the employee. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last response. If the Employer does not respond to a grievance or an appeal thereof within the specific time limits, the grievance is deemed to be denied and may be appealed to the next step.

ARTICLE 13 - HOURS OF WORK

Section 13.1 24 Hour Shift

The Employer agrees that the normal work week for Shift Commanders covered by the terms of this Agreement shall consist of an annual average of fifty-three (53) hours per week, calculated on a twenty-seven (27) day cycle. The fifty-three (53) hour normal work week shall be implemented by scheduling employees on three (3) shifts of twenty-four (24) hours each. The Employee's on-duty shift shall be for twenty-four (24) consecutive hours on duty, commencing at 7:00 a.m. The Employee's on-duty shift shall be followed by forty-eight (48) consecutive hours off-duty. Employees shall generally be assigned to work eight and one-half (8½) twenty four (24) shifts per 27 day work period, amounting to a schedule of 204 hours per work period. To accomplish this, Captains will be allotted seven (7) work reduction days (without loss of pay) per year. The exact schedule is to be approved by the Chief, and the time shall be scheduled after vacations have been approved. Work reduction days may not be scheduled when two (2) or more employees are scheduled off or if the Lieutenant on the shift is scheduled off for other reasons. Captains' work reduction days may be rescheduled to meet the operational needs of the Fire Department. If cancelled work reduction days cannot be rescheduled during the current calendar year, they shall be rescheduled in the next calendar year and shall not be subject to cancellation.

Said cancelled work reduction days shall be selected pursuant to the time off selection order set forth in the Memorandum of Understanding attached hereto and made a part hereof.

Section 13.2 Non-Guarantee of Hours

Nothing in this Article shall be construed as a guarantee of hours of work per week or per day. Except in cases of emergency, if the employer desires to change the scheduled duty time for an employee(s) for duty times other than those set forth above, the Employer shall meet with the Captain seven (7) days in advance of the contemplated change. In the event of an emergency, the Employer shall request a meeting with the Captain to be conducted as soon as reasonably possible after the change. The meeting shall be for the purpose of discussing the specific reasons for the contemplated changes in duty times. Following said meeting, the final decision regarding changes in duty times shall be made by the Employer, taking into account any objection made by the Captain.

Section 13.3 Non-scheduled Overtime

All non-scheduled overtime shall be compensated at the overtime rate of time and one-half regardless of time worked within a given 27 day period, subject to the employer's rights pursuant to Section 13.4 herein.

Section 13.4 Compensatory Time Option

In situations where it is determined to be in the best interests of the Employer (which may also include training and/or schools) the Employer shall grant compensatory time off in lieu of overtime payment at a rate of time and one half. In such situations, compensatory time shall be granted at such times and in such time blocks as are mutually agreed upon between the involved employee and the Fire Chief; permission to utilize compensatory time shall not be unreasonably denied by the Fire Chief, if operating requirements will not be adversely affected. Employees who

do not use accumulated compensatory time by the end of the calendar year, and with permission of the Fire Chief, shall be permitted to carry over to the next year unused compensatory hours.

Section 13.5 No Pyramiding of Overtime or Premium Payments

Compensation shall not be paid (or compensatory time taken) more than once for the same hours of work under any provision of this Article or Agreement.

Section 13.6 Emergency Call-In

An employee who is recalled due to an emergency call-in shall be paid a minimum of two (2) hours of pay at the employee's overtime rate of pay; provided, however, that this two-hour minimum shall not apply to attendance at an officers' staff meeting (whether scheduled in advance or not) outside of one's scheduled duty hours or to any "hold-over" overtime.

In emergency situations, overtime shall be assigned by call out, pursuant to the existing past practices for calling in additional and standby help as needed.

ARTICLE 14 - SHIFT EXCHANGE

Captains shall have the right to exchange a shift with a Captain or Lieutenant of another shift. Provided, however, that such exchange shall be done only after receiving the prior consent of the Chief or his designee for each shift involved, and further provided the employees are capable of performing each other's duties.

If a duty trade is made in accordance with this Section and either the substitute or on-duty employee fails to appear for work, any additional expense that may be incurred by the City to staff the position in question will be charged back (via payroll deduction at the rate incurred) to the failing party unless the substitute or on-duty employee provides another acceptable substitute.

ARTICLE 15 - UNIFORM ALLOWANCE

Employees shall be responsible for furnishing uniforms required in the performance of their duties and to maintain same in good and safe condition. Each Captain shall receive payment of four hundred dollars (\$400.00) per year, payable in two (2) equal installments, in June and December of each year, as a uniform allowance towards the cost of fulfilling his duty to furnish and maintain his uniforms. Provided, however, that employees who are on leave of absence, other than vacation leave, for a period of ten consecutive working days or more, shall receive uniform allowance that is prorated.

- A. As of December 5, 1980, no Captain shall have any uniform that consists of 100% polyester material.
- B. The Captains and the Fire Chief shall mutually agree and implement procedures to ensure that uniforms are purchases that are not 100% polyester.

All protective fire fighting clothing and personal safety equipment required to be used by the employees in the performance of their duties, (e.g. turnout gear, flashlights, air masks, etc.) shall be furnished and/or replaced by the Employer without cost to the employee; said fire fighting gear shall be maintained in good and safe condition. The term "equipment" does not include the daily work uniform as prescribed in the Department's Rules and Regulations.

ARTICLE 16 - VACATION LEAVE

Section 16.1 Vacation Leave

Vacation allowance shall be earned annually based on the following schedule:

Upon Completion of Five (5) Years of Service	Seven (7) Shift Days
Upon Completion of Ten (10) Years of Service	Ten (10) Shift Days

Employees who are on a leave of absence, other than vacation, for ten consecutive working days or more shall receive vacation leave that is prorated, provided however, that an employee must return to work for six months or a period of time that equals the amount of time he was off, whichever is shorter, to be eligible to receive prorated vacation leave.

All vacation days must be taken within (1) year from the date they are accrued or they will be lost, unless the Fire Chief approves an exception to this rule in writing.

If an employee terminates employment (excluding retirement or death) with the City after using unearned pro rata vacation leave, he/she shall be required to reimburse the City for the unearned vacation leave that was used, and such reimbursement shall be withheld from any final compensation due.

Employees who intend to retire will be paid a bonus of \$500 (less applicable withholding) on their date of retirement if they give the City an irrevocable written notice of their retirement date at least one hundred and eighty (180) calendar days prior to their date of retirement.

Section 16.2 Method of Selection

The following shall govern the selection of vacations:

Selection of vacations shall be on a shift seniority basis. Vacations have already been picked for the 2009 calendar year. Commencing the 2010 calendar year, an employee's vacation period may be split into four (4) increments, two of which may be comprised of two (2) non-consecutive (i.e., stand-alone) duty days, but all others of which must be either a single full duty day or a consecutive duty day period. This vacation selection will be on a ten month trial period, and if no scheduling problems arise during that trial period, said selection process shall become permanent. No more than two (2) employees per shift shall be scheduled off for a vacation, Kelly Day or personal day at the same time. Only one (1) Driver shall be on vacation per shift, except by permission of the Fire Chief.

The senior employee on each shift shall pick one vacation increment consisting of as many consecutive days of his vacation entitlement as the employee desires within the guidelines of this Agreement. The list shall then be passed on to all other employees according to seniority for their picks. When all employees have picked a vacation increment, the list shall be passed around again

in seniority order for selection of second vacation increments, and shall then be passed a third time for selection of third vacation increments, and then shall be passed around a fourth time for selection of any remaining increments of allotted vacation.

Employees' vacation requests shall be submitted to the Fire Chief's office as soon as possible after January 1, but no later than February 1 of each year, and employees shall be notified, preferably within ten (10) business days but at least within ten (10) shift days of approval of requested vacation schedules. After an employee's vacation schedule has been approved, it can only be changed by mutual consent.

Any employee who is separated from the fire service by way of resignation, death, or retirement shall be compensated in cash for all unused vacation leave accumulated at the employee's regular rate of pay at the time of separation.

With the prior written approval of the Chief (or his designee(s) in the event of the Chief's absence or unavailability), an employee may be allowed to use accumulated compensatory time off to extend a vacation, provided that compensatory time may not be used to extend a vacation for more than ten (10) duty shifts (in other words, the previously scheduled vacation plus the comp time added may not total more than ten (10) duty shifts).

Absent emergency, requests to extend the vacation must be submitted two (2) weeks in advance of the additional duty shift(s) requested. As used in this paragraph, the term "compensatory time off" shall mean comp time earned in lieu of overtime pay.

ARTICLE 17 - HOLIDAYS

The following holidays are those which shall be recognized and observed:

NEW YEAR'S DAY

MARTIN LUTHER KING'S BIRTHDAY

CHRISTMAS EVE
EASTER SUNDAY
MEMORIAL DAY
INDEPENDENCE DAY
LABOR DAY
VETERAN'S DAY
THANKSGIVING DAY
DAY AFTER THANKSGIVING
CHRISTMAS

Captains required by virtue of their regular duty schedule to work on holidays shall be paid at the straight-time hourly rate. The holiday is defined as the 24-hour shift beginning at 7:00 a.m. on the morning of the calendar day on which the holiday falls. Effective January 1, 2004, to compensate for working holidays, Captains will receive five (5) personal days per year, to be scheduled by crew seniority and approved by the Chief. One (1) of these days may be designated as guaranteed and will not be canceled without mutual consent.

ARTICLE 18 - SICK LEAVE

Section 18.1 Benefit Defined

Employees shall earn sick leave with pay at the rate of seven (7) shift days per year. Sick leave shall be used only for non-duty related illness, injury or disability. Earned sick leave shall accumulate from year to year to a maximum of thirty (30) shift days, except as noted in Appendix A.

Duty related illnesses, injuries or disabilities shall not be charged against the accumulated sick leave of the employee unless such deduction is allowed by Illinois statutes.

Section 18.2 Notification

Notification of absence due to sickness shall be given to the Chief or officer in charge as soon as possible, but no later than thirty (30) minutes before the start of the Committee member's work shift. Subsequent absence shall be reported before each work shift unless waived by the Fire Chief. Failure to properly report an illness may be considered as an absence without pay and may subject an employee to discipline as well. The Employer may in its discretion require an employee to submit an acceptable physician's certificate of illness and of fitness to return to duty before sick leave pay is received.

Section 18.3 Abuse

Abuse of sick leave is a serious matter. The Captains' Committee join with the Employer in making an effort, as may be required, to correct abuses of sick leave if any occur, and the Employer shall have the right to ferret out abuses of sick leave.

Sick days should not be considered to be a privilege; they are a fringe benefit which will be allowed only as provided herein. An employee on sick leave is required to act pursuant to reasonable instruction for care. Any employee who fails to meet the requirements of this Article, including failure to provide required medical documentation pursuant to Section 18.2, or performs work or activities off duty that are medically prohibited or restricted while on duty, or files for pay under false pretenses, shall not receive pay and may be subject to disciplinary action.

Section 18.4 Reimbursement of Unearned Leave Upon Termination

Sick leave is credited on January 1st, but earned pro rata throughout the year. If an employee terminates employment (excluding retirement or death) with the City after using unearned pro rata sick leave, he/she shall be required to reimburse the City for the unearned sick leave that was used, and such reimbursement shall be withheld from any final compensation due.

Section 18.5 Credit for Unused Sick Leave

Captains covered by this Agreement will earn credit for unused sick leave to be used at retirement. Beginning January 1, 2006, a Captain will earn one-half day (12 hours) credit for each year in which the individual uses 36 hours or less of sick time. The days earned will be credited as paid time at retirement.

Captains Mark Hopkins, Doug Sills and Rick Kluge are credited with 7 days earned for their past service and use of sick leave through December 31, 2005.

Anyone assuming the rank of Captain during the term of this contract will be eligible to receive sick leave credit based on their years of service and past use of sick leave.

ARTICLE 19 - COMPASSIONATE LEAVE

An employee shall be allowed to take off one (1) shift day with pay in the event of a death in the immediate family, defined to include spouse, child (including step or adopted), sister, brother, parent, stepparent, father-in-law, mother-in-law, daughter-in-law, son-in-law, brother-in-law or sister-in-law, grandparent or grandchild. Time off without pay for the purpose of travel to a funeral within the family or extended family as defined herein may be granted at the discretion of the Fire Chief.

ARTICLE 20 - JOB-RELATED MEDICAL LEAVE OF ABSENCE

Any Committee member unable to work because of a job-related disabling condition shall be entitled to a leave of absence at his regular rate of pay for the period of time the employee is medically certified as being unable to work, up to a maximum of one (1) year of medical leave. During such leave of absence, the Employer shall maintain regular payments into medical and pension plans to ensure continued coverage for the employee and any dependents. Seniority, vacation benefits and pension credits shall be given for the time spent on such a leave of absence. Provided, however, that the employee must return to work for six (6) months or for a period equal

to the amount of time that he was on the job-related medical leave, whichever is shorter, to be eligible to receive vacation leave for that period.

The Employer further agrees to comply with the applicable laws of the State of Illinois relating to on-the-job injuries.

ARTICLE 21 - HEALTH BENEFITS

Section 21.1. Health Benefits

The Employer agrees to pay one hundred percent (100%) of the cost of the premium for the employee for health insurance benefits, said benefits to be as provided in such group policy for all its employees, as the Employer from time to time secure. Should the Employer find it necessary, due to financial reasons, to make adjustments in benefits and/or coverages, it shall give thirty (30) days prior notice to the Captains' Committee and the employees, and the Employer shall meet jointly with representatives of all employee groups within ten (10) days of said notice to inform the parties of the proposed changes.

Section 21.2 Coordination of Benefits

The health and medical benefits provided for under this Agreement shall be in substitution for any and all other plans providing hospital, medical, surgical, sickness, dental, etc., benefits. It is intended that such benefits provided under this Agreement shall comply with and be in substitution for any provisions for the same or similar benefits which are provided under any law now in effect or hereinafter made effective. If the same or any benefits of a similar nature provided under this Agreement are provided under any law now in effect or hereinafter in effect, and the benefits provided under this Agreement are not considered in substitution therefor, the benefits provided for under this Agreement shall be reduced by the amount of such benefits provided under such law.

ARTICLE 22 - PENSION AND RETIREMENT PLAN

For the term of this Agreement, the Employer and the Captains' Committee agree to maintain their obligations to the Firemen's Pension Fund as required by Illinois Revised Statutes, Chapter 1081/2, Article IV.

ARTICLE 23 - GENERAL PROVISIONS

Section 23.1 Training

The Jacksonville Fire Department is committed to the principle of training for all employees. Training shall be provided in so far as it does not adversely affect and interfere with the orderly performance and continuity of the fire services within the Fire Department.

Training shall be scheduled by the Chief or his designee. Employees will attend training sessions as assigned by the Fire Chief.

The Fire Chief shall generally encourage equal access to training opportunities to the extent that operational requirements of the Fire Department permit. The Captains' Committee shall be given an opportunity to offer suggestions to the Fire Chief on ways to improve access to training opportunities.

Upon receipt of a notice of an acceptable school training program, the Fire Chief will post it in the Fire Department, giving the employees an opportunity to volunteer for such training program. Selection of the employee(s) for the training program(s) shall be made by the Fire Chief, taking into consideration those factors deemed appropriate by the Chief, providing fair and equitable distribution to training to the members of the Fire Department which is in the best interest of the Fire Department.

Section 23.2 Physical Fitness Program

To maintain and improve the safety and efficiency of the Department, to best protect the public and to reduce insurance costs and risks, the Employer may establish a reasonable physical

fitness program, which may include individualized goals and minimum fitness standards. The City shall use the Essential Job Functions Test included in Appendix A, but reserves the right to add to the test or discontinue use of any of the thirteen (13) tests if the City determines that any test is impractical to administer, a safety risk, or is not a valid indicator of physical fitness to perform required job duties. Employees who do not pass the test on the first attempt shall not be subject to discipline. However, employees who do not pass the test on the first attempt must retake and pass the test within thirty (30) days or the City shall have just cause to subject the employee to the first step of progressive discipline (verbal reprimand). Employees will thereafter have another thirty (30) days or the City shall have just cause to subject the employee to the second step of progressive discipline (written reprimand). Employees who do not take and pass the test within thirty (30) days from the imposition of the written reprimand shall be suspended for one (1) duty day. No further discipline shall be imposed for the charge of failing the physical fitness test for the rest of that year. If there is any question concerning an employee's fitness for duty, or fitness to return to duty, the City may require that the employee have an examination by a physician. The Captains shall not be held to a higher standard of physical fitness than the Firefighters.

Section 23.3 Drug and Alcohol Testing

The City may require an employee to submit to urine and/or blood tests if the City determines there is reasonable suspicion for such testing. In addition, the City may require random testing of individual employees, to the extent permitted by law.

The City shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining a proper chain of custody. The taking of urine samples shall not be witnessed unless there is a reasonable suspicion to believe that the employee is tampering with the testing procedure. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted at City expense. An initial positive test result

shall not be submitted to the City unless the confirmatory test result is also positive as to the same sample. Upon request, the City shall provide an employee with a copy of any test results, without charge, which the City receives with respect to such employee.

Use, sale, purchase, delivery or possession of illegal drugs at any time and at any place (on or off the job) while employed by the City, abuse of prescribed drugs, failure to report to the Chief any known adverse side effects of medication or prescription drugs which the employee may be taking, consumption or possession of alcohol while on duty, or being under the influence of alcohol while on duty (which shall be defined as a blood alcohol level of more than .04%), shall be cause for discipline, including termination, subject to confirmation by the City of Jacksonville Board of Fire and Police Commissioners.

Section 23.4 Outside Employment

Employees shall file and keep current with the Fire Chief a written record of their outside employment, including self-employment, and addresses and telephone numbers where they can be contacted if necessary. Employees may hold outside employment, including self-employment, which will not: (1) interfere with the performance of City duties; (2) present a conflict of interest; (3) result in outside work during an employee's work shift; (4) involve the use of City equipment or supplies; (5) consist of employment with another jurisdiction as a firefighter in any capacity. The Fire Chief may require the employee to cease such outside employment where the Fire Chief and the Public Protection Committee reasonably believe that such activity conflicts with the outside employment standards as set forth in this Section.

ARTICLE 24 - SUCCESSORS

This Agreement shall be binding upon the successors and/or assigns of the parties hereto.

ARTICLE 25 - GENDER

Whenever the male gender is used in this Agreement, it shall be construed to include male and female employees.

ARTICLE 26 - APPENDICES AND AMENDMENTS

Any mutually agreed appendices and/or amendments to this Agreement shall be lettered, dated and signed by the respective parties hereto, and shall be attached to and made a part of and subject to the provisions of this Agreement.

ARTICLE 27 - ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties, and concludes collective bargaining between the parties for its term, except as specifically provided in Section 23.3 of this Agreement. This Agreement supersedes prior practices and agreements, whether written or oral, which conflict with the terms of this Agreement.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by state statute from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE 28 - LEAVES OF ABSENCE

Section 28.1 Family and Medical Leave Act ("FMLA") Leave

A leave of absence for reasons covered by the FMLA shall be granted in a manner provided for by the FMLA and the United States Department of Labor ("DOL") regulations and other federal and state law relating to such leaves of absence. The City may require notification, certification and substitution of paid leave for FMLA leave as permitted by the FMLA and the DOL regulations.

Section 28.2 Discretionary Leaves of Absence

Employees covered by the terms of this Agreement may be granted upon written request a leave of absence without pay not to exceed a period of one year after authorization from the Chief and with the approval of the City Council where there is good and sufficient reason. Such leave may not be secured for the purpose of seeking other employment. The Employee shall not continue to accumulate seniority and shall not be entitled to any benefits during a discretionary leave.

Section 28.3 Jury Duty - Witness Leave

Employees required to report for jury duty shall be excused from work without loss of pay for jury duty which occurs on scheduled duty days. Employees who are required to attend interviews with City attorneys or who are subpoenaed to testify in court proceedings or to give a deposition on any matter arising out of the employee's performance of his duties with the City shall be released from duty without loss of pay for such appearances which occur on scheduled duty days, and shall be compensated at time and one-half the employee's straight-time hourly rate of pay for such appearances which occur on scheduled days off. An employee shall immediately notify the Fire Chief or his designee as soon as he receives a notice to appear as a juror or witness or a request to be interviewed by a City attorney. depositions, witness appearances and attorney interviews covered by this Section shall be scheduled by the Chief on the employee's duty days, to the extent possible.

To receive compensation from the City for such jury duty, witness appearance or attorney interview, the employee shall sign over to the City any compensation he received for serving as a witness (or deponent) for any days for which he is compensated by the City and for serving as a juror for any days the employee would otherwise have been on duty. An employee shall report to work during any part of a scheduled duty shift when he is not required to be absent from duty

during an attorney interview or in court for jury duty of a witness appearance as provided above.

Off-duty lunch breaks shall not be considered time worked under this Section.

Section 28.4 Military Leave

Military leave shall be granted in accordance with applicable law.

ARTICLE 29 - PERSONNEL REDUCTION

The Employer in its discretion shall determine when layoffs or personnel reductions are necessary. All layoffs or reductions of personnel shall be accomplished by the procedure set forth in Illinois Compiled Statutes 65 ILCS 5/10-2.1-18. To the extent possible, the Employer will provide advance notification to the Committee and the affected employee(s). Employees shall be recalled in the order of their seniority. No new employee shall be hired until all laid-off employees have been given ample opportunity to return to work. The application of this provision shall be consistent with state law.

The Employer and the Committee agree that ample opportunity to return to work is defined as follows:

Employees shall be recalled from lay-off by mailing a notice by certified mail, return receipt requested, to the employee's last known address, as shown on the Fire Department's personnel records. A copy of the recall notice shall be sent to the Committee Chairman. An employee who fails to report to work within ten (10) days of receipt of the recall notice shall cease to have a right to re-employment.

ARTICLE 30 - SUCCESSORS

This Agreement shall be binding upon the successors and/or assigns of the parties hereto.

ARTICLE 31 - APPENDICES AND AMENDMENTS

Any mutually agreed appendices and/or amendments to this Agreement shall be lettered, dated and signed by the respective parties hereto, and shall be attached to and made a part of and subject to the provisions of this Agreement.

ARTICLE 32 - DURATION AND RENEGOTIATIONS

Section 32.1 Duration and Notice

This Agreement shall be effective as of January 1, 2020, and shall continue in full force and effect until December 31, 2024 and from year to year thereafter, unless either party shall notify the other in writing 120 days prior to the anniversary date of this contract that it desires to modify and/or amend this Agreement.

Section 32.2 Negotiations

Negotiations shall commence thirty (30) days after the receipt of the notice submitted pursuant to Section 29.1 above.

Section 32.3 Impasse Resolution

In the event that disputed items cannot be resolved during the negotiations period, the parties shall submit to mediation as allowed under Section 8 of the Illinois Public Labor Relations Act. If the disputed items are not resolved by such mediation, then they shall be resolved by action of the City's Legislative Body. If the Captains' Committee is dissatisfied with the resolution made by the City's Legislative Body of the disputed items, they may invoke the arbitration provisions of the Illinois Public Labor Relations Act. If such arbitration is required, the Captains' Committee and the City shall share all expenses equally except each party shall be responsible for compensating its own representatives and witnesses.

Section 32.4 Ratification and Enactment

A. If the parties reach a complete agreement as to the items submitted for negotiations, the following procedure shall apply.

1. Within fourteen (14) days after ratification by the Captains' Committee membership, the agreement shall be submitted to the City's Legislative Body with the Mayor's and Fire Chief's recommendation for ratification.
2. In the event the City's Legislative Body should reject the recommended agreement, the parties shall meet again within seven (7) days of the Legislative vote to discuss the reasons for the rejection and to determine whether any modifications can be made to deal with the reasons for the rejection.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures, this the _____ day of August, 2020.

FOR THE CAPTAINS' COMMITTEE:

Captain Griffitts

Captain Martin

Captain Summers

FOR THE CITY:

Andy Ezard, Mayor

APPENDIX A - ESSENTIAL JOB FUNCTIONS TEST

The Essential Job Functions Test shall be administered by the Chief or his designee. An employee who does not successfully complete the Essential Job Functions Test during the prescribed date and time shall be deemed to have failed. If practicable, multiple attempts are allowed within the prescribed times. However, an employee may not take the test more than once every thirty (30) days except during the annual April testing. During the April testing, the Chief or his designee may permit an employee to take the test once on each of the days it is scheduled.

The test is set up as a circuit with various separate stations. Each station simulates a task routinely done by firefighters. A proctor shall accompany each firefighter through the circuit. The proctor shall monitor the firefighters' performance at each station. Safety shall be emphasized. Firefighters must complete each portion of the test as directed. Firefighters who attempt to perform a portion of test improperly will be corrected and directed to continue.

The test is scored on a pass/fail basis. All portions of the test must be performed, in their entirety, using acceptable methods. No portion of the test is timed. Firefighters must walk throughout the test (no running).

Firefighters must complete all stations of the circuit consecutively, beginning at station one (1) and finishing at station thirteen (13). Firefighters must move in a continuous manner. Prolonged stopping or resting will result in a firefighter failing the test. If a firefighter cannot complete a station or is unable to complete the circuit for any reason other than equipment failure, the firefighter will be deemed to have failed the test.

All firefighters shall wear the following protective equipment when performing stations two (2) through twelve (12) of the circuit: firefighter helmet, firefighter turnout coat, turnout pants and boots, leather gloves, self-contained breathing apparatus tank. Total weight of this equipment is approximately sixty (60) pounds.

Each year employees who successfully complete the physical fitness test on the first attempt shall be credited with one day of sick leave. One day of sick leave will be added to the employee's bank and his maximum accrual shall be increased by one (1).

The stations of the circuit are the following:

Station #1: Weighted Stretcher Carry.

At the weighted stretcher carry station, teams of two Fire Fighters will carry a stretcher, weighted with 150 lbs. (total weight of stretcher and weights is 165 lbs.), a total of four flights of stairs. They will do so by carrying the weighted stretcher down two flights then up two flights. This carry will be performed as follows:

With each Fire Fighter facing the stretcher, one at the head end and one at the foot end, they will kneel to grasp the stretcher in a palms up grip. They will stand together, raising the stretcher to approximately waist level. The Fire Fighter at the head end of the stretcher will back down two flights of stairs, keeping the head end at approximately the same level as the foot end of the stretcher, while going down the stairs. The Fire Fighter at the foot end of the stretcher will walk forward down the stairs, while descending the two flights of stairs.

At the bottom of the stairs, the two Fire Fighters will put the cot down and switch positions. They will then kneel to grasp the stretcher in a palms up grip. They will stand together, raising the stretcher to approximately waist level, and proceed up the two flights of stairs.

The Fire Fighters will at all times attempt to maintain the stretcher in an approximately level position in order to keep the load from shifting on the stretcher. When the Fire Fighters return to the top of the stairs, continuing to work as a team, they will kneel to lower the stretcher to ground level. This will complete Station #1.

Upon completion of Station #1, each Fire Fighter will proceed to the area set aside for donning protective equipment. The protective equipment will be worn while performing Stations 2

through 12 of the test. Each Fire Fighter will be given instruction and assistance in donning the protective equipment, which includes a Fire Fighter helmet, Fire Fighter turnout coat and pants and boots, leather gloves and self-contained breathing apparatus tank.

After donning of the Fire Fighter protective equipment, and when directed, the Fire Fighter will proceed individually to Station #2.

Station #2: Hose Drag of 20 feet from fire engine to fire hydrant. At Station #2, the Fire Fighter will stand at a "start" line alongside a fire engine. The Fire Fighter will then pick up the end of a section of 3 inch diameter fire hose that has been bundled and placed on the ground, alongside the fire engine. Placing the end of the hose over either shoulder, the Fire Fighter will drag the hose 20 feet to a "stop" line, next to a fire hydrant. When the Fire Fighter steps across the "stop" line, he will take the end of the hose off his shoulder and place it on the ground.

This completes Station #2. The Fire Fighter, upon completion of Station #2, will proceed to Station #3.

Station #3: Coupling to and Operating a Fire Hydrant.

At Station #3, the Fire Fighter will stop to pick up a 2 1/2 inch double female coupling from the ground beside the hydrant, and thread it onto the designated fire hydrant outlet until it stops turning. The Fire Fighter will immediately unthread the coupling from the fire hydrant outlet and place it on the ground.

The Fire Fighter will then proceed to grasp the wrench that is attached to the hydrant and will turn the wrench in either a clockwise or counter clockwise direction until the wrench will not turn anymore. This completes Station #3. Upon completion of Station #3, the Fire Fighter will proceed to Station #4.

Station #4: Ladder Carry.

At Station #4, the Fire Fighter will place his hands on the rungs of a 14 ft. aluminum ladder and remove it from a fire engine ladder rack. With the ladder balanced on either shoulder or held horizontally at the chest, the Fire Fighter will carry it completely around the fire engine.

While carrying the ladder, the Fire Fighter must avoid striking the ground or the fire engine with the ends of the ladder. When the Fire Fighter reaches the starting point of the carry, he will return the ladder to its original position on the fire engine ladder rack. This completes Station #4. Upon completion of Station #4, the Fire Fighter will proceed to Station #5.

Station #5: 180 lb. Body Drag.

At Station #5, the Fire Fighter will stand at a "start" line, facing a 180 lb. weight. The Fire Fighter will grasp a rope, attached to the end of the weight, then the Fire Fighter will walk backwards, dragging the weight a distance of 20 Ft. That distance is marked by an orange pylon.

Once the opposite end of the weight has passed the pylon, the Fire Fighter will drop the rope, proceed to the opposite end of the weight, pick up the rope attached at the end of the weight, and, walking backwards, drag the weight back the 20 ft. to the starting point of the drag. The drag will be finished when the entire weight has been dragged past the "start" line.

This completes Station #5. Upon completion of Station #5, the Fire Fighter will proceed to Station #6.

Station #6: Hose Drag of 80 ft.

At this station, the Fire Fighter will stand at a "start" line and pick up the lead end of a 150 ft. bundle of 1 1/2 inch diameter hose. The Fire Fighter will place the end of the hose across either shoulder then drag the hose a distance of 40 ft. to a "stop" line. After stepping across the "stop" line, the Fire Fighter will then drop the end of the hose carefully upon the ground, go to the

opposite end of the hose, pick up that end and place it over either shoulder. The Fire Fighter will then drag the hose an additional 40 ft back to the "start" line. When the Fire Fighter steps over the "start" line, he will take the end of the hose off his shoulder and place it on the ground.

This completes Station #6. The Fire Fighter will then proceed to Station #7.

Station #7: Sledge Hammer Swing.

The Fire Fighter will pick up a 12 lb sledge hammer. When gripping the handle, he must place his hands below the blue line. After picking up the sledge hammer, the Fire Fighter will stand, using a wide stance, facing a target. Using an overhand swing, the Fire Fighter will strike three separate levels on the target fifteen times each. The three designated levels on the target are approximately above shoulder level, at shoulder level, and below shoulder level. When swinging the sledge, the Fire Fighter should not bring the sledge back behind the shoulder. The object is to provide forceful, but not overpowering, blows to the target.

When the Firefighter has struck 15 times at each of the three designated levels, the Firefighter will then place the sledge hammer in its original position on the floor in front of the target and proceed to Station #8.

Station #8: Blind Crawl.

At Station #8, a proctor will assist the Firefighter in donning a blacked out self-contained breathing apparatus face piece. The Firefighter will attach the face piece hose into the regulator and breathe from the SCBA tank during the blind crawl evolution. Then the proctor will assist the Firefighter to the starting point of a 150 ft. crawl, following a hose line. The Firefighter will crawl, on hands and knees, following the 150 feet of hose, through a prearranged course. The Firefighter must remain on hands and knees for the entire 150 ft. distance. The Firefighter cannot attempt to raise or remove the mask prior to completion of the crawl. If an attempt is made to raise or remove

the mask, or if the Firefighter comes off of hands or knees, the Firefighter will be considered to have failed this portion of the test.

Upon completion of the crawl, the Firefighter will stand up and remove the blacked out face piece and return it to the proctor. The Firefighter will then proceed to Station #9.

Station #9: Combination Hose Carry and Ladder Climb.

At this station, the Firefighter will have one 50 ft. section of 1-1/2 inch diameter fire hose draped over the top of the self contained breathing apparatus air tank. The Firefighter will then climb an extension ladder to the roof of the fire station. When climbing, either the right or left hand must grasp each rung and either the right or left foot must contact each rung. At the roof of the fire station, a proctor will remove the hose from the breathing apparatus tank and lay it on the station roof.

This completes Section #9. The Firefighter will then initiate the activities of Station #10.

Station #10: Equipment Lift.

On the roof of the fire station, the Firefighter will stand asymmetrical with one foot behind the other at the edge of the roof. The Firefighter will pick up a rope and pull a 5 gallon bucket weighted with 23 1/2 lbs. up to the roof level, using a hand-over-hand method.

The Firefighter will pull the 5 gallon bucket over the edge of the roof and place it on the fire station roof. Using a hand-over-hand method, the Firefighter will then immediately lower the 5 gallon bucket back to ground level.

When the 5 gallon bucket has reached the ground, the Firefighter will lay the rope in the original position on the roof.

This completes Station #10. The Firefighter will then initiate the activities of Station #11.

Station #11: Combination Hose Carry and Ladder Descent.

At Station #11, a proctor will drape one 50 ft. section of 1-1/2 inch diameter fire hose over the top of the self-contained breathing apparatus tank. The Firefighter will then mount the extension ladder with the assistance of a proctor, and will descend the ladder to the ground. When descending, either the right or left hand must grasp each rung and either the right or left foot must contact each rung. When the Firefighter is on the ground, the proctor will remove the fire hose from the breathing apparatus tank and lay it on the ground. This completes Station #11. The Firefighter should then proceed to Station #12.

Station #12: Fire Hose Roll.

At this station, the Firefighter will kneel at the male end of a 50 ft. long section of 3 inch diameter fire hose, and roll the hose in an inside fashion, away from the body. The entire hose will be considered to be rolled when the female end of the hose has been reached.

When the hose has been rolled, the Firefighter will lay the hose section over on its side. This completes Station #12. This Firefighter should then proceed to Station #13.

Station #13: Aerial Ladder Climb of 50 Ft.

Before climbing the ladder, a proctor will assist the Firefighter in removing the self-contained breathing apparatus tank. Upon removal of the self-contained breathing apparatus tank the Fire Fighter will mount the aerial ladder truck and will climb the aerial ladder to a distance of 50 ft. to 55 ft. at a 65 degree angle. The platform will be raised to the appropriate height between 70 ft. and 75 ft. that permits the rungs to be aligned correctly.

When climbing, either the right or left hand must grasp each rung and either the right or left foot must contact each rung. The Fire Fighter will be considered to have reached a height of 50 ft. when he grasps the bottom of the attached roof ladder.

Upon grasping the bottom of the roof ladder, the Fire Fighter will descend the ladder. When

descending, either the right or left hand must grasp each rung and either the right or left foot must contact each rung.

When the Fire Fighter completes the aerial ladder climb, the circuit course is completed. The Fire Fighter will immediately proceed to the area where he donned the protective gear, and will remove the protective gear.

That concludes the Essential Job Functions Test description and definition.

SCORE SHEET FOR
JACKSONVILLE FIRE DEPARTMENT
ESSENTIAL FUNCTIONS TEST

*To successfully complete this test, the Fire Fighter must pass all items:

PASS FAIL

- Test #1: Stretcher carry
- Test #2: Hose drag; engine to hydrant
- Test #3: Thread female coupling to hydrant, open or close hydrant
- Test #4: Ladder carry around truck Test #5: 180 pound body drag
- Test #6: Hose drag 40 ft. down, 40 ft. back
- Test #7: Sledgehammer swing, 15 repetitions
- Test #8: Blind crawl
- Test #9: Hose carry up ladder
- Test #10: Equipment lift
- Test #11: Hose carry down ladder
- Test #12: Hose roll
- Test #13: Ladder climb

Reason for Failure:

Name of Fire Fighter: _____

Fire Fighter's Signature: _____