

EMPLOYMENT CONTRACT FOR THE POSITION OF CHIEF/ADMINISTRATOR OF THE ORLAND FIRE PROTECTION DISTRICT

This Employment Contract is made this 1st day of March, 2021, by and between the BOARD OF TRUSTEES ("BOARD") of the ORLAND FIRE PROTECTION DISTRICT, COOK COUNTY, ILLINOIS ("DISTRICT") and MICHAEL R. SCHOFIELD ("CHIEF/ADMINISTRATOR").

Now, therefore, in consideration of the mutual covenants and consideration set forth herein, the BOARD and the CHIEF/ADMINISTRATOR hereby agree as follows:

I. TERM OF EMPLOYMENT

The BOARD hereby employs the CHIEF/ADMINISTRATOR, and the CHIEF/ADMINISTRATOR hereby accepts employment upon the terms and conditions of this Employment Contract for a period of time commencing on March 1, 2021 and terminating on February 28, 2024, unless otherwise terminated or extended as provided below.

II. POWERS AND DUTIES

A. The CHIEF/ADMINISTRATOR shall have charge of the administration of the DISTRICT and act as its chief executive officer under the direction of the BOARD. The CHIEF/ADMINISTRATOR'S duties shall include, but not be limited to:

1. Planning the DISTRICT'S long and short term operational needs, maintaining records, preparing the annual budget, procuring supplies and equipment, and participating in the preparations for new equipment, stations, and other facilities and equipment;
2. Directing all firefighting and appropriate EMS activities through subordinate officers' assuring the professional investigation of all fires and coordinating such activities with the Office of the State Fire Marshal and local authorities; and inspecting buildings within the DISTRICT;
3. Directing, assigning, and being responsible for the activities and performance of all DISTRICT employees; organizing, reorganizing and arranging the DISTRICT'S employees as best serves the DISTRICT; and selecting, placing, training, transferring, dismissing, and recommending dismissal of personnel subject to DISTRICT regulations, applicable collective bargaining agreements, state law, and the direction of the BOARD;
4. Enforcing all applicable rules and regulations, ordinances, laws, general and special orders, DISTRICT directives, and collective bargaining agreements; and suggesting new or amended regulations, rules, and procedures deemed necessary for the welfare of the DISTRICT;
5. Maintaining effective working relationships among employees, government officials, and the general public; addressing public groups regarding the activities of the DISTRICT, and promoting public understanding of the DISTRICT'S work; maintaining a liaison with the Board of Fire Commissioners;
6. Attending meetings, seminars, conferences, etc., at the local, state, national, and international level;
7. Providing to DISTRICT employees and the BOARD a chain of command structure to cover all situations where the CHIEF/ADMINISTRATOR is out of DISTRICT or is otherwise unable to take command;

8. The CHIEF/ADMINISTRATOR shall make a written administrative recommendation to the BOARD on all agenda items where such recommendation is appropriate. The recommendation shall include cost estimates, as well as the CHIEF/ADMINISTRATOR'S rationale for the recommendation.
- B. The CHIEF/ADMINISTRATOR also shall be responsible for communicating with the BOARD on a regular and continuing basis so that the BOARD is advised on a timely basis of matters which might require policy guidance from the BOARD. Communications shall include but not be limited to attendance at all BOARD meetings and DISTRICT functions (unless otherwise directed) and submission to the BOARD of monthly and annual written reports on the status of the DISTRICT.
- C. The CHIEF/ADMINISTRATOR shall comply with all DISTRICT rules and regulations (and all existing and future amendments thereto) governing the performance and conduct of DISTRICT employees which do not conflict with the express terms of this Employment Contract.
- D. In general, performing all duties incident to the office of the CHIEF/ADMINISTRATOR and such other duties as may be prescribed by the BOARD from time to time.

III. HOURS OF WORK AND TIMEKEEPING REQUIREMENTS

- A. The CHIEF/ADMINISTRATOR is generally expected to be at work during the DISTRICT'S normal office hours on Monday through Friday. However, it is recognized that the CHIEF/ADMINISTRATOR must devote time outside normal office hours to the business of the DISTRICT.
- B. The CHIEF/ADMINISTRATOR shall maintain a record of his work time and report his hours worked in the same manner as all other salaried DISTRICT employees. The CHIEF/ADMINISTRATOR shall keep the DISTRICT informed of how he can be reached when off duty and shall carry a cell phone when he is not in DISTRICT offices or at home.

IV. SALARY

- A. During the term of this Agreement, the BOARD shall pay the CHIEF/ADMINISTRATOR an annual salary of TWO HUNDRED AND TWENTY ONE THOUSAND AND FIVE HUNDRED DOLLARS (\$221,500.00), payable in the same manner and time as for other sworn employees. The annual salary is for all work performed. For the purpose of any necessary per diem calculation, the annual salary shall be based on 260 days. The salary of the CHIEF/ADMINISTRATOR may be adjusted during the term of this Employment contract by written agreement of the parties, but in no event shall such adjustment result in a decrease in the CHIEF/ADMINISTRATOR'S salary. Such salary adjustment shall be construed to be an amendment to the salary provision of this Employment Contract, but shall not otherwise affect the provisions of this Employment Contract. Annual salary adjustment shall be 3% or the cost of living beginning on January 1, 2021 and every January 1 annually thereafter.
- B. At the election of the CHIEF/ADMINISTRATOR, the BOARD may defer an amount of the CHIEF/ADMINISTRATOR'S salary to any deferred compensation plan approved for other DISTRICT employees.

V. OTHER BENEFITS

- A. The CHIEF/ADMINISTRATOR shall be entitled to the same group health, life, vision, and dental insurance under the same terms and conditions the BOARD offers said insurance to all other full-time employees of the DISTRICT, and as the same may be changed from time to time by the BOARD for its employees and the CHIEF/ADMINISTRATOR.
- B. The CHIEF/ADMINISTRATOR shall receive term life insurance coverage in an amount equal to ONE HUNDRED THOUSAND DOLLARS (\$100,000.00) as being provided in the current program and subject to increases as given to the full-time employees of the DISTRICT.
- C. The CHIEF/ADMINISTRATOR except where otherwise stated in this agreement is entitled to all benefits in accordance with the policy in place for Chief Officers as may exist from time to time. If such benefits are changed or suspended in no event shall such actions result in a decrease to the CHIEF/ADMINISTRATOR'S benefit level.
- D. The CHIEF/ADMINISTRATOR shall be permitted to accrue up to six (6) weeks vacation per year. Unused vacation days may be submitted for pay at the end of a calendar year. Vacation days cannot be transferred to a following year.
- E. The CHIEF/ADMINISTRATOR shall receive eight (8) personal days per year. Unused Personal days may be submitted for pay at the end of a calendar year. Personal days cannot be transferred to a following year.
- F. The CHIEF/ADMINISTRATOR shall receive the following holidays off without loss of pay: New Year's Day, Martin Luther King's Birthday, Easter, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day and two (2) Personal Holiday's at the CHIEF/ADMINISTRATOR'S discretion.
- G. The CHIEF/ADMINISTRATOR'S sick days shall be accrued at the rate of one sick day per month of service. Sick time may be sold back to the DISTRICT during employment in accordance with the policy in place for Chief Officers as may exist from time to time. Unused sick leave days may be accumulated and may be sold back to the DISTRICT at retirement at a rate of 75% of accumulated sick days.
- H. The CHIEF/ADMINISTRATOR shall be entitled to a maximum of eight (8) consecutive workdays off without loss of pay in the event of the death of an immediate family member (defined as the CHIEF/ADMINISTRATOR'S legal spouse, parents (including stepparents and parents-in-law), children (including adopted or stepchildren), grandparents and siblings, provided the time off is needed for matters in direct relation to the death.
- I. The CHIEF/ADMINISTRATOR shall receive a complete set of uniform clothing and equipment upon initial employment as CHIEF/ADMINISTRATOR and shall be eligible to receive replacement articles in accordance with the clothing policy for all sworn full-time firefighters.
- J. The BOARD shall furnish an automobile of the BOARD'S choice for the use of the CHIEF/ADMINISTRATOR. The cost of all insurance, maintenance and repairs shall be the responsibility of the BOARD. The BOARD shall hold the CHIEF/ADMINISTRATOR and his estate harmless from any liability arising from the CHIEF/ADMINISTRATOR'S use of the car in the course and scope of his employment.
- K. The CHIEF/ADMINISTRATOR is an exempt employee and is not paid overtime. The CHIEF/ADMINISTRATOR is eligible to provide coverage for Shift Battalion Chief time off and is compensated as outlined in Battalion Chief's wage and benefit policy, provided shift work does not interfere with duties of CHIEF/ADMINISTRATOR.

- L. The CHIEF/ADMINISTRATOR may elect to contribute sick time toward VEBA to a maximum of two (2) % of base and incentive pay.
- M. The CHIEF/ADMINISTRATOR shall be eligible for group health and hospitalization coverage during retirement at the same level as provided to Battalion Chiefs.
- N. Pension Pick Up – The salary of the CHIEF/ADMINISTRATOR includes the District's pickup and payment to the Pension Fund of the Chief's required contributions to the Pension Fund. From the Chief's salary, the District shall pick up and pay to the Pension Fund, on behalf of the Chief, the contributions required from the Chief pursuant to Section 4-118 of the Pension Code. Although designated as employee contributions, the contributions are being paid by the District in lieu of contributions by the employee and are being picked up pursuant to Section 414(h)(2) of the Internal Revenue Code, as amended. The CHIEF/ ADMINISTRATOR shall not have the option of choosing to receive contributed amounts directly instead of having them paid by the District to the Pension Fund.
- O. Zero Tolerance Policy – If the CHIEF/ADMINISTRATOR has consumed alcohol within the previous eight hours or is still noticeably impaired by alcohol consumed previous to the eight hours, he must voluntarily remove himself from the activities and functions of the DISTRICT, including all emergency operations and training. The CHIEF/ADMINISTRATOR shall not participate in any aspect of the DISTRICT under the influence of alcohol, including, but not limited to, any fire and emergency operations, fire-police, or training.
- P. The aforementioned benefits may be adjusted and new benefits may be added during the term of this Employment Contract by written agreement of the parties, but in no event shall such adjustment or addition result in a decrease in the CHIEF/ADMINISTRATOR'S benefits. Such adjustments and additions shall be construed to be an amendment to the benefits provision of the Employment Contract, but shall not otherwise affect the provisions of this Employment Contract.

VI. PARTICIPATION IN PROFESSIONAL AND COMMUNITY ACTIVITIES

- A. In recognition of the importance of community and professional involvement on the part of the CHIEF/ADMINISTRATOR, the BOARD shall reimburse the CHIEF/ADMINISTRATOR for the dues for membership in professional organizations. The CHIEF/ADMINISTRATOR is expected to actively participate in organizations in which the BOARD reimburses him for his dues. In addition, the CHIEF/ADMINISTRATOR may attend and be reimbursed for additional professional activities that are related to the fire service and will benefit the DISTRICT. The CHIEF/ADMINISTRATOR will be reimbursed for the costs of tuition and books, as well as travel costs if necessary and approved by the Board of Trustees, to complete his Master's Degree.
- B. The CHIEF/ADMINISTRATOR shall devote his entire employment time, attention, and energy to the DISTRICT and related professional and community activities.
- C. The CHIEF/ADMINISTRATOR may engage in other employment outside his regular hours providing he files notice of secondary employment with the BOARD, and the BOARD approves the secondary employment.

VII. RESIDENCY

The CHIEF/ADMINISTRATOR shall maintain his personal residence within the boundaries of the DISTRICT, as long as this contract is in force, unless otherwise approved by the BOARD.

VIII. MEDICAL EXAMINATIONS

The CHIEF/ADMINISTRATOR shall have a comprehensive physical examination at least once every contract year paid for by the BOARD, and the BOARD shall receive a written statement that the CHIEF/ADMINISTRATOR is physically fit to perform his duties.

IX. PERFORMANCE EVALUATIONS

The BOARD and CHIEF/ADMINISTRATOR agree that periodically they shall mutually discuss and evaluate their working relationship, rapport, and understanding. Every six (6) months (twice per calendar year), unless mutually waived by both parties, the CHIEF/ADMINISTRATOR'S performance shall be appraised by the BOARD and a written evaluation of that performance given to the CHIEF/ADMINISTRATOR. The CHIEF/ADMINISTRATOR shall advise the BOARD in writing on or before 60 days before the anniversary date of each year of the contract of this evaluation provision in this Employment Contract. After such evaluation, the parties may schedule a meeting to review the evaluation and determine, if necessary, the terms and conditions of the continued future employment of the CHIEF/ADMINISTRATOR.

The BOARD agrees that it shall defend, hold harmless, and indemnify the CHIEF/ADMINISTRATOR from any and all demands, claims, suits, actions, and legal proceedings brought against the CHIEF/ADMINISTRATOR in his individual capacity, or in his official capacity as agent and employee of the DISTRICT, provided the matter arose while the CHIEF/ADMINISTRATOR was acting within the course and scope of his authority as CHIEF/ADMINISTRATOR of the DISTRICT. This indemnification obligation shall be the responsibility of the BOARD in its official capacity as a legal entity and in no case shall individual BOARD members be deemed to be personally liable for indemnifying the CHIEF/ADMINISTRATOR against any such demands, claims, suits, actions, and legal proceedings. If, in the good faith opinion of the CHIEF/ADMINISTRATOR, a conflict exists between him and the BOARD with respect to the defense of any claim asserted by an outside third party, the CHIEF/ADMINISTRATOR may, with prior notice to the BOARD, engage counsel to represent him at the BOARD'S expense; provided, however, the BOARD shall not be required to pay for attorneys' fees or the costs of any legal proceedings in matters where the BOARD and the CHIEF/ADMINISTRATOR are adverse parties.

X. TERMINATION

A. This Employment Contract shall remain in full force and effect from the date it is executed by both parties until it is terminated pursuant to the terms of this Employment Contract. Except as otherwise provided herein or by law, upon termination of this Employment Contract, the CHIEF/ADMINISTRATOR'S employment with the DISTRICT shall cease. Except as otherwise required by law, no benefits, duties or obligations within this Employment Contract shall survive its termination.

B. This Employment Contract and the CHIEF/ADMINISTRATOR'S employment relationship with the BOARD shall terminate in any of the following events:

1. On February 28, 2024, if not sooner terminated.
2. By mutual written agreement between the CHIEF/ADMINISTRATOR and the BOARD;
3. By the BOARD of Trustees for cause as set forth in subsection C below;

4. By disability, as certified by a physician, which renders the CHIEF/ADMINISTRATOR unable to perform the essential duties of his position; or
 5. Upon the death of the CHIEF/ADMINISTRATOR.
- C. The BOARD may terminate this Employment Contract when, in the BOARD'S judgment, cause exists. "Cause" as used herein is defined as conduct which connotes a shortcoming, including but not limited to neglect of duty, breach of contract, poor performance or misconduct. Prior to terminating this Employment agreement for cause, the BOARD will provide the CHIEF/ADMINISTRATOR with written notice of the reason(s) why such termination is under consideration and provide the CHIEF/ADMINISTRATOR with the opportunity to appear before the BOARD for a hearing before the final decision is reached. If the CHIEF/ADMINISTRATOR chooses to be accompanied by legal counsel, he shall be responsible for his attorneys' fees or costs. At the conclusion of such hearing, the BOARD shall make a determination as to whether there is cause for termination.
- D. In the event the BOARD determines that the CHIEF/ADMINISTRATOR'S poor performance or misconduct justifies the removal of the CHIEF/ADMINISTRATOR from the position of CHIEF/ADMINISTRATOR, the CHIEF/ADMINISTRATOR will be assigned to his last tested position pursuant to 70 ILCS 705/16.04 a.
- E. Unless the CHIEF/ADMINISTRATOR has given notice on or before January 1 of the third year of this Employment Contract, the Employment Contract is automatically amended and extended annually. The Chief shall advise the President of the BOARD of the provisions of this subpart E in writing by January 1.

XI. EXTENSION OF CONTRACT

The BOARD may by specific action and with the written consent of the CHIEF/ADMINISTRATOR extend the termination date of this Employment Contract, provided, however, that the length of this Employment Contract shall never exceed three years.

XII. NOTICE

Any notice required to be given under this Employment Contract shall be deemed sufficient if it is in writing and sent by certified mail to the residence of the CHIEF/ADMINISTRATOR or the President of the BOARD or by personal delivery to the CHIEF/ADMINISTRATOR, or the President of the BOARD.

XIII. SAVINGS CLAUSE

In the event any section or portion of this Employment Contract shall be held invalid or unenforceable by any agency or court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, such decision or legislation shall apply only to the specific section or portion thereof specifically affected by such decision or legislation and the remaining sections or portion of this Employment Contract shall remain in full force and effect.

XIV. ENTIRE AGREEMENT

This Employment Contract contains the complete and entire agreement between the BOARD and the CHIEF/ADMINISTRATOR and supersedes all prior agreements and understandings, whether oral or written, with respect to the CHIEF/ADMINISTRATOR'S employment with the BOARD. This Employment Contract may be changed only by an agreement in writing signed by the CHIEF/ADMINISTRATOR and the BOARD.

IN WITNESS WHEREOF, the parties have executed this Employment Contract 1st day of March, 2021.

**ORLAND FIRE PROTECTION DISTRICT
BOARD OF TRUSTEES**

By:



Michael R. Schofield
CHIEF/ADMINISTRATOR

By:

PRESIDENT

By:

SECRETARY

Contract for Consulting Service

This agreement is made this day 21st of June, 2017 between Orland Fire Protection District (hereinafter "client"), having its principal place of business at 9790 West 151st Street, Orland Park, IL 60462; and Irma R. Holloway (IRH Development) (Hereinafter "IRH"), having its principal place of business at 5111 Sauk Trail, Suite G, Richton Park, IL 60471.

In Consideration of Client retaining IRH to perform support services for Client, it is agreed as follows:

1. Compensation and Terms

Client hereby retains IRH and IRH hereby agrees to perform the following services: Consulting services of IRH as required by Client, through July 31, 2018. IRH will at various times perform services at Client's headquarters, at other Client facilities, or at IRH facilities, as directed by Client. IRH will perform the services at various times and for various durations as directed by Client.

The following fees shall apply:

\$3000 per month for services

Reasonable and necessary business and travel expenses actually incurred by IRH shall be reimbursed by the discretion of Client upon submission of expense reports with back-up documentation. All such expenses and all travel plans must be approved in advance by Client.

IRH shall provide detailed invoices and shall maintain, and provide, upon request, backup documentation for a period of one year from the date of the respective invoices. Client shall make full payment for services within 30 days of invoice.

This agreement shall commence on the date stated above, and shall remain in effect until all obligations under this Agreement have been properly completed. Either party to this Agreement may terminate this Agreement with or without cause by providing sixty days written notice to the other party.

2. Warranties by IRH.

IRH represents and warrants to Client that it has the experience and ability to perform the services required by this Agreement; that it will perform said services in a professional, competent, and timely manner; that it has the power to enter into

and perform this Agreement; and that its performance of this Agreement shall not infringe upon or violate the rights of any third party or violate any federal, provincial, or municipal laws.

3. Independent Contractor

IRH acknowledges that the services rendered under this Agreement shall be solely as an independent contractor. IRH shall not enter into any contract or commitment on behalf of Client. IRH further acknowledges that it is not considered an affiliate or subsidiary of Client, and is not entitled to any Client employment rights or benefits. It is expressly understood that this undertaking is not a joint venture.

4. Confidentiality

IRH recognizes and acknowledges that this Agreement creates a confidential relationship between IRH and Client and that information concerning Client's business affairs, customers, vendors, finances, properties, methods of operation, computer programs, and documentation, and other such information, whether written, oral, or otherwise, is confidential in nature. All such information concerning Client is hereinafter collectively referred to as "Confidential Information." IRH agrees to follow Client Information Security procedures and otherwise take all reasonable precautions for the protection of Confidential Information.

5. Non-Disclosure

IRH agrees that, except as directed by Client, it will not at any time during or after the term of this Agreement disclose any Confidential Information to any person whatsoever and that upon the termination of this Agreement it will turn over to Client all documents, papers, and other matter in its possession or control that relate to Client. IRH further agrees to bind its employees and subcontractors to the terms and conditions of this Agreement.

6. Grant

IRH agrees that its work product produced in the performance of this Agreement shall remain the exclusive property of Client, and that it will not sell, transfer, publish, disclose, or otherwise make the work product available to third parties without Client's prior express written consent. Any rights granted to IRH under this Agreement shall not affect Client's exclusive ownership of the work product.

7. Office Rules

IRH shall comply with all office rules and regulation, including security requirements, when on Client premises.

8. Conflict of Interest

IRH shall not offer or give gratuity of any type to any Client employee or agent.

9. Governing Law

This Agreement shall be construed and enforced in accordance with the laws of the State of Illinois.

10. Savings Clause

If any part of this contract is rendered invalid by law, the remaining portions of this contract will remain in full force and effect.

11. Entire Agreement and Notice

This Agreement contains the entire understanding of the parties and may only be amended with the specific written consent of both parties. Any notice given under this Agreement shall be sufficient if it is in writing and if sent by certified or registered mail.

IN WITNESS WHEREOF,

Client and IRH have duly executed this Agreement as of the day and year first above written.

IRH Development	Orland Fire Protection District
By: [Redacted]	By: [Redacted]
Name: <i>IANA R. Holloway</i>	Name: <i>Christopher Way</i>
Title: <i>CEO</i>	Title: <i>President</i>
Date: <i>6/27/17</i>	Date: <i>06-27-17</i>

INVOICE



IRH Developments

5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

QFPD8022

INVOICE DATE

10/01/2019

DESCRIPTION

AMOUNT

Consulting Services as required by Client

3,000.00

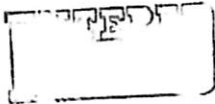
Please direct questions to: Irma R. Holloway

0.00

Make check payable to IRH Developments

TOTAL

\$3,000.00



APPROVED FOR PAYMENT		
Acct. #	Initials	Date
LT/Dir		
BC		
Fin Director	<i>[Signature]</i>	10-1-19
Chief	<i>[Signature]</i>	10-1-19

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments

5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

OFPD8023

INVOICE DATE

11/01/2019

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT		
Acct. #	Initials	Date
LT/Dir		
BC		
Fin Director	<i>kes</i>	11-4-19
Chief	<i>M.D.J.</i>	11-5-19

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8024
INVOICE DATE 12/01/2019

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT		
Acct. #	Initials	Date
LT/Dir		
BC		
Fin Director	<i>Kerry Sullivan</i>	12-3-19
Chief	<i>[Signature]</i>	12-4-19



Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8025
INVOICE DATE 01/02/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT		
Acct. #	Initials	Date
[REDACTED]		
LT/Dir		
BC		
Fin Director	<i>KMS</i>	1-7-20
Chief	<i>[Signature]</i>	1-7-20

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8026
INVOICE DATE 02/03/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT		
Acct. #	Initials	Date
[REDACTED]		
LT/Dir		
BC		
Fin Director	<i>Ked</i>	<i>2-18-20</i>
Chief	<i>MRS</i>	<i>2-20-20</i>

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

OFPD8027

INVOICE DATE

03/02/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT		
Acct. #	Initials	Date
[REDACTED]		
LT/Dir		
BC		
Fin Director	<i>Kerry</i>	<i>3-13-20</i>
Chief	<i>IRH</i>	<i>3-17</i>

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8028
INVOICE DATE 04/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT	
Acct. #	
Initials	Date
LT/Dir	
BC	
Fin Director	<i>Ked</i>
Chief	<i>4-2-20</i>

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.

5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

OFPD8029

INVOICE DATE

05/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT		
Acct. #	Initials	Date
LT/Dir		
BC		
Fin Director	<i>Yus</i>	5-4-20
Chief	<i>MR</i>	5-4-20

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391



BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8030
INVOICE DATE 06/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT
Acct. # [REDACTED]

	Initials	Date
LT/Dir		
BC		
Fin Director	<i>Ked</i>	6-1-20
Chief	<i>IMI</i>	6-2-20

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE

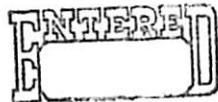


IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8031
INVOICE DATE 07/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT		
Acct. #	Initials	Date
[REDACTED]		
LT/Dir	_____	_____
BC	_____	_____
Fin Director	<i>Ked</i>	7-1-20
Chief	<i>MP</i>	1-1-70

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

OFPD8032

INVOICE DATE

08/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT

Acct. # [REDACTED]

	Initials	Date
LT/Dir		
BC		
Fin Director	<i>Kerry</i>	8-12-20
Chief	<i>MRS</i>	8-12-20

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.

5111 W. Sauk Trail, Suite G

Richton Park, IL 60471

Phone: (708) 300-6391

BILL TO

Orland Fire Protection District

Attn: Ms. Kerry Sullivan

9790 151st Street

Orland Park, IL 60462

INVOICE #

OPFD8033

INVOICE DATE

09/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT		
Acct. #	Initials	Date
LT/Dir		
BC		
Fin Director	<i>KRS</i>	<i>9-14-20</i>
Chief	<i>IRH</i>	<i>9-15-20</i>

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8034
INVOICE DATE 10/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT		
Acct. #	Initials	Date
LT/Dir		
BC		
Fin Director	<i>KMS</i>	<i>10-2-20</i>
Chief	<i>MRS</i>	<i>10-3-20</i>

Thank you

TERMS & CONDITIONS

Thank you for your business!

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IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8035
INVOICE DATE 11/02/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT

Acct. # [REDACTED]

initials Date

LI/Dit _____

IC _____

Chief Director *Yee* 11-3-20

Chief *HW* 11-27

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE

IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391



BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8036
INVOICE DATE 12/01/2020

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT
Acct. # [REDACTED]

	Initials	Date
LT/Dir		
BC		
Fin Director	<i>KSS</i>	12-1-20
Chief	<i>MM</i>	12-1-20

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.

5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

OFPD8037

INVOICE DATE

01/01/2021

ENTERED

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT
Acct. # [REDACTED]
Initials Date
LT/Dir _____
SC _____
Fin Director *Ked* 1-4-21
Chief *mm* 1-11-21

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.

5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391



BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE #

OFFPD8038

INVOICE DATE

02/01/2021

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT		
Acc. #	[REDACTED]	
	Initials	Date
LT/Dic		
BC		
Fin Director	<i>Ked</i>	<i>2-1-21</i>
Chief	<i>MRS</i>	<i>2-1-21</i>

Thank you

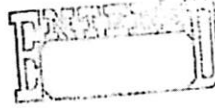
TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391



BILL TO
Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8039
INVOICE DATE 03/01/2021

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00

APPROVED FOR PAYMENT		
Acct. #	[REDACTED]	
	Initials	Date
LT/Dir		
BC		
Fin Director	<i>Red</i>	3-1-21
Chief	<i>M.R.</i>	3-2-21

Thank you

TERMS & CONDITIONS

Thank you for your business!

INVOICE



IRH Developments Inc.
5111 W. Sauk Trail, Suite G
Richton Park, IL 60471
Phone: (708) 300-6391

BILL TO

Orland Fire Protection District
Attn: Ms. Kerry Sullivan
9790 151st Street
Orland Park, IL 60462

INVOICE # OFPD8040
INVOICE DATE 04/01/2021

Final payment

DESCRIPTION	AMOUNT
Consulting Services as required by Client	3,000.00
Please direct questions to: Irma R. Holloway Make check payable to IRH Developments Inc.	0.00
TOTAL	\$3,000.00



APPROVED FOR PAYMENT
Acct. # [REDACTED]
Initials Date
LT/Dir _____
BC _____
Fin Director *Ked* *4-6-21*
Chief *MW* *4-7-21*

Thank you

TERMS & CONDITIONS

Thank you for your business!





ORLAND FIRE PROTECTION DISTRICT

(708) 349-0074
www.orlandfire.org
9790 W. 151st St., Orland Park, IL


NOTIFICATION OF SECONDARY EMPLOYMENT

COMPANY INFORMATION			
Company Name: <i>Landmark Flooring</i>			
Address: <i>9501 W 171st St</i>			
City: <i>Tinley Park</i>	State: <i>IL</i>	Zip: <i>60178</i>	
Phone Number: <i>708-349-0011</i>		Hours Worked Per Week: <i>10-15</i>	
Name of Supervisor: <i>N/A</i>			
Duties: <i>OWNER / OPERATOR</i>			

I grant permission to the Orland Fire Protection District to seek verification of my employment, hours, and duties with the above-named employer. I understand the terms of the Labor Contract between the Orland Professional Firefighters Local 2754 and the Orland Fire Protection District wherein it states in Article 23 Residency & Secondary Employment: *NUC*

B. Employees may engage in other employment outside of his regular duty hours providing that he files a notice of secondary employment with the Chief or his designee. Employees must recognize that their primary duty and responsibility is to the Orland Fire Protection District, and that:

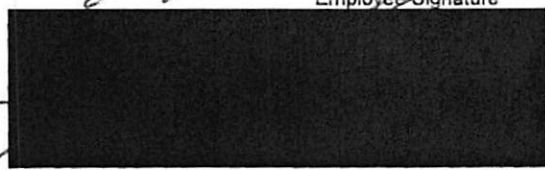
1. The employee's secondary employment shall not interfere with his effectiveness as a district employee.
2. The employee's secondary employment shall not interfere with his response to emergency calls.
3. District property shall not be used by the employee for outside employment, *except as authorized by Fire Chief. NUC*



 Employee Signature

6/1/15

 Date



 Date Approved

Unless otherwise notified, all previous Secondary Employment Notification forms currently in your Personnel File will be discarded.