

Oak Brook  
Park District  
*A National Gold Medal Agency*



HAPPY | FIT | ACTIVE

# Oak Brook Park District Board Packet

## April 20, 2026

We strive to provide the **very best** in **park** and **recreational opportunities, facilities,** and **open lands** for **our community.**

Family Recreation Center | 1450 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4233 | F: 630-990-8379  
Tennis Center | 1300 Forest Gate Road | Oak Brook, IL 60523-2151 | P: 630-990-4660 | F: 630-990-4818

[www.obparks.org](http://www.obparks.org)



## Public Hearing

## Public Hearing

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2026 – APRIL 30, 2027 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2026.*)

- a. Call to Order the Public Hearing  
*[Call to Order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2026 – April 30, 2027 and ask the Recording Secretary to conduct the **Roll Call**.]*
- b. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2026 – April 30, 2027  
*[President Knitter Announces: “In accordance with state statute, a notice of today’s public hearing was published in The Doings-Oak Brook Newspaper on Thursday April 9, 2026. A copy of the proposed budget and related budget ordinance has been available for public inspection in hard copy form at the Park District’s Administration Office as well as in electronic form on our website for at least 30 days prior to today’s hearing.”*

*Then ask whether there are any public comments on the Proposed Budget and Appropriation Ordinance. If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.*

*Once all Public Comments have been received, the President asks the Board if there are any Commissioners that may wish to comment on the Budget or Ordinance. When all comments have been received, the President shall request a motion to Adjourn the Public Hearing as follows.]*

- c. Adjournment of Public Hearing  
*[Ask for Motion (and a Second) to Adjourn the Public Hearing. **Voice Vote** -- “All in favor...”]*

**CHICAGO TRIBUNE**

media group

Sold To:  
Oak Brook Park District - 102310  
1300 Forest Gate Rd  
Oak Brook, IL 60523-2151

Bill To:  
Oak Brook Park District - 102310  
1300 Forest Gate Rd  
Oak Brook, IL 60523-2151

**Certificate of Publication:**

Order Number: 42538  
Purchase Order:

State of Illinois - DuPage

**Chicago Tribune Media Group** does hereby certify that it is the publisher of the The Doings. The The Doings is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Hinsdale, Township of Downers Grove, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the The Doings. The first publication of the notice was made in the newspaper, dated and published on 3/19/2026, and the last publication of the notice was made in the newspaper dated and published on 3/19/2026.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: **19 Mar 2026**.

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The Doings

In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

20 Mar 2026, by

**Chicago Tribune Company**



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Jeremy Gates

# CHICAGO TRIBUNE

media group

**LEGAL NOTICE**  
**Oak Brook Park District**  
**Public Notice for Proposed**  
**Budget and Appropriation**  
**Ordinance**

Public Notice is hereby given that the proposed combined Budget and Appropriation Ordinance for the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the fiscal year beginning May 1, 2026 and ending April 30, 2027, is available for public inspection on our website at [www.obparks.org](http://www.obparks.org) and at the Oak Brook Park District Administration Office, 1450 Forest Gate Road, Oak Brook, Illinois 60523, during the normal business hours, Monday – Friday, 9:00 am – 4:30 pm.

3/19/2026 42538

**CHICAGO TRIBUNE**

media group

Sold To:  
Oak Brook Park District - 102310  
1300 Forest Gate Rd  
Oak Brook, IL 60523-2151

Bill To:  
Oak Brook Park District - 102310  
1300 Forest Gate Rd  
Oak Brook, IL 60523-2151

**Certificate of Publication:**

Order Number: 54961  
Purchase Order: PUBLIC HEARING

State of Illinois - DuPage

**Chicago Tribune Media Group** does hereby certify that it is the publisher of the The Doings. The The Doings is a secular newspaper, has been continuously published Weekly for more than fifty (50) weeks prior to the first publication of the attached notice, is published in the City of Hinsdale, Township of Downers Grove, State of Illinois, is of general circulation throughout that county and surrounding area, and is a newspaper as defined by 715 IL CS 5/5.

This is to certify that a notice, a true copy of which is attached, was published 1 time(s) in the The Doings. The first publication of the notice was made in the newspaper, dated and published on 4/9/2026, and the last publication of the notice was made in the newspaper dated and published on 4/9/2026.

This notice was also placed on a statewide public notice website as required by 715 ILCS 5/2. 1.

PUBLICATION DATES: **9 Apr 2026.**

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The Doings

In witness, an authorized agent of The Chicago Tribune Media Group has signed this certificate executed in Chicago, Illinois on this

10 Apr 2026, by

**Chicago Tribune Company**



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Jeremy Gates

**LEGAL NOTICE****NOTICE OF PUBLIC HEARING  
FOR THE PROPOSED  
COMBINED BUDGET AND  
APPROPRIATION ORDINANCE**

**NOTICE IS HEREBY GIVEN** that the Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, will conduct a public hearing regarding the proposed combined budget and appropriation ordinance for the fiscal year commencing May 1, 2026 and ending April 30, 2027, at the Oak Brook Park District, Family Recreation Center, 1450 Forest Gate Road, Oak Brook, Illinois, on Monday, April 20, 2026, at 6:30 PM.

**NOTICE IS FURTHER GIVEN** that the proposed combined budget and appropriation ordinance has been on file and available for public inspection beginning March 19, 2026, at the Oak Brook Park District's Administration Office, 1450 Forest Gate Road, Oak Brook, Illinois, during normal business hours of 9:00AM - 4:30PM and on our website at [www.obparks.org](http://www.obparks.org).

Laure L. Kosey, Board Secretary  
Oak Brook Park District  
April 9, 2026 - 54961

## Pledge of Allegiance

I pledge allegiance to the flag of the United States of America, and to the Republic for which it stands, one nation under God, indivisible, with liberty and justice for all.

## Agenda and Agenda Vote



**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 20, 2026 – 6:30 p.m.**  
**Canterberry Room**

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2026 - APRIL 30, 2027 (*Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2026.*)
  - a. Call to Order and Roll Call
  - b. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2026 – April 30, 2027
  - c. Adjournment of Public Hearing
2. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL
3. PLEDGE OF ALLEGIANCE
4. OPEN FORUM
5. APPROVAL OF AGENDA, MINUTES, AND FINANCIAL STATEMENT
  - a. APPROVAL OF THE APRIL 20, 2026 AGENDA
  - b. APPROVAL OF MINUTES
    - i. March 16, 2026 Regular Board Meeting Minutes
    - ii. March 16, 2026 Closed Board Meeting Minutes
  - c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2026
    - i. Warrant 707
6. STAFF RECOGNITION
  - a. None
7. PRESENTATIONS/PROCLAMATIONS
  - a. None
8. REPORTS:
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report





**AGENDA**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 20, 2026 – 6:30 p.m.**  
**Canterberry Room**

9. UNFINISHED BUSINESS

- a. Ordinance 26-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of The Necessary Expenditures of The Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027.
- b. Ten-Year Capital Improvement Plan
- c. Ordinance 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting
- d. Safety Manual Updates
- e. 2026 Amendment to the Oak Brook Park District Executive Director Employment Agreement
- f. Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2026

10. NEW BUSINESS

- a. Ordinance 26-0518: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
- b. General Use Regulations Chapter 1

11. ENTER CLOSED SESSION: For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

12. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 18, 2026, 6:30 P.M.

14. ADJOURNMENT

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact: Laure Kosey, Executive Director at 630-645-9535.





**AGENDA VOTE**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 20, 2026 – 6:30 p.m.**  
**Canterberry Room**

1. PUBLIC HEARING- FOR THE PROPOSED BUDGET AND APPROPRIATION ORDINANCE FOR FISCAL YEAR MAY 1, 2026 - APRIL 30, 2027 *(Notice of the Public Hearing was published in the Doings-Oak Brook Newspaper – April 9, 2026.)*
  - a. Call to Order and Roll Call *[Call to Order the Public Hearing for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2026 – April 30, 2027 and ask the Recording Secretary to conduct the Roll Call.]*
  - b. Open Forum for the Proposed Budget and Appropriation Ordinance for Fiscal Year May 1, 2026 – April 30, 2027 *[President Knitter Announces: “In accordance with state statute, a notice of today’s public hearing was published in The Doings-Oak Brook Newspaper on Thursday April 9, 2026. A copy of the proposed budget and related budget ordinance has been available for public inspection in hard copy form at the Park District’s Administration Office as well as in electronic form on our website for at least 30 days prior to today’s hearing.”*  
  
*Then ask whether there are any public comments on the Proposed Budget and Appropriation Ordinance. If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.*  
  
*Once all Public Comments have been received, the President asks the Board if there are any Commissioners that may wish to comment on the Budget or Ordinance. When all comments have been received, the President shall request a motion to Adjourn the Public Hearing as follows.]*
  - c. Adjournment of Public Hearing *[Ask for Motion (and a Second) to Adjourn the Public Hearing. **Voice Vote -- “All in favor...”**]*
2. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL *[Call to order the Regular Meeting of the Oak Brook Park District Board of Commissioners and ask the Recording Secretary to conduct the Roll Call.]*
3. PLEDGE OF ALLEGIANCE *[Recite the Pledge of Allegiance]*
4. OPEN FORUM *[Ask whether there are any Public Comments under “Open Forum.” If necessary, the President may advise speakers to observe the rules set forth in Section 1.1VII B of the Rules of the Board of Park Commissioners.]*
5. APPROVAL OF AGENDA, MINUTES, AND FINANCIAL STATEMENT
  - a. APPROVAL OF THE APRIL 20, 2026 AGENDA *[Request a Motion (and a Second) to approve the April 20, 2026 Agenda. **Roll Call Vote...**]*





**AGENDA VOTE**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 20, 2026 – 6:30 p.m.**  
**Canterberry Room**

- b. APPROVAL OF MINUTES
  - i. March 16, 2026 Regular Board Meeting Minutes *[Request a Motion (and a Second) to approve the March 16, 2026 Regular Board Meeting Minutes. Roll Call Vote...]*
  - ii. March 16, 2026 Closed Board Meeting Minutes *[Request a Motion (and a Second) to approve the March 16, 2026 Closed Board Meeting Minutes. Roll Call Vote...]*
- c. APPROVAL OF FINANCIAL STATEMENT ENDING MARCH 31, 2026
  - i. Warrant 707 *[Request a Motion (and a Second) to approve Financial Statement Ending March 31, 2026. Roll Call Vote...]*
- 6. STAFF RECOGNITION
  - a. None
- 7. PRESENTATIONS/PROCLAMATIONS
  - a. None
- 8. REPORTS: [For Review and Discussion Only]
  - a. Administration and Enterprise Operations Report
  - b. Finance and Human Resources Report
  - c. Recreation and Communications Report
  - d. Parks and Facilities Report
- 9. UNFINISHED BUSINESS
  - a. Ordinance 26-0420: An Ordinance Setting Forth the Budget and Making Appropriations of Sums of Money for All of The Necessary Expenditures of The Oak Brook Park District of Cook and DuPage Counties, Illinois, for the Corporate Purpose for the Fiscal Year Beginning May 1, 2026 and Ending April 30, 2027. *[Request a Motion (and a Second) to approve Ordinance 26-0420: An Ordinance setting forth the budget and making appropriations of sums of money for all of the necessary expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the corporate purpose for the fiscal year beginning May 1, 2026 and ending April 30, 2027. Roll Call Vote...]*
  - b. Ten-Year Capital Improvement Plan *[Request a Motion (and a Second) to approve the ten-year capital improvement plan for the fiscal years ending April 30, 2026 through April 30, 2035 of the Oak Brook Park District of Cook and DuPage Counties, Illinois. Roll Call Vote...]*
  - c. Ordinance 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting *[Request a Motion (and a Second) to approve Ordinance No. 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meetings. Roll Call Vote...]*
  - d. Safety Manual Updates *[Request a Motion (and a Second) to approve the Safety Manual Updates. Roll Call Vote...]*





**AGENDA VOTE**  
**PUBLIC HEARING AND REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**April 20, 2026 – 6:30 p.m.**  
**Canterberry Room**

- e. 2026 Amendment to the Oak Brook Park District Executive Director Employment Agreement *[Request a Motion (and a Second) to approve the 2026 Amendment to the Oak Brook Park District Executive Director Employment Agreement as Presented. **Roll Call Vote...**]*
  - f. Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2026 *[Request a Motion (and a Second) to approve Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 28, 2026. **Roll Call Vote...**]*
10. **NEW BUSINESS** *[For Review and Discussion Only]*
- a. Ordinance 26-0518: An Ordinance Declaring Surplus Personal Property and Authorizing Conveyance or Sale Thereof
  - b. General Use Regulations Chapter 1
11. **ENTER CLOSED SESSION:** For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act. *[Request a Motion (and a Second) to enter into closed session for the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act. **Roll Call Vote...**]*
12. **ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION** *[Request a Motion and a Second to arise from closed session and resume the open session. **Roll Call Vote...**]*
13. **THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON MAY 18, 2026, 6:30 P.M.** *[Announce the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners will be held on May 18, 2026, 6:30 p.m.]*
14. **ADJOURNMENT** *[Request a Motion and a Second to adjourn the April 20, 2026 Regular Meeting of the Oak Brook Park District Board of Commissioners. **Voice Vote, All in Favor ...]***

In accordance with the provisions of the Americans with Disabilities Act, any individual who is in need of a reasonable accommodation in order to participate in or benefit from attendance at a public meeting of the Oak Brook Park District Board of Commissioners should contact: Laure Kosey, Executive Director at 630-645-9535.



## Minutes

**MINUTES**  
**REGULAR MEETING OF THE OAK BROOK PARK DISTRICT**  
**BOARD OF COMMISSIONERS**  
**March 16, 2026 – 6:30 p.m.**  
**Canterberry Room**

1. CALL TO ORDER THE REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF COMMISSIONERS AND CONDUCT THE ROLL CALL

President Knitter called to order the Regular Meeting of the Oak Brook Park District at the hour of 6:32 p.m. Commissioners Chan, Gondek, Ivkovic Kelley, and President Knitter answered “present” from the Oak Brook Park District Family Recreation Center, Canterbury Conference Room. Also present in Canterbury Conference Room was Laure Kosey, Executive Director; Marco Salinas, Chief Financial Officer; Bob Johnson, Deputy Director; Robert Pechous, Director of Recreation and Communications; and Patrick Miner, District Attorney.

- a. Approval by a majority of the Commissioners present to allow Commissioner Mario Vescovi to attend the meeting by audio conference, as he is unable to physically attend because of personal illness as provided in section I-G-1 of the Board Rules.

Motion: Commissioner Chan made a motion, seconded by Commissioner Ivkovic Kelley, to approve Commissioner Vescovi to attend the meeting by audio conference, as he is unable to physically attend because of personal illness as provided in section I-G-1 of the Board Rules.

The motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Gondek, Chan, and President Knitter

Nays: None

2. PLEDGE OF ALLEGIANCE

3. OPEN FORUM

President Knitter asked if there were any public comments and provided a summary of the policy for open forum.

Susan Nustra, an Oak Brook resident, analyzed the increase in her property taxes since 2015. Nustra requested reducing property taxes and conducting an analysis on Park District’s bonds.

Greg Ktistou from Breakaway Basketball thanked the Park District for their thirteen-year partnership.

Jim DePhillips, an Oak Brook resident, requested clarification on the CPW parking lot expansion. DePhillips asked when the pickleball courts removal will occur and when the future courts will be built.

Nancy Parenti, an Oak Brook resident, questioned Commissioners Chan and Vescovi in voting against the fund transfers which she believes is not fiscally responsible.

Alice Palach-Spera, an Oak Brook resident, congratulated the Park District on earning the Gold Medal Award and stated that she moved to Oak Brook for the Park District. Spera expressed gratitude for the wide range of available events and programs, particularly those benefiting her son, who participates in Gateway’s Elevate Adult Recreational program. Spera’s son was able to get extra basketball practice during open gym sessions, and his team won fourth place at State for Special Olympics.

4. APPROVAL OF AGENDA, MINUTES, AND FINANCIAL STATEMENTa. APPROVAL OF THE MARCH 16, 2026 AGENDA

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Vice President Gondek, to approve the March 16, 2026 Regular Board Agenda.

The motion passed by roll call vote.

Ayes: Commissioners Chan, Gondek, Ivkovic Kelley, Vescovi, and President Knitter

Nays: None

b. APPROVAL OF MINUTES

## i. February 16, 2026 Regular Board Meeting Minutes

Motion: Commissioner Chan made a motion, seconded by Commissioner Gondek, to approve the February 16, 2026 Regular Board Meeting Minutes as amended.

Commissioner Chan explained her reasons for amending all four minutes. President Knitter stated that she had shared Commissioner Chan's amendments to the commissioners.

The motion did not pass by roll call vote.

Ayes: Commissioners Vescovi and Chan

Nays: Commissioners Ivkovic Kelley, Gondek, and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Vice President Gondek, to approve the February 16, 2026 Regular Board Meeting Minutes as presented.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

## ii. February 16, 2026 Closed Board Meeting Minutes

Motion: Commissioner Chan made a motion, seconded by Commissioner Vescovi, to approve the February 16, 2026 Closed Board Meeting Minutes as amended.

The motion did not pass by roll call vote.

Ayes: Commissioners Vescovi and Chan

Nays: Commissioners Ivkovic Kelley, Gondek, and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Vice President Gondek, to approve the February 16, 2026 Closed Board Meeting Minutes as presented.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

## iii. March 3, 2026 Special Board Meeting Minutes

Motion: Commissioner Chan made a motion, seconded by Commissioner Vescovi, to approve the March 3, 2026 Special Board Meeting Minutes as amended.

The motion did not pass by roll call vote.

Ayes: Commissioners Chan and Vescovi

Nays: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Vice President Gondek, to approve the March 3, 2026 Special Board Meeting Minutes as presented.

The motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Gondek, and President Knitter

Nays: Commissioners Vescovi and Chan

iv. March 3, 2026 Closed Board Meeting Minutes

Motion: Commissioner Chan made a motion, seconded by Commissioner Vescovi, to approve the March 3, 2026 Closed Board Meeting Minutes as amended.

Commissioner Chan stated information in the closed session was “leaked” to the Executive Director. President Knitter clarified that it was an honest mistake.

The motion did not pass by roll call vote.

Ayes: Commissioners Chan and Vescovi

Nays: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Vice President Gondek, to approve the March 3, 2026 Closed Board Meeting Minutes as presented.

The motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Gondek, and President Knitter

Nays: Commissioners Vescovi and Chan

c. APPROVAL OF FINANCIAL STATEMENT ENDING FEBRUARY 28, 2026

i. Warrant 706

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the Financial Statement.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

5. STAFF RECOGNITION

a. None

6. PRESENTATIONS/PROCLAMATIONS

a. Proclamation in Support of The Conservation Foundation DuPage County River Sweep

Dr. Kosey announced that the annual River Sweep will be on Saturday, April 18, 2026 and stated anyone interested in volunteering can sign up on the Park District website.

b. Pickleball Funding Options

Pechous stated staff would like feedback from the Board about the pickleball courts. Pickleball courts do not make money but are used frequently by residents, which is free to them and can be reserved eight days in advance. Nonresidents can use the pickleball courts and pay \$20/hour with a smaller window to reserve them. The pickleball courts are older and have cracks.

Plan A is to fundraise and take a loan from the Tennis Center to build new pickleball courts. Some of the funds will come from the Wizards and Eclipse capital contributions and other funds will come from

community members and corporate donations. Out-of-District players can still use the courts with a fee for Plan A.

Plan B will include the Tennis Center loan and increase to Family Recreation Center (FRC) memberships. In that case, the pickleball courts would be gated and would need FRC membership to use the courts.

Plan C is to leave the existing pickleball courts and use the capital funds to work on the parking lots by the baseball fields instead of the CPW parking lots.

Johnson reported that the baseball fields parking lot would need resurfacing which will allow for creating additional parking spaces to replace those lost along Forest Gate Road, and the CPW parking lots would be expanded and resurfaced. Completing either parking lot would be beneficial. Dr. Kosey added that the baseball parking lot services the ballfields, and CPW parking lot services the soccer and lacrosse fields and CPW rental and would allow for a turnaround for Winter Lights.

Dr. Kosey confirmed the Board will move with the baseball field parking lot project and not the CPW parking lot.

## 7. REPORTS:

### a. Administration and Enterprise Operations Report

Dr. Laure Kosey presented her report, which can be found in the Park District's records.

Dr. Kosey reported that staff are recommending RFP license with Breakaway Basketball.

Commissioner Chan asked if the expanded check register is on the website. Salinas stated that they are on the website. Pechous directed Commissioner Chan to the expanded check register on the website.

### b. Finance and Human Resources Report

Marco Salinas presented his report, which can be found in the Park District's records.

Salinas noted that March and April will have deficits in the General Fund so the surplus will decrease. As of February, there is just under nine months of reserve revenue. Salinas explained the importance of having a monthly report on the fund balance: compliance with policy and monitoring and managing the reserve funds, so monitoring reserve funds should not occur only at the end of the year. There should be a three to nine-month fund balance by the end of the fiscal year for emergencies.

Salinas reminded the Board that the Tennis Fund has no upper limit in the reserve funds since it is an enterprise and not supported by taxes.

### c. Recreation and Communications Report

Robert Pechous presented his report, which can be found in the Park District's records.

Pechous reported that fourteen Oak Brook resident teens registered for Teen Advisory Committee (T.E.A.M Rec) to provide feedback on programs and facilities, and summer brochures will be coming out shortly.

## d. Parks and Facilities Report

Bob Johnson presented his report, which can be found in the Park District's records.

Johnson reported that the Pink 5k is on May 9<sup>th</sup>.

8. UNFINISHED BUSINESS

## a. Change in the Park District's Fiscal Year Start Date from May 1 to January 1 Start Date

Motion: Commissioner Chan made a motion, seconded by Commissioner Vescovi, to approve a change in the Park District's Fiscal Year start date from May 1 to January 1 start date.

President Knitter stated that she had spoken to many park districts and found many of them have the May 1 FY. President Knitter believes May 1 FY allows new commissioners to have an input in the budget and a transition to a January 1 FY will cause staff to take more time and work to support that.

Commissioner Chan stated a January 1 FY would allow for the budget to be in place before voting on the tax levy allowing for an explanation for any increase in taxes, and she realized that the first year may be a difficult transition but after that it should be "clockwork."

Commissioner Gondek would like to remain on May 1 FY due to seasonality and programs, and it would be disruptive to change the fiscal year. Commissioner Ivkovic Kelley agrees with Commissioner Gondek. Commissioner Chan believes that seasonality can be built into the fiscal year. Commissioner Vescovi supports the January 1 FY. Attorney Miner clarified the vote.

The motion did not pass by roll call vote.

Ayes: Commissioners Vescovi and Chan

Nays: Commissioners Ivkovic Kelley, Gondek, and President Knitter

## b. RFP for the License and Use of the Family Recreation Center Basketball Courts

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the contract with MYB OpCo, LLC doing business as Breakaway Basketball.

Commissioner Chan stated that there should be more time to discuss. Commissioner Chan asked about the resident percentage for Breakaway Basketball. Pechous responded for the Get Better League, which is involved with Breakaway Basketball, resident percentage is about 13%.

Commissioner Chan prefers contracts to focus more on residents. Nonresidents cause facility wear and tear in these programs, so she questions if they are paying their "fair share" since the resident taxpayers are paying for the Park District. Commissioner Chan cannot see the profitability and added that residents should always have access to a basketball court.

President Knitter stated there are not enough residents participating so she asked who residents will compete against, a vibrant league will allow our residents to compete with other participants. President Knitter also reminded Commissioner Chan that other activities, not only basketball, occupy the courts and she does see there is balance. Commissioner Gondek agrees with President Knitter. Commissioner Ivkovic Kelley stated that her son has played with Breakaway since it began and explained it is a personal preference to participate with Breakaway or the Knights. Because of the exceptional coaching of Breakaway Basketball, more participants are attracted to their program.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

c. Personnel Policy Manual Law Updates

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the Personnel Policy Manual Law updates.

Commissioner Gondek stated that since this is an update due to a law change, the Park District should make these updates.

Commissioner Chan asked if the Park District does background checks on employees and coaches from contracted companies. Dr. Kosey stated that background checks are conducted on all Park District employees and volunteers.

Attorney Miner reminded the Commissioners that the Personnel Policy applies only to Park District employees and not coaches.

Commissioner Chan recommends a report on travel reimbursements submitted quarterly. President Knitter believes the commissioner's job is not to get involved in the operational elements but to provide policy.

Motion: Commissioner Chan made a motion, seconded by Commissioner Vescovi, to approve the Personnel Policy Manual Law updates as amended.

The motion did not pass by roll call vote.

Ayes: Commissioners Vescovi and Chan

Nays: Commissioners Ivkovic Kelley, Gondek, and President Knitter

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the Personnel Policy Manual Law updates as presented.

The motion passed by roll call vote.

Ayes: Commissioners Gondek, Ivkovic Kelley, and President Knitter

Nays: Commissioners Chan and Vescovi

d. Increase to Out-of-District Daily Fees and Memberships

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the new membership rates as presented, effective May 1, 2026.

Commissioner Chan noted that daily fees should contribute to long term Capital replacement since residents are paying for that currently.

The motion passed by roll call vote.

Ayes: Commissioners Ivkovic Kelley, Gondek, Chan, and President Knitter

Nays: Commissioner Vescovi

e. Settlement Agreement with Judiciocracy

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to approve the Settlement Agreement with Judiciocracy.

Commissioner Chan stated that the attorney resubmitted fewer redactions in the attorney invoices for this settlement, therefore, admitting to over redacting them.

President Knitter explained that many Park Districts and the Village were sued by Judiciocracy, and the Park District decided not to go to court, therefore, the need to resubmit fewer redactions on the invoices.

The motion passed by roll call vote.

Ayes: Commissioners Chan, Gondek, Ivkovic Kelley, Vescovi, and President Knitter

Nays: None

f. Fitness Center Flooring Replacement through the Sourcewell Cooperative

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to accept the proposal from Direct Fitness Solutions and approve an agreement between the Oak Brook Park District and Direct Fitness Solutions for fitness center flooring replacement for a total cost not-to-exceed \$77,527.

The motion passed by roll call vote.

Ayes: Commissioners Vescovi, Ivkovic Kelley, Gondek, Chan, and President Knitter

Nays: None

9. NEW BUSINESS

- a. Budget for Fiscal Year 2026 – 2027 *The tentative Budget and Appropriation Ordinance 26-0420 for Fiscal Year May 1, 2026 – April 30, 2027 will be placed on public display for thirty days following the publication notice in the Doings – Oak Brook Newspaper on March 19, 2026. The Budget and Appropriation Ordinance encompasses all previous reviews by the Board of Commissioners. The Public Hearing is scheduled to occur at the April 20, 2026 regular meeting of the Board of Commissioners for the purpose of receiving public comments on the Budget and Appropriation Ordinance. A Legal Notice of the Public Hearing will be published in the Doings – Oak Brook Newspaper on April 9, 2026.*

President Knitter read the notice for the public hearing which will occur on April 20, 2026.

b. Ten-Year Capital Improvement Plan

Dr. Kosey reported that a summary page with a prioritized list is included in the Ten-Year Capital Improvement Plan.

Commissioner Chan requested the ongoing maintenance costs which she believes are not being addressed. President Knitter stated that maintenance costs are listed “line-by-line.” Dr. Kosey explained that staff constantly review maintenance and their costs.

c. Ordinance 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record of Certain Closed Meeting

President Knitter noted that this ordinance will be discussed.

d. Safety Manual Updates

President Knitter stated that the Safety Manual Updates have been provided to the commissioners.

10. ENTER CLOSED SESSION: For the purpose of the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to enter into closed session at 8:15 p.m. for the Semi-Annual Review of Closed Meeting Minutes pursuant to 5 ILCS 120/2(c)(21) and 5 ILCS 120/2.06(d) of the Open Meetings Act; and for the Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District, or Legal Counsel for the District pursuant to 5 ILCS 120/2(c)(1) of the Open Meetings Act

The motion passed by roll call vote.

Ayes: Commissioners Chan, Gondek, Ivkovic Kelley, Vescovi, and President Knitter

Nays: None

11. CLOSED SESSION

a. Semi-Annual Review of Closed Meeting Minutes for Release

i. Resolution 26-0422: A Resolution Regarding the Review of Minutes for Closed Meetings from January 1989 through February 2026

b. Appointment, Employment, Compensation, Discipline, Performance, or Dismissal of Specific Employees of the District or Legal Counsel for the District

12. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to arise from closed session and resume the open session at 8:34 p.m.

The motion passed by roll call vote.

Ayes: Commissioners Chan, Ivkovic Kelley, Vescovi, and Vice President Gondek

Nays: None

13. THE NEXT REGULAR MEETING OF THE OAK BROOK PARK DISTRICT BOARD OF PARK COMMISSIONERS WILL BE HELD ON APRIL 20, 2026, 6:30 P.M. President Knitter announced the next Regular Meeting of the Oak Brook Park District Board of Park Commissioners would be held on April 20, 2026, 6:30 p.m.

14. ADJOURNMENT

Motion: Commissioner Ivkovic Kelley made a motion, seconded by Commissioner Gondek, to adjourn the March 16, 2026 Regular Meeting of the Oak Brook Park District Board of Commissioners. The motion passed by voice vote, and the meeting adjourned at the hour of 8:35 p.m.

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Dr. Laure L. Kosey, Executive Director

## Financial Statement



## General Fund

The General Fund is used to account for all activity of the Park District, except for activity required to be accounted for in another fund. The General Fund is comprised of the following departments:

- Administration
- Finance
- Central Park North
- Central Park
- Saddlebrook Park
- Forest Glen Park
- Chillem Park
- Dean Nature Sanctuary
- Professional Services
- Information Technology
- Building- Family Recreation Center
- Central Park West

Among the major activities accounted for in this fund are field and facility rentals, resident and non-resident daily admissions, general administration and finance services, information technology services, facility maintenance services for our Family Recreation Center and Central Park West facility, and maintenance of our Central Park and other satellite parks.



**General Fund: Revenues and Expenditures Summary (Unaudited)**

Fiscal Year-to-Date Activity through March 31, 2026 and 2025

91.67% completed (11 out of 12 months)

	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	March 2026 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ -	\$ -	\$ -	N/A	\$ -	N/A	\$ -	\$ -	N/A
<b>Finance</b>									
Property Taxes	1,934,447	1,194	1,965,805	N/A	1,965,805	101.6%	1,890,180	75,625	4.0%
Personal Prop. Repl. Taxes	157,374	7,053	128,606	N/A	128,606	81.7%	138,262	(9,656)	-7.0%
Investment Income	82,600	8,126	106,044	N/A	106,044	128.4%	97,573	8,471	8.7%
Other	1,250	167	2,261	N/A	2,261	180.9%	1,535	726	47.3%
Central Park North	102,250	-	75,032	N/A	75,032	73.4%	91,985	(16,953)	-18.4%
Central Park	240,300	34,985	257,582	N/A	257,582	107.2%	204,715	52,867	25.8%
Saddlebrook Park	-	-	-	N/A	-	N/A	-	-	N/A
Forest Glen Park	-	-	106	N/A	106	N/A	200	(94)	-47.2%
Chillem Park	-	-	-	N/A	-	N/A	-	-	N/A
Dean Property	-	-	-	N/A	-	N/A	-	-	N/A
Information Technology	141,992	11,824	130,624	N/A	130,624	92.0%	100,300	30,324	30.2%
Building-Recreation Center	1,368,830	100,734	1,152,827	N/A	1,152,827	84.2%	917,684	235,143	25.6%
Central Park West	88,325	5,900	109,648	N/A	109,648	124.1%	19,517	90,131	461.8%
<b>TOTAL REVENUES</b>	<b>\$ 4,117,368</b>	<b>\$ 169,984</b>	<b>\$ 3,928,534</b>	<b>\$ -</b>	<b>\$ 3,928,534</b>	<b>95.4%</b>	<b>\$ 3,461,949</b>	<b>\$ 466,584</b>	<b>13.5%</b>
<b>EXPENDITURES</b>									
Administration	\$ 371,186	\$ 29,123	\$ 296,729	\$ 4,172	300,900	79.9%	\$ 299,852	\$ (3,123)	-1.0%
<b>Finance</b>									
Central Park North	95,371	5,797	55,639	11,377	67,017	58.3%	73,592	(17,952)	-24.4%
Central Park	858,297	65,841	701,372	36,010	737,382	81.7%	641,782	59,589	9.3%
Saddlebrook Park	20,180	2,293	12,577	900	13,477	62.3%	8,591	3,986	46.4%
Forest Glen Park	23,845	1,090	17,351	3,540	20,891	72.8%	15,454	1,897	12.3%
Chillem Park	5,879	352	2,585	1,335	3,920	44.0%	3,785	(1,200)	-31.7%
Dean Property	29,253	1,053	21,731	1,785	23,517	74.3%	20,817	914	4.4%
Professional Services	31,000	770	40,209	7,091	47,301	129.7%	28,863	11,347	39.3%
Information Technology	362,353	21,538	297,519	15,732	313,251	82.1%	302,495	(4,976)	-1.6%
Building-Recreation Center	1,281,505	98,834	1,069,150	49,191	1,118,341	83.4%	974,614	94,536	9.7%
Central Park West	74,457	6,365	76,586	4,834	81,420	102.9%	51,421	25,165	48.9%
<b>TOTAL EXPENDITURES</b>	<b>\$ 3,495,776</b>	<b>\$ 254,815</b>	<b>\$ 2,848,897</b>	<b>\$ 136,781</b>	<b>\$ 2,985,678</b>	<b>81.5%</b>	<b>\$ 2,650,205</b>	<b>\$ 198,692</b>	<b>7.5%</b>
<b>TRANSFERS OUT</b>									
	\$ 475,000	\$ -	\$ -	\$ -	\$ -	0.0%	\$ 502,000	\$ (502,000)	-100.0%
<b>TOTAL EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 3,970,776</b>	<b>\$ 254,815</b>	<b>\$ 2,848,897</b>	<b>\$ 136,781</b>	<b>\$ 2,985,678</b>	<b>71.7%</b>	<b>\$ 3,152,205</b>	<b>\$ (303,308)</b>	<b>-9.6%</b>
<b>REVENUES OVER (UNDER) EXPENDITURES AND TRANSFERS OUT</b>	<b>\$ 146,592</b>	<b>\$ (84,831)</b>	<b>\$ 1,079,637</b>	<b>\$ (136,781)</b>	<b>\$ 942,855</b>	<b>736.5%</b>	<b>\$ 309,745</b>	<b>\$ 769,892</b>	<b>248.6%</b>

**Note 1>** Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

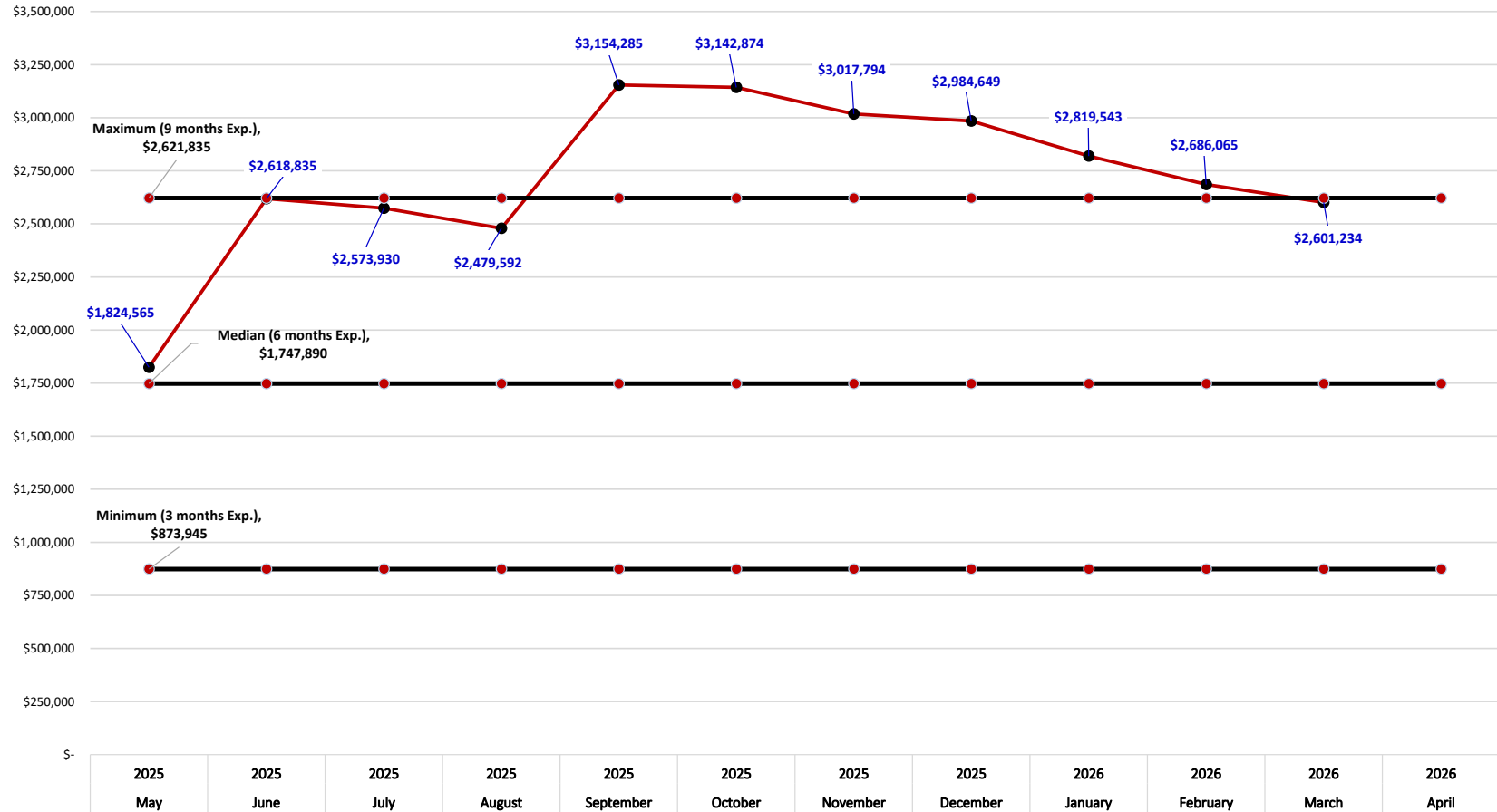
**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

Oak Brook Park District  
 Schedule of Ending Monthly Unrestricted Fund Balance- General Fund

Actuals- Unaudited

	May 2025	June 2025	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	Fiscal Y-T-D
Beginning Unrestricted	\$ 1,521,597	\$ 1,824,565	\$ 2,618,835	\$ 2,573,930	\$ 2,479,592	\$ 3,154,285	\$ 3,142,874	\$ 3,017,794	\$ 2,984,649	\$ 2,819,543	\$ 2,686,065		
Monthly Net Surplus/(Deficit)	302,967	794,270	(44,904)	(94,338)	674,692	(11,411)	(125,080)	(33,145)	(165,105)	(133,478)	(84,831)		\$ 1,079,637
Ending Unrestricted	\$ 1,824,565	\$ 2,618,835	\$ 2,573,930	\$ 2,479,592	\$ 3,154,285	\$ 3,142,874	\$ 3,017,794	\$ 2,984,649	\$ 2,819,543	\$ 2,686,065	\$ 2,601,234	\$ -	

General Fund Ending Monthly Unrestricted Fund Balance- Fiscal Year 2025/2026



Minimum (3 months Exp.)	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945	\$ 873,945
Median (6 months Exp.)	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890	\$ 1,747,890
Maximum (9 months Exp.)	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835	\$ 2,621,835



## Recreation Fund

The Recreation Fund is used to account for all recreation programming activity of the Park District; except for programming accounted for in our Tennis and Special Recreation funds. The Recreation Fund is comprised of the following departments:

- Recreation Administration
- Fitness Center
- Aquatic Center
- Aquatic Recreation Programming
- Youth Athletics
- Preschool Programs
- Youth Programs
- Adult Programs
- Pioneer Programs
- Special Events and Trips
- Marketing
- Capital Outlay

The primary focus of this fund is to account for recreational programming activities, client memberships, special events, preschool, and the marketing of these services. This fund also accounts for resources used to fund capital improvements.



**Recreation Fund: Revenues and Expenditures Summary (Unaudited)**

Fiscal Year-to-Date Activity through March 31, 2026 and 2025

91.67% completed (11 out of 12 months)

	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	March 2026 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
<b>REVENUES</b>									
<b>Administration</b>									
Property Taxes	\$ 1,350,500	\$ 834	\$ 1,373,158	N/A	\$ 1,373,158	101.7%	\$ 1,400,068	\$ (26,910)	-1.9%
Personal Prop. Repl. Taxes	49,544	2,220	40,487	N/A	40,487	81.7%	43,527	(3,040)	-7.0%
Investment Income	122,400	12,147	135,634	N/A	135,634	110.8%	134,176	1,457	1.1%
Other	3,000	589	9,030	N/A	9,030	301.0%	6,685	2,345	35.1%
<b>Fitness Center</b>	869,615	94,082	934,118	N/A	934,118	107.4%	790,547	143,571	18.2%
<b>Aquatic Center</b>	760,254	67,809	806,447	N/A	806,447	106.1%	689,052	117,395	17.0%
<b>Aquatic Recreation Prog.</b>	567,947	32,425	511,860	N/A	511,860	90.1%	464,431	47,429	10.2%
<b>Youth Athletics</b>	533,210	6,009	494,187	N/A	494,187	92.7%	508,586	(14,399)	-2.8%
<b>Preschool Programs</b>	342,162	38,349	344,713	N/A	344,713	100.7%	333,545	11,167	3.3%
<b>Youth Programs</b>	244,987	3,882	258,435	N/A	258,435	105.5%	233,723	24,712	10.6%
<b>Adult Programs</b>	142,552	4,913	136,831	N/A	136,831	96.0%	138,714	(1,883)	-1.4%
<b>Pioneer Programs</b>	59,855	2,076	72,382	N/A	72,382	120.9%	55,998	16,384	29.3%
<b>Special Events and Trips</b>	114,538	(3,532)	137,385	N/A	137,385	119.9%	134,335	3,049	2.3%
<b>Marketing</b>	20,000	-	27,486	N/A	27,486	137.4%	59,316	(31,830)	-53.7%
<b>Capital Outlay</b>	-	-	200,000	N/A	200,000	N/A	-	200,000	N/A
<b>TOTAL REVENUES</b>	\$ 5,180,564	\$ 261,803	\$ 5,482,153	\$ -	\$ 5,482,153	105.8%	\$ 4,992,705	\$ 489,448	9.8%
<b>TRANSFERS IN</b>	\$ 150,000	\$ -	\$ -	N/A	-	0.0%	\$ 150,000	\$ (150,000)	-100.0%
<b>TOTAL REVENUES &amp; TRANSFERS IN</b>	\$ 5,330,564	\$ 261,803	\$ 5,482,153	\$ -	\$ 5,482,153	102.8%	\$ 5,142,705	\$ 339,448	6.6%
<b>EXPENDITURES</b>									
<b>Administration</b>	\$ 1,252,499	\$ 81,486	\$ 919,821	\$ 24,473	\$ 944,295	73.4%	\$ 880,199	\$ 39,622	4.5%
<b>Fitness Center</b>	646,660	45,677	500,058	25,660	525,718	77.3%	419,576	80,482	19.2%
<b>Aquatic Center</b>	1,319,444	82,419	1,003,800	43,181	1,046,980	76.1%	1,000,544	3,255	0.3%
<b>Aquatic Recreation Prog.</b>	303,894	27,758	241,283	11,705	252,987	79.4%	211,256	30,027	14.2%
<b>Youth Athletics</b>	369,921	5,005	345,523	4,214	349,737	93.4%	355,949	(10,426)	-2.9%
<b>Preschool Programs</b>	291,954	25,391	221,977	2,035	224,012	76.0%	216,659	5,318	2.5%
<b>Youth Programs</b>	182,879	2,310	138,835	18	138,853	75.9%	133,546	5,289	4.0%
<b>Adult Programs</b>	108,699	7,833	91,183	-	91,183	83.9%	66,841	24,342	36.4%
<b>Pioneer Programs</b>	95,588	8,640	98,318	4,619	102,937	102.9%	81,904	16,414	20.0%
<b>Special Events and Trips</b>	112,779	2,026	89,691	870	90,561	79.5%	109,160	(19,469)	-17.8%
<b>Marketing</b>	353,103	23,215	264,291	2,189	266,480	74.8%	268,014	(3,723)	-1.4%
<b>Capital Outlay</b>	360,112	4,771	111,494	44,027	155,521	31.0%	1,098,957	(987,462)	-89.9%
<b>TOTAL EXPENDITURES</b>	\$ 5,397,532	\$ 316,532	\$ 4,026,275	\$ 162,990	\$ 4,189,265	74.6%	\$ 4,842,607	\$ (816,332)	-16.9%
<b>TRANSFERS OUT</b>	\$ -	\$ -	\$ -	\$ -	\$ -	N/A	\$ 177,971	\$ (177,971)	-100.0%
<b>TOTAL EXPENDITURES &amp; TRANSFERS OUT</b>	\$ 5,397,532	\$ 316,532	\$ 4,026,275	\$ 162,990	\$ 4,189,265	74.6%	\$ 5,020,578	\$ (994,303)	-19.8%
<b>REVENUES &amp; TRANSFERS IN, OVER (UNDER) EXPENDITURES &amp; TRANSFERS OUT</b>	\$ (66,969)	\$ (54,729)	\$ 1,455,878	\$ (162,990)	\$ 1,292,888	-2174.0%	\$ 122,127	\$ 1,333,751	1092.1%

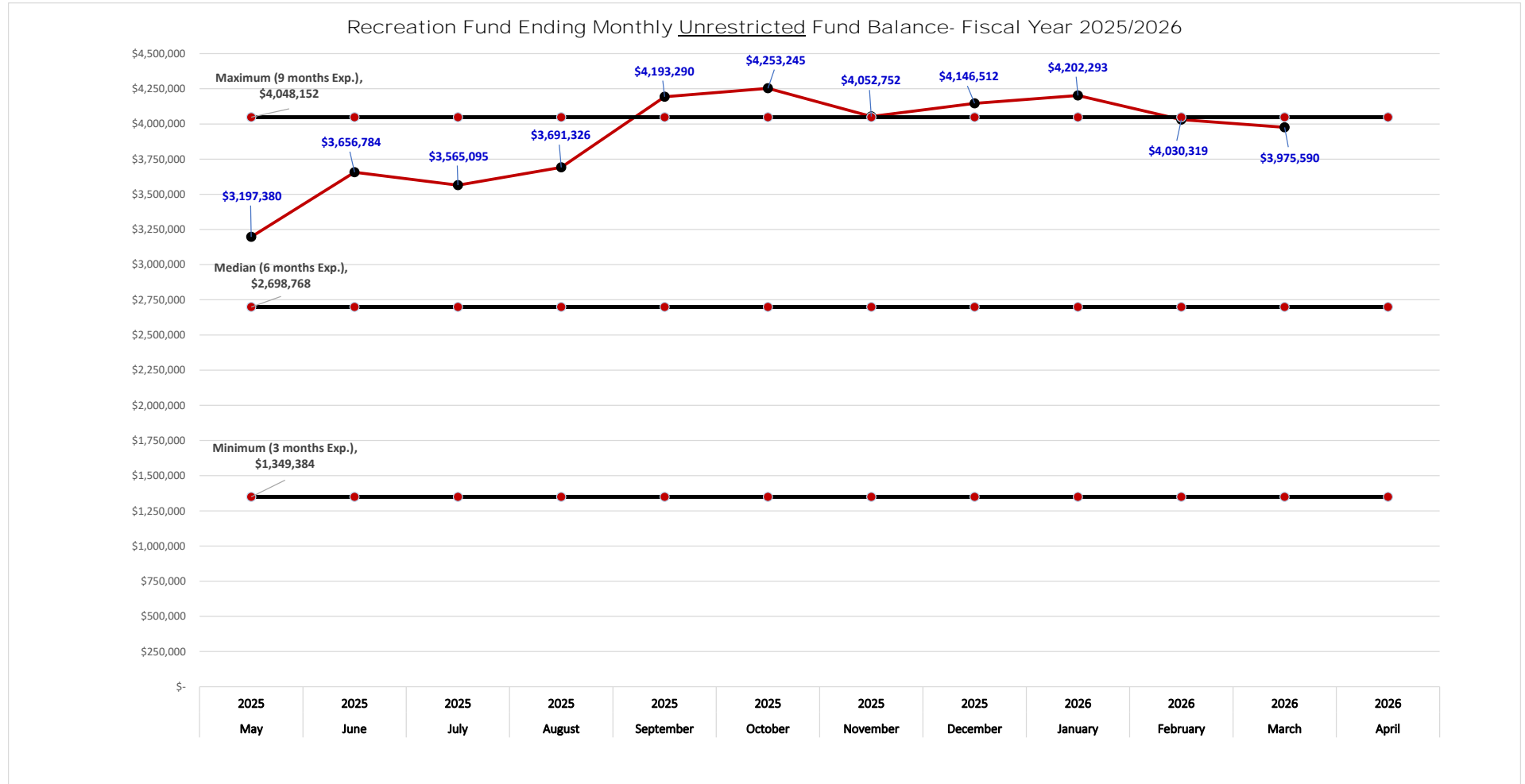
**Note 1>** Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expenditure and are used by staff to manage spending activity.

Oak Brook Park District  
 Schedule of Ending Monthly Unrestricted Fund Balance- Recreation Fund

Actuals- Unaudited

	May	June	July	August	September	October	November	December	January	February	March	April	Fiscal
	2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026	Y-T-D
Beginning Unrestricted	\$ 2,519,712	\$ 3,197,380	\$ 3,656,784	\$ 3,565,095	\$ 3,691,326	\$ 4,193,290	\$ 4,253,245	\$ 4,052,752	\$ 4,146,512	\$ 4,202,293	\$ 4,030,319		
Monthly Net Surplus/(Deficit)	677,668	459,403	(91,689)	126,231	501,964	59,956	(200,493)	93,760	55,781	(171,974)	(54,729)		\$ 1,455,878
Ending Unrestricted	\$ 3,197,380	\$ 3,656,784	\$ 3,565,095	\$ 3,691,326	\$ 4,193,290	\$ 4,253,245	\$ 4,052,752	\$ 4,146,512	\$ 4,202,293	\$ 4,030,319	\$ 3,975,590	\$ -	



Minimum (3 months Exp.)	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384	\$ 1,349,384
Median (6 months Exp.)	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768	\$ 2,698,768
Maximum (9 months Exp.)	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152	\$ 4,048,152



## **Tennis Fund**

The Tennis Fund is used to account for the activities of our tennis center. The Tennis Fund is comprised of the following departments:

- Tennis Administration
- Building- Racquet Club
- Programs- Racquet Club
- Capital Outlay

The primary focus of this fund is to account for all tennis administration, recreational programming activities, client memberships, and special events. This fund also accounts for resources used to fund capital improvements at the tennis center.

Fiscal Year-to-Date Activity through March 31, 2026 and 2025

91.67% completed (11 out of 12 months)

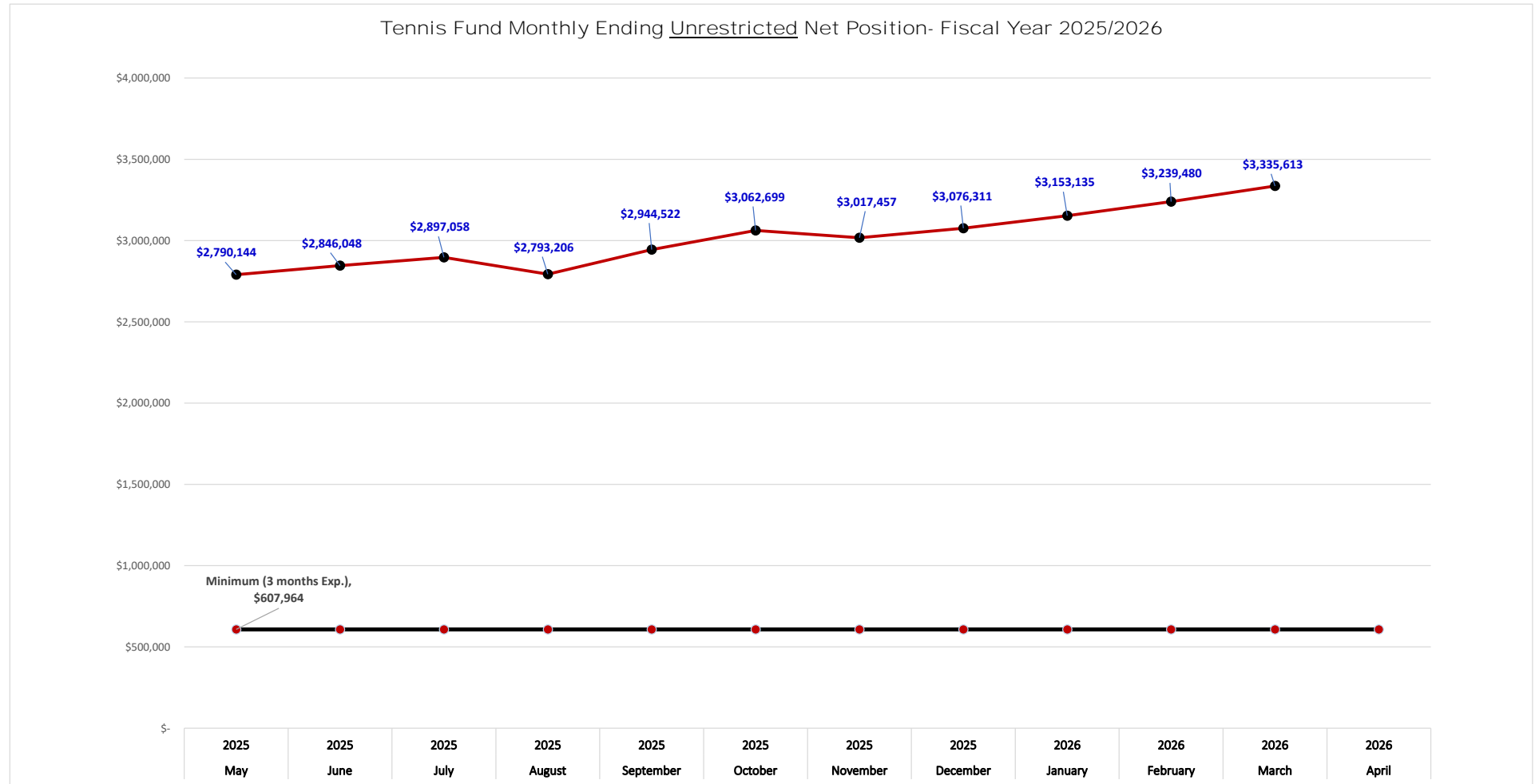


	Fiscal Year 2025/2026- Highlighted items reflect more than 8.33% variance						FY 2025/2026 compared to FY 2024/2025- Highlighted items reflect more than 10% variance		
	Original Annual Budget	March 2026 Actual	Year-To-Date (YTD) Actual	Encumbered	YTD Actual + Encumbered	YTD Actual, as a % of Original Annual Budget	Fiscal Year 2024/2025 YTD Actual	FY 2025/2026 YTD Actual Higher/(Lower) than 2024/2025 YTD Actual	Percent Change
<b>REVENUES</b>									
Administration	\$ 123,100	\$ 12,650	\$ 159,287	N/A	\$ 159,287	129.4%	\$ 139,321	\$ 19,966	14.3%
Building- Racquet Club	1,000	105	1,193	N/A	1,193	119.3%	1,165	28	2.4%
Programs- Racquet Club	2,409,900	257,247	2,483,523	N/A	2,483,523	103.1%	2,388,798	94,725	4.0%
<b>TOTAL REVENUES</b>	<b>\$ 2,534,000</b>	<b>\$ 270,002</b>	<b>\$ 2,644,004</b>	<b>\$ -</b>	<b>\$ 2,644,004</b>	<b>104.3%</b>	<b>\$ 2,529,285</b>	<b>\$ 114,719</b>	<b>4.5%</b>
<b>EXPENSES</b>									
Administration	\$ 922,588	\$ 73,344	\$ 711,050	\$ 3,965	\$ 715,015	77.1%	\$ 654,602	\$ 56,448	8.6%
Building- Racquet Club	497,607	29,802	332,422	31,435	363,857	66.8%	287,988	44,434	15.4%
Programs- Racquet Club	1,011,659	68,870	696,718	609	697,327	68.9%	687,361	9,357	1.4%
Capital Outlay	225,000	926	116,939	5,639	122,579	52.0%	83,567	33,372	39.9%
<b>TOTAL EXPENSES</b>	<b>\$ 2,656,853</b>	<b>\$ 172,943</b>	<b>\$ 1,857,130</b>	<b>\$ 41,648</b>	<b>\$ 1,898,778</b>	<b>69.9%</b>	<b>\$ 1,713,519</b>	<b>\$ 143,611</b>	<b>8.4%</b>
<b>REVENUES OVER (UNDER) EXPENSES</b>	<b>\$ (122,853)</b>	<b>\$ 97,060</b>	<b>\$ 786,874</b>	<b>\$ (41,648)</b>	<b>\$ 745,226</b>	<b>-640.5%</b>	<b>\$ 815,765</b>	<b>\$ (28,892)</b>	<b>-3.5%</b>

**Note 1>** Fiscal year 2025/2026 highlighted items reflect a variance of one month or greater (i.e. +/- 8.33%). When comparing the current fiscal year to fiscal year 2024/2025, the highlighted items reflect a variance of +/-10.00% or greater.

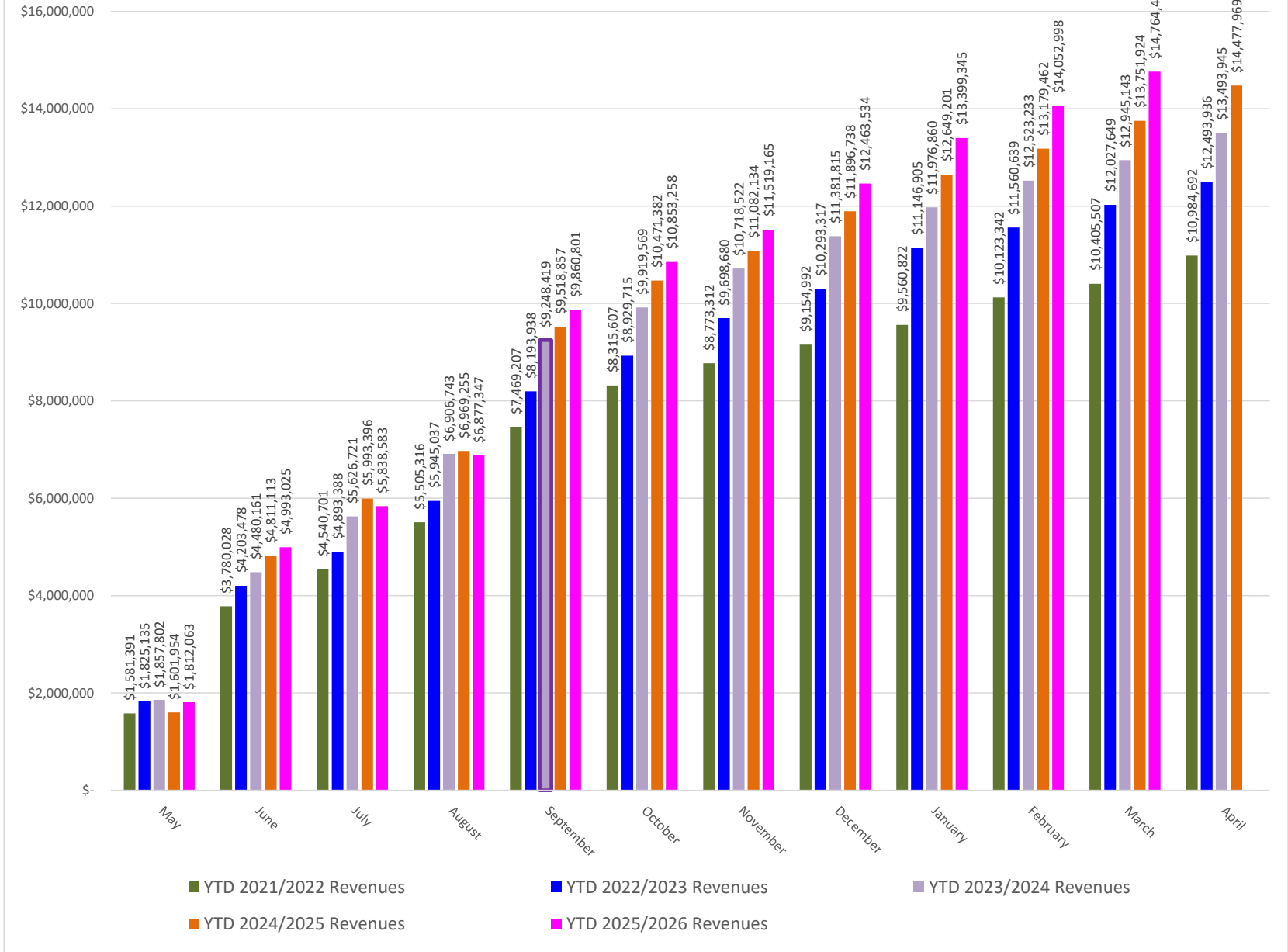
**Note 2>** Encumbered balances represent the commitment of appropriated (budgeted) funds to purchase goods and services. They set aside (encumber) appropriated funds for future expense and are used by staff to manage spending activity.

Actuals- Unaudited													Fiscal Y-T-D
May	June	July	August	September	October	November	December	January	February	March	April		
2025	2025	2025	2025	2025	2025	2025	2025	2026	2026	2026	2026		
Beginning Investment in Capital Assets	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816	\$ 1,771,560	\$ 1,772,716	\$ 1,847,749	\$ 1,860,949	\$ 1,860,949	1,875,829		
Beginning Unrestricted	2,665,679	2,790,144	2,846,048	2,897,058	2,793,206	2,944,522	3,062,699	3,017,457	3,076,311	3,153,135	3,239,480		
Monthly Net Surplus/(Deficit)	124,465	55,904	51,010	(28,040)	87,512	119,333	29,353	69,799	79,254	101,224	97,060	\$ 786,874	
Ending Investment in Capital Assets	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816	\$ 1,759,816	\$ 1,771,560	\$ 1,772,716	\$ 1,847,749	\$ 1,860,949	\$ 1,860,949	\$ 1,875,829	\$ 1,876,755		
<b>Ending Unrestricted</b>	<b>\$ 2,790,144</b>	<b>\$ 2,846,048</b>	<b>\$ 2,897,058</b>	<b>\$ 2,793,206</b>	<b>\$ 2,944,522</b>	<b>\$ 3,062,699</b>	<b>\$ 3,017,457</b>	<b>\$ 3,076,311</b>	<b>\$ 3,153,135</b>	<b>\$ 3,239,480</b>	<b>\$ 3,335,613</b>		



Minimum (3 months Exp.)	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964	\$ 607,964
Median (6 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
Maximum (9 months Exp.)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A

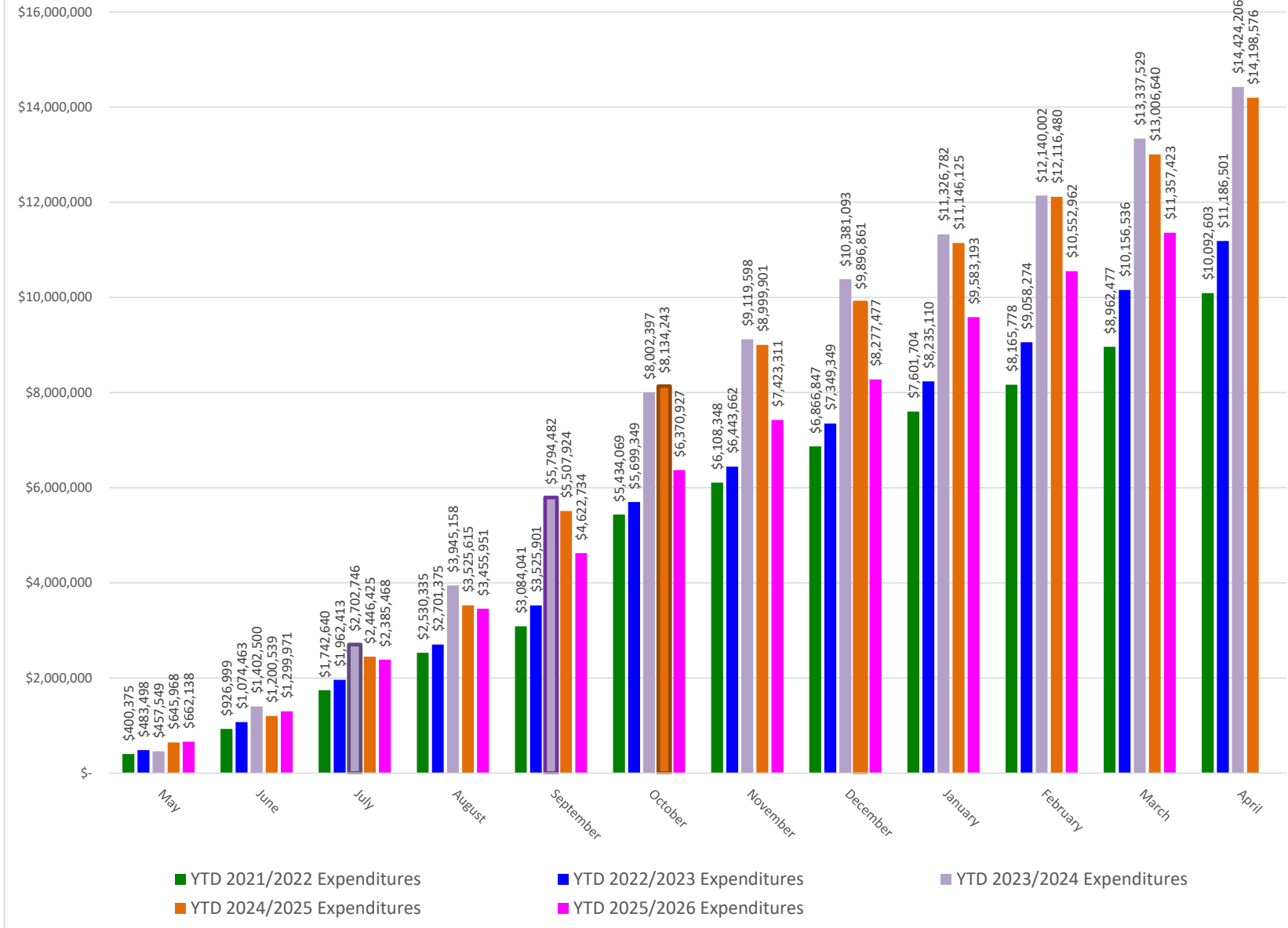
Oak Brook Park District- Consolidated Year-to-Date Revenues (excluding transfers in)



NOTES

**2023/2024** The large increase in Y-T-D revenues are being primarily driven by increased programming revenues in our fitness, aquatics, children's, special events departments, as well as in group tennis programming.

Oak Brook Park District- Consolidated Year-to-Date Expenditures/Expenses (excluding transfers out)

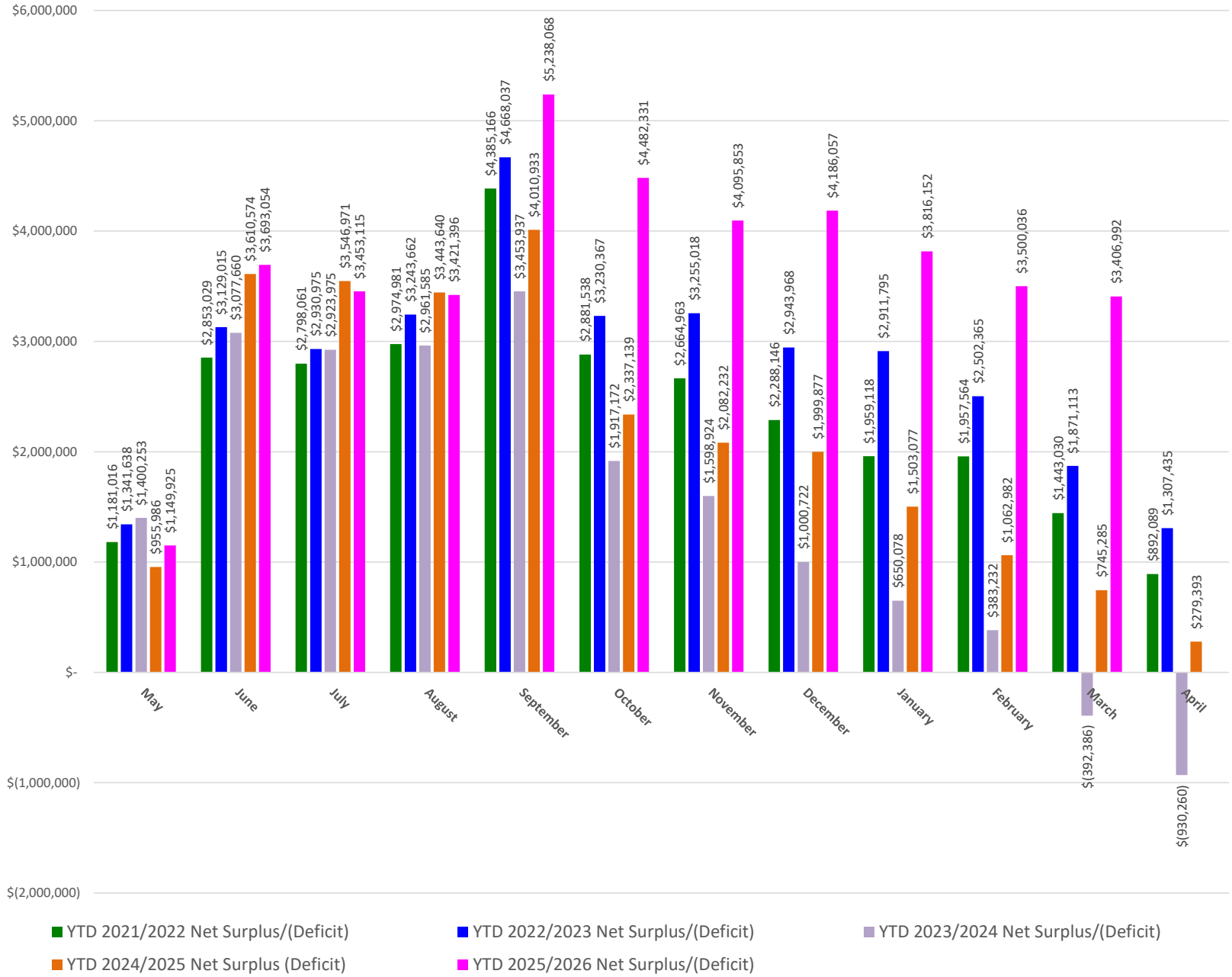


NOTES

**2023/2024** The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Central Park improvements (e.g. bathrooms, pavilion, synthetic turf field).

**2024/2025** The large increase in Y-T-D expenditures are being primarily driven by increased capital improvement costs for our Swim Central facility (e.g. HVAC system, painting, and window coverings) and bathroom and entryway improvements at our Central Park West (CPW) facility.

### Oak Brook Park District- Consolidated Year-to-Date Net Surplus/(Deficit)





**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
 March 2026

	<b>FY 2025/2026 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (11 months)</b>
<b>GENERAL CORPORATE FUND</b>			
Revenues & transfers in	\$ 4,117,368	\$ 169,984	\$ 3,928,534
Expenditures & transfers out	3,970,776	254,815	2,848,897
Net surplus/(deficit)	\$ 146,592	\$ (84,831)	\$ 1,079,637
<b>RECREATION FUND</b>			
Revenues & transfers in	\$ 5,330,564	\$ 261,803	\$ 5,482,153
Expenditures & transfers out	5,397,532	316,532	4,026,275
Net surplus/(deficit)	\$ (66,969)	\$ (54,729)	\$ 1,455,878
<b>IMRF FUND</b>			
Revenues & transfers in	\$ 174,156	\$ 2,432	\$ 168,349
Expenditures & transfers out	182,000	15,233	162,079
Net surplus/(deficit)	\$ (7,844)	\$ (12,801)	\$ 6,271
<b>LIABILITY INSURANCE FUND</b>			
Revenues & transfers in	\$ 155,362	\$ 937	\$ 157,382
Expenditures & transfers out	177,846	3,440	190,922
Net surplus/(deficit)	\$ (22,484)	\$ (2,503)	\$ (33,541)
<b>AUDIT FUND</b>			
Revenues & transfers in	\$ 10,243	\$ 19	\$ 11,808
Expenditures & transfers out	14,025	-	13,500
Net surplus/(deficit)	\$ (3,782)	\$ 19	\$ (1,692)
<b>DEBT SERVICE FUND</b>			
Revenues & transfers in	\$ 1,674,784	\$ 1,433	\$ 1,693,045
Expenditures & transfers out	1,645,291	318	1,403,519
Net surplus/(deficit)	\$ 29,493	\$ 1,115	\$ 289,526
<b>RECREATIONAL FACILITIES FUND (TENNIS CENTER)</b>			
Revenues	\$ 2,534,000	\$ 270,002	\$ 2,644,004
Expenses	2,656,853	172,943	1,857,130
Net surplus/(deficit)	\$ (122,853)	\$ 97,060	\$ 786,874
<b>SPECIAL RECREATION FUND</b>			
Revenues & transfers in	\$ 339,086	\$ 1,155	\$ 312,618
Expenditures & transfers out	326,959	14,245	263,596
Net surplus/(deficit)	\$ 12,127	\$ (13,090)	\$ 49,022



**OAK BROOK PARK DISTRICT**  
**SUMMARIZED REVENUE & EXPENDITURE REPORT**  
**March 2026**

	<b>FY 2025/2026 ANNUAL BUDGET</b>	<b>CURRENT MONTH ACTUAL</b>	<b>Y-T-D ACTUAL (11 months)</b>
<b>CAPITAL PROJECTS FUND</b>			
Revenues & transfers in	\$ 1,849,679	\$ 1,404	\$ 37,520
Expenditures & transfers out	1,688,779	2,772	300,063
Net surplus/(deficit)	\$ 160,900	\$ (1,368)	\$ (262,543)
<b>SOCIAL SECURITY FUND</b>			
Revenues & transfers in	\$ 325,232	\$ 2,249	\$ 329,004
Expenditures & transfers out	329,613	24,164	291,443
Net surplus/(deficit)	\$ (4,381)	\$ (21,915)	\$ 37,561
<b>CONSOLIDATED SUMMARY</b>			
Revenues & transfers in	\$ 16,510,474	\$ 711,417	\$ 14,764,415
Expenditures/expenses & transfers out	16,389,675	804,461	11,357,423
Net surplus/(deficit)	\$ 120,799	\$ (93,043)	\$ 3,406,992

**OAK BROOK PARK DISTRICT  
CONSOLIDATED REVENUES AND EXPENDITURES REPORT  
Month: March 2026**

	<b>CONSOLIDATED TOTALS</b>
<b>REVENUES &amp; TRANSFERS IN</b>	
Property Taxes	\$ 3,586
Personal Property Replacement Taxes	13,060
Interest	37,183
Miscellaneous	780
Fitness Center Fees, Memberships, Sponsorships	94,082
Aquatic Center Program Fees, Memberships, Rentals	100,234
Other Recreation Program Fees	309,049
Marketing Service Fees, Sponsorships, Donations	-
FRC Rental/Member Fees	55,399
Field, Pavilion Rentals & Concessions- Central Park North	-
Field Rentals- Central Park	34,985
Satellite Parks & DNS	-
Information Technology	0
CPW Building Rentals & Other	5,500
Grant Proceeds	-
Overhead Revenues	57,559
Transfers In	-
<b>TOTAL REVENUES &amp; TRANSFERS IN:</b>	<b>\$ 711,417</b>
<b>EXPENDITURES/EXPENSES &amp; TRANSFERS OUT</b>	
Accounts Payable and Other	\$ 208,141
Payroll and Related Benefits	538,760
Overhead Expenditures	57,559
Transfers Out	-
<b>TOTAL EXPENDITURES/EXPENSES &amp; TRANSFERS OUT:</b>	<b>\$ 804,461</b>
<b>NET REVENUES/(EXPENDITURES/EXPENSES)</b>	<b>\$ (93,043)</b>

**Oak Brook Park District  
Consolidated Balance Sheet  
As of March 31, 2026**

<u>ASSETS</u>	<u>Consolidated Totals</u>
<b>Current Assets</b>	
Cash and Investments	\$ 11,754,926
Receivables - Net of Allowances	
Property Taxes	5,909,155
Accounts	814,841
Due from Other Funds	-
Prepays	30
Inventories	20,381
Total Current Assets	<u>\$ 18,499,333</u>
<b>Noncurrent Assets</b>	
Capital Assets	
Non-depreciable	\$ 58,294
Depreciable	5,840,466
Accumulated Depreciation	(4,138,943)
Total Noncurrent Assets (net)	<u>\$ 1,759,817</u>
 Total Assets	 \$ 20,259,150
<b><u>DEFERRED OUTFLOWS OF RESOURCES</u></b>	
Deferred Items-IMRF	\$ 148,665
 Total Assets and Deferred Outflows of Resources	 <u>\$ 20,407,815</u>

<u>LIABILITIES</u>	
<b>Current Liabilities</b>	
Accounts Payable	\$ 53,894
Accrued Payroll	(638)
Retainage Payable	-
Unearned Revenue	1,443,576
Due To Other Funds	-
Unclaimed Property	88
Total Current Liabilities	<u>\$ 1,496,920</u>
<b>Noncurrent Liabilities</b>	
Compensated Absences Payable	\$ 42,527
Net Pension Liability - IMRF	111,188
Total OPEB Liability - RBP	76,757
Total Noncurrent Liabilities	<u>\$ 230,472</u>
 Total Liabilities	 \$ 1,727,392

<u>DEFERRED INFLOWS OF RESOURCES</u>	
Deferred Items - IMRF	\$ 1,235
Property Taxes	5,909,155
 Total Liabilities and Deferred Inflows of Resources	 <u>\$ 7,637,783</u>

<u>FUND/NET POSITION BALANCES</u>	
Non-spendable	\$ 30.00
Restricted	666,336
Committed	4,287,822
Assigned	-
Unassigned	2,603,476
 Net Investment in Capital Assets	 1,876,755
Restricted	-
Unrestricted	3,335,613
Total Fund/Net Position Balances	<u>\$ 12,770,032</u>
 Total Liabilities, Deferred Inflows of Resources and Fund/ Net Position Balances	 <u>\$ 20,407,815</u>

**OAK BROOK PARK DISTRICT**  
**Treasurer's Report- As of March 31, 2026 and 2025**

Investment Description	Bank/Institution	Current Year Balance	Current Year Rate/APY/ADY*	Prior Year Rate/APY/ADY*	Note	Current Concentration Percentage
<b><u>Money Market</u></b>						
	Old Second National (Evergreen Bank)	\$ 4,096,788.92	4.070%	4.860%	Interest-bearing	35.99%
	Hinsdale Bank	1,830,713.98	3.850%	4.530%	Interest-bearing	16.08%
	Sub-Total:	\$ 5,927,502.90				52.07%
<b><u>Checking</u></b>						
	Fifth Third Bank	\$ 17,168.09	0.460%	0.520%	Interest-bearing	0.15%
<b><u>Investment Pool</u></b>						
	The Illinois Funds	\$ 5,439,346.47	3.782%*	4.436%*	Illinois Public Treasurers' Investment Pool	47.78%
	<b>Grand Total Investments:</b>	\$ 11,384,017.46				100.00%
<b><u>Benchmark</u></b>						
	<b>Three-month U.S. Treasury Bill</b>		3.684%	4.296%	Highly liquid short-term security. Payment of principal and interest guaranteed by the full faith and credit of the U.S. government. Rate is as of the day's close on 03/31/2026 and 03/31/2025.	

\* Rate represents the average daily yield (ADY) for the applicable month (1 month).

**Oak Brook Park District  
Schedule of Capital Expenditures/Expenses  
As of March 31, 2026**

FUND & DESCRIPTION	VENDORS	Year-to-Date Expenditures	FY 2025/2026 Budget
<b>Capital Projects Fund</b>			
Upgraded TimePro timekeeping software and hardware	Commeg Systems, Inc.	\$ 21,815.00	\$ 22,000.00
Central Park Ginger Creek bridge	V3 Companies, Ltd.	4,300.00	1,245,279.00
LED digital poster/video screens	NSELED-US	23,395.00	26,000.00
Saddle Brook barn evaluation	FGM Architects	4,009.24	35,000.00
Turf aerator, roller, and overseeder	Burris Equipment Company	13,560.00	15,000.00
FRC roof canopies and scupper replacement	Anthony Roofing Tecta	21,900.00	24,000.00
Sidewalk replacements- Central Park	A&A Paving Contractors	17,656.30	20,000.00
Asphalt paving and grinding	Chicagoland Paving Contractors	25,000.00	50,000.00
Central Park signage upgrades	Parvin-Clauss Sign Company, Correct Digital Displays Inc.	8,278.00	15,000.00
FRC Elevator Overhaul	Kone Inc., Cabworks Custom Elevator Inc., Floor Coverings International	105,452.64	106,000.00
Paging alert system upgrades	SK Electronics	15,049.00	30,000.00
FRC video server replacement	Insight Direct	5,180.38	-
Carpet replacement in FRC locker rooms	ABM Commercial Flooring	24,000.00	-
Legal fees for various capital projects-To be allocated	Robbins Schwartz	9,541.00	-
Central Park outdoor tennis and pickle ball courts project	Engineering Resource Associates	926.43	-
<b>Sub-total Balance:</b>		<b>\$ 300,062.99</b>	<b>\$ 1,588,279.00</b>
<b>Recreation Fund</b>			
Asphalt paving and grinding	Chicagoland Paving Contractors	\$ 50,000.00	\$ 50,000.00
Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.	Kluber Architects & Engineering, Chicago Glass & Mirror	8,777.00	135,000.00
Fitness equipment capital lease purchase- Payment 2 of 3	Lease Servicing Center	48,111.35	48,112.00
Central Park West kitchen renovation	Aline International LLC	2,493.50	52,000.00
Central Park outdoor tennis and pickle ball courts project	Pioneer Engineering & Environmental	2,112.50	-
<b>Sub-total Balance:</b>		<b>\$ 111,494.35</b>	<b>\$ 285,112.00</b>
<b>Tennis Fund</b>			
Lower level carpeting replacement	Floor Coverings International	\$ 23,788.09	\$ 25,000.00
Exterior windows replacement	Kluber Architects & Engineering, Bee Liner Lean Services, Inc.	90,112.27	100,000.00
Central Park outdoor tennis and pickle ball courts project	Pioneer Engineering & Environmental, Engineering Resource Associates	3,038.93	-
<b>Sub-total Balance:</b>		<b>\$ 116,939.29</b>	<b>\$ 125,000.00</b>
<b>Special Recreation Fund</b>			
Sidewalk replacements- Central Park	A&A Paving Contractors	\$ 5,000.00	\$ 5,000.00
Parking lot paver replacement- FRC	Classic Landscape Ltd.	14,408.00	20,000.00
Asphalt Paving	Chicagoland Paving Contractors	10,000.00	10,000.00
FRC Elevator Overhaul	Kone Inc., Floor Coverings International	105,452.65	106,000.00
<b>Sub-total Balance:</b>		<b>\$ 134,860.65</b>	<b>\$ 141,000.00</b>
<b>Grand Total Balance:</b>		<b>\$ 663,357.28</b>	<b>\$ 2,139,391.00</b>

## Warrant

Invoice Register Report

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
116459 52193	ACCRUE SOLUTIONS LLC CREDIT FOR RETIRED EMPLOYEE 01-15-650-000 GROUP MEDICAL & LIFE	04/01/2026	04/20/2026	(32.40) (32.40)	(32.40)	Open	Y 04/20/2026
116638 52207	ACCRUE SOLUTIONS LLC FSA ADMIN FEES APRIL 2026 01-01-650-000 GROUP MEDICAL & LIFE 01-02-650-000 GROUP MEDICAL & LIFE 01-05-650-000 GROUP MEDICAL & LIFE 01-14-650-000 GROUP MEDICAL & LIFE 01-15-650-000 GROUP MEDICAL & LIFE 02-01-650-000 GROUP MEDICAL & LIFE 02-25-650-000 GROUP MEDICAL & LIFE 02-50-650-000 GROUP MEDICAL & LIFE 07-01-650-000 GROUP MEDICAL & LIFE	04/07/2026	04/20/2026	85.05 8.10 12.15 8.10 4.05 8.10 12.15 12.15 4.05 16.20	85.05	Open	Y 04/20/2026
417161 52213	AIR COMFORT LLC BUILDING AUTOMATION SERVICE CALL 07-71-750-009 BUIDING AUTOMATION SERVICE CALL	10/07/2025	04/20/2026	1,635.00 1,635.00	1,635.00	Open	Y 04/20/2026
V94871 52172	ANDERSON LANDSCAPE SUPPLY SCREENINGS / STONE 01-05-790-022 LANDSCAPING / ORNAMENTAL SUPP.	03/26/2026	04/20/2026	141.00 141.00	141.00	Open	Y 04/20/2026
0157248-IN 52226	AQUA PURE ENTERPRISES, INC. AQUATIC POOL CHEMICAL SUPPLIES 02-25-790-004 ACCU TAB 3" CALCIUM HYPO TABLETS 02-25-790-004 SODIUM BISULFATE 02-25-790-004 SHIPPING	03/10/2026	04/20/2026	1,359.67 1,006.02 333.70 19.95	1,359.67	Open	Y 04/20/2026
26-0004460 52054	ARLINGTON HEIGHTS PARK DIST SHARED CONFERENCE LODGING EXPENSE 01-02-690-001 CONFERENCES	02/13/2026	04/20/2026	203.30 203.30	203.30	Open	Y 04/20/2026
2026-12 52113	BARRY BRADFORD PIONEER SPEAKER 02-50-760-000 PIONEER CLASSES	03/14/2026	04/20/2026	300.00 300.00	300.00	Open	Y 04/20/2026
PS3022885-1 52139	BURRIS EQUIPMENT COMPANY REPLACEMENT PARTS LOWE AUGER 01-05-790-017 LOWE AUGER PARTS	03/20/2026	04/20/2026	1,509.34 1,509.34	1,509.34	Open	Y 04/20/2026

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 DB: Oak Brook Park L

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 04/20/2026 - 04/20/2026  
 BOTH JOURNALIZED AND UNJOURNALIZED  
 OPEN

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
<hr/>							
MAR26.REC44 52136	CARDMEMBER SERVICE REC DEPT P-CARD MAR 2026	03/25/2026	04/20/2026	273.02	273.02	Open	Y 04/20/2026
	02-60-765-008	1. AMZN EGG HNT EGGS, FILLINGS		54.99			
	02-60-765-008	2. AMZN EGG HNT PREFILLED EGGS		108.10			
	02-01-730-001	3. AMZN BINDER OFFICE NEEDS		43.97			
	02-01-730-001	4. AMZN BIBDERS OFFICE NEEDS		30.99			
	02-60-765-008	5. JO CANDY FOR EGG HUNT		34.97			
<hr/>							
MAR26.MAINT75 52140	CARDMEMBER SERVICE MAINT DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	128.97	128.97	Open	Y 04/20/2026
	02-25-790-001	AMAZON PURCHASE ELECTRICAL SUPPLIES TOOL		99.98			
	02-25-750-030	AMAZON PURCHASE MAINT. INSP. CARDS		28.99			
<hr/>							
MAR26.MAINT29 52142	CARDMEMBER SERVICE MAINT DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	123.09	123.09	Open	Y 04/20/2026
	02-25-790-004	(TAYLOR) TDS RESIN WEEKLY CHEM CHECK (1)		97.45			
	01-15-740-020	(AMAZON) HARD HAT BUILDING TECH PPE (2)		25.64			
<hr/>							
MAR26.FIN39 52144	CARDMEMBER SERVICE FINANCE DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	977.43	977.43	Open	Y 04/20/2026
	01-02-690-001	ILIPRA PARK PURSUIT		50.00			
	01-15-690-000	ILIPRA PARK PURSUIT		50.00			
	02-01-690-000	ILIPRA PARK PURSUIT		50.00			
	02-25-690-000	ILIPRA PARK PURSUIT		50.00			
	02-80-980-000	ILIPRA PARK PURSUIT		100.00			
	07-01-700-000	ILIPRA PARK PURSUIT		100.00			
	01-02-740-020	BE SAFE SAFETY AWARD SUPPLIES		17.94			
	01-02-740-020	BE SAFE SAFETY AWARD SUPPLIES		144.49			
	01-02-690-000	HR WORKSHOP		415.00			
<hr/>							
MAR26.TEN70 52156	CARDMEMBER SERVICE TENNIS DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	318.96	318.96	Open	Y 04/20/2026
	07-71-790-001	EXTINGUISHER SIGN AMAZON		29.06			
	07-71-800-002	GUTTER EXTENSION AMAZON		159.92			
	07-71-800-002	JANITORIAL CART AMAZON		109.99			
	07-71-800-002	VENT COVER AMAZON		19.99			
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MAR26.MAINT46 52161	CARDMEMBER SERVICE MAINT DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	159.99	159.99	Open	Y 04/20/2026
	01-15-740-020	OSHA 360 TRAINING		159.99			
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MAR26.TEN97 52167	CARDMEMBER SERVICE TENNIS DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	59.86	59.86	Open	Y 04/20/2026

Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	07-01-730-001	AMAZON OFFICE SUPPLIES		43.88			
	07-75-790-006	AMAZON FIRST AID SUPPLIES		15.98			
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MAR26.FAC34 52171	CARDMEMBER SERVICE FACILITY DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	273.81	273.81	Open	Y 04/20/2026
	01-02-740-020	HSI TRAINING CPR/AED CERTIFICATION		11.39			
	02-26-765-002	AMAZON AQUATICS SPECIAL EVENT EGG HUNT		78.35			
	02-26-765-002	AMAZON AQUATICS SPECIAL EVENT EGG HUNT		149.90			
	01-02-740-020	HSI TRAINING CPR/AED CERTIFICATION		11.39			
	01-02-740-020	HSI TRAINING CPR/AED CERTIFICATION		22.78			
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MAR26.REC15 52176	CARDMEMBER SERVICE REC DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	484.50	484.50	Open	Y 04/20/2026
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES - GLUE		34.59			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		6.95			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		23.49			
	02-32-765-002	NETFLIX - DOLPHIN STATION		17.99			
	02-31-765-001	COSTCO - DOLPHIN STATION - SUPLIES		62.36			
	02-31-765-001	AMAZON - PRESCHOOL SUPPLIES		25.63			
	02-31-800-200	AMAZON - PRESCHOOL SUPPLIES - PAPER CUT		313.49			
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MAR26.MKTG72 52179	CARDMEMBER SERVICE MARKETING DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	943.56	943.56	Open	Y 04/20/2026
	01-01-740-003	WORLD MARKET-STAFF RECOGNITION ENGAGEMENT		39.35			
	01-01-740-003	TARGET-STAFF RECOGNITION ENGAGEMENT PEIC		3.77			
	02-80-740-020	LAZZY DOG-SPONSORSHIP CLIENT MEETING		61.46			
	02-80-730-001	OFFICE DEPO-OFFICE SUPPLIES NAME TAGS		39.49			
	02-80-730-001	AMAZON-OFFICE SUPPLIES DOOR HANGER		26.58			
	02-80-730-001	AMAZON- OFFICE SUPPLIES AGENDA		29.24			
	02-80-740-020	EGG HARBOR-SPONSORSHIP CLIENT MEETING		56.10			
	02-80-740-020	BLACKBERRY MARKETIN-SPONSORSHIP CLIENT M		7.29			
	02-60-794-001	IMPRINT-MARKETING MATERIAL PINK 5K		570.93			
	02-80-740-020	KONA GRILL-SPONSORSHIP CLIENT MEETING		39.53			
	01-01-074-000	QUICKBOOKS-FOUNDATION SOFTWARE		19.50			
	02-80-740-020	PURPLE PIG-SPONSORSHIP CLIENT MEETING		50.32			
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MAR26.MKTG95 52184	CARDMEMBER SERVICE MARKETING DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	2,065.03	2,065.03	Open	Y 04/20/2026
	02-80-930-000	META SOCIAL MEDIA ADVERTISEMENT		4.80			
	01-01-740-002	CROWN TROPHY EMPLOYEE RECOGNITION		90.00			
	01-01-740-002	AMAZON EMPLOYEE RECOGNITION		38.38			
	02-80-730-001	AMAZON CARDSTOCK OFFICE SUPPLIES		21.99			
	02-01-680-002	IPRA JOB POSTING		315.00			
	02-80-940-000	MONDAY.COM PROJECT MANAGEMENT		720.00			
	02-80-800-000	AMAZON NON CAPITAL EQ. - TENTS		661.74			
	02-80-730-001	AMAZON OFFICE SUPPLIES - SHOE CUTOUTS		16.65			

Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	02-80-800-000	AMAZON NON CAPITAL EQ - FRIDGE		159.00			
	02-80-940-000	AMAZON GENERAL MKTG - IPHONE TRIPOD		25.98			
	02-80-730-001	AMAZON OFFICE SUPPLIES - COMMAND SRIPS		11.49			
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MAR26.REC92 52185*	CARDMEMBER SERVICE RECREATION DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	1,318.06	1,318.06	Open	Y 04/20/2026
	02-50-760-000	JASON'S DELI BINGO SUPPLIES		261.34			
	02-50-760-000	JEWEL BINGO SUPPLIES		13.98			
	02-50-754-300	PIONEER TRIP METROPOLIS TICKETS		40.20			
	02-50-754-300	PIONEER TRIP LUNCH FRANCESCAS		825.20			
	02-50-754-300	PIONEER TRIP LOU MALNATIS		160.60			
	02-50-760-000	AMAZON PIONEER SUPPLIES		29.07			
	02-60-765-008	AMAZON BUNNY BASKET SUPPLIES		42.20			
	02-60-765-008	WALMART BUNNY BASKET SUPPLIES		22.95			
	02-50-760-000	AMAZON RETURN MAH JONG MATS WRONG SIZE		(77.48)			
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MAR26.PRK00 52187	CARDMEMBER SERVICE PARKS DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	423.69	423.69	Open	Y 04/20/2026
	01-05-790-017	LAWN MOWER MAINTENANCE		423.69			
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MAR26.AQU43 52200	CARDMEMBER SERVICE AQUATICS DEPT PCARD MARCH 2026	04/01/2026	04/20/2026	616.07	616.07	Open	Y 04/20/2026
	01-15-790-007	HAIR DRYER- LOCKER ROOM SUPPLIES		86.52			
	02-25-690-010	JIMMY JOHNS STAFF APPRECIATION		34.56			
	01-15-690-003	COSTCO- ALL STAFF LUNCH AND LEARN		101.67			
	02-25-690-005	WALMART- ALL STAFF AQUATICS		45.71			
	01-15-690-003	WALMART- ALL STAFF LUNCH AND LEARN		84.25			
	02-25-690-010	JIMMY JOHNS- STAFF APPRECIATION		18.36			
	02-26-765-002	SPECIAL EVENT- AQUA EGG HUNT SUPPLIES		160.00			
	02-25-690-000	IPRA- SUPERVISOR TRAINING		85.00			
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MAR26.FAC35 52201	CARDMEMBER SERVICE FACILITIES DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	811.04	811.04	Open	Y 04/20/2026
	01-15-730-001	AMAZON 2X4 LABELS		11.99			
	01-15-840-010	AMAZON ZEBRA CARD PRINTER CLEANING KIT		15.99			
	01-15-690-001	IPRA SUPERVISOR SYMPOSIUM		85.00			
	01-15-840-000	AMAZON COFFEE CUPS, ICE PACKS, BANDAIDS		55.65			
	01-15-840-006	AMAZON COFFEE CUPS, ICE PACKS, BANDAIDS		31.49			
	01-15-840-005	AMAZON LOCKS		133.99			
	02-60-765-001	AMAZON MOVING BAGS, RUBBER BANDS PINK 5K		238.93			
	01-15-730-001	AMAZON ZEBRA RIBBON		238.00			
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MAR26.REC02 52202	CARDMEMBER SERVICE REC DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	996.14	996.14	Open	Y 04/20/2026
	02-31-800-200	AMAZON-PRESCHOOL SUPPLIES		97.99			

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Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	02-31-800-200	AMAZON-	PRESCHOOL SUPPLIES	98.30			
	02-40-765-181	PICKLEBALL CENTRAL-	SUPPLIES	799.85			
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MAR26.REC78 52210	CARDMEMBER SERVICE RECREATION DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	323.84	323.84	Open	Y 04/20/2026
	02-31-792-001	PRESHOOL STAFF TRAINING/MEETING-	PANERA	125.57			
	02-01-690-000	PROFESSIONAL WORKSHOP - SPRA NETWORK		20.00			
	02-31-765-001	PRESCHOOL SUPPLIES - SCHOLASTIC MAGAZINE		27.30			
	02-32-765-004	PLAYGROUND SUMMER CAMP SUPPLIES-	AMAZON	150.97			
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MAR26.FIT71 52212	CARDMEMBER SERVICE FITNESS DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	1,644.18	1,644.18	Open	Y 04/20/2026
	02-21-800-000	ROGUE FITNESS KETTLEBELLS		1,208.28			
	02-60-480-007	RUNSIGNUP.COM REFUND RESERVE DRI TRI		17.90			
	02-21-700-000	ACE FITNESS CERTIFICATION RENEWAL		138.00			
	02-21-700-000	IPRA CPRP EXAM AND STUDY GUIDE		280.00			
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MAR26.TEN69 52218	CARDMEMBER SERVICE TENNIS DEPT PCARD MARCH 2026	03/31/2026	04/20/2026	4,261.81	4,261.81	Open	Y 04/20/2026
	07-75-870-001	HEAD TENNIS BALLS		946.66			
	07-75-790-003	TENNISDRILLS TEACHING AIDS		199.00			
	07-75-870-007	HEAD STRINGS		416.58			
	07-75-790-003	CSTBS TEACHING AIDS		270.00			
	07-75-870-007	BABOLAT STRINGS		168.70			
	07-75-782-000	USTA TOURNAMENT SANCTION FEE		50.00			
	07-75-790-001	LANDS END - UNIFORMS		289.30			
	01-14-675-002	TENNISSOURCE SOFTWARE FEE		1,146.64			
	07-75-782-000	USTA TOURNAMENT SANCTION FEE		50.00			
	07-75-870-000	BABOLAT JUNIOR RACQUETS		340.64			
	07-71-750-014	FACTORY CLEANING SWEEPER MAINTENANCE		384.29			
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MAR26.AQU25 52224	CARDMEMBER SERVICE AQUATICS DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	2,397.00	2,397.00	Open	Y 04/20/2026
	02-26-702-000	AMAZON SWIM TEAM BANQUET SUPPLIES		90.30			
	02-25-730-001	AMAZON OFFICE SUPPLIES		19.12			
	02-26-765-002	WALMART AQUA EGG HUNT SUPPLIES		76.72			
	02-25-705-001	WALMART AQUATIC PARTY SUPPLIES		39.75			
	02-25-705-001	AMAZON AQUATIC PARTY SUPPLIES		107.67			
	02-25-705-001	AMAZON AQUATIC PARTY SUPPLIES		92.43			
	02-26-702-000	AMAZON SWIM TEAM BANQUET SUPPLIES		29.96			
	02-26-702-000	SWIM TEAM BANQUET DINNER		765.80			
	02-25-705-001	WALMART AQUATIC PARTY SUPPLIES		36.12			
	02-25-705-001	WALMART AQUATIC PARTY SUPPLIES		26.50			
	02-25-705-001	WALMART AQUATIC PARTY SUPPLIES		37.02			
	02-26-765-002	AMAZON AQUA EGG HUNT SUPPLIES		482.93			
	02-26-765-002	AMAZON AQUA EGG HUNT SUPPLIES		126.16			

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Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	02-25-705-001	WALMART AQUATIC PARTY SUPPLIES		22.50			
	02-26-702-000	COSTCO SWIM TEAM BANQUET SUPPLIES		244.36			
	02-26-702-000	MICHAELS SWIM TEAM BANQUET SUPPLIES		37.93			
	02-25-705-001	WALMART AQUATIC PARTY SUPPLIES		46.02			
	02-25-690-000	IPRA WROKSHOP - WILL RECEIVE REFUND		85.00			
	01-15-690-003	WALMART ALL STAFF MEETING SUPPLIES		30.71			
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MAR26.IT29 52228	CARDMEMBER SERVICE IT DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	1,967.74	1,967.74	Open	Y 04/20/2026
	01-14-676-001	PRINT TECH- IPRESCHOOL TONER REPLACEMENT		157.00			
	01-14-722-000	COMCAST - ETHERNET FOR ALL BUILDINGS		113.80			
	01-14-722-001	COMCAST - ETHERNET FOR ALL BUILDINGS		113.79			
	01-14-722-002	COMCAST - ETHERNET FOR ALL BUILDINGS		75.86			
	01-14-800-005	AMAZON - COAXIAL TV CABLE FOR LOBBY TV		17.99			
	01-14-690-000	IT MEETING		20.00			
	01-14-723-000	COMCAST - TV CABLES FOR FRC		945.79			
	01-14-676-001	IPRINT- RECREATION TONER REPLACEMENT		114.00			
	01-14-722-000	APPLE BUSINESS DEVICES MGMT SERVICES		48.57			
	01-14-722-001	APPLE BUSINESS DEVICES MGMT SERVICES		48.56			
	01-14-722-002	APPLE BUSINESS DEVICES MGMT SERVICES		32.38			
	01-14-722-000	COMCAST - ETHERNET FOR ALL BUILDINGS		90.00			
	01-14-722-001	COMCAST - ETHERNET FOR ALL BUILDINGS		90.00			
	01-14-722-002	COMCAST - ETHERNET FOR ALL BUILDINGS		60.00			
	01-14-730-001	AMAZON - IT SETUP GUIDE WALL MOUNT SIGN		40.00			
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MAR26.ADM21 52229	CARDMEMBER SERVICE ADMIN DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	4,000.00	4,000.00	Open	Y 04/20/2026
	01-01-740-003	GOLFZON - STAR PARTY PAYMENT 2026		4,000.00			
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MAR26.REN68 52234	CARDMEMBER SERVICE TENNIS DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	1,422.73	1,422.73	Open	Y 04/20/2026
	07-75-790-004	AMAZON - PROGRAM SUPPLIES		254.25			
	07-75-790-004	BAKERY - SPECIAL EVENT SUPPLIES		150.00			
	07-01-730-002	AMAZON- COFFEE SUPPLIES		19.99			
	07-01-740-000	CORNER BAKERY - STAFF MEETING		127.39			
	07-01-730-002	AMAZON - COFFEE SUPPLIES		27.36			
	07-01-730-002	AMAZON - COFFEE SUPPLIES		65.32			
	07-75-790-004	AMAZON - LOLLIPOPS		188.36			
	07-01-730-002	AMAZON - COFFEE SUPPLIES		62.96			
	07-01-730-002	YOUR BRAND CAFE - COFFEE CUPS		527.10			
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MAR26.IT50 52235	CARDMEMBER SERVICE IT DEPT PCARD MARCH 2026	03/25/2026	04/20/2026	7,333.56	7,333.56	Open	Y 04/20/2026
	01-14-800-006	AMAZON- 2 POWER STRIPS		51.98			
	01-14-720-000	FIRST COMMUNICATIONS-ELEVATOR AND FAX LI		174.26			
	01-14-720-002	FIRST COMMUNICATIONS-ELEVATOR AND FAX LI		116.17			

Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	01-14-675-001	DYNAMIC MEDIA -FITNESS/REC MONTHLY RADI		34.95			
	01-14-721-000	T-MOBILE -		501.85			
	01-14-721-001	T-MOBILE -		273.73			
	01-14-721-002	T-MOBILE -		136.87			
	01-14-723-002	COMCAST - TENNIS CENTER CABLE TV SERVIC		71.18			
	01-14-675-000	GODADDY- SSL CERTIFICATE 2 YEAR RENEWAL		149.99			
	01-14-675-001	GODADDY- SSL CERTIFICATE 2 YEAR RENEWAL		699.99			
	01-14-675-002	GODADDY- SSL CERTIFICATE 2 YEAR RENEWAL		150.00			
	01-14-722-000	COMCAST - DEAN NATURE INTERNET FOR SECUI		50.00			
	01-14-720-000	COMCAST - PRI PHONE LINES -ALL BUILDINGS		195.28			
	01-14-720-001	COMCAST - PRI PHONE LINES -ALL BUILDINGS		195.27			
	01-14-720-002	COMCAST - PRI PHONE LINES -ALL BUILDINGS		130.19			
	01-14-675-001	OPPOLIS- GO PROOF MARKETING EDITING SOFT		2,406.24			
	02-01-690-000	NRPA - LEADERSHIP CERTIFICATE PACKAGE		375.00			
	01-14-675-001	ZOOM.US MAIN ACCOUNT YEARLY		159.90			
	01-14-675-000	BAMBOO HR - MONTHLY SOFTWARE INVOICE		263.71			
	01-14-675-001	BAMBOO HR - MONTHLY SOFTWARE INVOICE		922.98			
	01-14-675-002	BAMBOO HR - MONTHLY SOFTWARE INVOICE		131.85			
	01-14-800-006	AMAZON - WEB CAM		69.99			
	01-14-675-001	FOREIGN TRANSACTION FEE GO PROOOF SOFTWA		72.18			
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MAR26.PRK09	CARDMEMBER SERVICE	03/25/2026	04/20/2026	7,876.77	7,876.77	Open	Y
52237	PARKS DEPT PCARD MARCH 2026						04/20/2026
	01-05-750-014	MCMASTER- REPAIR HARDWARE SUCTION PIPE		160.65			
	01-05-790-017	J1AUTO-'10 EXPLORER BEARING AND STRUTS		1,738.67			
	01-05-790-022	AMZN-BRUSHCUTTER BLADE, DETHATCHER		154.13			
	01-05-790-009	TRASSIG- PIP REBINDER-SANDLOT PLAYGROUND		4,999.93			
	12-95-940-065	MENARDS-CPW RENO-ELECTRIC STOVE AND CORD		823.39			
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MAR26.ADMN66	CARDMEMBER SERVICE	03/25/2026	04/20/2026	1,269.60	1,269.60	Open	Y
52239	ADMIN DEPT PCARD MARCH 2026						04/20/2026
	01-01-700-001	WILD ONES - ANNUAL MEMBERSHIP		92.91			
	01-01-740-000	CHICAGO TRIB - HINSDALE DOINGS 8-27-26		84.00			
	01-01-700-001	OAK BROOK CHAMBER - ANNUAL MEMBERSHIP		477.00			
	01-01-690-000	IPRA - SUPERVISOR SYMPOSIUM MP		85.00			
	01-01-690-001	IAPD - LEGISLATIVE CONFERENCE BJ LK		430.00			
	01-01-730-001	AMAZON - FILE FOLDERS		7.57			
	01-02-730-001	AMAZON - FILE FOLDERS		7.57			
	01-15-730-001	AMAZON - FILE FOLDERS		7.57			
	02-01-730-001	AMAZON - FILE FOLDERS		7.58			
	02-21-730-001	AMAZON - FILE FOLDERS		7.57			
	02-25-730-001	AMAZON - FILE FOLDERS		7.57			
	02-80-730-001	AMAZON - FILE FOLDERS		7.57			
	02-21-730-001	AMAZON - LAMINATING SHEETS		9.54			
	02-26-765-002	AMAZON - LAMINATING SHEETS		9.54			
	02-31-765-001	AMAZON - LAMINATING SHEETS		9.54			
	02-32-765-005	AMAZON - LAMINATING SHEETS		9.54			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	02-80-950-000	AMAZON - LAMINATING SHEETS		9.53			
202603112437 52078	CAROL STREAM PARK DISTRICT LEGISLATIVE MEETING 2 ATTENDEES 01-01-690-001	CONFERENCE	03/11/2026	70.00	70.00	Open	Y 04/20/2026
20260661 52121	CARRICO AQUATIC RESOURCES INC PALINTEST TABS 02-25-790-004	CHEMICALS	01/28/2026	179.94	179.94	Open	Y 04/20/2026
6835 52084	CASE LOTS INC. GYM WIPES 01-15-790-001	GYM WIPE SUPPLIES	03/03/2026	375.20	375.20	Open	Y 04/20/2026
7291 52165	CASE LOTS INC. GYM WIPES 01-15-790-001	GYM WIPE SUPPLIES	03/23/2026	375.20	375.20	Open	Y 04/20/2026
29016 52119	CHICAGO GLASS & MIRROR MIRROR INSTALLATION - BALANCE 02-81-805-000 02-81-805-000 02-81-805-000	FITNESS WALL #1 FITNESS WALL #2 FITNESS WALL #3	03/04/2026	2,277.00	2,277.00	Open	Y 04/20/2026
CTA32893 52128	CHICAGO TRIBUNE MEDIA GROUP AVAILABILITY OF BUDGET NOTICE 2026 01-02-680-001	NOTICES & ORDINANCES	03/23/2026	38.76	38.76	Open	Y 04/20/2026
6448277 52086	CONSERV FS, INC GRASS SEED 01-05-790-022	LANDSCAPING / ORNAMENTAL SUPP.	03/09/2026	630.00	630.00	Open	Y 04/20/2026
6448154 52122	CONSERV FS, INC NATIVE SEED AND BALLFIELD CHALK 01-05-790-022 01-05-790-022 01-05-790-021 01-05-790-021	MESIC PRARIE NATIVE SEEDS PRARIE COVER CROP SEEDS ATHLETIC FIELD STRIPING CHALK DELIVERY CHARGE	02/19/2026	2,374.50	2,374.50	Open	Y 04/20/2026
6448774 52211	CONSERV FS, INC FERTILIZER 01-04-790-023	TURF FERTILIZER 25-0-10	03/31/2026	4,910.00	4,910.00	Open	Y 04/20/2026

Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	01-05-790-021	TURF FERTILIZER 4-0-6		2,720.00			
	01-05-790-021	DELIVERY CHARGE		50.00			
52378							
52169	DAWSONS TREE SERVICE	03/27/2026	04/20/2026	925.00	925.00	Open	Y 04/20/2026
	TREE REMOVAL - STORM DAMAGE						
	07-71-750-015	OTHER BUILDING MAINTENANCE		925.00			
224301							
52198	DU PAGE COUNTY HEALTH DEPT.	03/16/2026	04/20/2026	305.00	305.00	Open	Y 04/20/2026
	ANNUAL FOOD CATEGORY II SEASONAL						
	01-04-765-040	ANNUAL FOOD CATEGORY II SEASONAL PERMIT		305.00			
225865							
52214	DU PAGE COUNTY HEALTH DEPT.	04/01/2026	04/20/2026	645.00	645.00	Open	Y 04/20/2026
	ANNUAL SWIMMING POOL PERMIT SEASONAL						
	02-25-840-010	ANNUAL SWIMMING POOL PERMIT YEAR ROUND		645.00			
225866							
52215	DU PAGE COUNTY HEALTH DEPT.	04/01/2026	04/20/2026	645.00	645.00	Open	Y 04/20/2026
	ANNUAL SWIMMING POOL PERMIT SEASONAL						
	02-25-840-010	ANNUAL SWIMMING POOL PERMIT YEAR ROUND		645.00			
225505							
52221	DU PAGE COUNTY HEALTH DEPT.	04/12/2006	04/20/2026	645.00	645.00	Open	Y 04/20/2026
	ANNUAL SWIMMING POOL PERMIT SEASONAL						
	02-25-840-010	ANNUAL SWIMMING POOL PERMIT YEAR ROUND		645.00			
225553							
52222	DU PAGE COUNTY HEALTH DEPT.	04/01/2026	04/20/2026	343.00	343.00	Open	Y 04/20/2026
	ANNUAL SWIMMING POOL PERMIT SEASONAL						
	02-25-840-010	ANNUAL SWIMMING POOL PERMIT SEASONAL		343.00			
225554							
52223	DU PAGE COUNTY HEALTH DEPT.	04/01/2026	04/20/2026	343.00	343.00	Open	Y 04/20/2026
	ANNUAL SWIMMING POOL PERMIT SEASONAL						
	02-25-840-010	ANNUAL SWIMMING POOL PERMIT SEASONAL		343.00			
447933/4							
52087	EBEL'S ACE HARDWARE #8313	03/09/2026	04/20/2026	8.26	8.26	Open	Y 04/20/2026
	REPLACEMENT BLADES						
	02-25-790-001	EQUIPMENT-TOOLS-SUPPLIES		8.26			
447531/4							
52120	EBEL'S ACE HARDWARE #8313	10/23/2025	04/20/2026	35.87	35.87	Open	Y 04/20/2026
	ANTIFREEZE, GLOVES, TAPE						
	02-25-790-001	EQUIPMENT-TOOLS-SUPPLIES		35.87			
447983/4							
52132	EBEL'S ACE HARDWARE #8313	03/24/2026	04/20/2026	26.27	26.27	Open	Y 04/20/2026
	LCD PANEL WHEEL PROJECT						

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
	01-14-800-005	COMPUTER REPLACE & REPAIR-CORPORATE		26.27			
447989/4 52137	EBEL'S ACE HARDWARE #8313 DISTILLED WATER AND EPOXY 01-15-750-000	03/25/2026	04/20/2026	16.70	16.70	Open	Y 04/20/2026
	01-15-750-000	GENERAL MAINTENANCE		16.70			
00214716-00 52208	EDWARD OCCUPATIONAL HEALTH PRE-EMPLOYMENT TESTING-FULL TIME 01-02-650-010	03/31/2026	04/20/2026	193.00	193.00	Open	Y 04/20/2026
	02-01-840-010	PRE-EMPLOYMENT PHYSICAL DRUG TESTING EXPENSE		134.00 59.00			
00214502-00 52209	ELMHURST OCCUPATIONAL HEALTH PRE-EMPLOYMENT TESTING-FULL TIME 01-02-650-010	03/31/2026	04/20/2026	69.00	69.00	Open	Y 04/20/2026
	01-02-650-010	PRE-EMPLOYMENT PHYSICAL		69.00			
03102026 52106	ENERGIZE SPORTZ ENERGIZE SPORTZ PROGRAMS MARCH 2026 02-30-640-432	03/10/2026	04/20/2026	3,934.00	3,934.00	Open	Y 04/20/2026
	02-30-640-432	SHOOTING STARS - MARCH 2026		2,847.60			
	02-30-640-432	SOCCER LEAGUE - MARCH 2026		1,086.40			
W2601400.02 52163	ENGINEERING RESOURCE ASSOCIATES CENTRAL PARK TOPO SURVEY 07-80-805-000	03/18/2026	04/20/2026	11,212.81	11,212.81	Open	Y 04/20/2026
	12-95-940-065	CENTRAL PARK TOPO SURVEY TENNIS/PICKLE		5,573.57			
	07-80-805-000	CENTRAL PARK TOPO SURVEY TENNIS/PICKLE TRIP CHARGES		5,573.57 65.67			
1480921 52092	FERGUSON FACILITIES #3400 CPW JANITORIAL SUPPLIES 01-20-790-000	03/09/2026	04/20/2026	362.46	362.46	Open	Y 04/20/2026
	01-20-790-000	CPW PAPER PRODUCTS		362.46			
1481009-1 52093	FERGUSON FACILITIES #3400 FRC JANITORIAL SUPPLIES 01-15-790-000	03/09/2026	04/20/2026	163.22	163.22	Open	Y 04/20/2026
	01-15-790-001	FRC PAPER PRODUCTS FRC CLEANING PRODUCTS		74.00 89.22			
1481009-2 52178	FERGUSON FACILITIES #3400 FRC SHOWER BODY WASH 01-15-790-007	03/27/2026	04/20/2026	80.62	80.62	Open	Y 04/20/2026
	01-15-790-007	LOCKER ROOM SUPPLIES		80.62			
1481009 52183	FERGUSON FACILITIES #3400 CUSTODIAL PAPER AND CLEANING 01-15-790-001	03/09/2026	04/20/2026	543.23	543.23	Open	Y 04/20/2026
	01-15-790-001	TNT ALL PURPOSE CLEANER		59.99			

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Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	01-15-790-001	MORNING MIST FLOOR CLEANERS		186.00			
	01-15-790-001	WESTCRAFT 24X24 GARBAGE BAGS		24.06			
	01-15-790-001	WESTCRAFT 33X40 GARBAGE BAGS		31.31			
	01-15-790-007	KLEENEX HAIR & BODY WASH		241.87			
1480809 52225	FERGUSON FACILITIES #3400 CUSTODIAL SUPPLIES	03/25/2026	04/20/2026	1,220.30	1,220.30	Open	Y 04/20/2026
	01-15-790-007	SOAP SUPPLIES		356.15			
	01-20-790-000	PAPER SUPPLIES		248.25			
	01-15-790-000	PAPER SUPPLIES		231.90			
	01-04-790-000	PAPER SUPPLIES		209.88			
	01-04-790-000	PAPER SUPPLIES		174.12			
6516 52114	FITNESS EQUIPMENT SERVICES FITNESS EQUIPMENT MAINTENANCE	03/13/2026	04/20/2026	125.00	125.00	Open	Y 04/20/2026
	02-21-760-000	EXERCISE EQUIPMENT MAINTENANCE		125.00			
6534 52162	FITNESS EQUIPMENT SERVICES FITNESS EQUIPMENT MAINTENANCE	03/27/2026	04/20/2026	22.00	22.00	Open	Y 04/20/2026
	02-21-760-000	EXERCISE EQUIPMENT MAINTENANCE		22.00			
131766-001 CPN MAR26 52146	FLAGG CREEK WATER RECLAMATION SEWER RESTROOM/CONCESSION MARCH 2026	03/27/2026	04/20/2026	24.46	24.46	Open	Y 04/20/2026
	01-04-770-003	SEWER- CPN		24.46			
116742-000 MNT MAR26 52147	FLAGG CREEK WATER RECLAMATION SEWER AT MAINT GARAGE MARCH 2026	03/27/2026	04/20/2026	24.46	24.46	Open	Y 04/20/2026
	01-05-770-008	SEWER MAINTENANCE GARAGE		24.46			
019016-000 FRC MAR26 52148	FLAGG CREEK WATER RECLAMATION FRC SEWER EXPENSE MARCH 2026	03/27/2026	04/20/2026	1,292.40	1,292.40	Open	Y 04/20/2026
	01-15-770-003	FRC SEWER EXPENSE		323.10			
	02-01-770-003	FRC SEWER EXPENSE		258.48			
	02-21-770-015	FRC SEWER EXPENSE		258.48			
	02-25-770-015	FRC SEWER EXPENSE		452.34			
019014-000 TC MAR26 52149	FLAGG CREEK WATER RECLAMATION SEWER AT TENNIS CENTER MARCH 2026	03/27/2026	04/20/2026	81.76	81.76	Open	Y 04/20/2026
	07-71-770-003	SEWER		81.76			
019013-000 CPW MAR26 52150	FLAGG CREEK WATER RECLAMATION SEWER AT CPW MARCH 2026	03/27/2026	04/20/2026	31.20	31.20	Open	Y 04/20/2026
	01-20-770-002	SEWER		31.20			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
2026-3 52230*	FLUID RUNNING LLC WINTER II SESSION	03/31/2026	04/20/2026	6,795.00	6,795.00	Open	Y 04/20/2026
	02-26-640-001 WINTER II SESSION REGISTRATION			6,060.00			
	02-26-640-001 WINTER II SESSION DROP INS			3,000.00			
	02-26-640-001 WINTER II SESSION CONTRACT USAGE FEE			(2,265.00)			
73540 52199	FULLIFE SAFETY CENTER AIR MONITOR CALIBRATION	04/01/2026	04/20/2026	77.50	77.50	Open	Y 04/20/2026
	01-05-740-020 SAFETY			77.50			
I551538 52110	GFC LEASING APRIL-26 COPIER LEASE M238697	04/02/2026	04/20/2026	439.35	439.35	Open	Y 04/20/2026
	01-14-678-000 FY25/26 COPIER LEASE			153.80			
	01-14-678-001 FY25/26 COPIER LEASE			241.67			
	01-14-678-002 FY25/26 COPIER LEASE			43.88			
IN15552377 52129	GORDON FLESCH COMPANY COPIER CHARGES	03/30/2026	04/20/2026	521.09	521.09	Open	Y 04/20/2026
	01-14-678-000 LEASES-CORPORATE			182.38			
	01-14-678-001 LEASES-RECREATION			286.60			
	01-14-678-002 LEASES-TENNIS			52.11			
125696 52108	HAGG PRESS OLD SECOND NATIONAL BANK BANNER	03/10/2026	04/20/2026	496.00	496.00	Open	Y 04/20/2026
	02-80-960-000 PRINTED MATERIALS			496.00			
125773 52112	HAGG PRESS PREMIER PSYCHIATRY BANNER	03/18/2026	04/20/2026	265.00	265.00	Open	Y 04/20/2026
	02-80-960-000 PRINTED MATERIALS			265.00			
3050961 52157	HOME DEPOT CREDIT SERVICES JANITORIAL SUPPLIES	03/24/2026	04/20/2026	101.44	101.44	Open	Y 04/20/2026
	01-04-790-002 JANITORIAL SUPPLY (CLEANING PRODUCTS)			41.56			
	01-04-790-003 JANITORIAL EQUIP/REP & REPAIR			59.88			
7610972 52158	HOME DEPOT CREDIT SERVICES TENNIS CENTER CUSTODIAL EQUIPMENT	03/10/2026	04/20/2026	55.64	55.64	Open	Y 04/20/2026
	07-71-800-002 CUSTODIAL TOOLS & EQUIPMENT			55.64			
7034694 52159	HOME DEPOT CREDIT SERVICES FRONT DESK BACK WALL REPAINTING	03/10/2026	04/20/2026	72.97	72.97	Open	Y 04/20/2026

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	01-15-800-000	BLDG EQUIP / REPAIR & REPLACE		72.97			
3622965 52160	HOME DEPOT CREDIT SERVICES AQUATICS CLEANING SUPPLIES 02-25-790-001	03/04/2026	04/20/2026	19.92	19.92	Open	Y 04/20/2026
	EQUIPMENT-TOOLS-SUPPLIES			19.92			
20260201115 52118	ILLINOIS STATE POLICE BACKGROUND CHECKS 02-01-840-002	02/28/2026	04/20/2026	20.00	20.00	Open	Y 04/20/2026
	CRIMINAL BACKGROUND CHECKS			20.00			
2512 52091	INNOVUS ENTERPRISES INC GEESE DETERRENT SERVICES @ CENTRAL 01-04-790-021 01-05-790-021	03/10/2026	04/20/2026	900.00	900.00	Open	Y 04/20/2026
	GEESE DETERRENT AT NORTH ATHLETIC FIELDS			450.00			
	GEESE DETERRENT AT CENTRAL PARK			450.00			
26-1015 52126	J. STEVENS BUSINESS SOLUTIONS, INC TROOP 55501 PLAQUE 01-01-074-000	02/20/2026	04/20/2026	175.00	175.00	Open	Y 04/20/2026
	RECEIVABLE DUE FROM FOUNDTN			175.00			
320159-0 52188	KENTWOOD OFFICE FURNITURE GYM LOBBY FURNITURE REPLACEMENT 01-15-800-009 01-15-800-009 01-15-800-009 01-15-800-009	04/01/2026	04/20/2026	4,324.65	4,324.65	Open	Y 04/20/2026
	GLOBAL ARMLESS SEATS			1,588.29			
	GLOBAL SINGLE SEAT			1,502.84			
	GLOBAL TABLE TOP			783.52			
	DELIVERY INSTALL			450.00			
921799194 52151	KONE INC ELEVATOR REPAIRS 07-71-750-001	02/23/2026	04/20/2026	1,061.24	1,061.24	Open	Y 04/20/2026
	ELEVATOR REPAIRS			1,061.24			
CHIC 235821 52164	LATITUDE SIGNAGE & DESIGN CENTRAL PARK WAYFINDING SIGNAGE 12-95-940-065	03/03/2026	04/20/2026	10,031.00	10,031.00	Open	Y 04/20/2026
	CENTRAL PARK WAYFINDING SIGNAGE UPDATES			10,031.00			
EWF SURFACING #2 52070	LAVIN COMPANIES PLAYGROUND MULCH 01-05-790-009 01-07-790-010	06/01/2025	04/20/2026	2,700.00	2,700.00	Open	Y 04/20/2026
	FRC PLAYGROUND MULCH			1,500.00			
	FOREST GLEN PLAYGROUND MULCH			1,200.00			
EWF SURFACING 52071	LAVIN COMPANIES PLAYGROUND MULCH 01-07-790-009	04/28/2025	04/20/2026	2,700.00	2,700.00	Open	Y 04/20/2026
	FOREST GLEN PLAYGROUND MULCH			1,500.00			

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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	01-08-790-009	CHILLEM PLAYGROUND MULCH		1,200.00			
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MARCH 2026							
52219	LENNO LASN STRINGING SERVICES 03/26	03/31/2026	04/20/2026	1,035.00	1,035.00	Open	Y 04/20/2026
	07-75-870-007	STRINGING SERVICES 03/26		1,035.00			
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1-2026							
52182	LPG MUSIC INC. WINTER MUSIC TOGETHER 2026	03/09/2026	04/20/2026	1,568.25	1,568.25	Open	Y 04/20/2026
	02-31-640-050	MUSIC TOGETHER WINTER PROGRAM 2026		1,568.25			
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10008							
52173	MAHJONG MISCHIEF, LLC MARCH BEGINNER INSTRUCTION	03/30/2026	04/20/2026	600.00	600.00	Open	Y 04/20/2026
	02-50-760-000	PIONEER CLASSES		600.00			
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8953							
52094	MARKET ACCESS CORP. FEB 2026 CPW RENTAL ALC PERMITS	03/11/2026	04/20/2026	350.00	350.00	Open	Y 04/20/2026
	01-20-740-000	ALCOHOL PERMITS/PDMA		350.00			
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8977							
52177	MARKET ACCESS CORP. MARCH 2026 CPW RENTAL ALC PERMITS	03/30/2026	04/20/2026	700.00	700.00	Open	Y 04/20/2026
	01-20-740-000	ALCOHOL PERMITS/PDMA		700.00			
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13762							
52085	MEDIA NUT WEBSITE UPDATES	03/08/2026	04/20/2026	42.50	42.50	Open	Y 04/20/2026
	01-14-823-010	COMPUTER. TECH./OUT-SOURCE		42.50			
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MARCH 2026							
52170	MEG ELIZABETH OLANDER FITNESS INSTRUCTION	03/30/2026	04/20/2026	355.90	355.90	Open	Y 04/20/2026
	02-21-640-002	FITNESS CONTRACTUAL INSTRUCTION		355.90			
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79098							
52117	MENARDS WATER FILTERS, CPW KITCHEN FACUET,	03/13/2026	04/20/2026	477.06	477.06	Open	Y 04/20/2026
	12-95-940-065	CAPITAL IMPROVEMENTS & EQUIPMENT		179.99			
	01-04-800-006	PARK EQUIP / REPLACE & REPAIR		261.84			
	01-06-800-006	PARK EQUIP / REPLACE & REPAIR		35.23			
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79339							
52134	MENARDS CASTER WHEELS FOR LED DISPLAY BOARDS	03/18/2026	04/20/2026	17.92	17.92	Open	Y 04/20/2026
	01-14-800-006	COMPUTER REPLACE & REPAIR-RECREATION		17.92			

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79337 52135	MENARDS CASTER WHEELS FOR LED DISPLAY BOARDS 01-14-800-006	03/18/2026	04/20/2026	(17.16)	(17.16)	Open	Y 04/20/2026
	COMPUTER REPLACE & REPAIR-RECREATION			(17.16)			
78622 52145	MENARDS CASTER WHEELS FOR LED DISPLAY BOARDS 01-14-800-006	03/04/2026	04/20/2026	17.16	17.16	Open	Y 04/20/2026
	COMPUTER REPLACE & REPAIR-RECREATION			17.16			
79965 52203	MENARDS SOCKETS, POTTING SOIL, LIGHTBULBS 01-20-790-002 01-05-790-022 01-05-790-007	03/30/2026	04/20/2026	74.95	74.95	Open	Y 04/20/2026
	ELECTRICAL PRODUCTS			43.98			
	LANDSCAPING / ORNAMENTAL SUPP.			11.98			
	MAINTENANCE SUPPLIES			18.99			
78866 52227	MENARDS CPW KITCHEN COUNTERTOP 02-81-805-000	03/10/2026	04/20/2026	2,370.44	2,370.44	Open	Y 04/20/2026
	KITCHEN COUNTERTOP			2,370.44			
71552 52124	MENARDS FIELD MARKING PAINT, PPE, PAINT 01-04-790-021 01-05-790-007 01-05-740-020 01-20-790-002	03/19/2026	04/20/2026	267.67	267.67	Open	Y 04/20/2026
	ATHLETIC FIELDS			79.98			
	MAINTENANCE SUPPLIES			8.87			
	SAFETY			68.87			
	ELECTRICAL PRODUCTS			109.95			
03 52232	NADINE SBEI MARCH 2026 POTTERY PAINTING 02-32-640-050	04/07/2026	04/20/2026	150.00	150.00	Open	Y 04/20/2026
	INSTRUCTOR PRICE PER PARTICIPANT			150.00			
9590132 52109	NEUCO INC STUDIO B 1/3HP CCW RIGHT HAND MOTOR 01-15-750-001	03/13/2026	04/20/2026	516.24	516.24	Open	Y 04/20/2026
	HVAC SERVICES			516.24			
214189 52190	NEXT GENERATION NEXTGEN GALAXY GALLOP T-SHIRTS 02-31-793-001	04/01/2026	04/20/2026	498.75	498.75	Open	Y 04/20/2026
	EC PRESCHOOL- UNIFORM			498.75			
FRC FEB-26 52074	NICOR GAS FEB 2026 FRC GAS DELIVERY CHARGES 01-05-770-006 01-15-770-000	03/04/2026	04/20/2026	1,095.05	1,095.05	Open	Y 04/20/2026
	2025-2026 FRC GAS DELIVERY CHARGES			54.75			
	2025-2026 FRC GAS DELIVERY CHARGES			262.81			

Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	02-01-770-000	2025-2026	FRC GAS DELIVERY CHARGES	208.06			
	02-21-770-005	2025-2026	FRC GAS DELIVERY CHARGES	208.06			
	02-25-770-005	2025-2026	FRC GAS DELIVERY CHARGES	361.37			
TC FEB-26							
52075	NICOR GAS	03/04/2026	04/20/2026	513.87	513.87	Open	Y 04/20/2026
	FEB 2026 GAS DELIVERY CHARGES AT TC						
	07-71-770-000			513.87			
HS65321877							
52076	NRG BUSINESS MARKETING LLC	03/06/2026	04/20/2026	3,407.76	3,407.76	Open	Y 04/20/2026
	FEB-2026 FRC GAS COMMODITY CHARGES						
	01-05-770-006	2025-2026	FRC GAS COMMODITY CHARGES	170.39			
	01-15-770-000	2025-2026	FRC GAS COMMODITY CHARGES	817.86			
	02-01-770-000	2025-2026	FRC GAS COMMODITY CHARGES	647.47			
	02-21-770-005	2025-2026	FRC GAS COMMODITY CHARGES	647.47			
	02-25-770-005	2025-2026	FRC GAS COMMODITY CHARGES	1,124.57			
HS65321876							
52077	NRG BUSINESS MARKETING LLC	03/06/2026	04/20/2026	1,232.99	1,232.99	Open	Y 04/20/2026
	FEB-2026 GAS COMMODITY CHARGES TC						
	07-71-770-000			1,232.99			
58263							
52233	NuTOYS	03/05/2026	04/20/2026	235.00	235.00	Open	Y 04/20/2026
	MEMORIAL BENCH PLAQUES						
	01-01-074-000			235.00			
JAN/FEB 2026							
52125	OAKBROOK TERRACE PARK DISTRICT	03/11/2026	04/20/2026	432.00	432.00	Open	Y 04/20/2026
	OBT PARK DISTRICT - NATURE TOTS						
	02-32-640-050			432.00			
4357-116104							
52123	O'REILLY AUTO PARTS	03/19/2026	04/20/2026	23.75	23.75	Open	Y 04/20/2026
	REPLACEMENT AIR FILTER F-450						
	01-05-790-017			23.75			
4357-117341							
52194	O'REILLY AUTO PARTS	04/02/2026	04/20/2026	7.71	7.71	Open	Y 04/20/2026
	REPLACEMENT TAIL LIGHT WHITE F250						
	01-05-790-017			7.71			
4357-117261							
52197	O'REILLY AUTO PARTS	04/01/2026	04/20/2026	27.48	27.48	Open	Y 04/20/2026
	BATTERIES AND O-RING ASSORTMENT						
	01-05-790-005			27.48			
4580							
52180	PFEIFFER'S PEST CONTROL	03/30/2026	04/20/2026	150.00	150.00	Open	Y 04/20/2026
	PEST CONTROL AT TENNIS CENTER						

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	07-71-750-003			150.00			
4579 52181	PFEIFFER'S PEST CONTROL PEST CONTROL PREVENTATIVE 01-15-750-007 01-20-750-000 01-04-750-000 01-05-750-010	03/30/2026	04/20/2026	600.00 25.00 250.00 150.00 175.00	600.00	Open	Y 04/20/2026
INV-289488 52166	PIONEER MANUFACTURING CO. ATHLETIC FIELD PAINT 01-05-790-021 01-04-790-021	03/26/2026	04/20/2026	9,640.01 4,750.00 4,890.01	9,640.01	Open	Y 04/20/2026
3117 52204	PRO SERVICES LLC IRRIGATION SUCTION PIPE RELINING 12-95-940-065	03/31/2026	04/20/2026	17,495.00 17,495.00	17,495.00	Open	Y 04/20/2026
11.25-3.26 MILEAGE 52141	RACHEL JONES NOV25-MAR26 MILEAGE REIMBURSEMENT 02-80-823-000	03/25/2026	04/20/2026	86.95 86.95	86.95	Open	Y 04/20/2026
196375 52088	RANDALL INDUSTRIES EQUIPMENT LIFT SAFETY INSPECTION 02-25-790-001	03/09/2026	04/20/2026	255.00 255.00	255.00	Open	Y 04/20/2026
196377 52089	RANDALL INDUSTRIES ANNUAL LIFT INSPECTION 07-71-750-015	03/09/2026	04/20/2026	259.48 259.48	259.48	Open	Y 04/20/2026
196378 52090	RANDALL INDUSTRIES ANNUAL LIFT INSPECTION 01-05-790-017	03/09/2026	04/20/2026	455.00 455.00	455.00	Open	Y 04/20/2026
1041999 52153	ROBBINS SCHWARTZ LEGAL SERVICES JANUARY 2026 01-10-821-000	02/28/2026	04/20/2026	3,118.70 3,118.70	3,118.70	Open	Y 04/20/2026
1041036 52154	ROBBINS SCHWARTZ LEGAL SERVICES JANUARY 2026 01-10-821-000	02/28/2026	04/20/2026	775.50 775.50	775.50	Open	Y 04/20/2026

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
1041037 52155	ROBBINS SCHWARTZ LEGAL SERVICES JANUARY 2026 01-10-821-000                      2025 BOARD OF REVIEW	02/28/2026	04/20/2026	1,381.00 1,381.00	1,381.00	Open	Y 04/20/2026
PCM20059130 52196	RUSSO POWER EQUIPMENT RETURN WRONG PART WAS SHIPPED BY 01-05-790-017                      EQUIPMENT SERVICE	04/02/2026	04/20/2026	(39.75) (39.75)	(39.75)	Open	Y 04/20/2026
SPI21502140 52220	RUSSO POWER EQUIPMENT BATTERY CHAINSAW, EXTRA 01-05-790-018                      BATTERY CHAINSAW, BATTERIES, & CHARGER 01-05-740-020                      SAFETY CHAPS - PPE	04/02/2026	04/20/2026	1,502.44 1,426.45 75.99	1,502.44	Open	Y 04/20/2026
874561 52189	SBC WASTE SOLUTIONS DUMPSTER SERVICE APRIL 2026 01-15-750-002                      DUMPSTER SERVICE FRC 01-20-750-002                      DUMPSTER SERVICE CPW 01-20-750-002                      ADDITIONAL DUMPSTERS FOR TOURNAMENTS 07-71-750-006                      ADDITIONAL DUMPSTER TENNIS CENTER	03/31/2026	04/20/2026	785.00 240.00 280.00 125.00 140.00	785.00	Open	Y 04/20/2026
6005634050 52152	SECURITAS TECHNOLOGY CORPORATION NEW PANIC BUTTONS 07-71-750-002                      NEW PANIC BUTTONS	03/02/2026	04/20/2026	1,673.14 1,673.14	1,673.14	Open	Y 04/20/2026
9308910 52191	SERVICE SANITATION, INC. PORTABLE RESTROOMS APRIL 2026 01-05-750-055                      CENTRAL PARK	03/27/2026	04/20/2026	455.26 455.26	455.26	Open	Y 04/20/2026
9308911 52192	SERVICE SANITATION, INC. PORTABLE RESTROOMS APRIL 2026 01-09-750-020                      DEAN NATURE SANCTUARY	03/27/2026	04/20/2026	146.26 146.26	146.26	Open	Y 04/20/2026
SF-0001420 52127	SPEAR AQUATICS LLC VGB INSPECTION, ENGINEERING, 02-81-805-000                      VGB ENGINEERING AND PERMITTING	03/09/2026	04/20/2026	13,147.00 13,147.00	13,147.00	Open	Y 04/20/2026
6059230062 52138	STAPLES, INC PAPER 01-01-730-001                      OFFICE SUPPLIES 01-02-730-001                      OFFICE SUPPLIES 01-15-730-001                      OFFICE SUPPLIES	03/25/2026	04/20/2026	418.05 52.26 52.26 52.26	418.05	Open	Y 04/20/2026

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 04/20/2026 - 04/20/2026  
 BOTH JOURNALIZED AND UNJOURNALIZED  
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Inv Num Inv Ref#	Vendor Description	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
	GL Distribution						
	02-01-730-001	OFFICE SUPPLIES		52.26			
	02-21-730-001	OFFICE SUPPLIES		52.25			
	02-25-730-001	OFFICE SUPPLIES		52.25			
	02-80-730-001	OFFICE SUPPLIES		52.25			
	01-14-730-001	OFFICE SUPPLIES		52.26			
14001279							
52168	STERLING NETWORK INTEGRATION	03/28/2026	04/20/2026	516.00	516.00	Open	Y 04/20/2026
	SSL CERTIFICATE INSTALL						
	01-14-823-010	COMPUTER. TECH./OUT-SOURCE		516.00			
14001300							
52216	STERLING NETWORK INTEGRATION	04/01/2026	04/20/2026	1,365.73	1,365.73	Open	Y 04/20/2026
	LICENSES OFFICE 365 AND SENTINELONE						
	01-14-675-000	MICROSOFT 365 BUSINESS BASIC		228.80			
	01-14-675-000	EMICROSOFT 365 BUSINESS STANDARD		21.48			
	01-14-675-000	MICROSOFT 365 BUSINESS PREMIUM		810.98			
	01-14-675-000	SENTINELONE LICENSE		114.17			
	01-14-675-001	SENTINELONE LICENSE		114.18			
	01-14-675-002	SENTINELONE LICENSE		76.12			
0215016-IN							
52073	TAMELING INDUSTRIES INC.	03/05/2026	04/20/2026	672.00	672.00	Open	Y 04/20/2026
	TOP SOIL						
	01-04-790-010	LANDSCAPE SUPPLIES		672.00			
0215172-IN							
52116	TAMELING INDUSTRIES INC.	03/12/2026	04/20/2026	384.00	384.00	Open	Y 04/20/2026
	TOP SOIL						
	01-05-790-022	LANDSCAPING / ORNAMENTAL SUPP.		384.00			
INV00020606#1							
52238	TURF TANK	04/03/2026	04/20/2026	1,700.00	1,700.00	Open	Y 04/20/2026
	TURF TANK 2 IMPLEMENTATION FEE -						
	01-04-790-021	TURF TANK 2 EQUIPMENT UPGRADE		850.00			
	01-05-790-021			850.00			
WINTER2 25/26							
52186	ULTIMATE NINJAS ELMHURST	04/01/2026	04/20/2026	280.00	280.00	Open	Y 04/20/2026
	NINJA WARRIOR - WINTER SESSION 2						
	02-30-640-432	ULTIMATE NINJAS - WINTER 2026 ENROLLMENT		280.00			
OCT-DEC 2025							
52236	ULTIMATE NINJAS ELMHURST	12/04/2025	04/20/2026	1,120.00	1,120.00	Open	Y 04/20/2026
	ULTIMATE NINJAS - FALL 2 SESSION						
	02-30-640-432	ULTIMATE NINJAS - FALL SESSION 2		1,120.00			
OB19 04/2026							
52079	UMB BANK N.A.	03/03/2026	04/20/2026	241,731.26	241,731.26	Open	Y 04/20/2026
	2019 G.O. PARK BONDS DEBT SERVICE--						
	06-94-928-003	2019 BONDS- INTEREST		241,731.26			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
295906*-00 52083	VILLA PARK ELECTRICAL SUPPLY REPLACEMENT LIGHT FIXTURES 01-15-750-005 ELECTRIC SERVICE	03/04/2026	04/20/2026	122.36 122.36	122.36	Open	Y 04/20/2026
295451-00 52107	VILLA PARK ELECTRICAL SUPPLY GYM REPLACEMENT FAN 01-15-800-000 BLDG EQUIP / REPAIR & REPLACE	03/04/2026	04/20/2026	229.32 229.32	229.32	Open	Y 04/20/2026
297474-00 52205	VILLA PARK ELECTRICAL SUPPLY CPW KITCHEN RENOVATION LIGHT 12-95-940-065 CAPITAL IMPROVEMENTS & EQUIPMENT	04/06/2026	04/20/2026	129.49 129.49	129.49	Open	Y 04/20/2026
29421 52069	VILLAGE OF OAK BROOK FUEL CHARGES - PARKS JAN 2026 01-05-790-025 FUEL CHARGES - PARKS	03/03/2026	04/20/2026	714.45 714.45	714.45	Open	Y 04/20/2026
29426 52115	VILLAGE OF OAK BROOK ICE RINK WATER 01-05-770-001 WATER	03/12/2026	04/20/2026	785.72 785.72	785.72	Open	Y 04/20/2026
29435 52133	VILLAGE OF OAK BROOK FUEL CHARGES - PARKS FEB 2026 01-05-790-025 FUEL CHARGES - PARKS FEB 26	03/20/2026	04/20/2026	388.93 388.93	388.93	Open	Y 04/20/2026
29443 52143	VILLAGE OF OAK BROOK ELEVATOR INSPECTION- FRC 01-15-750-006 ELEVATOR SERVICE	03/20/2026	04/20/2026	130.00 130.00	130.00	Open	Y 04/20/2026
29443 TENNIS 52231	VILLAGE OF OAK BROOK TENNIS CENTER ELEVATOR INSPECTION 07-71-750-001 ELEVATOR SERVICE AND REPAIR	03/20/2026	04/20/2026	130.00 130.00	130.00	Open	Y 04/20/2026
003 52174	VILLAGE OF VILLA PARK CO-OP PIONEER OUTING - RIALTO 02-50-754-300 TRIP ADMISSIONS	03/25/2026	04/20/2026	450.00 450.00	450.00	Open	Y 04/20/2026
002 52175	VILLAGE OF VILLA PARK CO-OP PIONEER EVENT BINGO 02-50-754-300 TRIP ADMISSIONS	03/30/2026	04/20/2026	68.53 68.53	68.53	Open	Y 04/20/2026

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
 EXP CHECK RUN DATES 04/20/2026 - 04/20/2026  
 BOTH JOURNALIZED AND UNJOURNALIZED  
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Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
6104179-0 52072	WAREHOUSE DIRECT INC. CAN LINERS, SWEEPING COMPOUND AND 01-05-790-007 MAINTENANCE SUPPLIES	02/26/2026	04/20/2026	506.22 506.22	506.22	Open	Y 04/20/2026
6103418-2 52111	WAREHOUSE DIRECT INC. FRC JANITORIAL SUPPLIES 01-15-790-007 FRC LOCKER ROOM SUPPLIES	03/18/2026	04/20/2026	74.95 74.95	74.95	Open	Y 04/20/2026
6125559-0 52195	WAREHOUSE DIRECT INC. FRC JANITORIAL SUPPLIES 01-15-790-001 FRC CLEANING PRODUCTS 01-15-790-000 FRC PAPER PRODUCTS	04/02/2026	04/20/2026	395.28 198.05 197.23	395.28	Open	Y 04/20/2026
MARCH 2026 52217	ZAZZO'S PIZZA PIZZA ORDERS MARCH 2026 07-75-790-005 TENNIS CENTER PIZZA ORDERS 02-25-705-001 AQUATIC CENTER PIZZA ORDERS	03/31/2026	04/20/2026	4,499.57 422.70 4,076.87	4,499.57	Open	Y 04/20/2026
# of Invoices:	152	# Due:	152	Totals:	437,763.28		437,763.28
# of Credit Memos:	3	# Due:	3	Totals:	(89.31)		(89.31)
Net of Invoices and Credit Memos:					<u>437,673.97</u>		<u>437,673.97</u>
* 2 Net Invoices have Credits Totalling:					(2,342.48)		

INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 04/20/2026 - 04/20/2026  
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	Inv Amt	Amt Due
-----		
01 - GENERAL CORPORATE FUND	81,427.45	81,427.45
02 - RECREATION FUND	60,294.84	60,294.84
06 - DEBT SERVICE FUND	241,731.26	241,731.26
07 - RECREATIONAL FACILITIES FUND	19,987.98	19,987.98
12 - CAPITAL PROJECTS FUND	34,232.44	34,232.44
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--- TOTALS BY DEPT/ACTIVITY ---		
01 - ADMINISTRATION CORPORATE	8,998.00	8,998.00
02 - FINANCE	1,190.03	1,190.03
04 - CENTRAL PARK NORTH	10,308.73	10,308.73
05 - CENTRAL PARK	28,282.03	28,282.03
06 - SADDLEBROOK PARK	35.23	35.23
07 - FOREST GLEN PARK	2,700.00	2,700.00
08 - CHILLEM PARK	1,200.00	1,200.00
09 - DEAN PROPERTY	146.26	146.26
10 - PROFESSIONAL SERVICES	5,275.20	5,275.20
14 - INFORMATION TECHNOLOGY	13,058.11	13,058.11
15 - BUILDING/RECREATION CENTER	10,823.18	10,823.18
20 - CENTRAL PARK WEST	2,500.84	2,500.84
21 - FITNESS CENTER	3,312.55	3,312.55
25 - AQUATIC CENTER	11,538.96	11,538.96
26 - AQUATIC-RECREATION PROGRAMS	9,046.95	9,046.95
30 - YOUTH ATHLETICS	5,334.00	5,334.00
31 - PRESCHOOL PROGRAMS	2,892.21	2,892.21
32 - YOUTH PROGRAMS	760.50	760.50
40 - ADULT PROGRAMS	799.85	799.85
50 - PIONEER PROGRAMS	2,675.49	2,675.49
60 - SPECIAL EVENTS & TRIPS	1,090.97	1,090.97
71 - BUILDING/RACQUET CLUB	8,561.37	8,561.37
75 - TENNIS PROGRAMS	4,797.17	4,797.17
80 - MARKETING	8,588.20	8,588.20
81 - CAPITAL OUTLAY	17,794.44	17,794.44
94 - DEBT SERVICE FUND	241,731.26	241,731.26
95 - CAPITAL PROJECTS FUND	34,232.44	34,232.44

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
115468 52067	ACCRUE SOLUTIONS LLC FSA ADMIN FEES 2025 01-01-650-000 01-02-650-000 01-05-650-000 01-14-650-000 01-15-650-000 02-01-650-000 02-25-650-000 02-50-650-000 07-01-650-000	03/11/2026	03/19/2026	85.05 8.10 12.15 8.10 4.05 8.10 12.15 12.15 4.05 16.20	0.00	Paid	Y 03/19/2026
23547 52095	ALINE INTERNATIONAL LLC CPW CABINETS 02-81-805-000 CPW KITCHEN CABINETS	02/23/2026	03/19/2026	2,493.50 2,493.50	0.00	Paid	Y 03/26/2026
29016 DEPOSIT 52105	CHICAGO GLASS & MIRROR MIRROR INSTALLATION - PAYMENT #1 02-81-805-000 02-81-805-000 02-81-805-000	03/04/2026	03/26/2026	2,277.00 828.00 621.00 828.00	0.00	Paid	Y 03/26/2026
2606690058997905 52080	DIRECT ENERGY BUSINESS, LLC FEB 2026 ELECTRICITY 01-04-770-000 ELECTRICITY CPN	03/10/2026	03/26/2026	799.18 799.18	0.00	Paid	Y 03/26/2026
260680058982346 52081	DIRECT ENERGY BUSINESS, LLC FEB 2026 ELECTRICITY AT DNS 01-09-770-001 ELECTRICITY AT DNS	03/09/2026	03/26/2026	52.86 52.86	0.00	Paid	Y 03/26/2026
260700059007046 52082	DIRECT ENERGY BUSINESS, LLC FEB 2026 ELECTRICITY 01-20-770-000 01-15-770-001 02-01-770-001 02-21-770-000 02-25-770-000 07-71-770-001 01-05-770-000 01-05-770-005 01-07-770-000	03/09/2026	03/26/2026	12,824.43 1,216.52 1,950.15 1,560.12 1,560.12 2,730.21 3,189.98 308.39 217.73 91.21	0.00	Paid	Y 03/26/2026

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnalized Post Date
3.18.26 POSTAGE							
52104	FP MAILING SOLUTIONS POSTAGE METER REFILL 3.18.26	03/18/2026	03/26/2026	130.00	0.00	Paid	Y 03/26/2026
	01-02-710-000 POSTAGE (METER REFILLS)			13.00			
	01-15-710-000 POSTAGE (METER REFILLS)			13.00			
	02-01-710-000 POSTAGE (METER REFILLS)			32.50			
	02-21-710-000 POSTAGE (METER REFILLS)			32.50			
	02-25-710-000 POSTAGE (METER REFILLS)			32.50			
	07-01-710-000 POSTAGE (METER REFILLS)			6.50			
42256044							
52102	JOHNSON CONTROLS SECURITY SOLUTIONS SECURITY SYSTEMS PANEL	03/14/2026	03/26/2026	228.98	0.00	Paid	Y 03/26/2026
	07-71-750-002 SECURITY SYSTEMS			228.98			
42256043							
52103	JOHNSON CONTROLS SECURITY SOLUTIONS QUARTERLY INVOICE	03/14/2026	03/26/2026	228.98	0.00	Paid	Y 03/26/2026
	01-04-750-005 SECURITY SYSTEM/FIRE			228.98			
2025CH000311							
52131	LEGALSOLVED LLC JUDICIOCRACY SETTLEMENT	03/24/2026	03/26/2026	770.00	0.00	Paid	Y 03/26/2026
	01-10-821-000 GENERAL COUNSEL			770.00			
4/7/26 REIMB							
52206	MONICA LOCKIE CASH TIPS FOR PIONEER TRIP	04/07/2026	04/09/2026	150.00	0.00	Paid	Y 04/09/2026
	02-50-761-000 MULTI - DAY TRIP - LODGING			150.00			
PCCORP03/24/2026							
52130	PETTY CASH - CORPORATE ADMIN. PETTY CASH- ADMIN DEPT	03/24/2026	03/26/2026	376.07	0.00	Paid	Y 03/26/2026
	01-02-710-001 CERTIFIED MAIL			6.37			
	01-02-660-002 FINANCE DEPT MILEAGE REIMBURSEMENT			23.03			
	02-31-765-001 EC PRESCHOOL SUPPLIES			143.79			
	02-25-690-001 CONFERENCE EXPENSE REIMBURSEMENT			22.62			
	01-05-690-001 CONFERENCE EXPENSE REIMBURSEMENT			13.50			
	01-02-690-001 CONFERENCE EXPENSE REIMBURSEMENT			51.37			
	01-15-561-000 CASH OVER /SHORT			40.00			
	02-80-823-000 MARKETING DEPT MILEAGE REIMBURSEMENT			75.39			
3.13.2026							
52068	PETTY CASH-RECREATION DEPT. PETTY CASH	03/13/2026	03/26/2026	517.75	0.00	Paid	Y 03/26/2026
	02-50-760-000 MAHJONG PRIZE			5.00			
	02-60-751-014 HOLIDAY EXPRESS DRIVER TIP			40.00			
	02-80-823-000 MARKETING MILEAGE REIMBURSEMENT			36.68			
	02-01-660-002 REC MILEAGE REIMBURSEMENT			22.82			
	02-31-765-001 EC PRESCHOOL SUPPLIES			413.25			

Inv Num Inv Ref#	Vendor Description GL Distribution	Inv Date	Due Date	Inv Amt	Amt Due	Status	Jrnlized Post Date
FRC FEB-26							
52096	VILLAGE OF OAK BROOK FRC WATER USE FEB 2026	03/10/2026	03/26/2026	4,130.26	0.00	Paid	Y 03/26/2026
	01-15-770-002	FRC WATER USE MAY 2025-APR 2026		1,032.57			
	02-01-770-002	FRC WATER USE MAY 2025-APR 2026		826.05			
	02-21-770-010	FRC WATER USE MAY 2025-APR 2026		826.05			
	02-25-770-010	FRC WATER USE MAY 2025-APR 2026		1,445.59			
CPW FEB-26							
52097	VILLAGE OF OAK BROOK WATER AT CENTRAL PARK WEST FEB 26	03/10/2026	03/26/2026	73.88	0.00	Paid	Y 03/26/2026
	01-20-770-001	WATER		73.88			
MAINT FEB-26							
52098	VILLAGE OF OAK BROOK WATER AT MAINT GARAGE FEB 26	03/10/2026	03/26/2026	41.94	0.00	Paid	Y 03/26/2026
	01-05-770-007	WATER MAINTENANCE GARAGE		41.94			
FIELDS FEB-26							
52099	VILLAGE OF OAK BROOK WATER MIN CHARGE FIELDS FEB 26	03/10/2026	03/26/2026	10.00	0.00	Paid	Y 03/26/2026
	01-05-770-001	WATER		10.00			
TC FEB-26							
52100	VILLAGE OF OAK BROOK WATER AT TENNIS CENTER FEB 2026	03/10/2026	03/26/2026	265.52	0.00	Paid	Y 03/26/2026
	07-71-770-002	WATER		265.52			
CPN FEB-26							
52101	VILLAGE OF OAK BROOK WATER AT CONCESSION/RESTROOM BLDG	03/10/2026	03/26/2026	41.94	0.00	Paid	Y 03/26/2026
	01-04-770-001	WATER		41.94			
# of Invoices:	19	# Due:	0	Totals:	25,497.34	0.00	
# of Credit Memos:	0	# Due:	0	Totals:	0.00	0.00	
Net of Invoices and Credit Memos:					25,497.34	0.00	

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INVOICE REGISTER REPORT FOR OAK BROOK PARK DISTRICT  
EXP CHECK RUN DATES 03/19/2026 - 04/09/2026  
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	Inv Amt	Amt Due
--- TOTALS BY FUND ---		
01 - GENERAL CORPORATE FUND	7,036.12	0.00
02 - RECREATION FUND	14,754.04	0.00
07 - RECREATIONAL FACILITIES FUND	3,707.18	0.00
--- TOTALS BY DEPT/ACTIVITY ---		
01 - ADMINISTRATION CORPORATE	2,484.44	0.00
02 - FINANCE	105.92	0.00
04 - CENTRAL PARK NORTH	1,070.10	0.00
05 - CENTRAL PARK	599.66	0.00
07 - FOREST GLEN PARK	91.21	0.00
09 - DEAN PROPERTY	52.86	0.00
10 - PROFESSIONAL SERVICES	770.00	0.00
14 - INFORMATION TECHNOLOGY	4.05	0.00
15 - BUILDING/RECREATION CENTER	3,043.82	0.00
20 - CENTRAL PARK WEST	1,290.40	0.00
21 - FITNESS CENTER	2,418.67	0.00
25 - AQUATIC CENTER	4,243.07	0.00
31 - PRESCHOOL PROGRAMS	557.04	0.00
50 - PIONEER PROGRAMS	159.05	0.00
60 - SPECIAL EVENTS & TRIPS	40.00	0.00
71 - BUILDING/RACQUET CLUB	3,684.48	0.00
80 - MARKETING	112.07	0.00
81 - CAPITAL OUTLAY	4,770.50	0.00

## Staff Recognition

(None)

**Presentations / Proclamations**

(None)

## Reports

Administration and Enterprise Operations Report

Finance and Human Resources Report

Recreation and Communications Report

Parks and Facilities Report



# Memo

To: Oak Brook Park District Board of Commissioners  
From: Laure Kosey, Executive Director  
Date: April 15, 2026  
Re: April Board Report: Administration & Enterprise Operations

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## **March Board Meeting Follow Up Discussion Points:**

The **Follow Up** discussion points can be found on the Oak Brook Park District [website](#).

## **Safety Manual Updates**

The Safety Manual has not been updated since 2018.

## **April Board Meeting Discussion Points:**

### **Tennis Center Report**

- The Junior's match play during March 19th-21st featured WTN events, 80 players participated.
- Saturday, March 21st, the 10&under and 12&under Junior Tennis Teams played their third round of matches with victories in each.
- The court sweeper was serviced and indoor courts 1-4 were washed.
- 10 racquets and 4 pairs of shoes were sold during the Pro Shop promotion.

### **Annual Budget**

Staff has worked diligently on the FY2026/27 Budget with an increase of 6.6% in revenues compared to the current year's budget and an increase of 2.2% in expenses compared to the current year's budget.

# Memo



To: Board of Commissioners and Executive Director, Laure Kosey  
From: Marco Salinas, Chief Financial Officer  
Date: April 15, 2026  
Re: March 2026 Financials

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## General Fund

We have completed eleven months of our current fiscal year (91.67% of the year). Year-to-date (YTD) revenues, expenditures, and transfers-out for this fund equal \$3,928,534, \$2,848,897, and \$0, respectively. This is resulting in a YTD net surplus of \$1,079,637, which is a \$769,892 increase from the \$309,745 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable to budgeted expectations at 95.4%. Except for our Central Park North department, all other departments are either in-line or favorable to the annual budgets. Our Building-Recreation Center department is the main driver for the increased total revenues. Daily fee revenues (in-district and out-of-district) have increased approximately \$81K (29%) when compared to the prior year, primarily due to the increase in the out-of-district daily fee from \$12 to \$14 that was implemented effective January 2025, and an overall increase in the number of daily visits. Please note that beginning with FY 2026/2027, a sizable portion of this revenue activity has been budgeted in the Fitness and Aquatic Center departments which are accounted for in our Recreation Fund. One reason for this change is that our daily fee customers visit us to specifically use our fitness and aquatics equipment and facilities. In addition, we increased the overhead and facility rental fee that is charged to various programs accounted for in our Recreation Fund and have also been recognizing this activity monthly as compared to quarterly in the prior year. In March 2026 we also received a \$10k capital contribution payment from one of our youth programs partners. In our Central Park West (CPW) department, revenues are higher than in the prior year because in the prior year the facility was undergoing extensive renovations and rental activity was placed on hold for a large part of the fiscal year. The current year's building rental revenues are \$65,876 versus \$13,395 in the prior year. In addition, this year we implemented a new facility rental fee that is charged to our Pioneer Programs department for programming conducted at CPW and these fees currently total \$4,400. Alcohol permit fee revenues have also increased from \$1,625 to \$5,375. In our Central Park department, field rental revenue has increased from \$203,664 in the prior year, to \$254,109 in the current year whereas in our Central Park North fields, field rental revenue has decreased from \$84,425 to \$62,774. We have experienced a shift in field usage from our Central Park North fields to our Central Park fields. In the Finance department, investment income has exceeded the current year's annual budget and increased \$8,471 over the previous year.
- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 81.5%. Except for our Professional Services and Central Park West departments, all other departments are either in-line or favorable to the annual budgets. Legal fees in our Professional Services department were budgeted at \$25K for the year and actual fees incurred currently total \$34,809 with an additional four billings yet to be recognized for the remainder of the current fiscal year. Our YTD legal fees are higher than originally expected due to, among other matters, the significant increase in the volume of Freedom of Information Act (FOIA) requests, formal complaints filed to the Public Access Counselor regarding the Open Meetings Act, work carried out earlier in the year for the solar panel electricity project, review of a licensing agreement with Breakaway Basketball, and review of banking documents in response to the merger of Evergreen Bank and Old Second National Bank. In addition, the YTD activity also includes the "settlement" payment of \$770 that was approved by the Board at the March 16, 2026, Board meeting. In our Central Park West department, part-time wages have increased \$7,192, credit card processing fees have increased from \$991 to \$3,224, and

supply costs for our Cocoa Cabin holiday event have increased from \$1,328 to \$12,150. Increased activity at this building has also resulted in increased maintenance costs, however these cost increases are being recouped with the increased revenues including the \$24,938 increase in Cocoa Cabin sales revenues.

### **Recreation Fund**

YTD revenues, transfers-in, and expenditures equal \$5,482,153, \$0, and \$4,026,275, respectively. This is resulting in a YTD net surplus of \$1,455,878, which is a \$1,333,751 increase from the \$122,127 YTD net surplus experienced in the prior fiscal year. The following is additional commentary:

- **Revenues-** Total current YTD revenues are favorable to budgeted expectations at 105.8%. All departments are currently favorable or in-line with budgeted expectations primarily due to our busy Spring/Summer 2025 seasons and the corresponding increases in programming registrations and revenues. In our Fitness and Aquatic Center departments we are benefitting from an approximate \$187K (15%) increase in our in-district and out-of-district membership revenues. This fund has also recognized receipt of a \$200K grant payment from the Department of Commerce and Economic Opportunities (DCEO) for the CPW restrooms and entryway improvements project that was completed in the prior year. Revenues in our marketing department are lower than prior year because in the prior year we received a \$25K donation from the Oak Brook Park District Foundation to help fund repayment of the previously outstanding debt certificates (universal playground certificates). This debt has been fully repaid; thus no such donation is expected in the current year.
- **Expenditures-** Total current YTD expenditures are favorable to budgeted expectations at 74.6%. Except for our Pioneer Programs department, all departments are currently favorable or in-line with current year budgeted expectations. Driving this overall decrease in expenditures is the fact that YTD we have only expended 31% of the \$360,112 in budgeted capital expenditures. Due to timing, we have yet to recognize significant costs for the CPW kitchen renovations (\$52K budget), fitness/track entryway project (\$135K budget), and Central Park storage garage (\$75K budget). In the Administration department we are experiencing cost savings with full-time wages and health insurance costs due to the unanticipated departure of two full-time personnel that were subsequently replaced with staff that elected less costly insurance coverage. In our Pioneer Programs department, we hosted a new offsite holiday luncheon that has resulted in YTD total expenditures exceeding annual budgeted expenditures, however, this is being fully recouped by the increased programming revenues which have also exceeded the annual budget total. In addition, we have experienced decreased utility costs due to lower usage, and higher than expected carbon credits on our electricity billings.

### **Recreational Facilities Fund (Tennis Center)**

YTD revenues and expenses in this fund are currently at \$2,644,004 and \$1,857,130, respectively. This is resulting in a YTD net surplus of \$786,874, which is a \$28,892 decrease over the prior year's surplus of \$815,765. The following is additional commentary:

- **Revenues-** Total current YTD revenues have now exceeded expectations and are at 104.3% of the total annual budget. In the Administration department, investment earnings have increased from \$119,123 in the prior year to \$130,063 in the current year. Additionally, revenues derived from the Rafa tennis camp have increased approximately \$8K. In the Programs department in-district and out-of-district membership revenues have increased approximately \$18K compared to the prior year, and group lesson revenues have increased approximately \$60K. In addition, pro shop sales have increased approximately \$7,500.

- **Expenses-** Total current YTD expenses are favorable to budgeted expectations at 69.9%. In the Administration department, full-time wages and related health insurance costs have increased approximately \$38K, and credit card processing fees have increased approximately \$10K when compared to the prior year. In the Building department, full-time wages and related health insurance costs have increased approximately \$48K due to the creation/addition of one full-time custodian position. In the Programs department, pro shop inventory and service costs have increased approximately \$8K over the prior year.

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#### **FINANCE & HUMAN RESOURCES UPDATES:**

- Finance/HR staff have been busy with our annual performance review process and seasonal hiring activities.
- Finance staff have started work on various fiscal year-end tasks including evaluating existing purchase orders and related encumbrances for possible liquidation prior to the start of the new fiscal year, and reviewing detailed general ledger activity for the upcoming annual budget transfers process.



# Memo

To: Oak Brook Park District Board of Commissioners  
 From: Robert Pechous, Director of Recreation and Communications  
 Date: April 14, 2026  
 Re: March 2026: Recreation and Communications Report

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## Recreation:

- Athletics
  - The Adult Basketball League tipped off with a sold-out roster of nine teams.
  - The Winter Get Better League completed more than 600 participants for another great season of basketball.
  - Staff are planning to launch a new seasonal pickleball newsletter.
- Youth/Preschool
  - Preschoolers celebrated Read Across America with Dr. Seuss spirit, including Crazy Hair Day and Wear a Hat Day.
  - Preschool also welcomed Mystery Readers, and the children had fun guessing who would be reading each time.
- Pioneers
  - The Technology Series continued on Tuesday, with 19 Pioneers attending an informative class on password management and online safety.
  - Twelve Pioneers enjoyed Barry Bradford's presentation on the music and legacy of the Beach Boys.
  - Twenty-two Pioneers from Oak Brook and Villa Park enjoyed a day in Arlington Heights, beginning with lunch at Francesca's Tavola followed by a performance of The Play That Went Wrong at the Metropolis Theatre.
  - Pioneers enjoyed the popular Pizza By Me experience at Lou Malnati's so much that the group returned, with 12 participants creating their own personal pan pizzas.
  - In honor of National Craft Month, Pioneers welcomed spring by creating beautiful handmade floral arrangements.
- Specialty/Events
  - T.E.A.M. Rec held its first meeting with 10 participants. The evening featured team-building activities, group discussions, and a facility tour,
  - March Pottery Painting with Nadine gave participants the opportunity to create spring-themed pottery pieces.
  - Bunny Basket deliveries reached 23 Oak Brook children, with the Bunny hand-delivering baskets.
  - Egg deliveries also brought spring excitement to Oak Brook children, with eggs dropped off on residents' lawns.

## Marketing & Information Technology:

- Summer Brochure and Pioneer Post will be live on the website starting April 27. In-District registration begins May 4 and Open registration begins May 18.
- Marketing is collaborating with the school district to expand outreach to students through flyer distribution and digital backpack communications.
- IT completed the Disaster Recovery Test to ensure data backup is in good working order.

## Corporate and Community Relations:

Sponsorships	\$ 5,700.00
Advertising	\$ 2,500.00
Vendors	\$ 1,500.00
In-Kind Donations	\$ 825.00
Oak Brook Park District Foundation	\$ 1,849.00

**Total for March: \$ 12,374.00**

## Social Media and Website Engagement:

### Facebook Analytics

Total Followers: 6,276 (up 27)  
 Posts: 36 (25 posts, 11 stories)  
 Post Reach (organic and paid): 29.7K  
 Post Engagement: 209  
 (Reactions, Comments, and Shares)

### Instagram Analytics:

Total Followers: 3,327 (up 34)  
 Posts: 38 (24 posts, 14 stories)  
 Post Reach (organic and paid): 1.4K  
 Post Engagement: 258

### Top Facebook Post

**Oak Brook Park District**  
 Published by Amanda Jensen Woods  
 March 7

Give your kid(s) the gift of confidence and safety in the water by registering them for the upcoming spring swim lesson session! Registration opens soon, mark your calendars.

Spring Session: April 6 to May 21  
 Registration Opens:  
 March 9 – In District  
 March 16 – Currently Enrolled  
 March 23 – Open Enrollment

**Don't miss out on our next swim lesson sessions!**

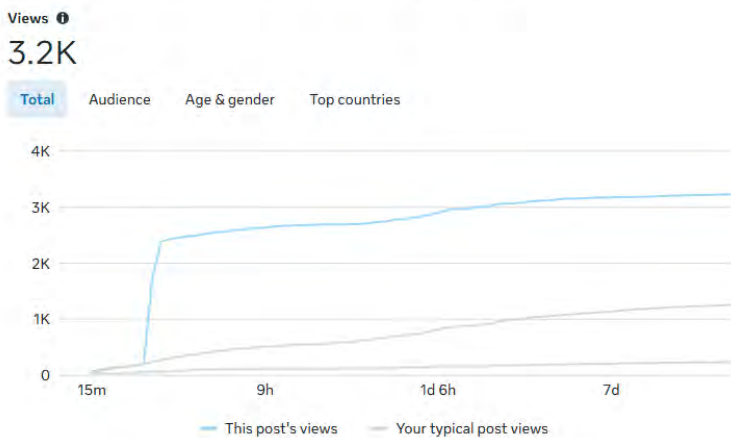
Spring Session: April 6 - May 21  
 Registration Dates:  
 March 9 - In-District  
 March 16 - Currently Enroll  
 March 23 - Open Enrollment

Oak Brook Park District  
[www.obparks.org](http://www.obparks.org)

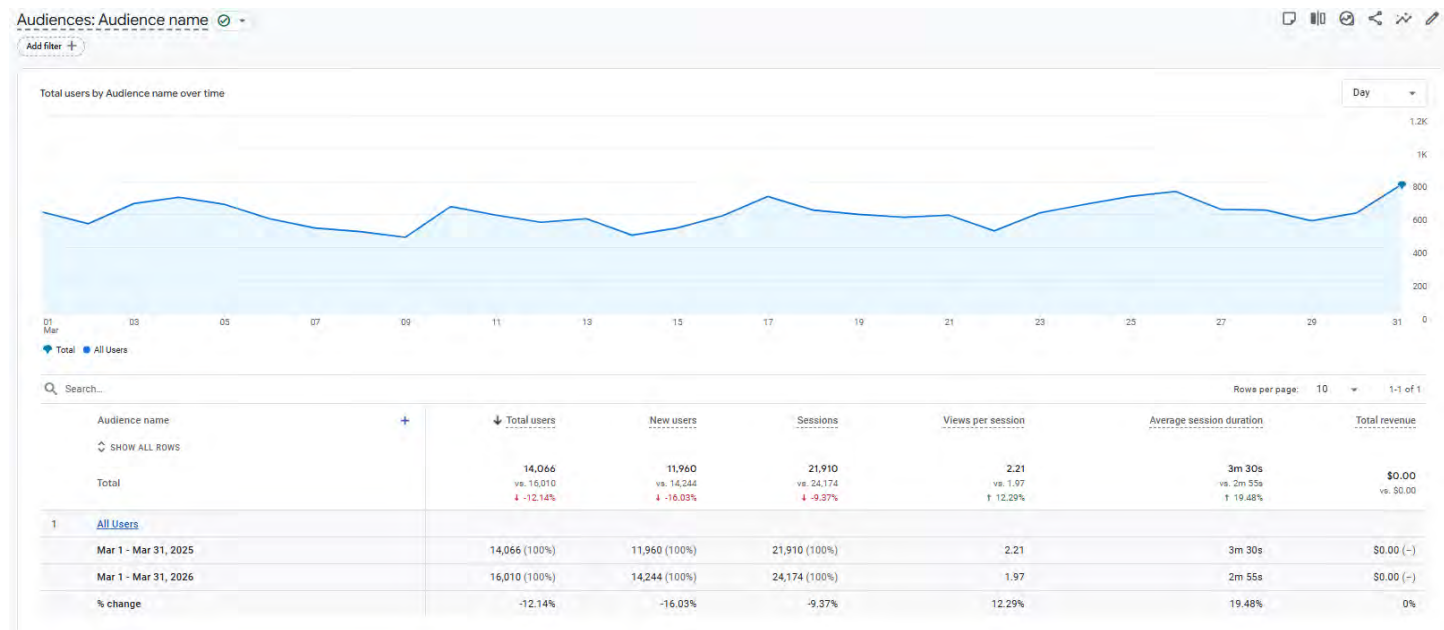
#### Overview

Views	Viewers	Interactions	Link clicks	Follows
3,248	2,345	3	--	0

This post received more views compared to your recent Facebook posts.



### March 2026 Website Traffic



### March 2026 Top Pages

1. /obparks.org
2. /Swim Central
3. /Program Guides
4. /Family Recreation Center
5. /Youth Basketball
6. /Aqua Egg Hunt
7. /Programs
8. /Membership
9. /Central Park West
10. /Tennis Programs

### obparks.org Acquisition Value

Referral Percentage Values	Mar 2026	Mar 2025
Direct:	39.6%	25.5%
Organic Search:	57.2%	67.8%
Social:	1.1%	3.2%
Referrals:	2.1%	2.5%



## Oak Brook Park District Facility Statistics and Data

### Facility Rentals

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	242	272	259	376	307	400	376	322	448	370	298	313	3,981
Gym Revenue	\$13,287	\$14,079	\$13,610	\$20,647	\$16,279	\$22,172	\$20,101	\$18,352	\$23,661	\$20,107	\$14,936	\$16,608	\$213,837
Room Rentals	21	18	15	19	15	31	21	21	26	14	7	16	224
Room Revenue	\$900	\$520	\$700	\$1,250	\$430	\$1,650	\$1,190	\$2,320	\$2,096	\$1,960	\$230	\$480	\$13,726
CPW Rentals	NA	NA	NA	NA	NA	NA	NA	NA	1	7	8	8	24
CPW Revenue	NA	NA	NA	NA	NA	NA	NA	NA	\$650	\$3,635	\$3,100	\$3,800	\$11,185

25/26 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
Gym Rentals Hours	288	266	322	286	280	346	312	303	420	341	288		3,451
Gym Revenue	\$14,128	\$15,389	\$18,080	\$16,012	\$15,431	\$19,099	\$17,232	\$16,988	\$23,131	\$18,098	\$15,704		\$189,290
Room Rentals	26	23	17	22	36	46	29	25	20	24	36		304
Room Revenue	\$1,800	\$960	\$630	\$720	\$1,360	\$1,990	\$860	\$2,310	\$2,744	\$810	\$2,650		\$16,834
CPW Rentals	7	9	6	9	6	6	7	1	2	5	11		69
CPW Revenue	\$3,595	\$5,875	\$4,790	\$6,876	\$3,925	\$3,700	\$4,500	\$270	\$1,200	\$4,650	\$7,045		\$46,426

Totals	20-21	21-22	22-23	23-24	24-25
Gym Rentals Hours	4,195	4,874	4,379	4,441	3,981
Gym Revenue	\$207,521	\$261,155	\$228,514	\$227,924	\$213,837
Room Rentals	0	10	79	203	224
Room Revenue	\$0	\$700	\$7,355	\$7,335	\$13,726
CPW Rentals	20	73	88	74	24
CPW Revenue	\$12,938	\$48,226	\$54,458	\$50,951	\$11,185



## Oak Brook Park District Facility Statistics and Data

### Outdoor Pickleball Court Rentals

24/25 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Court Rentals</b>	107	108	126	106	104	69	22	2	0	0	6	12	662
<b>Court Hours</b>	294	391	436	421	333	238	103	9	0	0	16	36	2,275
<b>Revenue</b>	\$ 680.00	\$ 660.00	\$ 650.00	\$ 510.00	\$ 260.00	\$ 260.00	\$ -	\$ -	\$ -	\$ -	\$ 70.00	\$ 200.00	\$ 3,290.00

25/26 FY	MAY	JUNE	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MARCH	APRIL	Total
<b>Court Rentals</b>	67	170	134	144	84	65	10	0	0	0	32		706
<b>Court Hours</b>	217	310	253	271	161	135	18	0	0	0	60		1,425
<b>Revenue</b>	\$ 610.00	\$ 670.00	\$ 560.00	\$ 430.00	\$ 360.00	\$ 280.00	\$ 30.00				\$ 30.00		\$ 2,970.00

Totals	23-24	24-25
<i>Court Rentals</i>	821	662
<i>Court Hours</i>	2,326	2,275
<i>Total Revenue</i>	\$3,280.00	\$3,290.00

**Athletic Field Usage Report**  
**Evergreen Bank Group Athletic Turf Field**

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	193	189	127	87	187	199	101	16	5	14.5	88.75	171	1,377
	Revenue	\$8,183	\$9,843	\$73,182	\$3,740	\$6,283	\$8,098	\$5,975	\$16,154	\$383	\$1,448	\$10,495	\$7,615	\$151,397

25 - 26	Hours	202	188	156	204	226	238	120	1	0	46	153		1,534
	Revenue	\$8,123	\$9,483	\$8,215	\$4,983	\$1,645	\$1,205	\$1,338	\$55	\$0	\$4,485	\$1,350		\$164,882
Wizards	Revenue				\$ 15,000	\$ 15,000	\$ 15,000	\$ 4,000	\$ -	\$ -	\$ -	\$ 18,000		
Eclipse	Revenue				\$ 10,000	\$ 10,000	\$ 10,000	\$ 4,000	\$ 4,000	\$ 3,000	\$ 3,000	\$ 13,000		

**Natural Grass Soccer Fields**

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	2,054	1,154	421	670	1930	1,753	557	0	0	0	0	1613	10,152
	Revenue	\$16,100	\$9,856	\$67,025	\$6,720	\$7,480	\$11,280	\$1,563	\$8,000	\$0	\$0	\$0	\$10,025	\$138,332

25 - 26	Hours	2,371	1,188	283	906	2,600	2,605	877	0	0	0	0		10,830
	Revenue	\$24,860	\$12,475	\$9,879	\$4,831	\$8,450	\$3,975	\$450	\$0	\$0	\$0	\$0	\$0	\$88,420
Wizards	Revenue				\$ 4,000	\$ 4,500	\$ 4,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -		
Eclipse	Revenue				\$ 3,000	\$ 3,000	\$ 3,000	\$ 1,000	\$ -	\$ -	\$ -	\$ -		

**Baseball Fields**

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	411	288	161	75	149	201	0	0	0	0	0	219	1,504
	Revenue	\$7,740	\$9,798	\$3,429	\$3,298	\$5,529	\$7,758	\$0	\$0	\$0	\$0	\$0	\$8,190	\$45,741

25 - 26	Hours	324	276	211	119	246	210	14	0	0	0	0		1,400
	Revenue	\$6,913	\$10,690	\$5,005	\$5,428	\$12,500	\$17,790	\$1,533	\$0	\$0	\$0	\$0		\$59,859

**Totals**

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24 - 25	Hours	2,658	1,630	709	832	2,266	2,153	658	16	5	15	89	2,003	13,032
	Revenue	\$32,023	\$29,497	\$143,636	\$13,758	\$19,291	\$27,135	\$7,538	\$24,154	\$383	\$1,448	\$10,495	\$25,830	\$335,186

25 - 26	Hours	2,897	1,652	650	1,229	3,072	3,053	1,011	1	0	46	153	0	13,764
	Revenue	\$39,896	\$32,648	\$23,099	\$47,242	\$55,095	\$54,970	\$13,321	\$4,055	\$3,000	\$7,485	\$32,350	\$16,888	\$330,048

February 2025

Winter 2025

District	Registered Participants
Burr Ridge	3
Elmhurst	63
Hinsdale	20
Oak Brook	8
Pleasant Dale	2
Westchester	4
Countryside	2
York Center	0
Non-resident	11
<b>Total</b>	<b>113</b>

Winter 2026

District	Registered Participants	Number of Programs
Burr Ridge	5	19
Elmhurst	68	233
Hinsdale	13	68
Oak Brook	6	29
Pleasant Dale	1	1
Westchester	4	13
Countryside	2	10
York Center	0	0
Non-resident	10	31
<b>Total</b>	<b>110</b>	<b>404</b>

Winter 2026 Program Line Up (Dates: January 12 – March 31)

- Elevate Day Services (M-F)
- 20 Weekly Youth and Adult
- 3 Gators Athletics – Basketball, Swimming, Indoor Soccer
- 9 Winter Special Events (January – March)
- Spring Break Camp (youth & teens)

Elevate

District	Registered Participants
Burr Ridge	5
Elmhurst	5
Hinsdale	3
Oak Brook	4
Westchester	1
<b>Total</b>	<b>18</b>

Currently:  
Mondays - 10  
Tuesdays - 10  
Wednesdays - 12  
Thursday - 11  
Fridays - 12



Gateway Vehicles Update as of 3/10/2026

Vehicle #	Type	Year	Mileage	Maintenance	Plans
298	15p Ford Transit	2019	28, 624	None	None
312	15p Ford Transit	2023	27, 618	None	None
320	Paratransit Bus Ford E450 15P + WC	2025	6, 429	None	None

## Summer Day Camp

Registration began on March 2. Locations: 2 – Elmhurst, 1 – Hinsdale, and 1 – Countryside. All camps have ESY options. 84

## Summer 2026

Planning and brochure design have begun. Facility requests have gone out to member districts. Digital and print guides will be available April 6. Registration begins April 18. Highlights – Unified Volleyball, Flag Football, Senior Travelers, Youth/Teen special events, August Adventure Days, Summer Vacation Trip to Door County.

## Ongoing - 2026 Promotion & Visibility Focus

### Social Media & Communications Update

#### **Recent Activity:**

Gateway SRA has expanded its social media outreach to highlight participant experiences, promote summer camp registration, and support seasonal staff recruitment. Content has focused on showcasing programs such as Elevate, Travelers, Fitness, and community events to increase visibility and engagement across our member communities.

#### **Upcoming Focus:**

Over the next month, social media efforts will continue to support summer camp enrollment and seasonal hiring while highlighting participant stories and program impact. These efforts aim to further strengthen community awareness and engagement with Gateway SRA programs and services through the continued **"Built at Gateway SRA"** social media series, which highlights participant experiences across programs.

## February Program Highlights

**Superbowl Party – Chicago Wolves Game – Sweetheart Dance – WDSRA Pickleball Tournament**



# RGA Action Plan (FY26-FY28)

<b>Strategic Priority</b>	<b>3-Year Goal (FY26–FY28)</b>	<b>FY26 Focus (Stabilize)</b>	<b>FY27 Focus (Grow Youth &amp; Visibility)</b>	<b>FY28 Focus (Expand &amp; sustain)</b>	<b>Measures of Success</b>
<b>Program Growth &amp; Innovation</b>	Maintain high-quality inclusive recreation while preparing for sustainable growth	Stabilize enrollment and refine program mix	Expand high-demand programs based on capacity	Evaluate programs and scale highest-impact services	Enrollment, retention, satisfaction, waitlists
<b>Elevate Weekday Program</b>	Grow Elevate strategically by FY28 while maintaining quality	Maintain quality and staffing stability	Strengthen operations and readiness for expansion	Expand enrollment/days with sustainable staffing	Participation growth, outcomes, family satisfaction
<b>Youth Activities &amp; Young Athletes</b>	Strengthen youth participation as a long-term growth pipeline	Rebuild youth foundation and increase outreach	Expand youth offerings and participation pathways	Sustain strong enrollment and evaluate expansion	Youth enrollment, repeat participation, referrals
<b>Inclusion &amp; Unified Sports</b>	Expand inclusive recreation access and unified sport pathways	Strengthen partnerships and track outcomes	Increase participation and build progression opportunities	Formalize sustainable unified/inclusion model	Participation growth, partnerships, outcomes data
<b>Outreach, Marketing &amp; Visibility</b>	Improve community awareness through consistent messaging and outreach	Implement a simple, consistent marketing system	Strengthen PR, storytelling, and referral pipelines	Maintain strong visibility and evaluate outreach impact	Engagement, referrals, program growth
<b>Financial Sustainability &amp; Governance</b>	Strengthen long-term stability through planning and diversified revenue	Strengthen tracking, pricing review, and reporting	Expand sponsorships, grants, and fundraising strategy	Secure multi-year funding and sustainability model	Revenue diversity, reserves, sponsorships, grant totals
<b>Staffing &amp; Organizational Capacity</b>	Support staff growth and long-term program sustainability	Strengthen training, role clarity, and staffing structure	Build leadership capacity and staff pipeline	Maintain sustainable staffing ratios for growth	Retention, training completion, staffing coverage
<b>Program Resources &amp; Investment</b>	Maximize facility/equipment use while planning for future needs	Optimize use of current improvements and equipment	Identify capital priorities and resource needs	Implement long-term facility/resource plan	Utilization, equipment readiness, capital planning



# OBJECTIVES AND KEY RESULTS

May 1, 2025 - April 30, 2026

MONTHLY UPDATE MARCH 2026

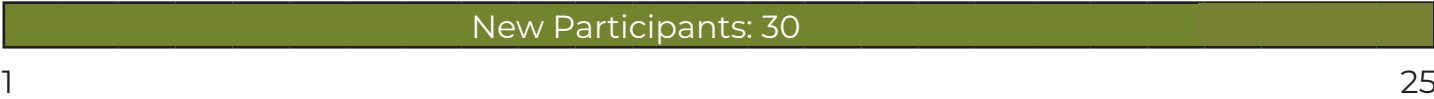
## Accomplish 6 of 6 OKR's: May 1, 2025 – April 30, 2026

“Accomplish” means 2 of 3 subgoals (A,B,C) under each main objective, are completed.

### 1. HOLISTIC WELLNESS

COMPLETE?

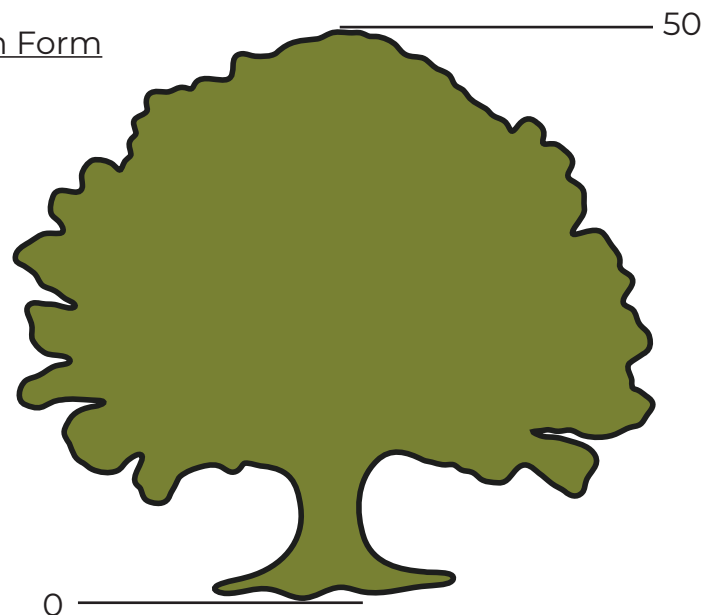
- A Create 4 new wellness opportunities to promote community, growth, and reflection.
  1. Holistic Home for the Holidays
  2. Floating Pool Meditation & Sound Bath
  3. National Human Trafficking Awareness Informative Program
  4. Kitten Pilates Fitness Class
- B Introduce 2 new cultural dance opportunities.
  1. August Fitness Dance Sampler
  2. Spring Break Fitness Dance Sampler
- C Involve 25 new participants in Cardio Tennis classes.



### 2. ENVIRONMENTAL STEWARDSHIP

COMPLETE?

- A Convert 1 acre of turf grass in parks to natural areas.
- B Convert 5 paper forms from print to digital.
  1. Personal Training Inquiry Form
  2. FRC Membership Hold/Cancellation Form
  3. Time Off Request Form
  4. New Hire Part-Time Goal Form
  5. \_\_\_\_\_
- C Plant 50 new trees in the parks.





# OBJECTIVES AND KEY RESULTS

## 3. INCLUSION

COMPLETE?

- A Partner with Gateway for a special inclusive event.
  1. Aquatic Duck Derby
- B Create 3 new successful inclusive programs.
  2. Sensory Time at Winter Lights
  3. Aging Gracefully Wellness Seminar
  4. Spring Pottery Painting Program
- C Complete 25 recommended ADA facility and park upgrades.

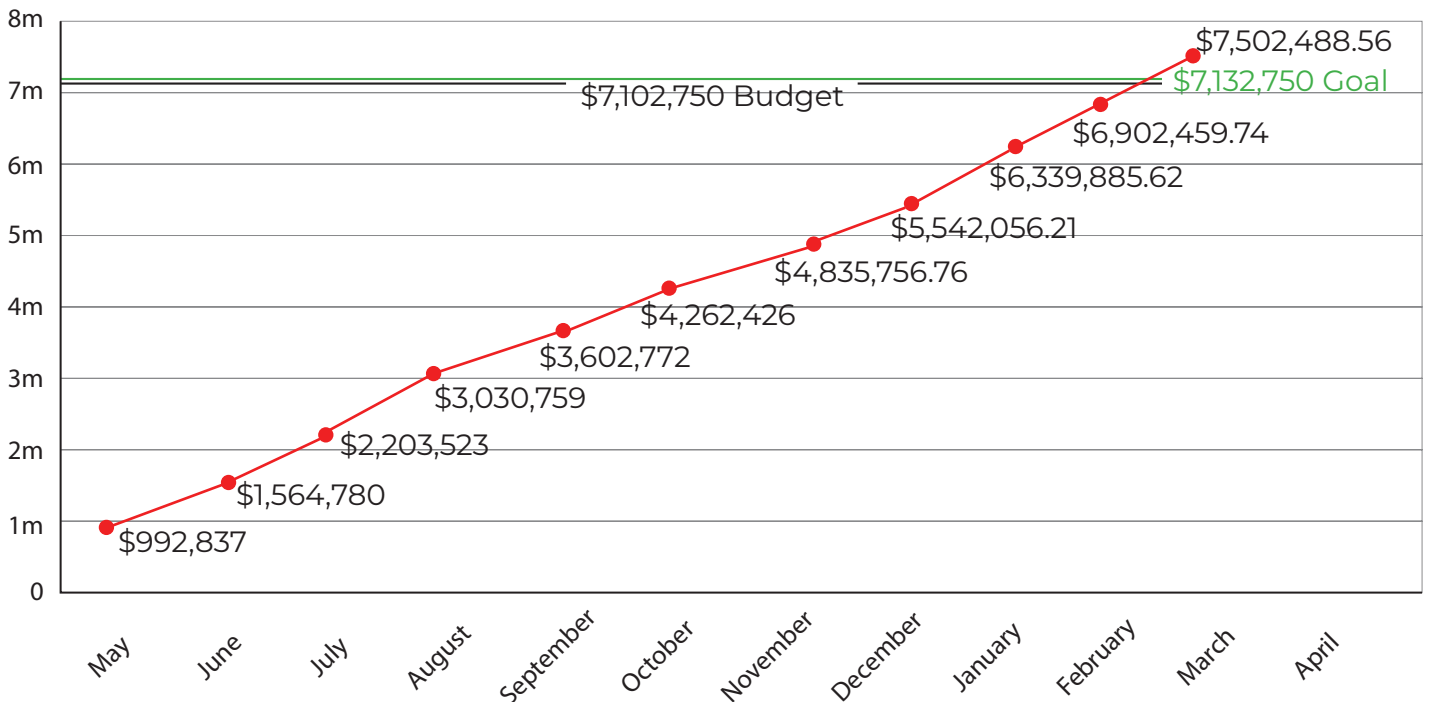


1 25

## 4. TEAMWORK

COMPLETE?

- A Develop and implement a customer service representative digital passport.
- B Complete 5 in-house improvement projects with a total of \$10,000 cost savings.
  1. Meeting Room/Studios Phones and Digital Signage Installation
  2. Leisure Pool Pump Replacement
  3. FRC lower-level bathrooms ejector pump
  4. Replacement of FRC bollard lights
  5. \_\_\_\_\_
- C Exceed revenue budget by \$30,000 between the General, Recreation, & Tennis Funds.  
(\*Excludes Property and Replacement Taxes, Investment Income, and Overhead Revenue)





# OBJECTIVES AND KEY RESULTS

## 5. COMMUNITY ENGAGEMENT

COMPLETE?

Collect feedback from 500 In-District participants through focus groups, public forums, surveys and evaluations.

1. 25 participated in focus groups discussions
2. 78 Healthcare Membership survey responses
3. 36 Pioneer and Program Participant survey responses
4. 7 Comment Card responses
5. 29 participated in Board Meeting Public Forum

B Host two new events for the community to attend without registration fee.

1. Harmony in the Park

1. Veterans Luncheon

C Create a Youth Advisory Task Force and implement 3 recommendations.

1. Create and publish a monthly Open Gym Basketball schedule.
2. Develop T.E.A.M. Impact for teens seeking volunteer and community service opportunities.
3. Increase marketing efforts targeted to teens to promote open pickleball times.

Implement 5-10 recommendations

1. Implemented texting registration dates from public forum suggestions.
2. Offering more Human Reformer Pilates classes.
3. Increased Open Gym (basketball) availability.
4. The Tennis Center implemented advanced court registration for In-District.
5. Implemented a dedicated lap lane at Swim Central.

## 6. OPEN COMMUNICATION

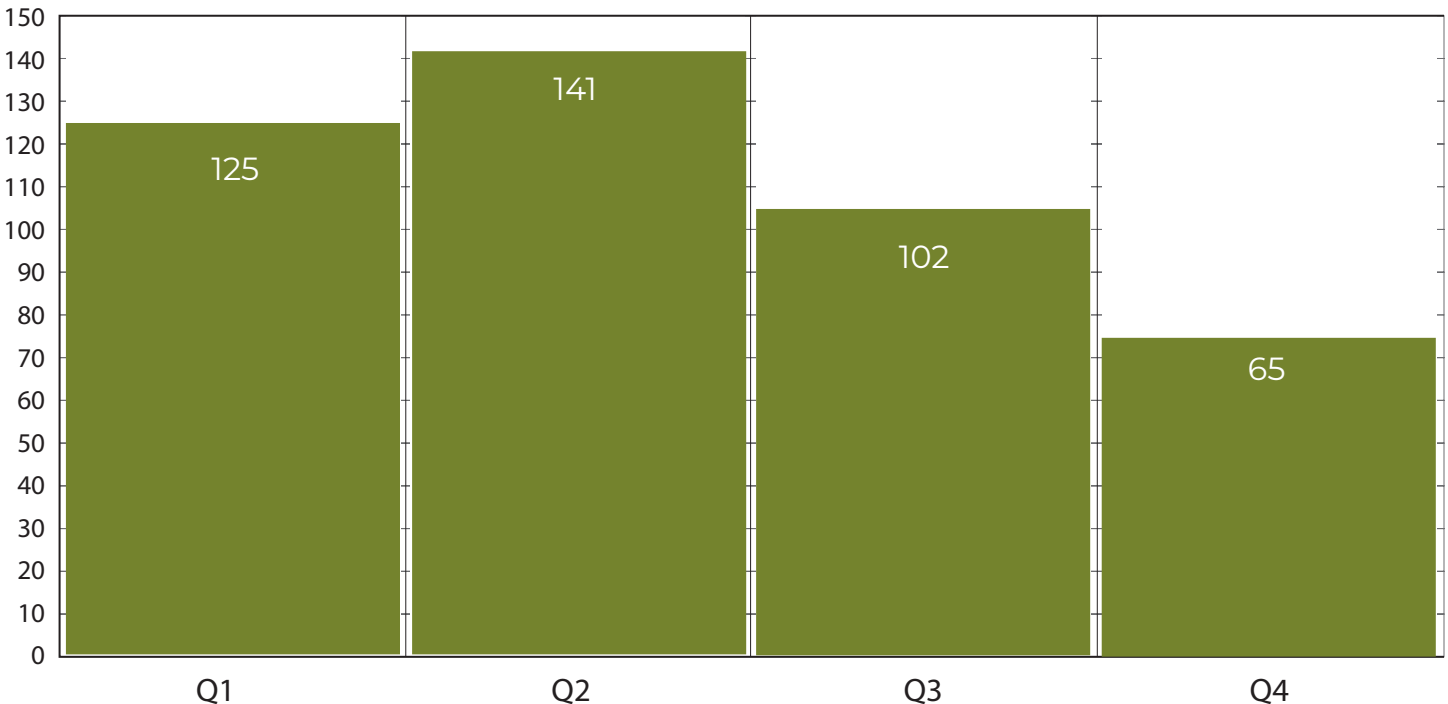
COMPLETE?

A Implement audio recording at Board Meetings.

B Submit Government Finance Officers Association (GFOA) Budget Application and address feedback for resubmission.

C Create an OBPD quarterly newsletter tracking engagement to increase each quarter.

Newsletter Tracking Engagement:





**May 1, 2025 - April 30, 2026**

<b>Employee Status</b>	<b>Accomplish 6 of 6 OKR's</b>
Part-Time <400 Hours Annually	No Bonus PTO hours
Part-Time 400-999 Hours Annually	Cash payout of 8 PTO hours
Part-Time 1000-1,500 Hours Annually	Cash payout of 16 PTO hours
*CPI & Full-Time 1,501 and Greater Hours Annually	Credit of 24 bonus PTO hours. Hours do not roll forward into the subsequent fiscal year.

\*CPI employees and full-time employees with 20 or more years of service, can elect to receive a pay-out of any bonus PTO hours awarded to them. Each hour is paid out at \$20.00 an hour.



# Memo

**To:** Board of Commissioners  
**From:** Bob Johnson, Deputy Director  
**Date:** April 20, 2026  
**Re:** Board Report

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## Parks

- Spring fertilizer has been applied to the athletic fields, providing essential nutrients for robust root development and rapid recovery from winter dormancy.
- The landscape team is mulching the landscape beds. Mulching in early spring helps retain soil moisture, suppresses weeds, and improves soil health as the growing season begins.
- Pond bubblers and pond aerators have been installed at Forest Glen Park. These devices are essential for increasing oxygen levels in the water, which is crucial to maintaining healthy aquatic ecosystems.
- The contractor has successfully completed the relining of the irrigation system's suction pipe at Central Park. Staff are performing irrigation startup procedures, including adjustments and replacement of damaged equipment.
- Tennis, pickleball, and volleyball nets have been installed at Central Parks and our satellite parks.
- Staff have been meeting with the team from Upland Design on the outdoor tennis court project at Central Park. 100% construction drawings are expected to be completed in mid-April followed by permitting and completion of the construction documents.
- The District is in receipt of the \$5,000 grant funding for minor repairs to the Saddle Brook horse stable. The repairs will be scheduled in May. The repairs include addressing a hole in the roof and replacing rotten soffit and fascia boards. The repairs will not adversely affect future plans for the structure.

## Aquatics

- Staff continue to conduct seasonal staff hiring for both lifeguards and swim instructors. The Splash Island season starts Memorial Day weekend!
- Interviews are taking place for the Aquatic Programming Manager.
- The Aqua Egg Hunt was a success with 489 registrations.
- The Summer Family Pool Pass is now on sale.

## Facilities and Maintenance

- The Central Park West kitchen and flooring renovation project is underway. Maintenance staff have removed the outdated kitchen, upgraded the lighting and electrical outlets, walled off the pass-through window, and applied a fresh coat of paint. The window and flooring have been replaced by contractors. The project is scheduled for completion by April 24th.
- Several mechanical repairs have been performed in-house by maintenance staff, including replacing the boiler damper actuator, the VAV fan motor, and recalibrating RTU #5 after a communication loss.

- The district's three personal lifts have successfully passed their annual inspections, ensuring they remain safe, reliable, and essential to daily operations and maintenance.
- Staff continue to work through the ADA Transition Plan. Recent updates include adding more coat hooks in locker rooms, moving and lowering the gym lobby coat rack, and updating facility signage. Tennis Center door closures have been adjusted to meet ADA specifications.
- The first stage of the Fit Central renovation was completed enclosing the window openings between the fitness area and the preschool hallway to enhance the space visually and improve sound control and safety. New mirrors will be installed in the fitness area and new bulletin boards will be installed in the preschool hallway. The new flooring is expected to arrive later in April.
- The Planning Committee is finalizing the logistics for the Pink 5k and jumpstarting the planning for the Tom's Try-athalon on Saturday, June 6. As of Monday, April 13 there are over 1,000 participants for the Pink 5k.
- 50 individuals participated in the two Kitten Pilates sessions held at Central Park West. This was a new and unique fitness offering which was well-received by all who attended.



# Oak Brook Park District

2026 Membership Package Data																				
	January					February					March					April				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	37	4	32	73	56%	38	4	33	75	56%	36	4	31	71	56%					
Family Recreation Center	688	159	986	1833	46%	684	164	985	1833	46%	670	164	1092	1926	43%					
SilverSneakers	298		1224	1522	20%	291		1186	1477	20%	292		1178	1470	20%					
Renew Active	108		436	544	20%	107		421	528	20%	111		410	521	21%					
Total Memberships	1131	163	2678	3972	33%	1120	168	2625	3913	33%	1109	168	2711	3988	32%					

2026 Membership Package Data																				
	May					June					July					August				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
Total Memberships																				

2026 Membership Package Data																				
	September					October					November					December				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus																				
Family Recreation Center																				
SilverSneakers																				
Renew Active																				
Total Memberships																				

2025 Membership Package Data																				
	January					February					March					April				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	33	1	35	69	49%	39	3	41	83	51%	38	1	38	77	51%	38	1	37	76	51%
Family Recreation Center	678	168	939	1785	47%	678	143	946	1767	46%	659	168	919	1746	47%	659	170	919	1748	47%
SilverSneakers	262		1095	1357	19%	273		972	1245	22%	287		1012	1299	22%	288		1038	1326	22%
Renew Active	99		377	476	21%	102		320	422	24%	104		342	446	23%	107		352	459	23%
Total Memberships	1072	169	2446	3687	34%	1092	146	2279	3517	35%	1088	169	2311	3568	35%	1092	171	2346	3609	35%

2025 Membership Package Data																				
	May					June					July					August				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	38	1	37	76	51%	38	1	37	76	51%	39	1	36	76	53%	38	3	31	72	57%
Family Recreation Center	671	166	923	1760	48%	681	163	954	1798	47%	690	167	954	1811	47%	685	159	949	1793	47%
SilverSneakers	293		1058	1351	22%	295		1092	1387	21%	304		1119	1423	21%	310		1149	1459	21%
Renew Active	107		367	474	22%	109		380	489	22%	111		390	501	22%	114		396	510	22%
Total Memberships	1109	167	2385	3661	35%	1123	164	2463	3750	34%	1144	168	2499	3811	34%	1147	162	2525	3834	34%

2025 Membership Package Data																				
	September					October					November					December				
	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate	In District	Corporate	Out of District	Total	% In District with Corporate
Central Park Campus	36	1	31	68	54%	38	1	32	71	55%	39	3	27	69	61%	39	4	30	73	59%
Family Recreation Center	673	151	954	1778	46%	687	153	956	1796	47%	698	160	963	1821	47%	701	158	970	1829	47%
SilverSneakers	316		1143	1459	22%	317		1194	1511	21%	321		1215	1536	21%	327		1263	1590	21%
Renew Active	114		438	522	22%	114		414	528	22%	114		418	532	21%	116		430	546	21%
Total Memberships	1139	152	2566	3857	33%	1156	154	2596	3906	34%	1172	163	2623	3958	34%	1183	162	2693	4038	33%



2026 First on the 1st Data				
	January	February	March	April
	In District	In District	In District	In District
Daily Fee	0	4	0	18
Central Park Campus	0	2	0	0
Family Recreation Center	3	2	3	1
	May	June	July	August
	In District	In District	In District	In District
Daily Fee				
Central Park Campus				
Family Recreation Center				
	September	October	November	December
	In District	In District	In District	In District
Daily Fee				
Central Park Campus				
Family Recreation Center				

2025 First on the 1st Data				
	January	February	March	April
	In District	In District	In District	In District
Daily Fee		22	8	25
Central Park Campus		0	0	0
Family Recreation Center		1	0	0
	May	June	July	August
	In District	In District	In District	In District
Daily Fee	4	4	12	7
Central Park Campus	0	0	2	0
Family Recreation Center	3	3	6	5
	September	October	November	December
	In District	In District	In District	In District
Daily Fee	0	0	3	4
Central Park Campus	0	0	0	0
Family Recreation Center	2	7	7	6



**Aquatic Usage/Financial Report  
Parties and Rentals**

FY	Month	May	June	July	August	September	October	November	December	January	Feb	March	April	TOTALS
24-25	Uses	28	59	42	10	15	25	22	21	32	35	36	34	359
	Parties	\$11,844	\$19,665	\$12,626	\$2,879	\$8,091	\$8,646	\$8,591	\$8,830	\$11,417	\$13,355	\$11,043	\$9,874	\$126,861
	Rentals	\$3,124	\$13,558	\$11,442	\$870	\$1,425	\$3,963	\$3,190	\$1,638	\$5,088	\$4,118	\$8,282	\$7,330	\$64,028
	<b>TOTAL</b>	<b>\$14,968</b>	<b>\$33,223</b>	<b>\$24,068</b>	<b>\$3,749</b>	<b>\$9,516</b>	<b>\$12,609</b>	<b>\$11,781</b>	<b>\$10,468</b>	<b>\$16,505</b>	<b>\$17,473</b>	<b>\$19,325</b>	<b>\$17,204</b>	<b>\$190,889</b>

25-26	Uses	36	51	41	24	27	24	24	21	32	25	32		337
	Parties	\$15,467	\$19,622	\$12,100	\$9,658	\$11,728	\$9,922	\$10,066	\$9,590	\$13,169	\$11,358	\$14,966		\$137,646
	Rentals	\$5,050	\$10,722	\$11,140	\$1,570	\$1,415	\$3,260	\$5,104	\$3,310	\$7,480	\$3,150	\$6,800	\$0	\$59,001
	<b>TOTAL</b>	<b>\$20,517</b>	<b>\$30,344</b>	<b>\$23,240</b>	<b>\$11,228</b>	<b>\$13,143</b>	<b>\$13,182</b>	<b>\$15,170</b>	<b>\$12,900</b>	<b>\$20,649</b>	<b>\$14,508</b>	<b>\$21,766</b>	<b>\$0</b>	<b>\$196,647</b>

**Swim Lesson**

FY	Season	SUMMER	FALL	W/S	TOTAL
24-25	Registrations	835	882	1,321	3,038
	Private	\$36,882	\$33,024	\$42,898	\$112,804
	Group	\$55,371	\$61,670	\$72,217	\$189,258
	<b>TOTAL</b>	<b>\$92,253</b>	<b>\$94,694</b>	<b>\$159,042</b>	<b>\$345,989</b>

25-26	Registrations	821	832	1,240	2,893
	Private	\$46,433	\$46,167	\$58,962	\$151,562
	Group	\$42,659	\$68,613	\$119,021	\$230,293
	<b>TOTAL</b>	<b>\$89,092</b>	<b>\$114,780</b>	<b>\$177,983</b>	<b>\$381,855</b>

**Swim Team**

FY	Season	SUMMER	FALL	WINTER	SPRING	TOTAL
24-25	Registrations	40	72	71	52	235
	Revenue	\$10,147	\$21,376	\$17,932	\$10,166	\$59,621

25-26	Registrations	42	69	53	53	217
	Revenue	\$9,432	\$27,668	\$13,528	\$13,732	\$64,360



## Unfinished Business



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 26-0420: AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2026, AND ENDING APRIL 30, 2027**

AGENDA No.: 9. A.

MEETING DATE: APRIL 20, 2026

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

*Marco Salinas*

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

*Laure Kosey*

#### **ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)**

Preparation of the requested fiscal year 2026/2027 budgets (“budget”) commenced in October 2025 when Finance staff began calculating the proposed 2025 property tax levies. On November 24, 2025, the budget planning module was made available to staff so they could begin compiling their budget requests. These requests were due to Finance on January 19, 2026, at which time access to the budget module was closed. Concurrently with this process, staff was also tasked with developing and updating their capital budget requests/estimates for the ten fiscal years ending April 30, 2035. Subsequent to the closure of the budget module, Finance staff worked on compiling the requested budget information and presented such requests to the Executive Director for review. Soon after the Executive Director’s initial review, finance staff and the Executive Director began holding meetings with all directors and respective managers to conduct a detailed review of the operating and capital budget requests to identify any necessary adjustments. On March 3, 2026, staff presented the initial requested operating and capital budgets to the park district Board of Commissioners at a Special Board Meeting, which resulted in discussions amongst staff and Commissioners. Subsequent to this special Board meeting, staff identified additional adjustments to the initial requested operating and capital budgets, and such adjustments were incorporated into the updated budget schedules that were presented to the Board at the March 16, 2026, Board meeting. Based on feedback received at this meeting some additional budget adjustments were identified by staff, and such adjustments are reflected in the updated budget schedules and Ordinance that accompany this agenda. In addition, the budget document and related schedules have been available for public inspection on our website and in our Administration offices since March 19, 2026

A public hearing for the updated requested budgets will be conducted on April 20, 2026, prior to the regularly scheduled Board meeting, and notice of this public hearing has been published in the April 9, 2026, edition of the Doings-Oak Brook newspaper and on the District’s website in advance of such hearing.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

Accompanying this agenda history document is the annual budget and appropriation ordinance, the Certification of Estimate of Revenue for Fiscal Year 2026-2027, detailed schedules for all ten of our funds, a consolidating schedule, detailed information over the proposed capital improvements, and a table listing all budget adjustments identified subsequent to the March 3, 2026, Special Board meeting.

**ACTION PROPOSED:**

A Motion (and a Second) to approve Ordinance 26-0420: An Ordinance setting forth the budget and making appropriations of sums of money for all of the necessary expenditures of the Oak Brook Park District of Cook and DuPage Counties, Illinois, for the corporate purpose for the fiscal year beginning May 1, 2026 and ending April 30, 2027.

**ORDINANCE NO. 26-0420****OAK BROOK PARK DISTRICT****ANNUAL BUDGET AND APPROPRIATION ORDINANCE**

**AN ORDINANCE SETTING FORTH THE BUDGET AND MAKING APPROPRIATIONS OF SUMS OF MONEY FOR ALL OF THE NECESSARY EXPENDITURES OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS, FOR THE CORPORATE PURPOSE FOR THE FISCAL YEAR BEGINNING MAY 1, 2026, AND ENDING APRIL 30, 2027.**

WHEREAS, the Board of Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, caused to be prepared in tentative form a Budget, and the Secretary of this Board has made the same conveniently available to public inspection for at least thirty (30) days prior to final action thereon; and

WHEREAS, a public hearing will be held as to such Budget on the 20<sup>th</sup> day of April 2026, notice of said hearing having been given at least one (1) week prior thereto as required by law and all other legal requirements having been complied with;

NOW, THEREFORE, BE IT ORDAINED by the Board of Commissioners of the Oak Brook Park District, as follows:

Section 1. That the fiscal year of this District be and the same hereby is fixed and declared to be from May 1, 2026, to April 30, 2027.

Section 2. That the following Budget, containing an estimate of the amount available, and expenditures, and the appropriation contained therein, be and the same is hereby adopted as the Budget and Appropriations for this Park District for the said fiscal year and the following sums of money:

GENERAL FUND	\$ 4,356,782.00
RECREATION FUND	\$ 5,420,957.00
ILLINOIS MUNICIPAL RETIREMENT FUND	\$ 208,235.00
SOCIAL SECURITY FUND	\$ 324,622.00
LIABILITY INSURANCE FUND	\$ 196,452.00
AUDIT FUND	\$ 14,475.00
SPECIAL RECREATION FUND	\$ 331,831.00
DEBT SERVICE FUND	\$ 1,644,167.00
RECREATIONAL FACILITIES FUND (Tennis Ctr.)	\$ 4,416,595.00
CAPITAL PROJECTS FUND	\$ 1,471,279.00

or as much thereof as may be authorized by law and hereby appropriated for the purpose of the Oak Brook Park District, as herein thereafter specified for said fiscal year.

**SUMMARY OF APPROPRIATIONS**

GENERAL (CORPORATE) FUND	\$ 4,356,782.00
RECREATION FUND	5,420,957.00
ILLINOIS MUNICIPAL RETIREMENT FUND	208,235.00
SOCIAL SECURITY FUND	324,622.00
LIABILITY INSURANCE FUND	196,452.00
AUDIT FUND	14,475.00
SPECIAL RECREATION FUND	331,831.00
DEBT SERVICE FUND	1,644,167.00
RECREATIONAL FACILITIES FUND	4,416,595.00
CAPITAL PROJECTS FUND	<u>1,471,279.00</u>
TOTAL	<u>\$ 18,385,395.00</u>

Section 3. That the estimated cash expected to be on hand at the end of this fiscal year is \$9,856,535.00.

Section 4. That all balances of any item or items of any general appropriation made in the Ordinance be expended in making up any deficiency in any item in the same general appropriation, and for the same general purposes, or any like appropriation and for the same general purpose, or any like appropriation made by this Ordinance.

Section 5. That all unexpended balances from annual appropriations of the previous years be and they are hereby re-appropriated for the same or similar purpose.

Section 6. That should any clause, sentence, paragraph or part of this Ordinance be declared by a Court of competent jurisdiction to be invalid, such decision shall not affect the validity of the Ordinance as a whole or any part thereof other than the part so declared to be invalid.

Section 7. This Ordinance shall be in full force and effect from and after its passage and approval according to law.

Adopted this 20<sup>th</sup> day of April 2026, pursuant to a roll call vote as follows:

Aye: \_\_\_\_\_

Nay: \_\_\_\_\_

Absent: \_\_\_\_\_

\_\_\_\_\_  
President

ATTEST:

\_\_\_\_\_  
Board Secretary

**OAK BROOK PARK DISTRICT  
CERTIFICATION OF ESTIMATE OF  
REVENUE FOR FISCAL YEAR 2026-2027**

**I, Ivana Ivkovic Kelley**, do hereby certify that I am the duly qualified Treasurer of the Oak Brook Park District and the Chief Fiscal Officer of said Park District. As such officer, I do further certify that the revenues, by source, anticipated to be received by said Park District in the fiscal year beginning May 1, 2026 and ending April 30, 2027 are estimated to be as follows:

<u>SOURCE</u>	<u>AMOUNT</u>
Property and Replacement Taxes	
General Corporate Fund	\$ 2,106,332
Recreation Fund	1,417,800
Illinois Municipal Retirement Fund	191,963
Social Security Fund	308,013
Liability Insurance Fund	211,227
Audit Fund	10,503
Special Recreation Fund	301,065
Debt Service Fund	1,662,384
Sub-Total	<u>\$ 6,209,287</u>
Non-Tax Revenues	
Interest	\$ 425,149
Building Rental Fees	296,405
Program & Service Fees	6,836,259
Field & Pavilion Rentals	356,500
Overhead/Interfund	802,663
Sponsorships & Donations	100,675
Grants	1,747,529
Other/Miscellaneous	324,775
Sub-Total	<u>\$ 10,889,955</u>
 <b>TOTAL ESTIMATED REVENUES</b>	 <b><u><u>\$ 17,099,242</u></u></b>

**IN WITNESS WHEREOF**, I have hereunto set my hand and affixed the seal of the said Park District this 20th day of April 2026.

---

Ivana Ivkovic Kelley  
Treasurer and Chief Fiscal Officer

SEAL

STATE OF ILLINOIS    )  
  )  
COUNTIES OF            )  
DUPAGE & COOK        ) S.S.

I, Laure L. Kosey, do hereby certify that I am the duly appointed Secretary of the Oak Brook Park District in the county and state aforesaid, and as such Secretary, I am the keeper of the records and files of the Board of Park Commissioners of said Park District.

I do further certify that the attached and foregoing is a true and complete copy of the “**Annual Budget and Appropriation Ordinance**” of the Oak Brook Park District, DuPage and Cook Counties, Illinois, for the Fiscal Year beginning May 1, 2026 and ending April 30, 2027, as adopted by the Board of Park Commissioners at its properly convened meeting held on April 20, 2026, as appears from the official records of said Park District in my care and custody.

IN WITNESS WHEREOF, I have hereunto affixed my official signature and the corporate seal of said Park District at Oak Brook, Illinois this 20<sup>th</sup> day of April 2026.

\_\_\_\_\_  
Laure L. Kosey, Secretary  
Board of Park Commissioners  
Oak Brook Park District

SEAL



**OAK BROOK PARK DISTRICT**  
**Requested Fiscal Year 2026 - 2027 Budget Summary- All Funds**

REVENUES	GENERAL	RECREATION	TENNIS	DEBT SERVICE	CAPITAL PROJECTS	IMRF	SOCIAL SECURITY	LIABILITY INSURANCE	AUDIT	SPECIAL RECREATION	CONSOLIDATED 2026/2027 BUDGET TOTALS
Property Taxes	\$ 1,955,448	\$ 1,370,299	\$ -	\$ 1,662,384	\$ -	\$ 150,050	\$ 280,071	\$ 200,050	\$ 10,503	\$ 301,065	\$ 5,929,870
Replacement Taxes	150,884	47,501	-	-	-	41,913	27,942	11,177	-	-	\$ 279,417
Interest	109,452	138,157	131,964	9,600	10,296	4,500	7,200	4,200	180	9,600	\$ 425,149
Building Rental Fees	296,405	-	-	-	-	-	-	-	-	-	\$ 296,405
Program & Service Fees	189,274	4,128,285	2,518,700	-	-	-	-	-	-	-	\$ 6,836,259
Field & Pavilion Rentals	356,500	-	-	-	-	-	-	-	-	-	\$ 356,500
Overhead/Interfund	802,663	-	-	-	-	-	-	-	-	-	\$ 802,663
Sponsorships & Donations	-	85,675	-	-	15,000	-	-	-	-	-	\$ 100,675
Grants	-	81,250	200,000	-	1,466,279	-	-	-	-	-	\$ 1,747,529
Other/Miscellaneous	206,794	23,000	58,800	-	4,000	-	-	-	-	32,181	\$ 324,775
<b>Total Revenues</b>	<b>\$ 4,067,420</b>	<b>\$ 5,874,167</b>	<b>\$ 2,909,464</b>	<b>\$ 1,671,984</b>	<b>\$ 1,495,575</b>	<b>\$ 196,463</b>	<b>\$ 315,213</b>	<b>\$ 215,427</b>	<b>\$ 10,683</b>	<b>\$ 342,846</b>	<b>\$ 17,099,242</b>
<b>EXPENDITURES/EXPENSES</b>											
Administration	\$ 398,406	\$ 746,726	\$ 827,952	\$ -	\$ -	\$ -	\$ -	\$ 44,104	\$ -	\$ 94,331	\$ 2,111,519
Finance & H.R.	289,733	-	-	-	-	-	-	-	-	-	\$ 289,733
Parks & Dean Nature	1,022,587	-	-	-	-	-	-	-	-	-	\$ 1,022,587
Professional Services	56,000	-	-	-	-	-	-	-	13,875	-	\$ 69,875
Information Technology	379,278	-	-	-	-	-	-	-	-	-	\$ 379,278
Family Recreation Center	1,286,189	-	-	-	-	-	-	-	-	-	\$ 1,286,189
Buildings (Incl. CPW & CPN)	260,589	-	520,577	-	-	-	-	-	-	-	\$ 781,166
Programs	-	2,998,119	821,208	-	-	-	-	-	-	45,000	\$ 3,864,327
Overhead/Interfund	-	755,635	47,028	-	-	-	-	-	-	-	\$ 802,663
Marketing	-	373,990	-	-	-	-	-	-	-	-	\$ 373,990
Other/Miscellaneous <sup>1</sup>	50,000	71,375	152,830	676	5,000	208,235	324,622	152,348	600	35,500	\$ 1,001,186
Debt Service	-	-	-	1,643,491	-	-	-	-	-	-	\$ 1,643,491
Capital Projects	614,000	475,112	1,880,000	-	1,466,279	-	-	-	-	157,000	\$ 4,592,391
Depreciation	-	-	167,000	-	-	-	-	-	-	-	\$ 167,000
<b>Total Expenditures/Expenses</b>	<b>\$ 4,356,782</b>	<b>\$ 5,420,957</b>	<b>\$ 4,416,595</b>	<b>\$ 1,644,167</b>	<b>\$ 1,471,279</b>	<b>\$ 208,235</b>	<b>\$ 324,622</b>	<b>\$ 196,452</b>	<b>\$ 14,475</b>	<b>\$ 331,831</b>	<b>\$ 18,385,395</b>
Year-End Adjustment for Capitalized Costs	\$ -	\$ -	\$ 1,880,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,880,000
<b>Net Surplus/(Deficit), Excluding Transfers &amp; Other Financing</b>	<b>\$ (289,362)</b>	<b>\$ 453,210</b>	<b>\$ 372,869</b>	<b>\$ 27,817</b>	<b>\$ 24,296</b>	<b>\$ (11,772)</b>	<b>\$ (9,409)</b>	<b>\$ 18,975</b>	<b>\$ (3,792)</b>	<b>\$ 11,015</b>	<b>\$ 593,847</b>
Transfers in	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Transfers (out)	-	-	-	-	-	-	-	-	-	-	-
Other Financing Sources/(Uses)	-	-	-	-	-	-	-	-	-	-	-
<b>Net Surplus/(Deficit)</b>	<b>\$ (289,362)</b>	<b>\$ 453,210</b>	<b>\$ 372,869</b>	<b>\$ 27,817</b>	<b>\$ 24,296</b>	<b>\$ (11,772)</b>	<b>\$ (9,409)</b>	<b>\$ 18,975</b>	<b>\$ (3,792)</b>	<b>\$ 11,015</b>	<b>\$ 593,847</b>
<b>Cash Balance- Beginning</b>	<b>\$ 2,434,958</b>	<b>\$ 4,021,519</b>	<b>\$ 3,804,513</b>	<b>\$ (56,497)</b>	<b>\$ 339,679</b>	<b>\$ 61,701</b>	<b>\$ 134,551</b>	<b>\$ 37,597</b>	<b>\$ 8,744</b>	<b>\$ 188,924</b>	<b>\$ 10,975,688</b>
<b>Cash Balance- Ending</b>	<b>\$ 2,145,596</b>	<b>\$ 4,474,729</b>	<b>\$ 2,464,382</b>	<b>\$ (28,680)</b>	<b>\$ 363,975</b>	<b>\$ 49,929</b>	<b>\$ 125,142</b>	<b>\$ 56,572</b>	<b>\$ 4,952</b>	<b>\$ 199,939</b>	<b>\$ 9,856,535</b>

<sup>1</sup> See supplementary schedule for expanded detail.



**Oak Brook Park District**  
**Requested Fiscal Year 2026 - 2027 Budget Summary- All Funds**  
**Expanded detail for "Other/Miscellaneous" expenditures category**

OTHER/MISCELLANEOUS EXPENDITURES	GENERAL	RECREATION	TENNIS	DEBT SERVICE	CAPITAL PROJECTS	IMRF	SOCIAL SECURITY	LIABILITY INSURANCE	AUDIT	SPECIAL RECREATION	CONSOLIDATED 2026/2027 BUDGET TOTALS
Contingency	\$ 50,000	\$ 50,000	\$ 100,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 200,000
Donations/sponsorships	-	21,375	1,000	-	-	-	-	-	-	-	22,375
Tennis pro shop inventory & services	-	-	51,830	-	-	-	-	-	-	-	51,830
Bond paying agent & wire payment fees	-	-	-	676	-	-	-	-	-	-	676
Capital project legal fees & agreed upon procedures fee (Grants)	-	-	-	-	5,000	-	-	-	-	-	5,000
IMRF pension contributions	-	-	-	-	-	208,235	-	-	-	-	208,235
Payroll taxes	-	-	-	-	-	-	324,622	-	-	-	324,622
Property/liability insurance & unemployment claims	-	-	-	-	-	-	-	152,348	-	-	152,348
ACFR overlapping debt schedule fee	-	-	-	-	-	-	-	-	600	-	600
Non capital small equipment & miscellaneous	-	-	-	-	-	-	-	-	-	35,500	35,500
<b>Sub-Totals:</b>	<b>\$ 50,000</b>	<b>\$ 71,375</b>	<b>\$ 152,830</b>	<b>\$ 676</b>	<b>\$ 5,000</b>	<b>\$ 208,235</b>	<b>\$ 324,622</b>	<b>\$ 152,348</b>	<b>\$ 600</b>	<b>\$ 35,500</b>	<b>\$ 1,001,186</b>

FY 2026/2027 Proposed Budget

Adjustments subsequent to the initial budget requests that were presented at the March 3, 2026 special Board meeting

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund			
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease		
<b>Revenues</b>												
01-14-570-000	\$ 1,820.00											Increase overhead revenue due to increased SDS software license fee
01-81-590-000	\$ 190,000.00											Reallocate capital contribution fees from Recreation fund.
02-81-590-000			\$ 190,000.00	\$ 190,000.00								Reallocate capital contrib. fees from Capital Projects to Recreation to General fund.
02-81-590-000			\$ 10,000.00									Increase expected capital contribution fee from basketball partner.
12-95-590-000									\$ 190,000.00			Reallocate capital contribution fees to Recreation Fund.
<b>Transfers-in</b>												
02-70-595-010				\$ 150,000.00								Eliminate operating transfer from General Fund to Recreation Fund.
12-70-595-010										\$ 250,000.00		Eliminate operating transfer from General Fund to Capital Projects Fund.
<b>Total Revenues &amp; Transfers-in:</b>	<b>\$ 191,820.00</b>	<b>\$ -</b>	<b>\$ 200,000.00</b>	<b>\$ 340,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 440,000.00</b>		

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund			
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease		
<b>Expenditures/Expenses</b>												
01-14-675-000	\$ 910.00											Increase budget for bi-annual SDS software license fee.
01-14-675-001	\$ 910.00											Increase budget for bi-annual SDS software license fee.
01-14-675-002	\$ 910.00											Increase budget for bi-annual SDS software license fee.
01-81-805-000	\$ 389,000.00											Reallocate capital expenditures from Capital Projects Fund.
01-81-805-000	\$ 225,000.00											Move-up baseball fields parking lot improvements to FY 2026/2027.
02-01-820-001			\$ 910.00									Increase budget for bi-annual SDS software license fee.
02-60-765-034				\$ 500.00								Initial budget amount for OBPD anniversary celebration no longer needed.
02-80-710-000			\$ 100.00									Establish budget in Marketing department for postage meter replenishment costs.
02-81-805-000				\$ 300,000.00								Defer proposed CPW parking lot improvements to FY 2027/2028.

FY 2026/2027 Proposed Budget

Adjustments subsequent to the initial budget requests that were presented at the March 3, 2026 special Board meeting

	General Fund		Recreation Fund		Special Recreation Fund		Tennis Fund		Capital Projects Fund		
	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	Increase	Decrease	
07-01-820-001							\$ 910.00				Increase budget for bi-annual SDS software license fee.
07-71-650-000							\$ 33,902.00				Increase health insurance premiums for currently vacant position.
09-01-805-000						\$ 56,000.00					Defer proposed CPW parking lot improvements to FY 2027/2028.
09-01-805-000					\$ 75,000.00						Move-up baseball fields parking lot improvements to FY 2026/2027.
12-95-940-065									\$ 389,000.00		Reallocate capital expenditures to General Fund.
<b>Transfers-out</b>											
01-70-621-000		\$ 150,000.00									Eliminate operating transfers from General Fund to Recreation Fund.
01-70-622-000		\$ 250,000.00									Eliminate operating transfers from General Fund to Capital Projects Fund.
<b>Total Expenditures/ Expenses &amp; Transfers- out:</b>	<b>\$ 616,730.00</b>	<b>\$ 400,000.00</b>	<b>\$ 1,010.00</b>	<b>\$ 300,500.00</b>	<b>\$ 75,000.00</b>	<b>\$ 56,000.00</b>	<b>\$ 34,812.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 389,000.00</b>	
<b>Net Change to Fund/Net Position Balance:</b>		<b>\$ 24,910.00</b>	<b>\$ 159,490.00</b>			<b>\$ 19,000.00</b>		<b>\$ 34,812.00</b>		<b>\$ 51,000.00</b>	

Adjustments highlighted in light blue were incorporated into the budget schedules presented to the Board at the 1st reading on 3/16/2026.

Adjustments highlighted in light green were incorporated into the budget schedules presented to the Board at the 2nd reading on 4/20/2026.

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- General Fund

	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. (\$)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ -	\$ -	\$ -	\$ -	\$ -	N/A
Finance and H.R.	2,217,478	-	2,217,478	2,175,671	2,225,306	1.92%
Central Park North	94,250	-	94,250	102,250	83,642	(7.82%)
Central Park	289,588	-	289,588	240,300	279,000	20.51%
Saddlebrook Park	5,000	-	5,000	-	-	N/A
Forest Glen Park	-	-	-	-	106	N/A
Chillem Park	-	-	-	-	-	N/A
Dean Property	2,500	-	2,500	-	-	N/A
Professional Services	-	-	-	-	-	N/A
Information Technology	146,533	1,820	148,353	141,992	137,199	4.48%
Building/Rec. Center	987,796	-	987,796	1,368,830	1,167,860	(27.84%)
Central Park West	132,455	-	132,455	88,325	110,723	49.96%
Capital Outlay	-	190,000	190,000	-	-	N/A
<b>Total Revenues:</b>	<b>\$ 3,875,600</b>	<b>\$ 191,820</b>	<b>\$ 4,067,420</b>	<b>\$ 4,117,368</b>	<b>\$ 4,003,836</b>	<b>(1.21%)</b>
<b>Expenditures</b>						
Administration	\$ 398,406	\$ -	\$ 398,406	\$ 371,186	\$ 371,461	7.33%
Finance and H.R.	339,733	-	339,733	342,450	281,524	(0.79%)
Central Park North	99,925	-	99,925	95,371	75,899	4.78%
Central Park	935,749	-	935,749	858,298	841,980	9.02%
Saddlebrook Park	29,163	-	29,163	20,180	17,073	44.51%
Forest Glen Park	28,281	-	28,281	23,845	25,762	18.60%
Chillem Park	7,726	-	7,726	5,879	3,529	31.42%
Dean Property	32,699	-	32,699	29,253	28,832	11.78%
Professional Services	56,000	-	56,000	31,000	56,000	80.65%
Information Technology	376,548	2,730	379,278	362,356	352,499	4.67%
Building/Rec. Center	1,286,189	-	1,286,189	1,281,504	1,207,983	0.37%
Central Park West	149,633	-	149,633	74,458	81,985	100.96%
Capital Outlay	-	614,000	614,000	-	-	N/A
<b>Total Expenditures:</b>	<b>\$ 3,740,052</b>	<b>\$ 616,730</b>	<b>\$ 4,356,782</b>	<b>\$ 3,495,780</b>	<b>\$ 3,344,527</b>	<b>24.63%</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ 135,548</b>	<b>\$ (424,910)</b>	<b>\$ (289,362)</b>	<b>\$ 621,588</b>	<b>\$ 659,309</b>	<b>(146.55%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer to Capital Project Fund	\$ (250,000)	\$ 250,000	\$ -	\$ (325,000)	\$ -	(100.00%)
Transfer to Debt Service Fund	-	-	-	-	-	N/A
Transfer to Recreation Fund	(150,000)	150,000	-	(150,000)	-	(100.00%)
<b>Net Surplus/(Deficit):</b>	<b>\$ (264,452)</b>	<b>\$ (24,910)</b>	<b>\$ (289,362)</b>	<b>\$ 146,588</b>	<b>\$ 659,309</b>	<b>(297.40%)</b>
<b>Beginning Fund Balance- Unrestricted</b>	<b>\$ 2,180,907</b>		<b>\$ 2,180,907</b>	<b>\$ 1,521,598</b>	<b>\$ 1,521,598</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>(264,452)</b>		<b>(289,362)</b>	<b>146,588</b>	<b>659,309</b>	
<b>Ending Fund Balance- Unrestricted</b>	<b>\$ 1,916,455</b>		<b>\$ 1,891,545</b>	<b>\$ 1,668,186</b>	<b>\$ 2,180,907</b>	
<b>Months of Expenditures:</b>	<b>6.15</b>		<b>5.21</b>	<b>5.73</b>	<b>7.82</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 311,671</b>		<b>\$ 363,065</b>	<b>\$ 291,315</b>	<b>\$ 278,711</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Recreation Fund

	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. (\$)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ 1,558,957	\$ -	\$ 1,558,957	\$ 1,525,444	\$ 1,563,167	2.20%
Fitness Center	1,028,975	-	1,028,975	869,615	951,662	18.33%
Aquatic Center	995,050	-	995,050	760,254	850,850	30.88%
Aquatic Rec. Programs	538,290	-	538,290	567,947	520,536	(5.22%)
Youth Athletics	519,850	-	519,850	533,210	498,533	(2.51%)
Preschool Programs	389,689	-	389,689	342,162	372,684	13.89%
Youth Programs	275,936	-	275,936	244,987	257,127	12.63%
Adult Programs	220,581	-	220,581	142,552	145,205	54.74%
Pioneer Programs	79,194	-	79,194	59,855	85,534	32.31%
Special Events & Trips	152,645	-	152,645	114,538	132,993	33.27%
Marketing	20,000	-	20,000	20,000	28,500	0.00%
Capital Outlay	85,000	10,000	95,000	-	200,000	N/A
<b>Total Revenues:</b>	<b>\$ 5,864,167</b>	<b>\$ 10,000</b>	<b>\$ 5,874,168</b>	<b>\$ 5,180,564</b>	<b>\$ 5,606,791</b>	<b>13.39%</b>
<b>Expenditures</b>						
Administration	\$ 1,179,571	\$ 910	\$ 1,180,481	\$ 1,252,500	\$ 1,026,255	(5.75%)
Fitness Center	651,131	-	651,131	646,661	577,783	0.69%
Aquatic Center	1,232,246	-	1,232,246	1,319,445	1,148,649	(6.61%)
Aquatic Rec. Programs	300,271	-	300,271	303,895	291,675	(1.19%)
Youth Athletics	353,091	-	353,091	369,922	378,414	(4.55%)
Preschool Programs	333,658	-	333,658	291,954	301,991	14.28%
Youth Programs	179,680	-	179,680	182,879	151,083	(1.75%)
Adult Programs	108,167	-	108,167	108,699	103,609	(0.49%)
Pioneer Programs	105,829	-	105,829	95,587	101,104	10.71%
Special Events & Trips	127,801	(500)	127,301	112,779	91,906	12.88%
Marketing	373,890	100	373,990	353,103	299,988	5.92%
Capital Outlay	775,112	(300,000)	475,112	360,112	337,257	31.93%
<b>Total Expenditures:</b>	<b>\$ 5,720,447</b>	<b>\$ (299,490)</b>	<b>\$ 5,420,958</b>	<b>\$ 5,397,536</b>	<b>\$ 4,809,714</b>	<b>0.43%</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ 143,720</b>	<b>\$ 309,490</b>	<b>\$ 453,210</b>	<b>\$ (216,972)</b>	<b>\$ 797,077</b>	<b>(308.88%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer from General Fund	\$ 150,000	(150,000)	-	\$ 150,000	\$ -	(100.00%)
<b>Net Surplus/(Deficit):</b>	<b>\$ 293,720</b>	<b>\$ 159,490</b>	<b>\$ 453,210</b>	<b>\$ (66,972)</b>	<b>\$ 797,077</b>	<b>(776.72%)</b>
<b>Beginning Fund Balance- Unrestricted</b>	<b>\$ 3,316,788</b>		<b>\$ 3,316,788</b>	<b>\$ 2,519,711</b>	<b>\$ 2,519,711</b>	
<b>Fiscal Year Increase/(Decrease)</b>	<b>293,720</b>		<b>453,210</b>	<b>(66,972)</b>	<b>797,077</b>	
<b>Ending Fund Balance- Unrestricted</b>	<b>\$ 3,610,508</b>		<b>\$ 3,769,997</b>	<b>\$ 2,452,739</b>	<b>\$ 3,316,788</b>	
<b>Months of Expenditures:</b>	<b>7.57</b>		<b>8.35</b>	<b>5.45</b>	<b>8.28</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 476,704</b>		<b>\$ 451,747</b>	<b>\$ 449,795</b>	<b>\$ 400,810</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Recreational Facilities (Tennis) Fund

	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. (\$)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Administration	\$ 348,964		\$ 348,964	\$ 123,100	\$ 165,917	183.48%
Building	1,000		1,000	1,000	1,000	0.00%
Programs	2,559,500		2,559,500	2,409,900	2,505,661	6.21%
<b>Total Revenues:</b>	<b>\$ 2,909,464</b>	<b>\$ -</b>	<b>\$ 2,909,464</b>	<b>\$ 2,534,000</b>	<b>\$ 2,672,578</b>	<b>14.82%</b>
<b>Expenses</b>						
Administration	\$ 975,070	\$ 910	\$ 975,980	\$ 922,588	\$ 805,329	5.79%
Building	486,675	33,902	520,577	497,607	443,479	4.62%
Programs	873,038		873,038	841,659	824,861	3.73%
Capital Projects	1,880,000		1,880,000	225,000	254,134	735.56%
Depreciation	167,000		167,000	170,000	162,000	(1.76%)
<b>Total Expenses:</b>	<b>\$ 4,381,783</b>	<b>34,812.00</b>	<b>4,416,595</b>	<b>\$ 2,656,854</b>	<b>\$ 2,489,803</b>	<b>66.23%</b>
<b>Preliminary Surplus/(Deficit):</b>	<b>\$ (1,472,319)</b>	<b>\$ (34,812)</b>	<b>\$ (1,507,131)</b>	<b>\$ (122,854)</b>	<b>\$ 182,775</b>	<b>1126.77%</b>
<b>Adjustment for Capitalized Costs</b>	<b>\$ 1,880,000</b>		<b>\$ 1,880,000</b>	<b>\$ 225,000</b>	<b>\$ 254,134</b>	<b>735.56%</b>
<b>Net Surplus/(Deficit):</b>	<b>\$ 407,681</b>	<b>\$ (34,812)</b>	<b>\$ 372,869</b>	<b>\$ 102,146</b>	<b>\$ 436,909</b>	<b>265.04%</b>
<b>Beginning Net Position</b>						
Investment in Capital Assets	\$ 1,851,949		\$ 1,851,949	\$ 1,759,815	\$ 1,759,815	
Unrestricted	3,010,455		3,010,455	2,665,680	2,665,680	
<b>Total:</b>	<b>\$ 4,862,404</b>		<b>\$ 4,862,404</b>	<b>\$ 4,425,495</b>	<b>\$ 4,425,495</b>	
<b>Ending Net Position</b>						
Investment in Capital Assets	\$ 3,564,949		\$ 3,564,949	\$ 1,814,815	\$ 1,851,949	
Unrestricted	1,705,136		1,670,324	2,712,826	3,010,455	
<b>Total:</b>	<b>\$ 5,270,085</b>		<b>\$ 5,235,273</b>	<b>\$ 4,527,641</b>	<b>\$ 4,862,404</b>	
<b>Months of Expenses:</b>	<b>8.18</b>		<b>7.90</b>	<b>13.39</b>	<b>16.16</b>	
<b>Average Monthly Expenses (less capitalizable expenses):</b>	<b>\$ 208,482</b>		<b>\$ 211,383</b>	<b>\$ 202,655</b>	<b>\$ 186,306</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Debt Service Fund

	2026/2027 Requested Budget	2026/2027 Budget Adjust. (\$)	2026/2027 Revised Req. Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 1,661,989		\$ 1,661,989	\$ 1,662,240	\$ 1,683,619	(0.02%)
Property Taxes-Cook	395		395	544	400	(27.39%)
Investment Income	9,600		9,600	12,000	9,705	(20.00%)
<b>Total Revenues:</b>	<b>\$ 1,671,984</b>	<b>\$ -</b>	<b>\$ 1,671,984</b>	<b>\$ 1,674,784</b>	<b>\$ 1,693,724</b>	<b>(0.17%)</b>
<b>Expenditures</b>						
Principal-2016 Bonds	\$ 300,880		300,880	\$ 294,080	\$ 294,080	2.31%
Interest-2016 Bonds	7,146		7,146	13,947	13,947	(48.76%)
Principal-2019 Bonds	740,000		740,000	705,000	705,000	4.96%
Interest-2019 Bonds	464,964		464,964	501,088	501,088	(7.21%)
Interest-2023 Bonds	130,500		130,500	130,500	130,500	0.00%
Miscellaneous	676		676	676	676	0.00%
<b>Total Expenditures:</b>	<b>\$ 1,644,166</b>	<b>\$ -</b>	<b>\$ 1,644,167</b>	<b>\$ 1,645,291</b>	<b>\$ 1,645,291</b>	<b>(0.07%)</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ 27,818</b>	<b>\$ -</b>	<b>\$ 27,817</b>	<b>\$ 29,493</b>	<b>\$ 48,433</b>	<b>(5.68%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer from General Fund	\$ -		\$ -	\$ -	\$ -	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ 27,818</b>	<b>\$ -</b>	<b>\$ 27,817</b>	<b>\$ 29,493</b>	<b>\$ 48,433</b>	<b>(5.68%)</b>
<b>Beginning Fund Balance</b>	<b>\$ (55,852)</b>		<b>\$ (55,852)</b>	<b>\$ (104,285)</b>	<b>\$ (104,285)</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>27,818</b>		<b>27,817</b>	<b>29,493</b>	<b>48,433</b>	
<b>Ending Fund Balance</b>	<b>\$ (28,034)</b>		<b>\$ (28,035)</b>	<b>\$ (74,792)</b>	<b>\$ (55,852)</b>	
<b>Months of Expenditures:</b>	N/A		N/A	N/A	N/A	
<b>Average Monthly Expenditures:</b>	N/A		N/A	N/A	N/A	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Capital Projects Fund

	2026/2027 Requested Budget	2026/2027 Sub. Budget Adjust. (\$)	2026/2027 Revised Budget Request	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Sponsorships	\$ 15,000	\$ -	\$ 15,000	\$ 15,000	\$ 15,000	0.00%
Investment Income	10,296	-	10,296	43,400	10,829	(76.28%)
Miscellaneous	194,000	(190,000)	4,000	-	13,054	N/A
Grants	1,466,279	-	1,466,279	1,466,279	-	0.00%
<b>Total Revenues:</b>	<b>\$ 1,685,575</b>	<b>\$ (190,000)</b>	<b>\$ 1,495,575</b>	<b>\$ 1,524,679</b>	<b>\$ 38,883</b>	<b>(1.91%)</b>
<b>Expenditures</b>						
Capital Improvements & Equipment	\$ 1,855,279	\$ (389,000)	\$ 1,466,279	\$ 1,686,279	\$ 312,164	(13.05%)
Miscellaneous	5,000	-	5,000	2,500	2,000	100.00%
<b>Total Expenditures:</b>	<b>\$ 1,860,279</b>	<b>\$ (389,000)</b>	<b>\$ 1,471,279</b>	<b>\$ 1,688,779</b>	<b>\$ 314,164</b>	<b>(12.88%)</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ (174,704)</b>	<b>\$ 199,000</b>	<b>\$ 24,296</b>	<b>\$ (164,100)</b>	<b>\$ (275,281)</b>	<b>(114.81%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfer from General Fund	250,000	(250,000)	-	325,000	-	(100.00%)
<b>Net Surplus/(Deficit):</b>	<b>\$ 75,296</b>	<b>\$ (51,000)</b>	<b>\$ 24,296</b>	<b>\$ 160,900</b>	<b>\$ (275,281)</b>	<b>(84.90%)</b>
<b>Beginning Fund Balance</b>	<b>\$ 297,453</b>		<b>\$ 297,453</b>	<b>\$ 572,734</b>	<b>\$ 572,734</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>75,296</b>		<b>24,296</b>	<b>160,900</b>	<b>(275,281)</b>	
<b>Ending Fund Balance</b>	<b>\$ 372,749</b>		<b>\$ 321,749</b>	<b>\$ 733,634</b>	<b>\$ 297,453</b>	
<b>Months of Expenditures:</b>	N/A		N/A	N/A	N/A	
<b>Average Monthly Expenditures:</b>	N/A		N/A	N/A	N/A	

Fund		1		2	
		FY 2025/2026		FY 2026/2027	
		Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget
<b>Family Recreation Center-Administration</b>					
Capital Project	Time Keeping System Replacement	\$ 21,815.00	\$ 22,000.00		\$ -
Capital Project	SharePoint/One Drive file migration		36,000.00		-
Capital Project	Marketing/Wayfinding Signage- Central Park	3,339.00	15,000.00		-
Capital Project	LED digital poster/video display system	23,395.00	26,000.00		-
Capital Project	FRC video surveillance server replacement	5,180.38	-		-
General	BS&A financial server migration to cloud		-	70	FY 2026/2027
<b>Family Recreation Center Administration Total:</b>		<b>\$ 53,729.38</b>	<b>\$ 99,000.00</b>		<b>\$ -</b>
<b>Family Recreation Center-Aquatics</b>					
Recreation	VGB Grate Replacement at Swim Central		\$ -	70	FY 2026/2027
Special Recreation	Bi-fold Door Replacement Between Swim Central & Splash Island		-	60	FY 2026/2027
Recreation	Grate Replacement- Leisure & lap pool		-	70	FY 2026/2027
Capital Project	Epoxy Coating- (Split between Capital Project and Special Recreation)		17,000.00		-
<b>Family Recreation Center Aquatics Total:</b>		<b>\$ -</b>	<b>\$ 17,000.00</b>		<b>\$ 130,000.00</b>
<b>Family Recreation Center- Cori's Way</b>					
Recreation	Lobby restroom renovation		\$ -	60	FY 2026/2027
<b>Family Recreation Center Cori's Way Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Family Recreation Center- Fitness</b>					
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	\$ 48,111.35	\$ 48,112.00	60	FY 2026/2027
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.	-	135,000.00		-
<b>Family Recreation Center Fitness Total:</b>		<b>\$ 48,111.35</b>	<b>\$ 183,112.00</b>		<b>\$ -</b>

Fund		1		2	
		FY 2025/2026		FY 2026/2027	
		Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget
<b>Family Recreation Center- Building</b>					
Capital Project	Roof Maintenance	\$ 21,900.00	\$ 24,000.00		\$ -
Capital Project	Exterior wall repairs	-	25,000.00		-
Capital Project	Update existing paging/alert system	15,049.00	30,000.00		-
General	Exterior building painting and repairs		-	40	FY 2026/2027
Capital Project	FRC elevator overhaul-Split distribution (50/50)	95,323.50	106,000.00		-
General	Replacement fire panel		-	60	FY 2026/2027
Special Recreation	FRC elevator overhaul-Split distribution (50/50)	95,232.50	106,000.00		-
<b>Family Recreation Center Building Total:</b>		<b>\$ 227,505.00</b>	<b>\$ 291,000.00</b>		<b>\$ 180,000.00</b>

<b>Parks &amp; Maintenance</b>					
Capital project	Turf Slit-Seeder	\$ 13,560.00	\$ 15,000.00		\$ -
General	Replacement Utility Vehicle #1		-	40	FY 2026/2027
<b>Parks &amp; Maintenance Total:</b>		<b>\$ 13,560.00</b>	<b>\$ 15,000.00</b>		<b>\$ -</b>

<b>Central Park</b>					
Capital Project	Sidewalk Replacement- (\$20K + \$5K Special Recreation)	\$ 17,656.30	\$ 20,000.00		\$ -
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	4,300.00	1,245,279.00	90	FY 2026/2027
Capital Project	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	25,000.00	50,000.00	60	-
General	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)		-	60	FY 2026/2027
General	Baseball field parking lot expansion (split between General and Special Recreation)		-	60	FY 2026/2027
General	New trail/pathway construction (split between General, Recreation, Special Recreation funds)		-	50	FY 2026/2027
Capital Project	Paver Parking Replacement (Capital & Special Rec.)	-	20,000.00		-

Fund		1		2	
		FY 2025/2026		FY 2026/2027	
		Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget
	<b>Description Project/Equipment</b>				
Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-	50	FY 2026/2027
Recreation	Central Park storage garage	-	75,000.00	50	FY 2026/2027
Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	50,000.00	50,000.00	60	FY 2026/2027
Special Recreation	Sidewalk Replacement- (\$5K + \$20K Capital Project)	5,000.00	5,000.00		-
Special Recreation	Baseball field parking lot expansion (split between General and Special Recreation)		-	60	FY 2026/2027
Special Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-	50	FY 2026/2027
Special Recreation	Paver Parking Replacement (Capital & Special Rec.)	14,408.00	20,000.00		-
Special Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	10,000.00	10,000.00	60	FY 2026/2027
<b>Central Park Total:</b>		<b>\$ 126,364.30</b>	<b>\$ 1,495,279.00</b>		<b>\$ 2,163,279.00</b>
<b>Central Park West</b>					
Recreation	Renovation to kitchen (cabinets, windows, flooring)	\$ -	\$ 52,000.00		\$ -
Recreation	Exterior siding		-	40	FY 2026/2027
Recreation	HVAC Air Handler Replacement		-	50	FY 2026/2027
<b>Central Park West Total:</b>		<b>\$ -</b>	<b>\$ 52,000.00</b>		<b>\$ 42,000.00</b>
<b>Forest Glen Park</b>					
General	Pedestrian bridge replacement		\$ -	40	FY 2026/2027
<b>Forest Glen Park Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>
<b>Saddlebrook Park</b>					
Capital Project	Barn Review	\$ 4,009.24	\$ 35,000.00		\$ -
<b>Saddlebrook Park Total:</b>		<b>\$ 4,009.24</b>	<b>\$ 35,000.00</b>		<b>\$ -</b>
<b>Governmental Funds Totals:</b>		<b>\$ 473,279.27</b>	<b>\$ 2,187,391.00</b>		<b>\$ 2,712,391.00</b>

Fund	Description Project/Equipment	1		2	
		FY 2025/2026		FY 2026/2027	
		Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget

**SUMMARY RECAP**

Capital Project Fund (GL #12-95-940-065):	\$ 250,527.42	\$ 1,686,279.00		\$ 1,466,279.00
Capital Project Fund-C.P. North (GL #12-95-940-065):	-	-		-
Recreation Fund (GL #02-81-805-000):	\$ 98,111.35	\$ 360,112.00		\$ 475,112.00
Recreation Fund-C.P. North (G/L #02-81-805-000):	-	-		-
Special Recreation Fund (GL #09-01-805-000):	\$ 124,640.50	\$ 141,000.00		\$ 157,000.00
Special Recreation Fund-C.P. North (G/L #09-01-805-000):	-	-		-
General Fund (GL #01-81-805-000):	\$ -	\$ -		\$ 614,000.00
General Fund-C.P. North (GL #01-81-805-000):	-	-		-
<b>Capitalizable Costs-Governmental Funds Totals:</b>	<b>\$ 473,279.27</b>	<b>\$ 2,187,391.00</b>		<b>\$ 2,712,391.00</b>

Tennis Center					
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	\$ -	\$ -	70	FY 2026/2027
Recreational Facilities	Lower Level Carpeting	23,788.08	25,000.00		-
Recreational Facilities	Exterior window replacement	77,345.27	100,000.00		-
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-8)	-	100,000.00		-
Recreational Facilities	Indoor Courts Video Technology		-	50	FY 2026/2027
<b>Tennis Center Total:</b>		<b>\$ 101,133.35</b>	<b>\$ 225,000.00</b>		<b>\$ 1,880,000.00</b>

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- IMRF Fund

	2026/2027 Requested Budget	2026/2027 Budget Adjust. (\$)	2026/2027 Revised Req. Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 150,000		\$ 150,001	\$ 125,000	\$ 127,800	20.00%
Property Taxes-Cook	50		50	41	45	21.95%
Personal Property Rep. Tax	41,913		41,912	43,715	39,917	(4.12%)
Investment Income	4,500		4,500	5,400	5,076	(16.67%)
<b>Total Revenues:</b>	<b>\$ 196,463</b>	<b>\$ -</b>	<b>\$ 196,463</b>	<b>\$ 174,156</b>	<b>\$ 172,838</b>	<b>12.81%</b>
<b>Expenditures</b>						
Employer Contributions	\$ 208,235		\$ 208,235	\$ 182,000	\$ 175,271	14.41%
<b>Total Expenditures:</b>	<b>\$ 208,235</b>	<b>\$ -</b>	<b>\$ 208,235</b>	<b>\$ 182,000</b>	<b>\$ 175,271</b>	<b>14.41%</b>
<b>Surplus/(deficit), excluding other Financing Sources/(Uses)</b>	<b>\$ (11,772)</b>	<b>\$ -</b>	<b>\$ (11,772)</b>	<b>\$ (7,844)</b>	<b>\$ (2,433)</b>	<b>50.08%</b>
<b>Other Financing Sources/(Uses)</b>						
<b>Net Surplus/(Deficit):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 68,183</b>		<b>\$ 68,183</b>	<b>\$ 70,616</b>	<b>\$ 70,616</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>(11,772)</b>		<b>(11,772)</b>	<b>(7,844)</b>	<b>(2,433)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 56,411</b>		<b>\$ 56,411</b>	<b>\$ 62,772</b>	<b>\$ 68,183</b>	
<b>Months of Expenditures:</b>	<b>3.25</b>		<b>3.25</b>	<b>4.14</b>	<b>4.67</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 17,353</b>		<b>\$ 17,353</b>	<b>\$ 15,167</b>	<b>\$ 14,606</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Social Security Fund

	2026/2027 Requested Budget	2026/2027 Budget Adjust. (\$)	2026/2027 Revised Req. Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 280,000		\$ 280,000	\$ 290,000	\$ 296,100	(3.45%)
Property Taxes-Cook	71		71	89	75	(20.22%)
Personal Property Rep. Tax	27,942		27,942	29,143	26,611	(4.12%)
Investment Income	7,200		7,200	6,000	9,156	20.00%
<b>Total Revenues:</b>	<b>\$ 315,213</b>	<b>\$ -</b>	<b>\$ 315,213</b>	<b>\$ 325,232</b>	<b>\$ 331,942</b>	<b>(3.08%)</b>
<b>Expenditures</b>						
Employer Contrib.- S.S.	\$ 263,092		\$ 263,092	\$ 267,137	\$ 252,973	(1.51%)
Employer Contrib.- Medicare	61,530		61,530	62,476	59,971	(1.51%)
<b>Total Expenditures:</b>	<b>\$ 324,622</b>	<b>\$ -</b>	<b>\$ 324,622</b>	<b>\$ 329,613</b>	<b>\$ 312,944</b>	<b>(1.51%)</b>
<b>Surplus/(deficit), excluding other Financing Sources/(Uses)</b>	<b>\$ (9,409)</b>	<b>\$ -</b>	<b>\$ (9,409)</b>	<b>\$ (4,381)</b>	<b>\$ 18,998</b>	<b>114.77%</b>
<b>Other Financing Sources/(Uses)</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Net Surplus/(Deficit):</b>	<b>\$ (9,409)</b>	<b>\$ -</b>	<b>\$ (9,409)</b>	<b>\$ (4,381)</b>	<b>\$ 18,998</b>	<b>114.77%</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 140,030</b>		<b>\$ 140,030</b>	<b>\$ 121,032</b>	<b>\$ 121,032</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>(9,409)</b>		<b>(9,409)</b>	<b>(4,381)</b>	<b>18,998</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 130,621</b>		<b>\$ 130,621</b>	<b>\$ 116,651</b>	<b>\$ 140,030</b>	
<b>Months of Expenditures:</b>	<b>4.83</b>		<b>4.83</b>	<b>4.25</b>	<b>5.37</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 27,052</b>		<b>\$ 27,052</b>	<b>\$ 27,468</b>	<b>\$ 26,079</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Liability Insurance Fund

	2026/2027 Requested Budget	2026/2027 Budget Adjust. (\$)	2026/2027 Revised Req. Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 200,000		\$ 200,000	\$ 140,000	\$ 143,300	42.86%
Property Taxes-Cook	50		50	55	35	(9.09%)
Personal Property Rep. Tax	11,177		11,177	11,657	10,645	(4.12%)
Investment Income	4,200		4,200	3,600	4,989	16.67%
Miscellaneous	-		-	50	-	(100.00%)
<b>Total Revenues:</b>	<b>\$ 215,427</b>	<b>\$ -</b>	<b>\$ 215,427</b>	<b>\$ 155,362</b>	<b>\$ 158,969</b>	<b>38.66%</b>
<b>Expenditures</b>						
Personnel- Wages	\$ 32,781		\$ 32,781	\$ 30,545	\$ 31,522	7.32%
Personnel- Group Medical	11,323		11,323	11,540	11,151	(1.88%)
Risk Mgmt.- PDRMA Prem.	146,348		146,348	134,761	134,762	8.60%
Unemployment Insurance	6,000		6,000	1,000	20,000	500.00%
<b>Total Expenditures:</b>	<b>\$ 196,452</b>	<b>\$ -</b>	<b>\$ 196,452</b>	<b>\$ 177,846</b>	<b>\$ 197,435</b>	<b>10.46%</b>
<b>Surplus/(deficit), excluding other Financing Sources/(Uses)</b>	<b>\$ 18,975</b>	<b>\$ -</b>	<b>\$ 18,975</b>	<b>\$ (22,484)</b>	<b>\$ (38,466)</b>	<b>(184.39%)</b>
<b>Other Financing Sources/(Uses)</b>						
Transfers from General Fund	\$ -		\$ -	\$ -	\$ -	N/A
Transfers from Recreation Fund	-		-	-	-	N/A
<b>Net Surplus/(Deficit):</b>	<b>\$ 18,975</b>	<b>\$ -</b>	<b>\$ 18,975</b>	<b>\$ (22,484)</b>	<b>\$ (38,466)</b>	<b>(184.39%)</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 36,475</b>		<b>\$ 36,475</b>	<b>\$ 74,941</b>	<b>\$ 74,941</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>18,975</b>		<b>18,975</b>	<b>(22,484)</b>	<b>(38,466)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 55,450</b>		<b>\$ 55,450</b>	<b>\$ 52,457</b>	<b>\$ 36,475</b>	
<b>Months of Expenditures:</b>	<b>3.39</b>		<b>3.39</b>	<b>3.54</b>	<b>2.22</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 16,371</b>		<b>\$ 16,371</b>	<b>\$ 14,821</b>	<b>\$ 16,453</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Audit Fund

	2026/2027 Requested Budget	2026/2027 Budget Adjust. (\$)	2026/2027 Revised Req. Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-Budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 10,500		\$ 10,500	\$ 10,000	\$ 11,700	5.00%
Property Taxes-Cook	3		3	3	3	0.01%
Investment Income	180		180	240	207	(24.99%)
<b>Total Revenues:</b>	<b>\$ 10,683</b>	<b>\$ -</b>	<b>\$ 10,683</b>	<b>\$ 10,243</b>	<b>\$ 11,910</b>	<b>4.30%</b>
<b>Expenditures</b>						
Audit Services	\$ 13,875		\$ 13,875	\$ 13,500	\$ 13,500	2.78%
Miscellaneous	600		600	525	525	14.29%
<b>Total Expenditures:</b>	<b>\$ 14,475</b>	<b>\$ -</b>	<b>\$ 14,475</b>	<b>\$ 14,025</b>	<b>\$ 14,025</b>	<b>3.21%</b>
<b>Surplus/(deficit), excluding other financing sources/(uses)</b>	<b>\$ (3,792)</b>	<b>\$ -</b>	<b>\$ (3,792)</b>	<b>\$ (3,782)</b>	<b>\$ (2,115)</b>	<b>0.26%</b>
<b>Other Financing Sources/(Uses)</b>						
<b>Net Surplus/(Deficit):</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 8,320</b>		<b>\$ 8,320</b>	<b>\$ 10,435</b>	<b>\$ 10,435</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>(3,792)</b>		<b>(3,792)</b>	<b>(3,782)</b>	<b>(2,115)</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 4,528</b>		<b>\$ 4,528</b>	<b>\$ 6,653</b>	<b>\$ 8,320</b>	
<b>Months of Expenditures:</b>	<b>3.75</b>		<b>3.75</b>	<b>5.69</b>	<b>7.12</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 1,206</b>		<b>\$ 1,206</b>	<b>\$ 1,169</b>	<b>\$ 1,169</b>	

Oak Brook Park District  
Requested Fiscal Year 2026/2027 Budget- Special Recreation Fund

	2026/2027 Requested Budget	2026/2027 Budget Adjust. (\$)	2026/2027 Revised Req. Budget	2025/2026 Original Budget	2025/2026 Projected Actuals	Budget-vs-budget % Increase (Decrease)
<b>Revenues</b>						
Property Taxes-DuPage	\$ 301,000		\$ 301,000	\$ 300,000	\$ 301,900	0.33%
Property Taxes-Cook	65		65	98	65	(33.67%)
Investment Income	9,600		9,600	7,800	11,086	23.08%
Misc. Income- IGA	32,181		32,181	31,188	32,181	3.18%
<b>Total Revenues:</b>	<b>\$ 342,846</b>	<b>\$ -</b>	<b>\$ 342,846</b>	<b>\$ 339,086</b>	<b>\$ 345,232</b>	<b>1.11%</b>
<b>Expenditures</b>						
Full-Time Salaries	\$ 29,331		\$ 29,331	\$ 29,759	\$ 29,000	(1.44%)
Part-Time Salaries	65,000		65,000	65,000	55,000	0.00%
Gateway Special Recreation	45,000		45,000	49,200	40,805	(8.54%)
Small Equipment	35,000		35,000	41,500	36,480	(15.66%)
Capital Improvements & Equipment	138,000	19,000	157,000	141,000	143,562	11.35%
Misc. Program Expenses	500		500	500	-	0.00%
<b>Total Expenditures:</b>	<b>\$ 312,831</b>	<b>\$ 19,000</b>	<b>\$ 331,832</b>	<b>\$ 326,959</b>	<b>\$ 304,847</b>	<b>1.49%</b>
<b>Surplus/(deficit), excluding other Financing Sources/(Uses)</b>	<b>\$ 30,015</b>	<b>\$ (19,000)</b>	<b>\$ 11,014</b>	<b>\$ 12,127</b>	<b>\$ 40,385</b>	<b>(9.18%)</b>
<b>Other Financing Sources/(Uses)</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>N/A</b>
<b>Net Surplus/(Deficit):</b>	<b>\$ 30,015</b>	<b>\$ (19,000)</b>	<b>\$ 11,014</b>	<b>\$ 12,127</b>	<b>\$ 40,385</b>	<b>(9.18%)</b>
<b>Beginning Fund Balance- Restricted</b>	<b>\$ 186,834</b>		<b>\$ 186,834</b>	<b>\$ 146,449</b>	<b>\$ 146,449</b>	
<b>Fiscal Year Increase/(decrease)</b>	<b>30,015</b>		<b>11,014</b>	<b>12,127</b>	<b>40,385</b>	
<b>Ending Fund Balance- Restricted</b>	<b>\$ 216,849</b>		<b>\$ 197,848</b>	<b>\$ 158,576</b>	<b>\$ 186,834</b>	
<b>Months of Expenditures:</b>	<b>8.32</b>		<b>7.15</b>	<b>5.82</b>	<b>7.35</b>	
<b>Average Monthly Expenditures:</b>	<b>\$ 26,069</b>		<b>\$ 27,653</b>	<b>\$ 27,247</b>	<b>\$ 25,404</b>	



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: TEN-YEAR CAPITAL IMPROVEMENT PLAN FOR THE FISCAL YEARS ENDING APRIL 30 2026 THROUGH APRIL 30 2035 OF THE OAK BROOK PARK DISTRICT OF COOK AND DUPAGE COUNTIES, ILLINOIS.**

AGENDA NO.: 9. B.

MEETING DATE: APRIL 20, 2026

STAFF REVIEW:

Chief Financial Officer, Marco Salinas:

*Marco Salinas*

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

*Laure Kosey*

**ITEM HISTORY (PREVIOUS PARK BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY)**

During the 4<sup>th</sup> quarter of 2025, park district staff began updating the ten-year Capital Improvement Plan (“CIP”) which coincided with the development of the fiscal year 2026/2027 operating budgets. During that time, staff conducted numerous meetings to discuss the CIP; including identifying the scope, timing and funding sources for the various capital items listed.

At the November 17, 2025, Board of Commissioners meeting, staff presented a preliminary summary listing of the proposed FY 2026-2027 capital improvements. At the March 3, 2026 special Board meeting, staff provided an updated listing of the proposed FY 2026-2027 capital improvements that included expanded descriptions and background information for each improvement project. At the March 16, 2026 Board meeting staff presented the Board with an updated summary listing of the proposed FY 2026-2027 capital improvements with corresponding score cards for each capital item which provided a more detailed assessment of the improvement/project, including scoring based on various criteria, and executive summaries.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

Accompanying this agenda history document is the ten-year CIP that includes the proposed capital purchases and improvements for the fiscal years ending 2027 through 2035. Please note that the proposed fiscal year 2026/2027 capital purchases and improvements have been incorporated into the Annual Budget and Appropriation Ordinance number 26-0420. The remaining capital items for fiscal years ending 2028 through 2035 are for long-term planning purposes only and are subject to change based on continuous review of anticipated funding sources as well as needs/priority assessments.

**ACTION PROPOSED:**

A Motion (and a Second) to approve the ten-year capital improvement plan for the fiscal years ending April 30 2026 through April 30 2035 of the Oak Brook Park District of Cook and DuPage Counties, Illinois.

Oak Brook Park District  
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1		2		3	4	5	6	7	8	9	10	
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
<b>Family Recreation Center-Administration</b>														
Capital Project	Time Keeping System Replacement	\$ 21,815.00	\$ 22,000.00		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,000.00
Capital Project	SharePoint/One Drive file migration		36,000.00		-	-	-	-	-	-	-	-	-	36,000.00
Capital Project	Marketing/Wayfinding Signage- Central Park	3,339.00	15,000.00		-	-	-	-	-	-	-	-	-	15,000.00
Capital Project	LED digital poster/video display system	23,395.00	26,000.00		-	-	-	-	-	-	-	-	-	26,000.00
Capital Project	FRC video surveillance server replacement	5,180.38	-		-	-	-	-	-	-	-	-	-	-
General	FRC video surveillance server replacement		-		-	-	-	-	16,000.00	-	-	-	-	16,000.00
General	Firewall & network switch replacement		-		-	-	-	18,000.00	-	-	-	-	-	18,000.00
General	BS&A financial server migration to cloud		-	70	FY 2026/2027	-	-	-	-	-	-	-	-	-
<b>Family Recreation Center Administration Total:</b>		<b>\$ 53,729.38</b>	<b>\$ 99,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 18,000.00</b>	<b>\$ 16,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 133,000.00</b>
<b>Family Recreation Center-Aquatics</b>														
Capital Project	Family Locker Room Remodeling		-		\$ -	\$ -	\$ -	\$ 20,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 20,000.00
Recreation			-		-	-	-	-	-	-	-	-	-	-
Recreation	Family Locker Room Carpeting Replacement		-		-	-	-	-	-	-	-	30,000.00	-	30,000.00
Recreation	VGB Grate Replacement at Swim Central		\$ -	70	FY 2026/2027	-	-	-	-	-	-	-	-	-
Special Recreation	Bi-fold Door Replacement Between Swim Central & Splash Island		-	60	FY 2026/2027	-	-	-	-	-	-	-	-	-
Recreation	Replace Interglass Surface- Lap Pool		-		-	-	-	-	-	-	55,000.00	-	-	55,000.00
Recreation	Grate Replacement- Leisure & lap pool		-	70	FY 2026/2027	-	-	-	-	-	-	-	-	-
Recreation	Replace Interglass Surface- Leisure Pool		-		-	-	-	-	-	-	60,000.00	-	-	60,000.00
Recreation	Pool Heater Replacement (2+2+2+1=7 total heaters)		-		-	-	26,000.00	-	-	-	26,000.00	-	-	52,000.00
Capital Project	Epoxy Coating- (Split between Capital Project and Special Recreation)		17,000.00		-	20,000.00	-	-	-	-	-	-	-	37,000.00

Oak Brook Park District  
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1		2		3	4	5	6	7	8	9	10	
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Special Recreation	Epoxy Coating- (Split between Capital Project and Special Recreation)	-	-		-	20,000.00	-	-	-	-	-	-	-	20,000.00
Recreation	Video display board	-	-		-	-	-	-	-	-	50,000.00	-	-	50,000.00
Recreation	Ultra Violet water treatment system	-	-		-	-	-	-	-	30,000.00	-	-	-	30,000.00
Recreation	Chemical automation system	-	-		-	-	-	-	-	15,000.00	-	-	-	15,000.00
Recreation	Aquatic hallway ceiling replacement/improvements	-	-		-	16,500.00	-	-	-	-	-	-	-	16,500.00
<b>Family Recreation Center Aquatics Total:</b>		\$ -	\$ 17,000.00		\$ 130,000.00	\$ 56,500.00	\$ 26,000.00	\$ 20,000.00	\$ -	\$ 45,000.00	\$ 191,000.00	\$ 30,000.00	\$ -	\$ 385,500.00
<b>Family Recreation Center- Cori's Way</b>														
Recreation	Painting and carpet/flooring replacement	-	-		-	55,000.00	-	-	-	-	-	-	-	55,000.00
Recreation	Cori's Way technology upgrades (Laptops, docking stations, projectors)	-	-		-	-	-	-	-	-	-	50,000.00	-	50,000.00
Recreation	Lobby restroom renovation	-	\$ -	60	FY 2026/2027	-	-	-	-	-	-	-	-	-
<b>Family Recreation Center Cori's Way Total:</b>		\$ -	\$ -		\$ -	\$ 55,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 50,000.00	\$ -	\$ 105,000.00
<b>Family Recreation Center- Fitness</b>														
Recreation	Replace Remaining Fitness Equipment (Lease Purchase)	\$ 48,111.35	\$ 48,112.00	60	FY 2026/2027	-	-	55,000.00	55,000.00	55,000.00	-	-	-	213,112.00
Recreation	Fitness Center Renovation- Windows, floor replacement, and installation of entryway to fitness center and indoor track.	-	135,000.00		-	-	-	-	-	-	-	-	-	135,000.00
<b>Family Recreation Center Fitness Total:</b>		\$ 48,111.35	\$ 183,112.00		\$ -	\$ -	\$ -	\$ 55,000.00	\$ 55,000.00	\$ 55,000.00	\$ -	\$ -	\$ -	\$ 348,112.00
<b>Family Recreation Center- Building</b>														
Capital Project	Heating & Cooling Systems (10 Year Replacement Plan)	-	-		-	-	-	300,000.00	-	-	-	-	-	\$ 300,000.00
Capital Project	Roof Maintenance	\$ 21,900.00	\$ 24,000.00		-	-	-	-	-	-	-	-	-	24,000.00
Capital Project	Exterior wall repairs	-	25,000.00		-	-	-	-	-	-	-	-	-	25,000.00
Capital Project	Convert Gym 1 Storage into Multi-purpose Room	-	-		-	-	-	15,000.00	-	-	-	-	-	15,000.00
Capital Project	Update existing paging/alert system	15,049.00	30,000.00		-	-	-	-	-	-	-	-	-	30,000.00

Oak Brook District  
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1		2		3	4	5	6	7	8	9	10	
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Capital Project	Entry Doors		-		-	24,000.00	-	-	-	-	-	-	-	24,000.00
Capital Project	Indoor track and fitness center resurfacing		-		-	-	225,000.00	-	-	-	-	-	-	225,000.00
General	Exterior building painting and repairs		-	40	FY 2026/2027	-	-	-	-	-	-	-	-	-
Capital Project	Studio D storage, hallway, gym storage, & studio D activity room		-		-	600,000.00	-	-	-	-	-	-	-	600,000.00
Capital Project	Refurbish gymnasium flooring		-		-	-	100,000.00	-	-	-	-	-	-	100,000.00
Capital Project	FRC elevator overhaul-Split distribution (50/50)	95,323.50	106,000.00		-	-	-	-	-	-	-	-	-	106,000.00
General	Replacement fire panel		-	60	FY 2026/2027	-	-	-	-	-	-	-	-	-
Special Recreation	FRC elevator overhaul-Split distribution (50/50)	95,232.50	106,000.00		-	-	-	-	-	-	-	-	-	106,000.00
<b>Family Recreation Center Building Total:</b>		<b>\$ 227,505.00</b>	<b>\$ 291,000.00</b>		<b>\$ 180,000.00</b>	<b>\$ 624,000.00</b>	<b>\$ 325,000.00</b>	<b>\$ 315,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,555,000.00</b>
<b>Parks &amp; Maintenance</b>														
Capital project	Ford F-250 Pickup Truck		-		-	68,000.00	-	-	-	-	-	-	-	68,000.00
Capital project	Aerial Bucket Truck		-		-	-	75,000.00	-	-	-	-	-	-	75,000.00
Capital project	Turf Slit-Seeder	\$ 13,560.00	\$ 15,000.00		-	-	-	-	-	-	-	-	-	15,000.00
Capital project	Ford Explorer SUV- Additional Admin. Vehicle		-		-	-	50,000.00	-	-	-	-	-	-	50,000.00
Capital project	Dump Truck		-		-	-	-	-	75,000.00	-	-	-	-	75,000.00
General	Replacement Utility Vehicle #1		-	40	FY 2026/2027	-	-	-	-	-	-	-	-	-
Capital project	Replacement utility tractor		-		-	-	-	-	63,000.00	-	-	-	-	63,000.00
Recreation	Replacement Utility Vehicle #2		-		-	-	-	-	30,000.00	-	-	-	-	30,000.00
Recreation	Athletic Field Groomer		-		-	-	-	18,000.00	-	-	-	-	-	18,000.00
<b>Parks &amp; Maintenance Total:</b>		<b>\$ 13,560.00</b>	<b>\$ 15,000.00</b>		<b>\$ -</b>	<b>\$ 68,000.00</b>	<b>\$ 125,000.00</b>	<b>\$ 18,000.00</b>	<b>\$ 168,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 394,000.00</b>

**Oak Brook District**  
**Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035**

		1		2		3	4	5	6	7	8	9	10	Ten-Year
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Approved/Proposed
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Budget Total
<b>Central Park</b>														
Capital Project	Sidewalk Replacement- (\$20K + \$5K Special Recreation)	\$ 17,656.30	\$ 20,000.00		\$ -	-	-	-	-	-	-	-	-	20,000.00
Capital Project	Central Park Improvements- All-Inclusive Playground		-		-	-	-	-	100,000.00	-	-	-	-	100,000.00
Capital Project	Lacrosse/Ball Field Reconfiguration		-		-	-	-	-	-	-	3,300,000.00	-	-	3,300,000.00
Capital Project	Gabion Weir Replacement-East Weir completed as of 4/30/2019. This budget for West Weir improvements and bridge replacement.	4,300.00	1,245,279.00	90	FY 2026/2027	-	-	-	-	-	-	-	-	-
Capital Project	One 15-passenger bus for use in camp programming and various trips		-		-	-	-	120,000.00	-	-	-	-	-	120,000.00
Capital Project	Preschool Playground Equipment (\$100K + \$25K Special Recreation)		-		-	-	-	-	100,000.00	-	-	-	-	100,000.00
Capital Project	Primary Color Playground (\$287.5K + \$100K Special Recreation)- Potential OSLAD grant		-		-	287,500.00	-	-	-	-	-	-	-	287,500.00
Capital Project	Receptacles- Trash/Recycle		-		-	-	-	-	20,000.00	-	-	-	-	20,000.00
Capital Project	Tree Top Playground (\$287.5K + \$100K Special Recreation)- Potential OSLAD grant		-		-	287,500.00	-	-	-	-	-	-	-	287,500.00
Capital Project	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	25,000.00	50,000.00	60	-	-	-	-	-	-	-	-	-	50,000.00
General	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)		-	60	FY 2026/2027	25,000.00	50,000.00	50,000.00	25,000.00	50,000.00	100,000.00	-	-	300,000.00
General	Central Park video surveillance server		-		-	-	-	16,000.00	-	-	-	-	-	16,000.00
Capital Project	Synthetic soccer field replacement		-		-	-	-	-	-	-	-	750,000.00	-	750,000.00
Capital Project	Irrigation for ball fields		-		-	-	-	75,000.00	-	-	-	-	-	75,000.00
General	Baseball field parking lot expansion (split between General and Special Recreation)		-	60	FY 2026/2027	-	-	-	-	-	-	-	-	-
Capital Project	Main parking lot exterior lighting expansion		-		-	-	-	-	-	-	-	45,000.00	-	45,000.00
General	New trail/pathway construction (split between General, Recreation, Special Recreation funds)		-	50	FY 2026/2027	-	-	-	-	-	-	-	-	-
Capital Project	Paver Parking Replacement (Capital & Special Rec.)		20,000.00		-	-	-	-	-	-	-	-	-	20,000.00
Recreation	Pickle Ball Courts (split between Recreation and Special Recreation)		-	70	-	601,000.00	-	-	-	-	-	-	-	601,000.00
Recreation	Central Park West Parking Lot Expansion (split between Recreation and Special Recreation)		-	70	-	300,000.00	-	-	-	-	-	-	-	300,000.00

**Oak Brook District**  
**Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035**

		1		2		3	4	5	6	7	8	9	10	
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Recreation	Unity Garden		-		-	-	-	-	-	80,000.00	-	-	-	80,000.00
Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-	50	FY 2026/2027	-	-	-	-	-	-	-	-	-
Recreation	Receptacles- Trash/Recycle		-		-	-	-	-	10,000.00	-	-	-	-	10,000.00
Recreation	Central Park storage garage	-	75,000.00	50	FY 2026/2027	-	-	-	-	-	-	-	-	-
Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	50,000.00	50,000.00	60	FY 2026/2027	25,000.00	50,000.00	10,000.00	25,000.00	50,000.00	10,000.00	-	-	170,000.00
Recreation	Outdoor information kiosks		-		-	45,000.00	-	-	-	-	-	-	-	45,000.00
Special Recreation	Sidewalk Replacement- (\$5K + \$20K Capital Project)	5,000.00	5,000.00		-	-	-	-	-	-	-	-	-	5,000.00
Special Recreation	Preschool Playground Equipment (\$100K + \$25K Special Recreation)		-		-	-	-	-	25,000.00	-	-	-	-	25,000.00
Special Recreation	Primary Color Playground (\$287.5K + \$100K Special Recreation)		-		-	100,000.00	-	-	-	-	-	-	-	100,000.00
Special Recreation	Tree Top Playground (\$287.5K + \$100K Special Recreation)		-		-	100,000.00	-	-	-	-	-	-	-	100,000.00
Special Recreation	Baseball field parking lot expansion (split between General and Special Recreation)		-	60	FY 2026/2027	-	-	-	-	-	-	-	-	-
Special Recreation	New trail/pathway construction (split between Capital Project, Recreation, Special Recreation funds)		-	50	FY 2026/2027	-	-	-	-	-	-	-	-	-
Special Recreation	Pickle Ball Courts (split between Recreation and Special Recreation)		-	70	-	100,000.00	-	-	-	-	-	-	-	100,000.00
Special Recreation	Central Park West Parking Lot Expansion (split between Recreation and Special Recreation)		-	70	-	56,000.00	-	-	-	-	-	-	-	56,000.00
Special Recreation	Paver Parking Replacement (Capital & Special Rec.)	14,408.00	20,000.00		-	-	-	-	-	-	-	-	-	20,000.00
Special Recreation	Pavement Plan Grinding Asphalt + Overlay-(Capital Project, Recreation, Special Recreation Funds)	10,000.00	10,000.00	60	FY 2026/2027	5,000.00	10,000.00	-	5,000.00	10,000.00	-	-	-	30,000.00
<b>Central Park Total:</b>		<b>\$ 126,364.30</b>	<b>\$ 1,495,279.00</b>		<b>\$ 2,163,279.00</b>	<b>\$ 1,932,000.00</b>	<b>\$ 110,000.00</b>	<b>\$ 271,000.00</b>	<b>\$ 310,000.00</b>	<b>\$ 190,000.00</b>	<b>\$ 3,410,000.00</b>	<b>\$ 795,000.00</b>	<b>\$ -</b>	<b>\$ 7,133,000.00</b>
<b>Central Park West</b>														
Capital Project	Roof Replacement		-		-	-	-	-	-	-	-	22,000.00	-	22,000.00
Recreation	Playground Equipment/Surface		-		-	45,000.00	-	-	-	-	100,000.00	-	-	145,000.00
Recreation	Renovation to kitchen (cabinets, windows, flooring)	-	\$ 52,000.00		-	-	-	-	-	-	-	-	-	52,000.00

Oak Brook Park District  
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1		2		3	4	5	6	7	8	9	10	
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Ten-Year
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Approved/Proposed Budget Total
Recreation	Exterior siding		-	40	FY 2026/2027	-	-	-	-	-	-	-	-	-
Recreation	HVAC Air Handler Replacement		-	50	FY 2026/2027	-	-	-	-	-	-	-	-	-
Special Recreation	Playground Equipment/Surface		-		-	35,000.00	-	-	-	-	20,000.00	-	-	55,000.00
<b>Central Park West Total:</b>		\$ -	\$ 52,000.00		\$ 42,000.00	\$ 80,000.00	\$ -	\$ -	\$ -	\$ -	\$ 120,000.00	\$ 22,000.00	\$ -	\$ 274,000.00
<b>Central Park North</b>														
Capital Project	Asphalt Paving (replacement)		-		-	-	-	75,000.00	-	-	-	-	-	75,000.00
Capital Project	Irrigation for east fields		-		-	150,000.00	-	-	-	-	-	-	-	150,000.00
Capital Project	Convert one existing natural grass field into a turf field		-		-	-	-	2,000,000.00	-	-	-	-	-	2,000,000.00
<b>Central Park North Total:</b>		\$ -	\$ -		\$ -	\$ 150,000.00	\$ -	\$ 2,075,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,225,000.00
<b>Chillem Park</b>														
Capital Project	Complete park renovation (OSLAD?)		-		-	-	200,000.00	-	-	-	-	-	-	200,000.00
Special Recreation	ADA elements of renovation		-		-	-	50,000.00	-	-	-	-	-	-	50,000.00
<b>Chillem Park Total:</b>		\$ -	\$ -		\$ -	\$ -	\$ 250,000.00	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 250,000.00
<b>Forest Glen Park</b>														
Capital Project	Sand volleyball courts		-		-	26,000.00	-	-	-	-	-	-	-	26,000.00
Capital Project	Gazebo Roof Replacement		-		-	10,000.00	-	-	-	-	-	-	-	10,000.00
Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	-	-	35,000.00	-	-	-	-	35,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	-	-	15,000.00	-	-	-	-	15,000.00
Capital Project	Complete park renovation (OSLAD?)		-		-	150,000.00	-	-	-	-	-	-	-	150,000.00

Oak Brook District  
 Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

		1		2		3	4	5	6	7	8	9	10	Ten-Year
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	Approved/Proposed
Fund	Description Project/Equipment	Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Budget Total
Special Recreation	ADA elements of renovation		-		-	50,000.00	-	-	-	-	-	-	-	50,000.00
General	Pedestrian bridge replacement		\$ -	40	FY 2026/2027	-	-	-	-	-	-	-	-	-
<b>Forest Glen Park Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 236,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 286,000.00</b>
<b>Saddlebrook Park</b>														
Capital Project	Barn Review	\$ 4,009.24	\$ 35,000.00		\$ -	-	-	-	-	-	-	-	-	35,000.00
Recreation	Pavement Plan {Grinding Asphalt + Overlay}-(Recreation and Special Recreation Fund)		-		-	-	20,000.00	-	-	-	20,000.00	-	-	40,000.00
Special Recreation	Tennis Courts Crack Filling and Resealing- (Recreation & Special Recreation Fund)		-		-	-	150,000.00	-	-	-	-	-	-	150,000.00
Special Recreation	Asphalt Paving- (Recreation & Special Recreation Fund)		-		-	-	50,000.00	-	-	-	50,000.00	-	-	100,000.00
<b>Saddlebrook Park Total:</b>		<b>\$ 4,009.24</b>	<b>\$ 35,000.00</b>		<b>\$ -</b>	<b>\$ -</b>	<b>\$ 220,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 70,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 325,000.00</b>
<b>Dean Nature Sanctuary</b>														
Capital Project	Asphalt paving (split between Capital Project & Special Recreation)		-		-	50,000.00	-	-	-	-	-	-	-	50,000.00
Special Recreation	Asphalt paving (split between Capital Project & Special Recreation)		-		-	25,000.00	-	-	-	-	-	-	-	25,000.00
Capital Project	Gazebo Replacement		-		-	-	50,000.00	-	-	-	-	-	-	50,000.00
<b>Dean Nature Sanctuary Total:</b>		<b>\$ -</b>	<b>\$ -</b>		<b>\$ -</b>	<b>\$ 75,000.00</b>	<b>\$ 50,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 125,000.00</b>
<b>Governmental Funds Totals:</b>		<b>\$ 473,279.27</b>	<b>\$ 2,187,391.00</b>		<b>\$ 2,712,391.00</b>	<b>\$ 3,276,500.00</b>	<b>\$ 1,106,000.00</b>	<b>\$ 2,772,000.00</b>	<b>\$ 599,000.00</b>	<b>\$ 290,000.00</b>	<b>\$ 3,791,000.00</b>	<b>\$ 897,000.00</b>	<b>\$ -</b>	<b>\$ 17,631,282.00</b>
<b>Tennis Center</b>														
Recreational Facilities	Reconstruction and expansion of Outdoor Courts	\$ -	\$ -	70	FY 2026/2027	-	-	-	-	-	-	-	-	-
Recreational Facilities	Indoor Court Recoating/Resurfacing		-		-	30,000.00	30,000.00	-	-	-	-	-	-	60,000.00
Recreational Facilities	Lower Level Carpeting	23,788.08	25,000.00		-	-	-	-	-	-	-	-	-	25,000.00
Recreational Facilities	Exterior window replacement	77,345.27	100,000.00		-	-	-	-	-	-	-	-	-	100,000.00

Oak Brook Park District  
Ten-year Capital Improvement Plan- Fiscal years ending April 30 2026 through April 30 2035

Fund	Description Project/Equipment	1		2		3	4	5	6	7	8	9	10	Ten-Year Approved/Proposed Budget Total
		FY 2025/2026		FY 2026/2027		FY 2027/2028	FY 2028/2029	FY 2029/2030	FY 2030/2031	FY 2031/2032	FY 2032/2033	FY 2033/2034	FY 2034/2035	
		Unaudited F-Y-T-D Actual	Original Budget	CIP Score	Requested Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	Proposed Budget	
Recreational Facilities	Electric energy efficiency generator		-		-	-	-	100,000.00	-	-	-	-	-	100,000.00
Recreational Facilities	HVAC- Heating & Cooling System (Courts 1-8)	-	100,000.00		-	200,000.00	200,000.00	-	-	-	-	-	-	500,000.00
Recreational Facilities	BO-Roof Repairs and Gutters		-		-	-	-	-	350,000.00	-	-	-	-	350,000.00
Recreational Facilities	Indoor Courts Video Technology		-	50	FY 2026/2027	30,000.00	30,000.00	30,000.00	30,000.00	-	-	-	-	120,000.00
Recreational Facilities	Replacement of fiber cable to tennis center for quicker connectivity		-		-	15,000.00	-	-	-	-	-	-	-	15,000.00
<b>Tennis Center Total:</b>		<b>\$ 101,133.35</b>	<b>\$ 225,000.00</b>		<b>\$ 1,880,000.00</b>	<b>\$ 275,000.00</b>	<b>\$ 260,000.00</b>	<b>\$ 130,000.00</b>	<b>\$ 380,000.00</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 1,270,000.00</b>



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ORDINANCE NO. 26-0421: AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

**AGENDA No.:** 9C

**MEETING DATE:** APRIL 20, 2026

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

A handwritten signature in black ink, appearing to read "Laure Kosey", written over the text of the recommendation.

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

As required by the Open Meetings Act, the closed meeting sessions of the Board Meetings are recorded. After 18 months, the Act permits the Board to authorize the destruction of these recordings, as long as the written minutes have been approved by the Board. The written minutes of these meetings have been approved by the Board of Commissioners, routinely, which occurred at the next board meeting held after the meeting date.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

The following Closed Meeting recordings are now over 18 months in age.

September 16, 2024

**ACTION PROPOSED:**

A Motion (and a second) to Approve Ordinance No. 26-0421: An Ordinance Authorizing the Destruction of the Verbatim Record Of Certain Closed Meetings.

**ORDINANCE NO. 26-0421**  
**AN ORDINANCE AUTHORIZING THE DESTRUCTION OF THE**  
**VERBATIM RECORD OF CERTAIN CLOSED MEETINGS**

---

**WHEREAS**, the Open Meetings Act (5 ILCS 120/1, *et seq.*) (the "Act") requires governmental bodies to keep a verbatim record of closed meetings by audio or video tape; and

**WHEREAS**, the Oak Brook Park District Board of Park Commissioners (the "Board") has complied with such requirement by providing for the Secretary of the Board to keep a verbatim record of all closed meetings by audio recording; and

**WHEREAS**, the Act also permits governmental bodies to destroy the verbatim record of closed meetings, no less than eighteen (18) months after the completion of the meeting recorded, without notification to or approval of a records commission or the State Archivist under the Local Records Act, but only after: i) the public body approves the destruction of a particular recording; and ii) the public body approves written minutes that meet the requirements of the Act for the closed meeting recorded; and

**WHEREAS**, at least eighteen (18) months have passed since the completion of certain closed meetings of the Board that are identified in Section 1 of this Ordinance, and the Board has approved written minutes for each of the such closed meetings; and

**WHEREAS**, the Board has determined that it is necessary and desirable to order the destruction of the verbatim record of the closed meetings identified in Section 1 of this Ordinance; and

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois, as follows:

**Section 1.** The Board hereby finds that at least eighteen (18) months have passed since the completion of the following closed meetings of the Board, and that the Board has approved written minutes for such closed meetings:

September 16, 2024

**Section 2.** The Board hereby orders the destruction of the entire verbatim record, in the form of digital audio recordings, of the closed meetings identified in Section 1 of this Ordinance, and the Secretary is hereby authorized and directed to destroy said audio tapes in a suitable manner.

**Section 3.** All resolutions or parts of resolutions in conflict with the provisions of this Resolution are hereby repealed.

**Section 4.** This Resolution shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF APRIL, 2026.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
**President Sharon Knitter**

**ATTEST:**

\_\_\_\_\_  
**Laure Kosey, Secretary**



# Oak Brook Park District


## BOARD MEETING

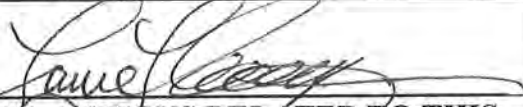
### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: SAFETY MANUAL UPDATES**

**AGENDA NO.: 9D**

**MEETING DATE: APRIL 20, 2026**

**STAFF REVIEW:** Alli Siamis, Human Resource & Risk Manager: 

**RECOMMENDED FOR BOARD ACTION:** Laure Kosey, Executive Director: 

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

A formalized safety policy manual for the District was created in 2015. Annually, Safety Committee and the Human Resources & Risk Manager review the manual to maintain accurate, relevant, and effective procedures in protecting employees and the public.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

There are 4 main components for update of the manual at this time. The following changes can be seen in detail via the red line copy:

1. Current forms and instructions are included within the manual. However, when updates occur, the manual must also be revised, and staff must locate and replace any outdated forms. To improve efficiency and reduce the risk of using outdated documents, the manual will instead reference where the most current forms can be accessed. (Ex. Child Abuse Reporting has moved to an online format.) PDRMA Accident/Incident Forms and Confined Space Inventories will also be removed to streamline the manual.
2. Hazard Recognition wording: We would like to focus not on what is seen, but how the item is handled at the time a hazard is discovered. The updated wording to the program does not change the outcome of the program, but streamlines the ability to take action.
3. Addition of the Vehicle Backing Policy: Previously, this topic was addressed through a training document reviewed by staff at the time of hire and during annual training for applicable positions. Based on the recommendation of PDRMA and its most current guidelines, this practice is now being formalized into an official policy within the manual.
4. Service Animals: The addition of this section to the manual is to provide training and topic information for staff. The ADA federal law framework is used in the wording to provide more clarity to the settings of the Park District.

**ACTION PROPOSED:**

A Motion (and a second) to approve the Safety Manual Updates

## TABLE OF CONTENTS

**Commented [AS1]:** Update Table of Contents once all updates are entered and reformat

TOPIC	SECTION
Safety Policy Statement	1
Safety Coordinator Responsibilities	1
Safety Responsibilities	1
BE SAFE Recognition Program	1
General Employee Safety Rules	2
Safety Violations – Discipline Procedure	2
Statement of Admission	2
Abused and Neglected Child Reporting Policy	3
Accident/Incident Reporting Procedure & Forms	4
Alcohol & Drug Abuse Policy	5
Alcohol & Drug Procedure – Commercial Drivers Licensed Employees	6
Alcohol Serving Policy & Procedure	7
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Communicable Disease Policy	9
- Bloodborne Pathogens Program	9-1
- Safety Standards for the Workplace to Minimize the Spread of COVID-19	9-2
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Confined Space Program	10
Crisis Management Plan	11
Data Security & Identify Theft Prevention	12
- Data Security Policy & Procedure	12
- Identity Theft Prevention – Customer Information Policy	12
- Identity Theft Prevention – Social Security Numbers Policy	12
Dispensing of Medication Policy & Procedure	13
Electrical Safety	14
Ergonomics Policy	15
Facility Use After Public Hours Policy	16
Fall Protection Program	17
First Aid Procedures – <i>Refer to Medic First Aid Book</i>	18
Hazard Communication Program	19
Hearing Conservation Program	20

**Commented [AS2]:** Change to Communicable diseases?

<b>TOPIC</b>	<b>SECTION</b>
Illinois Department of Labor Inspection Procedure	21
Lockout/Tagout Policy & Procedure	22
Personal Protective Equipment Guidelines & Compliance Standard	23
Respiratory Protection Compliance	24
<u>Service Animals</u>	<u>25</u>
Slip, Trip and Fall Prevention Program	<del>26</del> <sup>5</sup>
Stretching Policy & Program	<del>27</del> <sup>6</sup>
Vehicle Policy	<del>28</del> <sup>7</sup>
Violence and Aggressive Behavior Policy	<del>29</del> <sup>8</sup>

**OAK BROOK PARK DISTRICT**  
**SAFETY POLICY STATEMENT**

We acknowledge an obligation to provide safe working conditions for employees and a safe leisure environment for the public using our programs, facilities and parks.

It is the intention of the Oak Brook Park District to develop, implement and administer a safety and comprehensive loss control program. In all of our assignments, the health and safety of all should be an important consideration.

Personnel at all levels are directed to make safety a matter of continuing concern. Each supervisor is to ensure that work is done in a safe manner, inspections are conducted on a regular basis, hazards are confronted and accidents are investigated.

We are confident that this program will be successful and expect your cooperation and support.

Shawn Knitter  
Board President

5/18/15  
Date

Laura Casey  
Executive Director

5/18/15  
Date

Linda Noonan  
Safety Coordinator

5/18/15  
Date

## 1.2: Safety Coordinator Responsibilities

1. The Safety Coordinator has the overall responsibility for formulating, directing, and coordinating all safety activities throughout the District. The Safety Coordinator should be in direct contact and have the support of upper management.
2. The Safety Coordinator acts as chairperson of the Safety Committee responsible for developing the meeting agenda and issuing meeting minutes.
3. Analyze loss data from accident/incident reports, departmental correspondence, and PDRMA Loss Control Department.
4. Review incident/accident reports, coordinates claim processing, and maintains incident/accident report files.
5. Conduct periodic safety training for administration staff.
6. Participate in PDRMA safety inspections of sites and facilities to identify unsafe conditions or practices. Brings concerns to site supervisors.
7. Coordinate the PDRMA Loss Control Program Evaluation meeting. Facilitates the meeting.
8. Attend Risk Management Institute and other educational sessions sponsored by PDRMA.
9. Distribute PDRMA correspondence to staff and the Safety Committee, including newsletters, LRN Alerts and meeting registration flyers.
10. Monitor compliance with District and PDRMA claims reporting policies.

### 1.3: Safety Responsibilities

Oak Brook Park District is committed to maintaining a safe and healthy work environment for all employees and patrons. Each employee is empowered to act and is expected to respond to unsafe conditions by reporting their observations and/or taking appropriate corrective measures in keeping with District and industry safety policies and procedures.

#### Safety Committee

The Executive Director will support a safety committee to oversee District-wide safety and occupational health issues. The Safety Coordinator, with support of the committee, has the authority to address activities or situations that compromise health, safety or environmental statutes or create undue risk exposure to the District and its employees. The Safety Coordinator will chair the committee consisting of representatives from each of the following areas, appointed by the applicable Director, to provide District-wide safety, communications and input:

- Administration
- Marketing/IT
- Recreation
- Facility Manager/Rentals
- Aquatic Center
- Fitness Center
- Tennis Center
- Parks

Safety Committee responsibilities include:

- Conduct monthly meetings.
- Develop, review, and communicate safety and emergency policies and procedures.
- Assist in accident/incident investigation.
- Review accident/incident and hazard reports.
- Review facility inspection deficiency items and resolutions.
- Track health and safety regulations and implement as required.
- Establish safety training requirements.
- Participate in PDRMA inspections and audits.
- Administer the Be Safe hazard recognition award.

#### Employees

Each employee is expected to assist in maintaining a safe work environment as a condition of employment, to observe all established safety and personal protection measures, and to report unsafe practices or conditions. An employee may be called upon to assist in training new employees, serving on the Safety Committee, conducting hazard inspections and facilitating elimination of hazards as part of their regular job duties. When unsafe conditions exist, employees may take immediate corrective measures and then communicate and document as appropriate to the situation. An Accident/Incident or Hazard report is to be completed and submitted to the Safety Coordinator.

**Management**

Directors, managers, and supervisors are responsible for communicating to all in their respective area that health and safety for all are of the highest priority. They will support and encourage subordinates in the development and implementation of departmental safety procedures and monitor the implementation and effectiveness of the safety practices in their department.

Supervisors are responsible for the training and education of their employees in safe working practices within their respective work areas. Supervisors will supply proper safety equipment and personal protection devices as well as develop and monitor safety practices appropriate to the area. Supervisors should work in partnership with employees to eliminate hazards and refrain from assigning tasks to employees where training has not been given. Supervisors are responsible for documenting all training and maintaining a record of such for each employee.

DRAFT

#### 1.4: “Be Safe” Incentive Program

The Oak Brook Park District wants to recognize the staff members who contribute to reducing our risks and exposures. The “BE SAFE” incentive program has been instituted to recognize those individuals.

As an employee of the Oak Brook Park District, you have the opportunity to converse with the public and move about our facilities and parks. In doing so, you are able to “observe” your environment. **Is it safe? Does something seem in disrepair? Is there a reoccurring complaint about a slippery floor? Is the carpeting loose and dangerous? Is there ice on the sidewalk?** These and many other similar questions are of great concern to the District.

Through the “BE SAFE” incentive program, we would like to recognize employees for their efforts to keep the District’s exposures to a minimum. The program works like this:

When an employee observes something that warrants attention because it is unsafe or creates an exposure for the District, they will simply record the “unsafe” condition or situation on the attached form. This form should go to the employee’s immediate supervisor who will then forward it to the Safety Coordinator. The Safety Coordinator will present the employee’s observation and suggestion to the Safety Committee for review on a monthly basis. The committee will choose the employee whose suggestion or observation merits special recognition. A Safety Certificate will be awarded to the employee and a copy of the certificate will be placed in the employee’s permanent file.

**OAK BROOK PARK DISTRICT**

**“BE SAFE”  
HAZARD RECOGNITION**

Unsafe condition observed at:

Park or Facility: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Observed By: \_\_\_\_\_

Indicate specific program, room in facility, or area of grounds in question:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

~~Observation of Suggestion~~ Summary of How the Hazard was Fixed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\* Please complete and forward to your supervisor within 24 hours of your observation.

**For office Use Only:**

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Follow Up: \_\_\_\_\_

\_\_\_\_\_

## “Be Safe” Incentive Program

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As an employee of the Oak Brook Park District, you have the opportunity to converse with the public and move about our facilities and parks. In doing so, you are able to **“observe”** your environment. Is it safe? Does something seem in disrepair? Is there a reoccurring complaint about a slippery floor? Is the carpeting loose and dangerous? Is there ice on the sidewalk? These and many other similar questions are of great concern to the District.

Through the **“BE SAFE”** incentive program, we would like to recognize **employees for their efforts to keep the District’s exposures to a minimum.** The program works like this:

When an employee observes something that warrants attention because it is unsafe or creates an exposure for the District, they will simply record the **“unsafe”** condition or situation on the attached form. This form should **go to the employee’s immediate supervisor who will then forward it to the Safety Coordinator.** **The Safety Coordinator will present the employee’s observation and temporary steps taken to ensure safety suggestion to the Safety Committee for review on a monthly basis.** The committee will choose the employee whose suggestion or observation merits special recognition. A Safety Certificate will be awarded to the employee and a copy of the certificate will be placed in the **employee’s** permanent file.



# OAK BROOK PARK DISTRICT "BE SAFE" HAZARD RECOGNITION

Unsafe condition observed at:

Park or Facility: \_\_\_\_\_

Date and Time: \_\_\_\_\_

Observed By: \_\_\_\_\_

Indicate specific program, room in facility, or area of grounds in question:

~~Observation of Suggestion:~~ Please indicate steps taken to make safe:

\*Please complete and forward to your supervisor within 24 hours of your observation.

For office Use Only:

Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_

Follow Up: \_\_\_\_\_



## 2.1: General Employee Safety Rules

- Smoking is not allowed on Park District property.
- Horseplay and fighting will not be tolerated in the work place.
- Possession of firearms, alcoholic beverages, illegal drugs or unauthorized medically prescribed drugs will not be tolerated in the work place.
- Your immediate supervisor must be informed if you are required to take medication during work hours. Written medical evidence stating that the medication will not adversely affect your decision-making or physical ability may be required.
- Your supervisor must be notified of any permanent or temporary impairment that may reduce your ability to perform in a safe manner.
- Personal protective equipment must be used when potential hazards cannot be eliminated.
- Equipment is to be operated only by trained and authorized personnel.
- Periodic inspections of workstations will be conducted to identify potential hazards and to ensure that equipment or vehicles are in safe operating condition.
- Any potentially unsafe conditions or acts are to be reported immediately to your supervisor.
- If there is any doubt about the safety of a work method, your supervisor should be consulted before beginning work.
- All accidents, near misses, injuries and property damage must be reported to a supervisor, regardless of the severity of the injury or damage. Failure to report an accident or known hazardous condition may be cause for disciplinary action.
- All employees must follow recommended work procedures outlined for their job, including safe work methods described in a job analysis.
- Employees are responsible for maintaining an orderly environment. All tools and equipment must be stored in a designated place. Scrap and waste material are to be discarded in a designated refuse container.
- Any smoke, fire or unusual odors must be reported to your supervisor immediately.
- Employees who perform physical labor must use proper lifting techniques. For objects heavier than 50 pounds, specific methods for safe lifting must be determined by the immediate supervisor.

2.1: General Employee Safety Rules  
Page 1 of 2

- Employees must never attempt to catch a falling object.
- If your work creates a potential slip or trip hazard, correct the hazard immediately or mark the area clearly before leaving it unattended.
- Safety and restraint belts must be fastened before operating any motorized vehicle.
- Employees who operate vehicles must obey all driver safety instructions and comply with traffic signs, signals and markers.
- Employees who are authorized to drive are responsible for having a valid driver's license for the class of vehicle they operate. Employees must report revocation of driver's license and must notify their supervisors of any driving citations received.
- All employees must know departmental rules regarding first aid, evacuation routes and fire department notification.
- Employees must assist and cooperate with all safety investigations and inspections and assist in implementing safety procedures are requested.
- Departmental rules and procedures specific to departmental operations must be followed by each employee in the department.

## 2.2: Safety Violation Discipline Procedure

A safety violation occurs when an employee willfully disregards safety policy or safety rules, which are general to the workforce or specific to their job. When a supervisor observes a safety violation:

1. The supervisor must confront the situation **immediately**.
2. An attempt should be made to keep the discussion private if the situation is minor. For more extreme situations or repeat offenses, a witness should be present.
3. The supervisor should ask the employee if he/she realized what safety rule was broken and what injury may have been resulted (if an accident **had** occurred). Every attempt should be made to educate the employee during this confrontation.
4. A **Safety Violation Notice** (see next page) should be filled out completely. The employee should be present and understand completely what rule was broken. The offense should be clearly described and the warning noted. The employee should sign and date the notice.
5. A copy of the **Safety Violation Notice** should then be forwarded to the Department Head and then to the Safety Coordinator.

**OAK BROOK PARK DISTRICT  
SAFETY VIOLATION NOTICE**

EMPLOYEE: \_\_\_\_\_ DATE: \_\_\_\_\_

LOCATION: \_\_\_\_\_

This warning notice is being given for the following reason (s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This is the 1<sup>st</sup> \_\_\_\_\_ 2<sup>nd</sup> \_\_\_\_\_ warning for this offense.

EMPLOYEE COMMENTS: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

SUPERVISOR COMMENTS \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

EMPLOYEE'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

SUPERVISOR'S SIGNATURE \_\_\_\_\_ DATE \_\_\_\_\_

-----  
REVIEW ROUTE

DEPARTMENT DIRECTOR \_\_\_\_\_ DATE \_\_\_\_\_

SAFETY COORDINATOR \_\_\_\_\_ DATE \_\_\_\_\_

### **2.3: Statement of Admission**

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by your supervisors and the causes of the incident have been determined.

You are required to contact your immediate supervisor and not to render speculation of the causes of the incident.

Any and all questions relating to an accident involving Oak Brook Park District property and/or personnel must be directed to the Executive Director.

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### 3: Abused and Neglected Child Reporting Policy & Procedure

As required by Illinois State Statute, recreation professionals are considered mandated reporters of child abuse and neglect. As mandated reporters, it is essential to understand what constitutes abuse and neglect. The *Manual for Mandated Reporters* issued by the Illinois Department of Children and Family Services and the Illinois Abused and Neglected Child Reporting Act (325 ILCS 5/1 et seq.) provide various guidelines and information regarding the reporting of child abuse and neglect. For easier detection of child abuse and for the reporting of abuse, the following two areas are highlighted below:

#### 1. Definition of abuse and neglect - What is abuse? What is neglect?

**Physical Abuse** as defined by the Illinois Abused and Neglected Child Reporting Act (ANCRA), (Sec.3) occurs when a parent or a person responsible for the child's welfare:

- “inflicts, causes to be inflicted, or allows to be inflicted upon such child physical injury, by other than accidental means, which causes death, disfigurement, impairment of physical or emotional health, or loss or impairment of any bodily function.” Such common injuries include bruises, human bites, bone fractures, and burns.
- “creates a substantial risk of physical injury” likely to have the physical impacts listed above. Examples in DCFS allegation definitions include such incidents as choking or smothering a child, shaking or throwing a small child, and violently pushing or shoving a child into fixed objects. Other circumstances include incidents of domestic violence in which the child was threatened, violations of orders for the perpetrator to remain apart from the child, and a history of past sexual abuse which may place other children at risk.
- “acts of torture” which is defined by DCFS as “deliberately and/or systematically inflicting cruel or unusual treatment which results in physical or mental suffering.”
- “inflicts excessive corporal punishment” is included in ANCRA, but is not specifically further defined by DCFS. However, bruises inflicted on a child, especially a young child, are usually considered as meeting this definition.
- “commits or allows to be committed the offense of female genital mutilation.”
- “causes to be sold, transferred, distributed, or given to such child under 18 years of age, a controlled substance” (i.e. illegal drugs) except when prescribed by a physician.

**Sexual abuse** occurs when a person responsible for the child's welfare commits any of the following acts:

- sexually transmitted diseases are by DCFS definition "diseases which were acquired originally as a result of sexual penetration or conduct with an individual who was afflicted."
- sexual penetration includes any contact between the sex organ of one person and the sex organ, mouth, or anus of another person. Typical acts include vaginal, oral and anal sex.
- sexual exploitation is defined by DCFS as "sexual use of a child for sexual arousal gratification, advantage, or profit." This includes such acts as explicit verbal enticements, child pornography, self masturbation in the child's presence, and forcing a child to watch sex acts.
- sexual molestation is defined by DCFS as "sexual conduct with a child when such contact, touching, or interaction is used for arousal or gratification of sexual needs or desires." Examples include fondling a child or having the child touch the perpetrator sexually. (DCFS Procedures 300.Appendix B)

For both physical and sexual abuse, parents and caretakers are charged with the responsibility to take reasonable steps to stop abuse. If they do not, they may be charged with abuse themselves. (ANCRA Sec.3)

**Neglect** occurs when a person responsible for the child deprives or fails to provide the child with adequate food, clothing, shelter, or needed medical treatment. Neglect is also alleged when an adult provides inadequate supervision of a child. This can occur when children are left either unsupervised or in the care of someone unable to supervise due to their condition. Children can suffer injuries that are the result of "blatant disregard" and are considered neglect. According to DCFS: "Blatant disregard is a situation in which the risk of harm to a child is so imminent and apparent that it is unlikely that any parent or caretaker would expose the child to such without taking precautionary measures to protect the child." (DCFS Proc.300 App.B)

## 2. Training Requirement

All employees are required to complete mandated reporter training within 3 months of hire and at least once every 3 years thereafter.

## 3. Reporting Procedure

If you suspect a child is being abused or neglected:

- a. Immediately notify your ~~adult~~ full time supervisor or department director. If an employee under the age of 18 reports suspected abuse or neglect, the ~~adult~~ full time supervisor shall be the point person for DCFS investigation. A mandated reporter is not responsible for investigating the situation.
- b. The supervisor/department director shall document the incident with the following information:

- i. What did you observe about the child that raised your concern? Provide details of the actual incident, including time and place of incident, witnesses to the abuse, evidence of the abuse (physical evidence, behavioral indicators, disclosure of the victim, etc.).
  - ii. What communication has the child provided? Is the information consistent with what you have observed?
  - iii. If information comes from someone other than the child, how credible is the source?
  - iv. Have there been past incidents which may have been suspicious?
  - v. Name, birthdate/age, address of alleged victim
  - vi. Name, birthdate/age, relationship to victim, phone number and address of perpetrator
  - vii. Description of harm to victim (i.e., physical abuse, sexual abuse, risk of harm, neglect)
- c. The supervisor/department director shall provide the information to the Human Resource & Risk Manager.
- d. The Human Resource & Risk Manager shall:  
*(Note: In the absence of the Human Resource & Risk Manager, the department director shall make the report.)*
- ~~i. Call the Child Abuse Hotline (1-800-252-2873) to make the report for the following circumstances: -The employee and supervisor may be asked to provide additional input.~~
    - ~~• Immediate need for medical treatment (including a child who is suicidal)~~
    - ~~• Sexual abuse where the involved adult has or will have access to a child within the next 24 hours~~
    - ~~• A child is currently afraid to go home~~
    - ~~• A child is currently in protective custody of police or medical personnel~~
    - ~~• A child death~~
  - ~~ii. In all other circumstances, DCFS Online Child Abuse Neglect Reporting should be used via the DCFS website: <https://dcfs.illinois.gov/safe-kids/reporting.html>~~
  - ~~ii. Complete a Written Confirmation of Suspected Child Abuse/Neglect Report: Mandated Reporters Form (CANTS 5 Form attached) and mail it to:  
 Illinois Department of Children and Family Services  
 800 West Roosevelt Road  
 Building D, Suite 10  
 Glen Ellyn, IL 60137~~
  - iii. Maintain a file on the incident and provide status reports to the department supervisor/director.

**4. What to do if confronted by the child's parent or guardian**

a. Refer the person to the department manager or Human Resources. They will respond to the parent or guardian as follows:

i. Explain that all positions at the District are mandated reporters, and are required by law to report certain information to DCFS. The District complies with the law.

ii. Out of respect for the confidentiality of the process, we do not share the details of reports made to DCFS with others except, where applicable, to proper investigative authorities and/or as required by law.

iii. Feel free to contact DCFS for more information.

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- ~~i. Explain that all positions at the District are mandated reporters, and are required by law to report certain information to DCFS. The District complies with the law.~~
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- ~~iii. Feel free to contact DCFS for more information.~~

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CANTS 5  
Rev. 10/00

State of Illinois  
Department of Children and Family Services

**WRITTEN CONFIRMATION OF SUSPECTED CHILD ABUSE/NEGLECT  
REPORT: MANDATED REPORTERS**

DATE: \_\_\_\_\_

ABOUT: \_\_\_\_\_

Child's Name \_\_\_\_\_

Child's Birth Date \_\_\_\_\_

**If you are reporting more than one child from the same family please list their names and birth date in the space provided on the reverse side of this form.**

Street Address \_\_\_\_\_

City \_\_\_\_\_

Zip Code \_\_\_\_\_

Parent/Custodians: \_\_\_\_\_

Name \_\_\_\_\_

Address (if different than the child's address) \_\_\_\_\_

This is to confirm my oral report of \_\_\_\_\_, made in accordance with the Abused and Neglected Child reporting Act (325 ILCS 5 et seq). Please answer the following questions. (If you need more space, use the back of this page.)

1. What injuries or signs of abuse/neglect are there?

2. How and approximately when did the abuse/neglect occur and how did you become aware of the abuse/neglect?

3. Had there been evidence of abuse/neglect before now?  Yes  No

4. If the answer to question 3 is "yes," please explain the nature of the abuse/neglect.

5. Names and addresses of other persons who may be willing to provide information about this case.

6. Your relationship to child(ren)

7. Reporter Action Recommended or Taken:

PLEASE CHECK THE APPROPRIATE RESPONSE:

I saw the child(ren)

I heard about the child(ren) \_\_\_\_\_ From whom? \_\_\_\_\_

I  have  have not told the child's family of my concern and of my report to the Department.

I am  willing  NOT willing to tell the child's family of my concern and of my report to the Department.

I  believe  do NOT believe the child is in immediate physical danger.

---

(Name Printed)

(Signature)

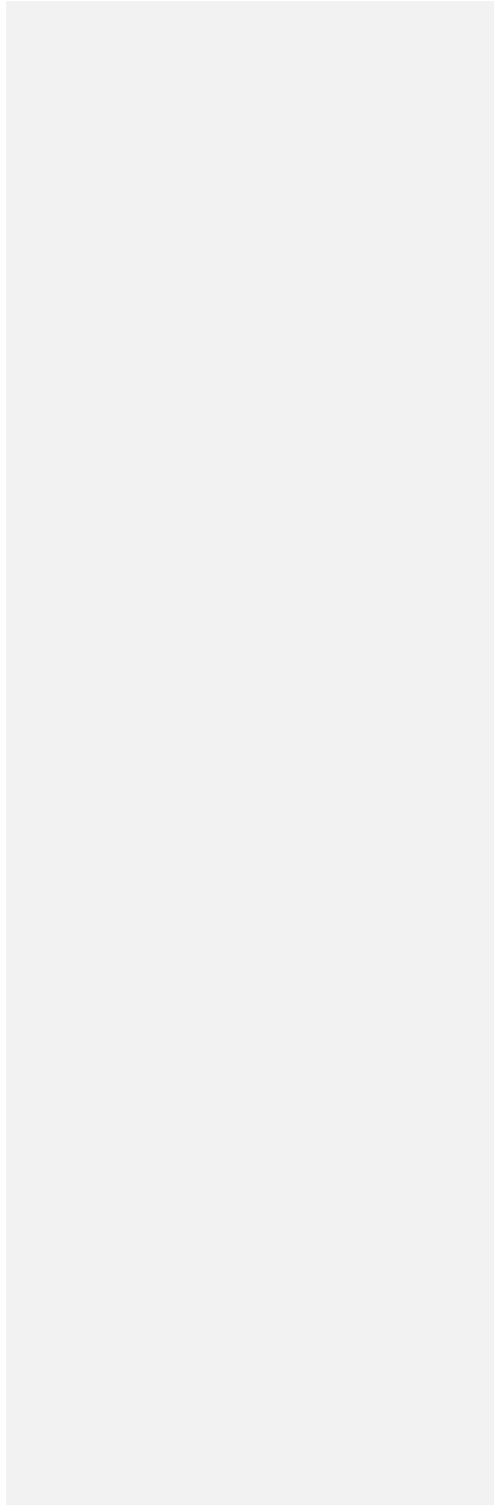
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(Title)

(Organization/Agency)

**INSTRUCTIONS ON REVERSE SIDE**

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**INSTRUCTIONS**

The Abused and Neglected Child Reporting Act states that mandated reporters shall promptly report or cause reports to be made in accordance with the provisions of the ACT.

The report should be made immediately by telephone to the IDCFS Child Abuse Hotline (800-252-2873) and confirmed in writing via the U.S. Mail, postage prepaid, within 48 hours of the initial report.

**MAILING INSTRUCTIONS**

Mail the original to the nearest office of the Illinois Department of Children and Family Services, Attention: Child Protective Services.

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2<sup>nd</sup> Child's Name (If Any)

2<sup>nd</sup> Child's Birth Date

---

3<sup>rd</sup> Child's Name (If Any)

3<sup>rd</sup> Child's Birth Date

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DCFS is an equal opportunity employer, and prohibits unlawful discrimination in all of its programs and/or services.

#### 4: Accident/Incident Reporting Procedure

##### Serious Patron Incident

*Examples: unconscious victim (including near drowning), diving injuries, serious vehicle accidents, AED use or the death of a patron*

- 1) Notify supervisor and Human Resources & Risk Manager of incident immediately.
- 2) ~~Supervisor~~ Human Resources must report incident to PDRMA Claims Department immediately.
  - During work hours (Monday-Friday, 8:00 am – 4:30 pm): Call 630-769-0332
  - After working hours or on weekends: Call 312-915-4255
- 3) Employee on the scene must complete an Accident/Incident Report Form 01 and ~~fax to PDRMA Claims Department~~ give to Human Resources within 24 hours of the incident (fax: 630-435-8978).
- 3)4) HR or Administrative Services Specialist must use the online PDRMA reporting portal to upload all information within 24 hours.
- 4)5) Supervisor/Superintendent investigates incident and forwards details along with Form 01 to the Safety Coordinator.
  - Take photographs of the area.
  - Talk to witnesses.
  - Assess cause of incident.
- 5)6) Supervisor/Superintendent takes action to correct any safety hazard.
- 6)7) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

##### Minor Patron Incident

*Examples: sprained ankle while playing basketball, minor cut and related incidents where OBPD was not at fault, property damage or theft*

- 1) Employee on the scene must complete an Accident/Incident Report Form 01 within 24 hours of the incident and forward it to the supervisor.
- 2) The supervisor reviews the report and sends it to the Safety Coordinator.

##### Employee Incident

- 1) Employee reports the incident to their supervisor ~~within 24 hours of occurrence~~ as soon as possible.
- 2) Supervisor/Superintendent must:
  - Complete an Employers First Report of Injury or Illness Form 04 within 24 hours of the incident and forward it to the Safety Coordinator.

**\*\*NOTE:** Notify the Illinois Department of Labor (phone: 800-782-7860) directly in the following cases:

- a) If the accident involves a work-related inpatient hospitalization, amputation, or loss of an eye, report the case within 24 hours.

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b) Work-related fatalities must be reported within 8 hours of occurrence.

- Take photographs of the area.
- Talk to witnesses.
- Assess cause of incident.

- 3) Supervisor/Superintendent takes action to correct any safety hazard.
- 4) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

**Property Incident** – *District property*

- 1) Employee on the scene must complete Property Loss Report Form 03 within 24 hours and forward it to the supervisor/department manager.
- 2) Supervisor/Superintendent investigates incident and forwards details to the Safety Coordinator.
  - Take photographs of the area.
  - Talk to witnesses.
  - Assess cause of incident.
- 3) Supervisor/Superintendent takes action to correct any safety hazard.
- 4) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

**Pollution Incident**

*Examples: gas or oil spill, chlorine release, pollutant uncovered during excavation*

- 1) Employee on the scene must immediately contact their supervisor. The supervisor will contact PDRMA's current pollution insurer (phone: 800-823-7351) and address the situation as instructed.
- 2) Employee on the scene must complete an Accident/Incident Report Form 03 within 24 hours of the incident and forward it to the supervisor.
- 3) The supervisor reviews the report and sends it to the Safety Coordinator.
- 4) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

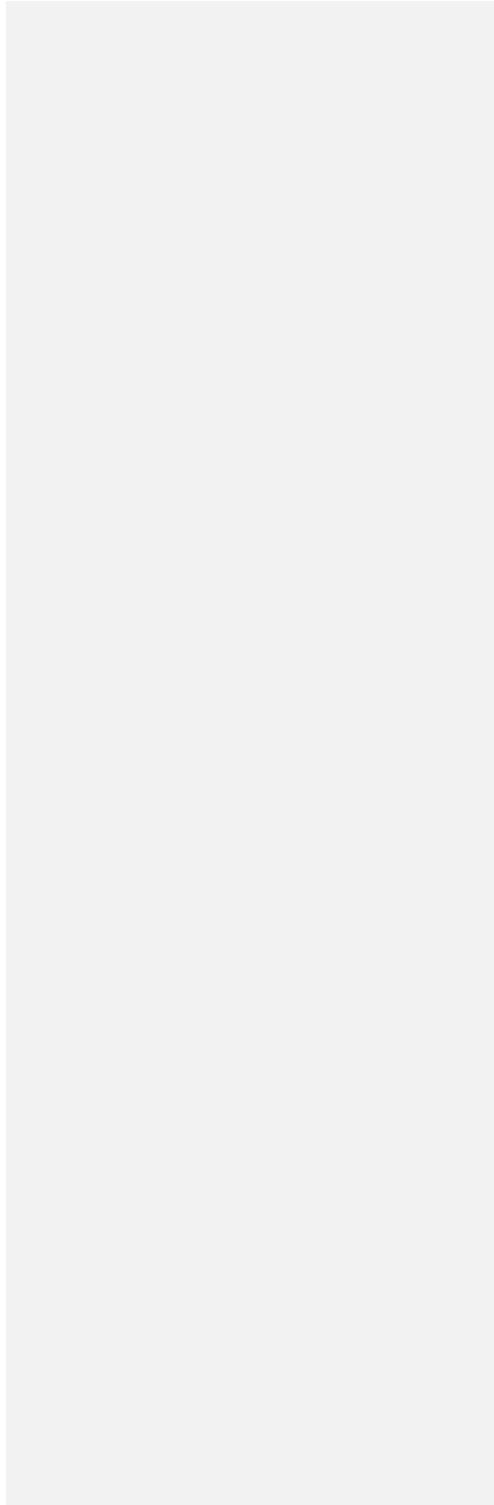
**Vehicle Incident** – *District vehicle*

- 1) Employee must report accident to supervisor within 30 minutes of the incident.
- 2) Employee on the scene must complete Vehicle Accident Report Form 02 within 24 hours

4: Accident Incident Reporting Procedure  
Page 3 of 3

and forward it to the supervisor/Superintendent.

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- 2)3) Supervisor/Superintendent investigates incident and forwards details to the Safety Coordinator.
- Take photographs of the area.
  - Talk to witnesses.
  - Assess cause of incident.
- 3)4) Supervisor/Department Manager will take action to correct any safety hazard and coordinate repair.
- 4)5) Safety Coordinator will work with PDRMA to provide additional information and assistance in resolving the claim.

\*The most up-to-date PDRMA forms mentioned are available in the Administrative Office, online via the PDRMA website, as well as the OBPD Staff Intranet.

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## Incident Reporting and Required Forms

#	Section	Instructions
1	<p>What type of incident do you want to report?</p>	<p>Choose from the following drop-down menu options:</p> <p><b>Agency Property Damage</b>—Claims involving damage, destruction or theft of all types of <u>agency</u> property and contents such as those resulting from fire, wind, water, vandalism, etc. Use the Property Loss Report, Form 03. Click here for instructions on how to complete the form. <b>(Do not use this form to report damage to property owned by patrons, adjacent land owners, or other third parties.)</b></p> <p><b>Employee Injury/Illness (Workers' Compensation)</b>—Claims for employee injury/illness. Use the Employee Injury/Illness Report, Form 04. Click here for instructions on how to complete the form.</p> <p><b>Vehicle Accident</b>—Claims involving damage to an agency vehicle or damage (bodily injury or property damage) caused by an agency vehicle. An agency vehicle must be involved in the incident when you use the Vehicle Accident Report, Form 02. Click here for instructions on how to complete the form.</p> <p><b>Vehicle Accident with Employee Injury</b>—Claims involving an agency vehicle and an employee injury. Use the Vehicle Accident Report, Form 02, and the Employee Injury Report, Form 04. Click the form links for instructions on how to complete these forms.</p>



## ~~Property Loss Report~~ INSTRUCTIONS (WEB FORM)

**Form  
03**

#	Section	Instructions
1	<del>Agency name</del>	Choose your specific agency from the drop-down menu that displays.
2	<del>Date of incident (mm/dd/yyyy)</del>	Provide the date the incident occurred or your best estimate if you do not know the specific date.
3	<del>Time of incident (hh:mm a.m./p.m.)</del>	Provide the time of the incident including hour, minutes and a.m. or p.m. (10:48 a.m.)
4	<del>Name of person completing the report</del>	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
5	<del>Title of person completing the report</del>	Provide the job title of the employee or volunteer completing the report.
6	<del>Business phone number of person completing the report</del>	Provide the best business or cell phone number of the person completing the report.
7	<del>Business email of person completing the Report</del>	Provide a <u>business</u> , not personal, email of the employee or volunteer completing the report.
8	<del>How did the incident occur and what property was damaged?</del>	Provide a complete, concise description of what occurred and the property that was damaged. Include a description of the specific damage that occurred.
9	<del>Name of the location. If the location does not have a name, provide the nearest intersection where the incident occurred.</del>	Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.
10	<del>Is there an address for incident location? (If storm loss involving multiple agency locations, select No rather than Yes.)</del>	Select Yes or No. If you select Yes, provide the address, city and state of the location (park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.). If the agency suffered damage at more than one location, select No.
11	<del>Location (If storm loss involving multiple agency locations, select Multiple Property Loss Locations.)</del>	In the drop-down menu, choose the type of facility or property that most closely matches where the incident occurred. If the agency suffered damage at more than one location, select multiple locations.
12	<del>Primary location (If storm loss involving multiple agency locations, select Multiple Property Damage Locations.)</del>	In the drop-down menu, choose the specific location within the facility or property that most closely matches where the incident occurred. The menu options provide a more detailed description of the incident location than in the Location field, above.

#	Section	Instructions
<del>13</del>	<del>Estimate of loss</del>	<del>Provide estimated dollar amount of damage if available or a description of the severity of the damages.</del>
<del>14</del>	<del>Contact person at facility</del>	<del>Provide the name of the person at the agency to contact for more information regarding the loss.</del>
<del>15</del>	<del>Contact person email</del>	<del>Provide business, not personal, e-mail address for the contact person, if available.</del>
<del>16</del>	<del>Contact person phone</del>	<del>Provide the business or cell phone number for the contact person.</del>
<del>17</del>	<del>Was damage caused by 3rd party (non-agency individual)?</del>	<del>Select Yes if damage was caused by someone who does not work for your agency. (Examples: arson, vandalism, auto-accident, etc.)</del>
<del>18</del>	<del>Responsible party identified?</del>	<del>Select Yes or No.</del>
<del>19</del>	<del>Name and address of responsible party or parties</del>	<del>Provide name and address if possible.</del>
<del>20</del>	<del>Has a police agency conducted an investigation?</del>	<del>Choose Yes, No or Unknown.</del>
<del>21</del>	<del>What police agency investigated the incident?</del>	<del>Provide the law enforcement agency name.</del>
<del>21</del>	<del>Were criminal charges brought against responsible party?</del>	<del>Choose Yes, No or Unknown.</del>
<del>22</del>	<del>What were the charges?</del>	<del>Provide the criminal charges if known.</del>
<del>23</del>	<del>Upload files</del>	<del>The person completing the report can attach multiple documents (invoice, bills, medical records, inspection forms, correspondence, police reports, photos, etc.) pertaining to the incident. (Total size for all attached files is 10MB).</del>



## ~~Employee Injury/Illness Report~~ INSTRUCTIONS (WEB FORM)

**Form  
04**

#	Section	Instructions
<del>1</del>	<del>Was more than one employee injured in this incident?</del>	<del>If more than one agency employee was injured in a single accident, the online reporting system cannot be used. Please submit the claims using the paper version of the PDRMA Employee Injury Report.</del>
<del>2</del>	<del>Agency name</del>	<del>Choose your specific agency from the drop-down menu.</del>
<del>3</del>	<del>Date of incident (mm/dd/yyyy)</del>	<del>Provide the date the incident occurred or your best estimate if you do not know the specific date.</del>
<del>4</del>	<del>Time of incident (hh:mm a.m./p.m.)</del>	<del>Provide the time of the incident including hour, minutes and a.m. or p.m. (10:48 a.m.)</del>
<del>5</del>	<del>Name of person completing the report</del>	<del>Provide the name of the person completing the report. This person must be an agency employee or volunteer.</del>
<del>6</del>	<del>Title of person completing the report</del>	<del>Provide the job title of the employee or volunteer completing the report.</del>
<del>7</del>	<del>Business phone number of person completing the report</del>	<del>Provide the best business or cell phone number of the person completing the report.</del>
<del>8</del>	<del>Business email of person completing the report</del>	<del>Provide a business, not personal, email for the employee or volunteer completing the report.</del>
<del>9</del>	<del>How did the incident occur? (Provide a one line description.)</del>	<del>Provide a simple, one-line description of how the accident occurred. You can provide a more detailed description of the incident later on in the form.</del>
<del>10</del>	<del>Name of the location. If the location does not have a name, provide the nearest intersection where the incident occurred.</del>	<del>Provide the name of the park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc., where the incident occurred. If the location does not have an exact street address, provide the nearest intersection for reference.</del>
<del>11</del>	<del>Is there an address for incident location?</del>	<del>Select Yes or No. If Yes, provide the address, city and state of the location (park, pool, community center, administration office, maintenance facility, non-agency property/facility, etc.).</del>
<del>12</del>	<del>Location</del>	<del>In the drop-down menu, choose the type of facility or property that most closely matches where the incident occurred.</del>

#	Section	Instructions
13	Primary location	In the drop-down menu, choose the specific location within the facility or property that most closely matches where the incident occurred. The menu options provide a more detailed description of the incident location than in the Location field, above.
14	Employer's FEIN	Provide your agency's Federal Employer Information Number.
15	Did the employee miss more than three (3) scheduled workdays?	Choose Yes, No or Unknown.
16	What was the employee doing when the accident occurred?	Briefly describe what activity or job the employee was doing when injured. (Mowing, clearing brush, instructing aerobics class, etc.)
17	How did the accident occur? (Provide a detailed description.)	Provide a complete, concise description of how the accident occurred. (Do not just say "twisted ankle." State whether the employee stepped into, off something, tripped, etc., which resulted in a twisted ankle.)
18	Employee	Click Add to provide information about the employee who was injured.
19	Employee addition	Please provide the following contact information for the injured employee: <ul style="list-style-type: none"> <li>• Last Name.</li> <li>• First Name.</li> <li>• Mailing Address.</li> <li>• City, State, Zip.</li> <li>• Cell phone number.</li> <li>• Home phone number.</li> <li>• Best number to contact employee. This could be the same as the home or cell number listed above.</li> <li>• Email.</li> </ul>
20	SSN	Provide employee's Social Security Number.
21	Date of birth	Provide the employee's date of birth.
22	Gender	Choose Female, Male or Unknown.
23	Marital status	Choose from the following: <ul style="list-style-type: none"> <li>• Divorced.</li> <li>• Married.</li> <li>• Single.</li> <li>• Unknown.</li> </ul>
24	Number of dependents	List the number of dependents the employee claims.

#	Section	Instructions
25	<del>Does the employee speak English?</del>	Choose Yes, No or Unknown.
26	<del>Average weekly wage</del>	Provide the dollar amount of the employee's weekly wage.
27	<del>Job title or occupation</del>	Click the magnifying glass icon and select the option that most closely describes the employee's job title/description.
28	<del>What is the employee's employment status?</del>	Select from these drop-down menu options: <ul style="list-style-type: none"> <li>• <del>Permanent full-time.</del></li> <li>• <del>Permanent part-time.</del></li> <li>• <del>Seasonal.</del></li> <li>• <del>Intern.</del></li> <li>• <del>Other.</del></li> </ul>
29	<del>Date hired</del>	Provide the date the employee first began working at your agency.
30	<del>What is the employee's tenure?</del>	Select the length of time the employee has worked for your agency from the drop-down menu options: <ul style="list-style-type: none"> <li>• <del>1-3 yrs.</del></li> <li>• <del>4-10 yrs.</del></li> <li>• <del>11-19 yrs.</del></li> <li>• <del>Less than one year.</del></li> <li>• <del>More than 20 years.</del></li> </ul>
31	<del>Time employee began work on day of incident</del>	Provide the hour the employee began work the day of the injury.
32	<del>Last date employee worked prior to date of incident</del>	Provide the specific date the employee was at work prior to the day of the injury.
33	<del>If the employee died as a result of the accident, give the date of death</del>	Provide the date of the employee's death if the injury resulted in death.
34	<del>Did the incident occur on agency premises?</del>	Choose Yes, No or Unknown.
35	<del>Injury or illness</del>	Choose between Injury and Illness.
36	<del>Describe injury or illness (affected body part and type of injury Ex. contusion, bruise, laceration, sprain, break, etc.)</del>	Provide a brief description of the type of injury suffered, including the body part(s) affected and the injury itself.
37	<del>What object or substance, if any, directly harmed the employee?</del>	If a specific object or substance injured the employee, please identify it.
38	<del>Did the injured employee seek medical attention?</del>	Choose Yes, No or Unknown.

#	Section	Instructions
<del>39</del>	<del>Was the treatment given away from the worksite?</del>	<del>Choose Yes, No or Unknown.</del>
<del>40</del>	<del>Was the employee treated in an emergency room?</del>	<del>Choose Yes, No or Unknown.</del>
<del>41</del>	<del>Was the employee hospitalized overnight as an inpatient?</del>	<del>Choose Yes, No or Unknown.</del>
<del>42</del>	<del>Name of physician, health care provider, or emergency room</del>	<del>Provide the name of the doctor, other health care provider or the emergency room the employee went to for care.</del>
<del>43</del>	<del>(Contact information)</del>	<del>In addition to the name of the physician, health care provider or emergency room, please provide the following contact information on the provider the employee used:</del> <ul style="list-style-type: none"> <li><del>• Address.</del></li> <li><del>• City, State, Zip.</del></li> <li><del>• Phone number.</del></li> </ul>
<del>44</del>	<del>Upload files</del>	<del>The person completing the report can attach multiple documents (invoice, bills, medical records, inspection forms, correspondence, police reports, photos, etc.) pertaining to the incident. (Total size for all attached files is 10MB).</del>

DRAFT



## ~~Vehicle Accident Report~~ INSTRUCTIONS (WEB FORM)

**Form  
02**

#	Section	Instructions
1	<del>Agency name</del>	Choose your specific agency from the drop-down menu that displays.
2	<del>Date of incident (mm/dd/yyyy)</del>	Provide the date the incident occurred or your best estimate if you do not know the specific date.
3	<del>Time of incident (hh:mm a.m./p.m.)</del>	Provide the time of the incident including hour, minutes and a.m. or p.m. (10:48 a.m.)
4	<del>Name of person completing the report</del>	Provide the name of the person completing the report. This person must be an agency employee or volunteer.
5	<del>Title of person completing the report</del>	Provide the job title of the employee or volunteer completing the report.
6	<del>Business phone number of person completing the report</del>	Provide the best business or cell phone number of the person completing the report.
7	<del>Business email of person completing the report</del>	Provide a <u>business</u> , not personal, email of the employee or volunteer completing the report. This aids in timely follow-up from PDRMA.
8	<del>How did the incident occur? (Brief summary of incident.)</del>	Provide a complete, concise description of how the accident occurred.
9	<del>Name of the location or nearest intersection where the incident occurred</del>	Provide the location where the accident occurred. If the accident occurred on a street or at an intersection, provide the street names.
10	<del>Is there an address for incident location?</del>	Choose Yes or No. If Yes, provide the address, city and state of the location.
11	<del>Location</del>	In the drop-down menu, choose the type of agency facility or property that most closely matches where the incident occurred. <u>If the accident occurred off agency property, select Off-Site.</u>
12	<del>Primary location</del>	In the drop-down menu, choose the specific location that most closely matches where the incident occurred. In most cases, you will likely choose either Off site — Highway/Roadway, Park/Grounds — Road, or Parking Lot.

#	Section	Instructions
13	Was the agency vehicle occupied?	Choose Yes, No or Unknown.
14	Agency driver	If you answer Yes to 13, click Add to enter information about the agency driver.
14a	(Contact information)	Provide the following contact information for the agency driver: <ul style="list-style-type: none"> <li>• Last name.</li> <li>• First name.</li> <li>• Address.</li> <li>• City, State, Zip.</li> <li>• Phone number.</li> <li>• Email.</li> </ul>
14b	Is this driver an employee?	Choose Yes, No or Unknown.
14c	Job title of employee	If you answer Yes to 14b, click the magnifying glass icon and select the job title of the employee who was driving the agency vehicle.
14d	Driver type	Click the magnifying glass icon and select the description of what type of driver was driving the agency vehicle.
15	Agency vehicle	Click Add to provide information about the agency vehicle involved in the accident.
15a	VIN	Provide the Vehicle Identification Number for the vehicle involved in the accident.
15b	Year	Provide the model year of the agency vehicle involved in the accident.

#	Section	Instructions
<del>15e</del>	<del>Make</del>	<del>Provide the make of the agency vehicle (Ford, Chevy, Honda, etc.)</del>
<del>15d</del>	<del>Model</del>	<del>Provide the model of the agency vehicle (F150, Malibu, CRV, etc.)</del>
<del>15e</del>	<del>License number</del>	<del>Provide the license number of the agency vehicle involved in the accident.</del>
<del>15f</del>	<del>Is vehicle drivable?</del>	<del>Choose Yes, No or Unknown.</del>
<del>15g</del>	<del>Current location of vehicle</del>	<del>If you answer No to 15f, provide the location of the vehicle including the street address.</del>
<del>15h</del>	<del>Area of damage</del>	<del>Describe what part of the agency vehicle is damaged.</del>
<del>15i</del>	<del>Estimated repair cost</del>	<del>Provide an estimated dollar amount of what it will cost to repair the agency vehicle if known.</del>
<del>15j</del>	<del>Was a trailer involved?</del>	<del>Choose Yes, No or Unknown.</del>
<del>15k</del>	<del>Trailer year</del>	<del>If you answer Yes to 15j, provide the model year of the trailer.</del>
<del>15l</del>	<del>Trailer make</del>	<del>Provide the make of the agency trailer involved in the accident.</del>

#	Section	Instructions
<del>15</del> <del>m</del>	<del>Trailer model</del>	<del>Provide the model of the agency trailer involved in the accident.</del>
<del>15n</del>	<del>Trailer license number</del>	<del>Provide the license plate number of the agency trailer involved in the accident.</del>
<del>15o</del>	<del>Trailer area of damage</del>	<del>Describe what part of the agency trailer is damaged.</del>
<del>15p</del>	<del>Current location of trailer</del>	<del>Provide the location of the vehicle including the street address.</del>
<del>15q</del>	<del>Estimated repair cost of trailer</del>	<del>Provide an estimated dollar amount of what it will cost to repair the agency trailer if known.</del>
<del>16</del>	<del>Has a police agency conducted an investigation?</del>	<del>Choose Yes, No or Unknown.</del>
<del>17</del>	<del>What police agency investigated the incident?</del>	<del>Provide the name of the police department that investigated the accident.</del>
<del>18</del>	<del>Police report number</del>	<del>Provide the police report number assigned to the investigation of the accident.</del>
<del>19</del>	<del>Was the agency driver ticketed, arrested, or cited for violations?</del>	<del>Choose Yes, No or Unknown.</del>
<del>20</del>	<del>Provide details of ticket, arrest or violation</del>	<del>Describe what the ticket was issued for, why the driver was arrested or what violations the driver was cited for.</del>

#	Section	Instructions
21	<del>Identify other people involved in the accident (each person involved needs to be added, ex: passengers, pedestrians, driver of other vehicle, etc.)</del>	<del>If other people were involved in the accident, click Add to provide information on each.</del>
21a	<del>How was the person involved in the accident? (select all that apply)</del>	<del>If you click Add in 21, click Add to respond to this question and <u>select all of the options that apply</u> in the list that displays:</del> <ul style="list-style-type: none"> <li><del>• Driver of other vehicle.</del></li> <li><del>• Injured person.</del></li> <li><del>• Owner of involved property.</del></li> <li><del>• Owner of other vehicle.</del></li> <li><del>• Passenger agency vehicle.</del></li> <li><del>• Passenger other vehicle.</del></li> <li><del>• Pedestrian.</del></li> </ul>
21b	<del>(Contact information)</del>	<del>After choosing how the person was involved in the accident in 21a, please provide the following contact information:</del> <ul style="list-style-type: none"> <li><del>• Last name (or business name).</del></li> <li><del>• First name (not necessary if business name provided).</del></li> <li><del>• Address.</del></li> <li><del>• City, state, zip.</del></li> <li><del>• Phone number.</del></li> </ul>
22	<del>Witness(es)</del>	<del>If there is a witness(es) to the accident, click Add to provide information about the witness.</del>
22a	<del>(Contact information)</del>	<del>Please provide the following contact information for the witness:</del> <ul style="list-style-type: none"> <li><del>• Last name (or business name).</del></li> <li><del>• First name (not necessary if business name provided).</del></li> <li><del>• Address.</del></li> <li><del>• City, state, zip.</del></li> <li><del>• Phone number.</del></li> </ul>
22b	<del>Witness to accident/incident?</del>	<del>Choose Yes, No or Unknown.</del>

#	Section	Instructions
<del>22e</del>	<del>Relation to injured person or property owner</del>	<p>If you choose <b>Yes</b> in <b>22b</b>, click the drop-down menu to select the relationship between the witness and the injured person or property owner.</p> <ul style="list-style-type: none"> <li>• <del>Agency employee or volunteer.</del></li> <li>• <del>Another program participant or park user.</del></li> <li>• <del>Friend.</del></li> <li>• <del>Other.</del></li> <li>• <del>Passerby.</del></li> <li>• <del>Relative.</del></li> </ul>
<del>22d</del>	<del>Did witness make any statements?</del>	Choose <b>Yes</b> , <b>No</b> or <b>Unknown</b> .
<del>22e</del>	<del>What did witness say?</del>	If you answer <b>Yes</b> to <b>22d</b> , please provide a concise explanation of what the witness said in the statement.
<del>22f</del>	<del>Where was witness when the accident/incident occurred?</del>	Provide a brief description of where the witness was in relation to where the accident/incident occurred.
<del>23</del>	<del>Was driver of agency vehicle working for the agency at time of accident?</del>	Choose <b>Yes</b> , <b>No</b> or <b>Unknown</b> .
<del>24</del>	<del>What street was the agency driver on?</del>	Provide the name of the street on which the accident occurred.
<del>25</del>	<del>What direction was the agency driver travelling?</del>	Identify whether the agency driver was travelling north, south, east or west when the accident occurred.
<del>26</del>	<del>Weather conditions</del>	<p>From the drop-down menu, select from the following options:</p> <ul style="list-style-type: none"> <li>• <del>Dry.</del></li> <li>• <del>Fog.</del></li> <li>• <del>Ice.</del></li> <li>• <del>Snow.</del></li> <li>• <del>Wet.</del></li> </ul>
<del>27</del>	<del>Upload files</del>	The person completing the report can attach multiple documents (invoice, bills, medical records, inspection forms, correspondence, police reports, photos, etc.) pertaining to the incident. (Total size for all attached files is 10MB).



# Accident/Incident Report

Form  
01

Attorney/Client Privileged Document

1. Agency name	Today's date
2. Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)
3. Name of person completing report	Title of person completing report
4. Business phone number	Business email
5. How did the incident occur? (Provide a brief, factual description; do not speculate on fault, etc.)	
6. Name of the location (park, pool, community center; Ex. Smith Pool, Johnson Community Center) or nearest intersection where the incident occurred.	
7. Is there an address for this location? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, please provide the following:	
Street address <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	
City	State Zip code
8. Location (Specify the exact type of location/facility where injury occurred. Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.)	
9. Primary location (Specify exact location. Ex. lap pool, cart storage, classroom, pavilion)	
<b>BODILY INJURY</b>	
If an employee was injured, please submit the form for an Employee Injury (Form 04) type of incident.	
10. Was a person injured? (Ex. patron, citizen, participant, volunteer) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
11. If yes, please provide the following information:	
Last name	First name <input type="checkbox"/> <input type="checkbox"/>
Address	
City	State Zip code
Home phone #	Work phone # Cell phone #
Age	Sex <input type="checkbox"/> Male <input type="checkbox"/> Female
12. Is injured person an agency volunteer? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
13. Describe the injury (affected body part and type of injury; Ex. contusion, bruise, laceration, sprain, brsak, etc.) <input type="checkbox"/>	
14. Did injured person make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
If yes, what did injured person say?	
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	



# Accident/Incident Report

Attorney/Client Privileged Document

Form  
**01**  
(pg. 2)

15	Was first aid administered?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
Name and position of person who administered first aid _____				
What first aid was given? _____				
	Did first aid involve AED and/or CPR?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, please submit a PDRMA post-AED form.				
	Were paramedic services offered?			
	Called and refused (at scene by patron)	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Offered and called <input type="checkbox"/> Yes <input type="checkbox"/> No
	Offered and refused	<input type="checkbox"/> Yes	<input type="checkbox"/> No	Offered, refused, called by agency anyway <input type="checkbox"/> Yes <input type="checkbox"/> No
	Unable to respond and called	<input type="checkbox"/> Yes	<input type="checkbox"/> No	
	Were police called?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, please provide the following information.
Name of police department _____				
Name of officer _____				
	Do you expect this person to submit a claim?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
<b>PROPERTY DAMAGE</b>				
16	Was property damaged as a result of this accident/incident?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
17	If yes, how was the person involved in the accident/incident?			
	Owner of property adjacent to park district	<input type="checkbox"/>	Patron	<input type="checkbox"/>
	Vehicle owner	<input type="checkbox"/>	Other	<input type="checkbox"/>
18	Last name (or business name)	First name (not necessary if business name)		
Address _____				
City _____ State _____ Zip code _____ Phone number _____				
Describe the property damage _____				
<b>WITNESS INFORMATION</b>				
19	If there was a witness(es) to the accident/incident, please provide the following information:			
	Last name	First name		
Address _____				
City _____ State _____ Zip code _____ Phone number _____				
20	Did witness make any statements?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
If yes, what did witness say? _____				
_____				
21	Where was witness when the accident/incident occurred?			
_____				



# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form  
02

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)		
3	Name of person completing the report	Title of person completing report		
4	Business phone	Business email		
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)			
6	Name of the location (street/road/highway) or nearest intersection where the incident occurred.			
7	Is there an address for incident location? If yes, please provide the following:-			
	Street address			
	City	State	Zip code	
8	Location			
	Offsite (non-agency owned)	<input type="checkbox"/>	On-agency property	<input type="checkbox"/>
9	Primary location			
	Highway/roadway	<input type="checkbox"/>	Parking lot	<input type="checkbox"/>
			Other	<input type="checkbox"/>
10	Was the agency vehicle occupied? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
11	Agency driver last name		First name	
	Address			
	City	State	Zip code	
	Home phone #	Work phone #	Cell phone #	
	Email			
	Is this driver an employee? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown			
	If Yes, enter job title of employee			
	Identify the type of driver			
	Full-time employee	<input type="checkbox"/>	Intern	<input type="checkbox"/>
	Part-time employee	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>
	Seasonal employee	<input type="checkbox"/>	Non-park district employee	<input type="checkbox"/>
			Spouse/family member	<input type="checkbox"/>
12	Agency vehicle VIN	Make	Model	License number



# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form  
**02**  
(pg. 2)

13	Is vehicle drivable?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
	If no, provide current location of vehicle			
14	Area of damage			
15	Estimated repair cost			
16	Was a trailer involved?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
	If yes, provide the following information.			
	Trailer year	Make	Model	License number
	Trailer area of damage			
	Current location of trailer			
	Estimated repair cost of trailer			
17	Has a police agency conducted an investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, provide the following information.
	What police agency investigated the incident?			
	Police report number			
18	Was the agency driver ticketed, arrested or cited for violation(s)?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
	If yes, provide details of the ticket, arrest or violation(s).			
19	<b>CLAIMANT INFORMATION</b>			
	Identify other people involved in the accident. (Make additional copies of this section if needed.)			
	How was the person involved in the accident? (Check all that apply.)			
	Driver of other vehicle	<input type="checkbox"/>	Injured person	<input type="checkbox"/>
	Owner of other vehicle	<input type="checkbox"/>	Passenger of agency vehicle	<input type="checkbox"/>
	Pedestrian	<input type="checkbox"/>	Owner of involved property	<input type="checkbox"/>
			Passenger of other vehicle	<input type="checkbox"/>
	Last name or business name		First name (not necessary for business)	
	Address			
	City		State	Zip code
	Home phone #	Work phone #	Cell phone #	



# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form

02

(pg. 3)

19 Vehicle-make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Area-of-damage \_\_\_\_\_

Is vehicle driveable?  Yes  No *If no, current location of vehicle* \_\_\_\_\_

Extent of damage  Moderate  Nothing-visible  Severe  Slight

Describe the property damage (other than vehicle) \_\_\_\_\_

Extent of damage to property other than vehicle  Moderate  Nothing-visible  Severe  Slight

Age of injured person \_\_\_\_\_ Sex of injured person  Male  Female

Was the injured person transported by paramedics?  Yes  No

If yes, where was the injured person taken? \_\_\_\_\_

Do you expect the injured person to file a claim?  Yes  No

Describe the injury \_\_\_\_\_

### ADDITIONAL CLAIMANT INFORMATION

Identify other people involved in the accident. (Make additional copies of this section if needed.)

How was the person involved in the accident? (Check all that apply.)

Driver of other vehicle  Injured person  Owner of involved property   
 Owner of other vehicle  Passenger of agency vehicle  Passenger of other vehicle   
 Pedestrian

Last name or business name \_\_\_\_\_ First name (not necessary for business) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_

Home phone # \_\_\_\_\_ Work phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_

Vehicle-make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_

Area-of-damage \_\_\_\_\_

Is vehicle driveable?  Yes  No *If no, current location of vehicle* \_\_\_\_\_

Extent of damage  Moderate  Nothing-visible  Severe  Slight

Describe the property damage (other than vehicle) \_\_\_\_\_

Extent of damage to property other than vehicle  Moderate  Nothing-visible  Severe  Slight



# Vehicle Accident Report

(Accident involving agency vehicle. May involve bodily injury/property damage.)

Attorney/Client Privileged Document

Form

02

(pg. 4)

18	Age of injured person _____	Sex of injured person <input type="checkbox"/> Male <input type="checkbox"/> Female
	Was the injured person transported by paramedics? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	If yes, where was the injured person taken?	
	Do you expect the injured person to file a claim? <input type="checkbox"/> Yes <input type="checkbox"/> No	
	Describe the injury	
20	Identify witnesses of the accident. (Provide the following information for each witness. Make additional copies of this page if needed.)	
	Last name _____	First name _____
	Address _____	
	City _____	State _____ Zip code _____
	Home phone # _____	Work phone # _____ Cell phone # _____
	Witness to accident? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown If yes, provide the following information.	
	Relation to injured person or property owner:	
	Agency employee or volunteer <input type="checkbox"/>	Another program participant or park user <input type="checkbox"/> Friend <input type="checkbox"/>
	Other <input type="checkbox"/>	Passerby <input type="checkbox"/> Relative <input type="checkbox"/>
	Did witness make any statements? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
	If yes, provide the following information— What did witness say?	
	Where was witness when the accident occurred?	
21	Was the driver of the agency vehicle conducting agency business at the time of the accident?	
	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
22	What street was the agency driver on?	What street was the other driver driving on?
23	What direction was the agency driver traveling?	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
	What direction was the other driver traveling?	<input type="checkbox"/> North <input type="checkbox"/> South <input type="checkbox"/> East <input type="checkbox"/> West
24	Weather conditions	
	Dry <input type="checkbox"/> Fog <input type="checkbox"/> Ice <input type="checkbox"/> Snow <input type="checkbox"/> Wet <input type="checkbox"/>	
25	Accident diagram	



# Property Loss Report

(For damage to agency property)

Attorney/Client Privileged Document

Form

03

1	Agency name	Today's date		
2	Date of incident (mm/dd/yyyy)	Time of incident (hh/mm, a.m./p.m.)		
3	Name of person completing the report	Title of person completing report		
4	Business phone	Business email		
5	How did the incident occur and what property was damaged? (Provide a brief factual summary.)			
6	Name of the location (park, pool, community center; <i>Ex. Smith Pool, Johnson Community Center</i> ) or nearest intersection where the incident occurred.			
7	Is there an address for incident location? If yes, please provide the following:-			
	Street address			
	City	State	Zip code	
8	Location (Specify the exact type of location/facility damaged, listing multiple locations/facilities if necessary. <i>Ex. maintenance garage, sports field</i> )			
9	Primary location (Identify the exact area of damage. <i>Ex. tool storage, batting cage</i> )			
10	Estimate of loss			
11	Contact person at facility			
12	Contact person's email			
13	Contact person's phone number	[ ]	[ ]	[ ]
14	Was damage caused by third-party (non-agency) individual?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
15	Has the party responsible for damage been identified? If yes, provide the following contact information for the person or persons identified:			
	Name	Street address		
	City	State	Zip code	
		[ ]	[ ]	[ ]
16	Has a police agency conducted an investigation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Unknown
17	What police agency investigated the incident?	What is the police report number?		
18	Were criminal charges brought against the responsible party? If yes, what were the charges?			



## Employee Injury Report 04

1 Complete an Employee Injury Report for each employee injured.	
2 Agency name	Today's date
3 Date of incident (mm/dd/yyyy)	Time of incident (hh/mm a.m./p.m.)
4 Name of person completing report	Title of person completing report
5 Business phone	Business email
6 How did the incident occur? (Provide a one-line factual description.)	
7 Name of the location (park, pool, community center; Ex. Smith Pool, Johnson Community Center) or nearest intersection where the incident occurred.	
8 Is there an address for this location? If yes, please provide the following:-	
Street address	
City	State Zip code
9 Location (Specify the exact type of location/facility where injury occurred. Ex. maintenance garage, sports field, aquatic outdoor, golf course, etc.)	
10 Primary location (Specify exact location. Ex. lap pool, cart storage, classroom, pavilion)	
11 Employer's FEIN	
12 Did the employee miss more than three (3) scheduled workdays? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Unknown	
13 What was the employee doing when the accident occurred?	
14 How did the incident occur? (Provide a detailed factual description.)	
15 Employee last name First name	
Address	
City	State Zip code
Home phone #	Work phone # Cell phone #
Best number to contact employee Email	
Social security number	Date of birth (mm/dd/yyyy) Gender <input type="checkbox"/> Male <input type="checkbox"/> Female
Marital status (divorced/married/single/unknown)	Number of dependents Does employee speak English? <input type="checkbox"/> Yes <input type="checkbox"/> No
Average weekly wage	Job title/occupation



# Employee Injury Report

04

(pg 2)

15. What is the employee's employment status?  Permanent full-time  Permanent part-time  Seasonal  Intern  Other

Date hired (mm/dd/yyyy) \_\_\_\_\_ What is the employee's tenure? (length of employment)

Less than 1 yr.  1-3 yrs.  4-10 yrs.  11-19 yrs.  More than 20 yrs.

Time employee began work on day of incident (hh/mm a.m./p.m.) \_\_\_\_\_

Last date employee worked prior to date of incident (hh/mm a.m./p.m.) \_\_\_\_\_

If the employee died as a result of the accident, give the date of death. (mm/dd/yyyy) \_\_\_\_\_

Did the incident occur on agency premises?  Yes  No  Unknown

Injury or illness?  Injury  Illness

Describe the injury or illness (affected body part and type of injury; *Ex. contusion, bruise, laceration, sprain, break, etc.*)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

What object or substance, if any, directly harmed the employee?

\_\_\_\_\_

16. Did the injured employee seek medical attention?  Yes  No  Unknown

17. If yes, was the treatment given away from the worksite?  Yes  No  Unknown

18. Was the employee treated in an emergency room?  Yes  No  Unknown

19. Was the employee hospitalized overnight as an inpatient?  Yes  No  Unknown

20. Name of treating physician, health care provider, or emergency room \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip code \_\_\_\_\_ Phone number \_\_\_\_\_

## 5: Alcohol & Drug Abuse Policy

The patrons and employees of the Oak Brook Park District are a valuable resource and their health and safety are of serious concern to the Park District. Patrons need to be assured that Park District employees do not perform their duties while under the influence of any substance, whether it is legal or not, which impairs their ability to perform their duties or imperils the health, safety or wellbeing of employees or the public. The Park District vigorously supports the Drug Free Workplace Act (*Chapter 30 ILCS Section 580/1 et. seq.*). No Park District employee may perform their job duties under the influence of alcohol, cannabis, any illegal drug, or any drug for which the employee has a prescription that impairs the employee's ability to perform their job duties. No Park District employee may be in possession of alcohol, cannabis, or any illegal drug while performing their job duties. This policy is applicable to all our work force at any location while the employee is working. The Park District also complies with DOT 49 CFR part 40. We have a commitment toward maintaining a safe workplace, free from the influence of drugs and the abuse of alcohol.

Nothing in this policy allows the Park District to refuse to hire or to discharge any individual, or otherwise disadvantage any individual, with respect to compensation, terms, conditions or privileges of employment because the individual uses lawful products off the premises of the employer during nonworking and non-call hours. "Lawful products" means products that are legal under state law. For purposes of this provision, an employee is deemed on-call when the employee is scheduled with at least 24 hours' notice by their employer to be on standby or otherwise responsible for performing tasks related to their employment either at the employer's premises or other previously designated location by their employer or supervisor to perform a work-related task.

Employees are required to report to their supervisors the use of any prescription drug, which may impair the employee's ability to perform the essential functions of their job with the Park District. This includes, but is not limited to, the use of medical cannabis.

### Medical Cannabis

Registered qualifying patients in Illinois may be able to obtain a registry identification card, which allows them to purchase medical cannabis for the treatment of a variety of debilitating medical conditions under the Compassionate Use of Medical Cannabis Program Act. The Act also provides employers with the ability to regulate the use of medical cannabis on employer owned premises and during work hours. The following regulations shall apply to employees of the Park District who may also qualify to obtain legal access to medical cannabis:

1. Employees are strictly prohibited from possessing and/or using medical cannabis on any Park District owned property at any time;
2. Employees are strictly prohibited from using medical cannabis during all work hours;
3. Employees are strictly prohibited from reporting to work under the influence of medical cannabis;
4. Employees may not possess medical cannabis in their personal vehicles in any Park District parking lot unless the medical cannabis is in a sealed, tamper-evident medical cannabis container;
5. Employees who possess a Commercial Driver's License ("CDL") shall not use or possess medical cannabis; and

6. Notwithstanding the specific prohibitions set forth above, any employee who validly possesses a card, allowing for the use of medical cannabis shall still be subject to all other provisions of the Park District's Alcohol and Drug Abuse Policy.

#### **Recreational Cannabis Use**

Recognizing that limited possession and use of cannabis for those over 21 years of age is lawful in Illinois as of January 1, 2020, it remains a controlled substance under federal law. Therefore, employees whose jobs are subject to federal prohibitions, such as those that require Commercial Drivers Licenses ("CDL"), or who work pursuant to certain federal grants, are prohibited from using cannabis under any circumstances, and remain subject to federal prohibitions and testing requirements.

#### **Notice of Convictions**

Any employee who is convicted of violating any federal or state criminal drug statute must notify the Park District Executive Director within five (5) days of such conviction. For purposes of this notice requirement, a conviction includes a finding of guilt, a no contest plea, and/or an imposition of sentence by any judicial body for any violation of a criminal statute involving the unlawful manufacture, distribution, sale, dispensation, possession or use of any controlled substance or cannabis. Failure to notify the Executive Director may subject the employee to disciplinary action, up to and including termination of employment.

### **ALCOHOL AND DRUG TESTING**

#### **Pre-Employment Screening**

Each prospective employee is required to sign a consent form and undergo a drug screening.

#### **Reasonable Suspicion**

In order to help protect the health and safety of employees and the public and to maintain a drug and alcohol-free workplace, the Park District may conduct drug and alcohol testing if a supervisor has a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol at work.

A supervisor shall have a "reasonable suspicion" that an employee is under the influence of drugs and/or alcohol if the employee demonstrates specific, articulable symptoms while working that lead the supervisor to have a good faith belief the employee is under the influence. A supervisor will use the PDRMA Drug and Alcohol Impairment and Reasonable Suspicion Observation Form to clearly document the specific, articulable observations and behaviors that create a reasonable suspicion that an employee is under the influence of drugs and/or alcohol. Examples include:

- Odors (smell of alcohol, cannabis, or other unlawful substances).
- Movements (unsteady, fidgety, dizzy).
- Eyes (dilated, constricted or watery eyes, or involuntary eye movements).
- Face (flushed, sweating, confused, or blank look).
- Speech (slurred, slow, distracted mid-thought, inability to verbalize thoughts).
- Emotions (argumentative, agitated, irritable, drowsy).
- Actions (yawning, twitching).
- Inactions (sleeping, unconscious, no reaction to questions)

- negligence or carelessness in operating equipment or machinery
- disregard for the safety of the employee or others
- carelessness that results in any injury to the employee or others.

When reasonable suspicion testing is warranted, the employee's supervisor will meet with the employee to explain the observations and the requirement to undergo a drug and/or alcohol test. Refusal by the employee will be treated as a positive drug test result and will result in immediate termination of employment.

#### **Testing Conducted**

The Park District may test for alcohol and any controlled substance or cannabis (when reasonable suspicion exists or when the employee is subject to federal or state prohibitions). Employees are required to sign a consent form, cooperate with any authorized testing, and execute any and all releases necessary to provide the Park District with the results of any test. Failure to cooperate or execute required releases will be grounds for discipline up to and including termination. The procedures of the physical testing and examination will be those set by the medical clinic or laboratory designated by the Park District and will be followed by the employee.

### **VIOLATIONS OF THE ALCOHOL AND DRUG ABUSE POLICY**

#### **Disciplinary Action Steps**

Any employee testing positive for illegal drugs, alcohol levels exceeding .02 blood alcohol concentration, or being impaired while on duty under the influence of legal drugs may be disciplined up to and including termination from employment. Prior to issuing any final disciplinary action, the Park District will afford the employee a reasonable opportunity to contest the basis of the determination.

In lieu of termination, the Park District may require an employee to successfully complete substance abuse evaluation assessment, treatment and/or counseling at the employee's expense. Employees participating in a drug or alcohol treatment program will be allowed to use any paid time off benefits they have accrued; however, any time off necessary to participate in any drug or alcohol treatment program will be either unpaid or paid by the use of the employee's accumulated but unused leave.

An employee who participates in a treatment program will be expected to meet job performance standards and comply with all rules established by the District. Participating in a treatment program will not, in and of itself, protect the employee from disciplinary action should job performance remain unsatisfactory.

The District will maintain medical records confidentially, including records concerning alcohol or drug abuse, diagnosis, and treatment, in a file separate from the regular employee personnel files in accordance with the terms of the District HIPAA Policy. Access will be limited to the terms and individuals identified in the District's HIPAA Policy. The District will not disclose these records to persons outside the District without the employee's consent unless disclosure of the records is necessary for legal or insurance purposes.



Leading the Way to Risk Management Solutions

**Drug and Alcohol Impairment and Reasonable Suspicion Observation Form**

*(This form must be completed every time an employee is suspected of drug or alcohol impairment based on appearance or conduct when reporting for duty, while on duty, or during periods of on-call time.)*

Name of Observed Employee: \_\_\_\_\_

Date and Time Observed: \_\_\_\_/\_\_\_\_/\_\_\_\_ at: \_\_\_\_ a.m./p.m.

Location: \_\_\_\_\_

Observations: Please check all applicable boxes next to the appropriate observations and then provide any necessary explanations on the lines below.

SPEECH	BALANCE/WALKING	DEMEANOR	APPEARS	ODOR	BEHAVIOR
<input type="checkbox"/> Slow	<input type="checkbox"/> Rigid	<input type="checkbox"/> Sleepy	<input type="checkbox"/> Flushed or sweating profusely	<input type="checkbox"/> Chemical	<input type="checkbox"/> Nervous or paranoid
<input type="checkbox"/> Slurred	<input type="checkbox"/> Falling/unable to stand	<input type="checkbox"/> Calm	<input type="checkbox"/> Confused	<input type="checkbox"/> Excessive cologne	<input type="checkbox"/> Erratic or irrational
<input type="checkbox"/> Whispered	<input type="checkbox"/> Staggering	<input type="checkbox"/> Argumentative	<input type="checkbox"/> Tremors	<input type="checkbox"/> Marijuana	<input type="checkbox"/> Irritable
<input type="checkbox"/> Silent	<input type="checkbox"/> Swaying	<input type="checkbox"/> Paranoid	<input type="checkbox"/> Pale	<input type="checkbox"/> Sweet or fruity	<input type="checkbox"/> Inappropriate gaiety or euphoric
<input type="checkbox"/> Loud	<input type="checkbox"/> Stumbling	<input type="checkbox"/> Threatening	<input type="checkbox"/> Inappropriate sunglass use or dilated / constricted pupils	<input type="checkbox"/> Heavy breath spray	<input type="checkbox"/> Mood Swings
<input type="checkbox"/> Confused	<input type="checkbox"/> Reaching for support	<input type="checkbox"/> Drowsy	<input type="checkbox"/> Disheveled	<input type="checkbox"/> Pungent	<input type="checkbox"/> Lethargic or slow-acting
<input type="checkbox"/> Incoherent	<input type="checkbox"/> Arms raised for balance	<input type="checkbox"/> Hyperactive	<input type="checkbox"/> Blood shot or glassy eyes	<input type="checkbox"/> Alcohol	<input type="checkbox"/> Suspicious
	<input type="checkbox"/> Physical dexterity, agility, or coordination issues		<input type="checkbox"/> Puncture marks		<input type="checkbox"/> Confused or disoriented
			<input type="checkbox"/> Runny nose		<input type="checkbox"/> Unusual
<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other	<input type="checkbox"/> Other

If you marked "other," please describe: \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_

**CONFIDENTIAL**

Drug and Alcohol Impairment and Reasonable Suspicion Observation Form  
Page 2 of 3

- Miscellaneous:
- Presence of drugs or paraphernalia
  - Presence of alcohol
  - Employee admission to drug use or possession
  - Employee admission to alcohol use or possession
  - Violation of safety rules, carelessness, unsafe behavior (e.g., disregard of the safety of others or the employee themself)
  - Excessive breaks, wandering, aimlessness
  - Involvement in accident with serious damage to equipment or property

Summary of Observations (please include dates, times, and details of the behavior or incident):

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Other witnesses to conduct: \_\_\_\_\_

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**Once you have completed this form and have signed it, and had a witness sign it (when reasonably possible, based on the circumstances), please provide this form to Human Resources immediately. Be sure to follow all agency procedures, as described in our drug-free workplace policy. If you believe the employee is impaired or otherwise presents a safety risk, you must stop the employee from working and prevent them from operating any equipment where there would be a risk of injury to the employee or others.**

The above observations were made by:

_____ <i>Signature</i>	_____ <i>Title</i>	_____ <i>Date</i>
_____ <i>Signature</i>	_____ <i>Title</i>	_____ <i>Date</i>

Employee comment: \_\_\_\_\_

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**CONFIDENTIAL**

Drug and Alcohol Impairment and Reasonable Suspicion Observation Form  
Page 3 of 3

By signing below, I confirm that I have received a copy of this completed form and have had an opportunity to review and respond to the observations that are described above. **I understand that the absence of any statement in the space provided above will be interpreted as my agreement with the observations described above.**

Employee's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Employee Refusal to Sign:  Witness: \_\_\_\_\_

**ACTION TO BE TAKEN  
(FOR HUMAN RESOURCES USE ONLY)**

\_\_\_\_\_  
\_\_\_\_\_

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_

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## 6: D.O.T. Drug And Alcohol Procedure

### Introduction

In an effort to promote public safety and to help prevent accidents and injuries the U.S. Department of Transportation (D.O.T.) instituted regulations that establish a zero tolerance level for the presence of alcohol or controlled substances in the system of any individual who operates or maintains a commercial class vehicle. The regulations establish testing requirements to help ensure compliance with the alcohol and controlled substance prohibitions. The controlled substances prohibited by the D.O.T. regulations are: Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine (PCP). The following procedures have been developed to implement the D.O.T. regulations which can be found in 49 CFR Parts 40 and 382. The numbers inside the parentheses appearing in many of the sections refer to 49 CFR Part 40 or 382 sections relevant to the particular procedure. Employees who violate this policy are subject to disciplinary action, up to and including discharge.

### Adverse Effects of Alcohol and Drug Use

Unlawful use of drugs and alcohol poses a number of risks. Alcohol and drug abuse can lead to a number of health problems, such as lung cancer, obstructive pulmonary disease, chronic respiratory infections, liver disease, high blood pressure, cardiac disease, and seizures. Drug abusers are at an increased risk for AIDS and hepatitis.

The impairments drugs cause mean users (and their nearby co-workers) suffer more accidental injuries and motor vehicle accidents. Drugs can also rob the user of their ability to place for and reach long-term goals, to deal constructively with stress and anxiety, or to have successful and satisfying friendships and family relationships. Because drug use is unlawful, lives can be ruined when users are arrested, jailed or injured by drug-related violence.

The District has gathered a variety of pamphlets and other materials about alcohol and drugs. These materials are available from the Human Resource & Risk Manager. In addition, full-time employees may access the confidential Employee Assistance Program (E.A.P.) for information and assistance with alcohol or drug use. Full-time employees may obtain information about the District's E.A.P. through the employees' immediate supervisor or the Human Resource & Risk Manager.

### Affected Employees

1. The following employees are subject to these alcohol and drug procedures, restrictions, and requirements: All employees who are required to have a valid CDL drivers license as a condition of employment and operate a commercial vehicle for the Oak Brook Park District. This includes full-time and part-time employees.
2. The above employees are subject to these procedures and regulations at all times while on duty including all overtime and call back time. An exception may be made by the Executive Director to exempt an employee from alcohol use restrictions if the employee is attending off- site training and is not expected to return to duty for the remainder of the day.

**Employee Requirements (382.201 to .215):**

To meet the D.O.T. regulations, the following requirements are placed upon affected employees. Exceptions to these requirements may be made by the Executive Director in making temporary work assignments for employees.

1. Affected employees will not consume any product containing alcohol or controlled substances while on duty.
2. Affected employees will not report for duty while there is any alcohol or controlled substance in their system (unless the use is pursuant to the instruction of a physician who has been informed of the affected employee's job duties, and has advised the affected employee that the substance does not adversely affect their ability to safely perform their job).
3. Affected employees will not possess any product containing alcohol or controlled substances while on duty.
4. Affected employees cannot report for duty within four hours of having consumed alcohol and may not perform safety-sensitive functions (this includes but is not limited to operating motor vehicles or equipment) within four hours after using alcohol.
5. Affected employees must immediately report for testing when so ordered, and must cooperate with testing personnel and procedures.
6. Affected employees must agree to release testing results to the Park District and to the substance abuse professional (S.A.P.), and to release the substance abuse professional's report to the Park District.
7. Affected employees cannot consume alcohol for eight hours following an accident involving a death or an accident for which the employee received a moving violation for their operation of a commercial class vehicle which contributed to the accident or until the employee undergoes a post-accident or controlled substance test, whichever occurs first. The employee must remain available for testing for a period of eight hours for an alcohol test or 72 hours for a controlled substance test.

**Tests Performed:**

Detailed descriptions of the testing procedures are contained in 49 CFR Part 40 and Part 382. A brief description of the testing procedure follows.

1. Alcohol Test
  - a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs testing form.
  - b. Employee blows into alcohol testing device. If employee cannot exhale sufficient quality of air through the machine for a complete test a medical exam will be performed.

- c. If test results are negative the employee returns to work. Results will be reported to the Executive Director.
  - d. If test results are positive, another test will be performed after a 15-minute wait but before 20 minutes. The employee may not eat or drink anything nor belch during the waiting period for the retest.
  - e. If retest results are negative, test is reported to the Executive Director as negative.
  - f. If retest results are positive, the test results are immediately reported to the Department Director.
2. Controlled Substances Test: Testing will only be performed for the five controlled substances prohibited by the D.O.T. regs - Marijuana, Cocaine, Opiates, Amphetamines, and Phencyclidine.
- a. Employee immediately reports to the designated testing facility, shows a photo identification card, and signs the testing form.
  - b. Employee provides a urine sample. If unable to provide sufficient quantity for testing, the employee will be asked to drink water and attempt again.
  - c. Hospital personnel will perform required testing to verify that the specimen sample has not been tampered with. The employee returns to work.
  - d. Sample is sent to Lab where it is split in half. A screening test is performed on a portion of one of the sample splits. If negative results are obtained the testing is reported as negative to the medical review officer (M.R.O.) who in turn reports negative results to the Executive Director.
  - e. If screening tests are positive, sophisticated confirmation testing is performed on the rest of the split sample. Results are reported to the M.R.O. If negative the M.R.O. reports a negative result to the Executive Director.
  - f. If the results are positive, confirming the presence of one of the five controlled substances, the M.R.O. will contact the employee to talk over the results of the test to determine if there is a legitimate clinical reason for the presence of the drug, and will decide if test results are negative or positive. If the employee cannot be reached by the M.R.O., the Executive Director will be contacted to tell the employee to contact the M.R.O. If contact is not made in 72 hours the M.R.O. will determine the test results as positive. The M.R.O. reports to the Executive Director test results as positive or negative.
  - g. If test results are positive, the employee will be removed from duties of operating or maintaining a commercial class vehicle. The employee has 72 hours in which to request a retest of the second split sample, and can request that the split sample be tested at a second lab. A negative retest of the split sample will cancel the first positive results.

**Six circumstances under which testing will be performed:**

1. Pre-employment Testing (382.301, 413)
  - a. Before a new employee is hired or before an existing employee may be transferred to a position in which operating or maintaining a commercial class vehicle is required, both alcohol and controlled substance testing is required.
  - b. If an employee has not been in a random testing pool for one month, then alcohol and controlled substance testing must be performed before the employee may operate or maintain a commercial class vehicle.
  - c. Alcohol test results must be below 0.04 and controlled substances negative or the employee cannot be hired to the position without a substance abuse professional evaluation. There is no requirement that the prospective employee be hired or that they see the M.R.O. or S.A.P., but an attempt must be made to inform the prospective employee of the test results and to seek an evaluation.
  - d. In addition to submitting to testing, the prospective employee must supply the Park District with the names of all firms for which they have been employed in the previous two years operating or maintaining commercial class vehicles. The prospective employee must cooperate fully with the Park District in obtaining from each of the previous employer's results of any positive test, S.A.P.'S reports, and any refusals to test.
2. Random Testing (382.305)
  - a. All affected employees will be placed in pool from which random selections for testing will be made. Random testing will be for both alcohol and controlled substances.
  - b. The annual rate of testing for the entire pool will be as directed by the U.S. Secretary of Transportation, currently 10% per year for alcohol and 50% per year for illegal drugs.
  - c. Every employee in the selection pool has an equal chance of being selected each time a drawing is made.
  - d. Selection for testing will be performed on a sufficiently random basis. Employees will not know when testing is complete for the year nor when to anticipate the next selection.
  - e. A surplus of names will be generated so that another selection may be made in place of an employee who is temporarily on leave.
3. Reasonable Suspicion Testing (382.307)
  - a. When a supervisor has reason to believe that an employee has alcohol or controlled substances in their system they contact another supervisor or management official trained in the signs and symptoms of drug and/or alcohol misuse who will also observe the employee. If both supervisors are in agreement, the employee will be driven the designated testing facility for alcohol or controlled substances testing as appropriate.

- b. The supervisor's determination must be based upon specific, describable, current observations of the employee's appearance, behavior, speech or body odor. Possession alone is not sufficient cause to require the employee to submit to testing.
  - c. When a reasonable suspicion determination has been made, the employee must immediately stop operation or maintenance of a commercial class vehicle. (For 24 hours or until a negative test result whichever comes first).
  - d. The employee will be informed of their right to consent or refuse testing, and the consequences of refusing testing or failing an alcohol or drug test. The employee will be asked to review and sign a Consent/Refusal Form.
  - e. The supervisor calls the designated testing facility to advise that the employee will be reporting for the testing. The employee under suspicion must be accompanied to the testing facility, preferably by a supervisor.
  - f. If an employee refuses to submit to a test, they will be required to call someone to drive them home. If unable to find someone, a cab will be called. The Park District will pay for the cab with reimbursement by the employee when they return to work. If the employee insists on driving themselves, the local Police Department will be called and notified.
  - g. Testing for alcohol reasonable suspicion should be performed within two hours, but cannot be conducted if eight hours have passed since the determination was made. A written report must be submitted to the Executive Director for the file explaining why testing was not performed within two hours. Controlled substances testing should be performed as soon as possible but not after 32 hours since the determination was made.
  - h. The supervisor(s) making the determination must submit a signed written description citing the specific observations which led to the reasonable suspicion testing. The written description should be submitted before the test results have been received.
4. Post Accident Testing (382.303)
- a. A surviving driver of a commercial class vehicle involved in an accident in which a death occurred or for which the driver received a ticket for the operation of their commercial vehicle having contributed to the accident, will be tested for both alcohol and controlled substances.
  - b. The driver will remain readily available for testing after an accident until 32 hours have passed or earlier if a supervisor advises that testing will not be necessary.
  - c. A driver cannot consume any alcohol within eight hours following an accident unless a supervisor advises that no testing will be required or testing has already been performed.
  - d. If a death occurs or a driving citation is issued, alcohol testing will be performed within two hours but no testing after eight hours, and controlled substance testing within 32 hours. A written record must be submitted to file explaining why alcohol testing could not

be performed within two hours if such is the case and a record if either testing could not be performed.

5. Return to Duty Testing (382.309): Alcohol and controlled substances testing will be performed with negative test results (less than 0.02 alcohol) on all affected employees who:
  - a. Have been removed from duty of operating or maintaining a commercial class vehicle for refusing to test or testing positive for controlled substances or alcohol greater than 0.04. Employee will be responsible for all costs associated with this classification of return to duty testing or
  - b. Have not been in a random testing pool for more than 30 days. (Employees who have been on extended leave).
6. Follow-up Testing (382.311,.605)
  - a. Any affected employee who has refused to test or who has tested positive for controlled substances or greater than 0.04 alcohol content and has been determined by a substance abuse professional to require help in dealing with their substance abuses problem will be subject to follow up testing.
  - b. The Executive Director will order the affected employee to immediately report for surprise alcohol or controlled substance (or both) testing at the frequency prescribed by the substance abuse professional. The Executive Director will advise the S.A.P. of the test results. The duration of surprise testing will continue as long as required by the S.A.P. to a **maximum of five years**.
  - c. At a minimum, six unannounced tests will be required within the first 12 months of return to duty. **This minimum must be conducted regardless of whether the S.A.P. deems no more testing is required.**
  - d. Employee is responsible for all costs associated with follow-up testing.

**Consequences of failed or refused tests (382.605)**

1. An employee will be immediately removed from duty upon the employee's refusal to cooperate with testing procedures or upon receipt of positive test results. Employees who refuse to submit to testing or fail an alcohol or drug test are subject to disciplinary action, up to and including discharge.
2. The employee selects a substance abuse professional (S.A.P.). The employee is responsible for payment to the substance abuse professional and subsequent counseling and rehabilitation. The employee's medical insurance may be used to help pay for these services. A list of S.A.P.'s will be provided the employee, however, the employee is free to choose any certified S.A.P.
3. The employee signs a release allowing the Park District to release the test results to the S.A.P. and signs a release for the S.A.P. to report back to the Executive Director.
4. The S.A.P. will report back to the Executive Director that the employee:
  - a. Does not require any help in dealing with a substance abuse problem - in which case the employee may be returned to full duty.
  - b. That the employee requires and is cooperating with continued counseling and rehabilitation and may return to full duty, or may not return to full duty yet.
  - c. That the employee requires but is not cooperating with counseling and rehabilitation and may not return to duty.
5. The employee is responsible for obtaining any counseling or rehabilitation prescribed by the S.A.P. and must provide appropriate releases for counseling and rehabilitation professionals to report back to the S.A.P. Employees are advised that the U.S. D.O.T. regs require that the additional counseling and rehabilitation not be performed by any business entity in which the S.A.P. has a financial interest.
6. When the S.A.P. reports to the Executive Director that the employee may return to full duty of operating and maintaining commercial class vehicles the employee must:
  - a. Test negative in return to duty alcohol or controlled substances testing (or both tests if so indicated by the S.A.P.).
  - b. Continue with any rehabilitation therapy if so prescribed by the S.A.P.
  - c. Test negative in unannounced follow up testing as prescribed by the S.A.P. or at a minimum, six tests in the first 12 months of returning to duty as ordered by the Executive Director.

**Required Training**

1. All affected employees will be informed of the new D.O.T. regs and these policies and procedures to implement the regs.
2. All supervisory personnel will receive training in recognizing physical signs of alcohol misuse and controlled substance use prior to any employee being ordered to submit to reasonable suspicion testing by that supervisor. Sixty minutes of training for alcohol misuse recognition and 60 minutes of training for controlled substance use recognition is required.
3. All new employees and newly transferred employees to affected positions will receive training prior to operating or maintaining a commercial class vehicle. All newly hired supervisory personnel will receive 60 minutes of alcohol misuse recognition training and 60 minutes of controlled substances use training prior to their requiring any employee to submit to reasonable suspicion testing.
4. All employees will sign a receipt that they attended the training. The receipt will be kept in Park District records.

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Policy adopted by the Board of Commissioners, May 12, 2008  
 Safety Manual Review and Approval 5/18/15  
 Policy updated 6/22/18, 4/19/21

### **Introduction**

The District has developed this Alcohol Service Policy and Procedures to support our commitment to providing a safe environment for recreational activities. The District further firmly states its policy that the bringing into, selling, service and use of alcoholic beverages in the District's parks shall be done in a law-abiding and safe manner, and that no minor or intoxicated person shall be served alcoholic beverages at any event in a District park or facility or at an event sponsored by the District.

Employees of the District may have the opportunity and responsibility to sell or serve alcoholic beverages for the District and, therefore, should know the laws and regulations concerning the sale, service and consumption of alcoholic beverages. Taking steps to prevent alcohol abuse at the District's events or in the District's parks or facilities can help protect the public from harm. Serving under-aged and/or intoxicated persons is unlawful and may result in criminal penalties. Furthermore, if an intoxicated person should be involved in an accident after leaving the District's parks or facilities, the injured parties may file a lawsuit against the District and any employee involved in the sale or service of alcoholic beverages to such individual.

The following information is to help employees to responsibly and safely serve alcoholic beverages as part of the total service experience provided for the District's guests.

### **Local Ordinance Requirements**

The Village of Oak Brook's specific requirements for the sale, service and use of alcoholic beverages are set forth in Title 4, Chapter 1 of the Village Code. The Village Code can be found at <http://www.sterlingcodifiers.com>. The Village does not require a license for selling or serving alcoholic beverages if the District or a renter of the District's parks and facilities is hosting a special event that is not open to the general public, and attendance is by invitation only. If the event is open to the general public, then the District or the renter will be required to apply for a "special event license" from the Village, which is annually issued and is valid for up to ten (10) special events. The Village Clerk must be contacted for application forms. In addition, compliance is required with the regulations of the Village Code for "outdoor sales". The provisions of the Village Code governing the "Special Event License" to sell or serve alcoholic beverages and for "Outdoor Sales" of alcoholic beverages are as follows:

#### **4-1-17: Special Event Liquor Licenses:**

- A. The purpose of this section is to provide for the issuance of Special Event Liquor Licenses for the sale or dispensing of alcoholic liquor during special events. Applications for a Special Event Liquor License shall be filed with the Village Clerk.
- B. The Village offers two (2) types of Special Event Liquor Licenses:
  1. Per-Event Special Event Liquor License: \$50.00 each event (Class F License) and
  2. Annual Special Events Liquor License: \$500.00 for up to 10 events in a license year (Class M License).

For Annual Special Event Liquor License (Class M License) the applicant must also fill out a Notification Form for each event. The Annual Special Event Liquor License entitles the

applicant to conduct more than one but no more than ten (10) special events in one license year. When an applicant has held ten (10) special events within a year, an applicant must either apply for an Annual Special Events Liquor License that would allow for up to an additional ten (10) events, or apply for a Per-Event Special Event Liquor License.

The licensee shall notify the Village Clerk of each event to be held no less than ten (10) days prior to the event, and shall obtain a license to be posted at such event along with the State required signs. If notification is less than ten (10) days prior to the event, a surcharge of \$50 shall be assessed in addition to all other fees.

- C. The following insurance provisions and requirements for a Special Events Liquor License must be met:
1. Each special event shall last no longer than three (3) days.
  2. It shall be the responsibility of any special event licensee selling alcoholic liquor to provide certified training from the state licensed beverage alcohol seller server education training (BASSET) program or training for intervention procedures (TIPS) program to its liquor managers (except for caterers), bartenders, servers, and any other employee involved in the furnishing of alcoholic beverages to customers at a special event. Each application for a special event license shall be accompanied by proof of completion (copy of certificate) of such program licensed by the state for all liquor managers and such other current employees as are necessary to comply with the provisions of this subsection (Ord. G-570, 5-14-1996; Ord. G-805, 6-27-2006; Ord. G-932, 9-14-2010)
  3. Due to new regulations, beginning on July 1, 2015, all current and future BASSET cardholders will need to renew their certification every three years. Any questions regarding this matter please contact the Illinois Liquor Control Commission at 312-814-2206.
  4. Applicant shall provide the Village Clerk or the commissioner's designee with a certificate or policy of insurance as evidence that it has obtained coverage as follows: general liability insurance with limits of not less than one million dollars (\$1,000,000) combined single limit, or one million dollars (\$1,000,000) per occurrence and per aggregate, naming the Village of Oak Brook, its officials, employees, volunteers and agents as additional insured with respect to general liability coverage as stated by Ordinance. Such insurance coverage shall be issued by an insurance company licensed to do business in Illinois and shall have a "Best" rating acceptable to the Village. The effective period of such insurance coverage shall coincide with the period during which the special event license is in effect. In addition, the applicant shall furnish evidence satisfactory to the commissioner or the commissioner's designee that it is covered by a policy of liquor liability insurance by a responsible insurance company authorized and licensed to do business in Illinois, insuring such applicant in the amount of not less than one million dollars (\$1,000,000).

5. PLEASE NOTE: Insurance requirements are not satisfied by insurance policies that contain a self-insurance retention provision (SIR) for either general liability or liquor liability insurance.
6. Print application and submit as required to the Village of Oak Brook, 1200 Oak Brook Road, Oak Brook, IL 60523.
7. Title 4, Chapter 1, Section 17, the Liquor Control Chapter of the Village Code of Oak Brook: This section indicates the regulations of Special Event Liquor License and the procedures to follow for application of such a license.
8. Please contact the Village Clerk's Office at (630) 368-5036 if you require any assistance in compliance of the Liquor Control Regulations within Oak Brook.

**State of Illinois Requirements (235 IL CS 5) Liquor Control Act of 1934**

- Post license. The liquor license, if any, must be framed and hung in plain view in a conspicuous place on the licensed premises.
- Beer taps must be clean and sanitary.
- The Government Warning sign regarding alcohol consumption during pregnancy must be properly displayed.
- The Proof of Age sign must be posted.
- Happy hours are prohibited.
- Persons under the age of twenty-one (21) shall not be served alcoholic beverages under any circumstances.

**ID/Carding Practices**

- A. It is illegal to serve an alcoholic beverage to a minor or intoxicated individual. The District has the right to protect its guests, its parks and facilities, and its staff. There is no penalty for refusing an alcohol beverage to someone who is suspected to be a minor or an intoxicated individual. Anyone who wishes to purchase or be served an alcoholic beverage must show a valid picture ID.
  - The following are acceptable forms of ID: driver's license; state ID card; military ID; or a current passport. Traffic tickets will not be accepted in lieu of a valid driver's license or any of the other forms of identification listed above.
  - The District's staff who are assigned to verify the age of guests wishing to consume alcoholic beverages shall ask the individual for their state ID. Staff shall verify the validity of the ID by checking the front of the card, and if it appears that the license is expired, by examining the back of the card to verify whether a renewal sticker is in place.
  - All out of state IDs should be checked with an ID Checking Guide. The ID Checking Guides will be available in the area designated for checking IDs during any District event.
  - The District's staff shall verify the age of the individual according to the birth date listed on the ID. No one under the age of 21 is allowed to consume any alcoholic beverage.
  - Parents shall not be permitted to offer alcoholic beverages to their minor children.

- B. A non-transferable wristband shall may be issued at any District event to anyone who wants to consume alcoholic beverages. No sales or service shall be provided without the proper marker.

**Prevention Practices/Techniques**

- A. The District's staff shall attempt to track the number of alcoholic beverages a guest has consumed and determine whether the guest can safely consume any more. The guest's check or running tab may note how many alcoholic beverages were served, and it may possibly have the times such beverages were served. Also, the staff should keep in mind that not all alcoholic beverages contain the same amount of alcohol.
- B. The District will serve only beer and wine in a single serving size not to exceed 16 oz. beer and 5 oz. wine.
- C. The sale of "doubles" or "triples" is prohibited.
- D. The sale of alcoholic beverages in rounds is prohibited.
- E. Alcoholic beverages shall be sold by cup or individual serving only, not in pitchers.
- F. The District's staff shall encourage food consumption by guests/customers who are consuming alcoholic beverages.
- G. Minors are prohibited from being in areas where alcoholic beverages are sold or served or, alternatively, specific timelines shall be established to restrict access by minors.
- H. Guests/customers are prohibited from leaving the premises with alcoholic beverages.
- I. An intoxicated individual shall not be allowed to drive from the District's parks or facilities or from a District event. The District's staff shall arrange for a ride (call a cab, a sober friend, or family member, etc.). If the individual does drive away, the District's staff must call the police!
- J. The telephone numbers of local cab companies shall be posted in a prominent location at the District's parks, facilities and events where alcoholic beverage consumption will be permitted.
- K. The following information signs must be posted:
- Warning to minors.
  - Government warning to pregnant women.
  - Names and phone numbers of cab companies
- L. Except at the Central Park West facility, and by permit as provided in this Policy, no alcoholic beverages may be brought into the District's parks or facilities, and individuals may be prohibited from bringing their own alcoholic beverages.
- M. No "last calls" will be offered.

- N. Service to adults who give alcoholic beverages to minors is prohibited and is against the law.
- O. The District's staff is prohibited from selling/serving intoxicated or under-age individuals.
- P. Supervisors are prohibited from ordering staff to provide alcoholic beverages to intoxicated guests.
- Q. Service of alcoholic beverages may cease one (1) hour before the end of any District event, depending on the length and type of event. The ending time will be determined by District staff at each pre-event alcohol serving training meeting.
- R. The ID of all guests who are sold or served alcoholic beverages shall be checked.
- S. All questionable cases should be addressed by the supervisor on site.
- T. All staff that will be selling or serving alcoholic beverages shall receive training in responsible alcoholic beverage service practices and policies.
- U. The District shall provide non-alcoholic beverage choices at all District events.
- V. The District shall provide free coffee late at night. Upon the approval of the District's Director in the planning review of the special event, free non-alcoholic beverages may be served to "designated drivers".
- W. Any member of the District's staff who violates State Law, the Village Code, or this Policy shall be subject to disciplinary action, including possible dismissal from District employment, and they may be held responsible for any fines imposed by law.

**Intervention Procedures**

- A. The District will support its staff's intervention efforts and right to deny service to guests who are unable to prove they meet the legal drinking age and/or guests who are exhibiting signs of intoxication. A supervisor shall be informed as soon as a staff member has identified a problem.
  - a. Signs of Intoxication might include, but are not limited to:
    - i. Loud or boisterous behavior
    - ii. Slurring speech
    - iii. Nodding off or slumping in chair
    - iv. Weaving when walking
    - v. Spilling drinks
    - vi. Dropping money or other objects
    - vii. Acting in ANY way that appears odd or unusual
  - b. An Incident Report Form shall be completed for any alcohol-related occurrence.
- B. The District's staff should never accuse a guest of being drunk. Rather, staff members should express concern as a good way to achieve empathy with a guest and assure that the guest feels

that their welfare and safety is the primary issue. The staff should never tell a customer “You can’t have a drink”; rather, staff members should always say, “Our policy doesn’t allow me to serve you more alcohol.” The customer should be offered a non-alcoholic beverage instead. If necessary, the staff member should contact a supervisor.

- C. Once alcoholic beverage service has been discontinued for a particular guest, the guest shall not be served again. An apparent change of mind concerning service may allow the guest to bargain for “just one more”.
- D. The District's staff should remain patient and calm. The decision to discontinue alcoholic beverage service to the guest should be repeated simply and clearly as often as necessary.
- E. If an intoxicated guest becomes verbally abusive or hostile and/or physical violence seems likely or occurs, the District's staff should immediately take the following steps:
  - Call the police and contact a supervisor. Do not assume that the situation will resolve itself.
  - Try to separate the intoxicated guest from other guests.
  - Speak firmly and calmly. Repeat instructions and statements as often as necessary to make the guest understand.
  - Negotiate with the guest not to leave the establishment and to calmly wait for the police to arrive.
  - Never touch or try to physically restrain an intoxicated guest.

**Training of the District's Staff**

The District's facility managers, department heads, and the Special Event supervisor shall be responsible to conduct training for members of the District's staff who will sell or serve alcoholic beverages at District events or in the District's parks or facilities. Training for alcoholic beverage sales and service shall encompass the following requirements as recommended by the District's insurance carrier, *PDRMA*.

- Overview of Dram Shop laws
- Overview of Happy Hour laws
- Checking IDs/proper forms of identification
- Overview of the District's procedures for prevention of intoxication
- Signs of alcohol impairment
- Non-alcoholic alternatives
- Terminating service of alcoholic beverages

The State of Illinois Liquor Control Act requires all alcohol servers receive BASSET (or TIPS) certification. The definition of "alcohol servers" includes all bartenders, servers and bouncers who distribute alcohol or check identification.

It is recommended that all managers, facility supervisors, the Special Event supervisor and other full-time staff of the District attend a formal BASSET (Beverage Alcohol Sellers & Servers Education and Training) or TIPS on Premises (Training for Intervention Procedures) course. Such courses are offered by most community colleges. Refresher training is also available via on-line courses.

All members of the District's staff who will sell or serve alcoholic beverages shall execute a copy of the "Safe Alcohol Serving Policy and Procedure Acknowledgement Form" attached hereto as Appendix 1).

**OAK BROOK PARK DISTRICT  
ALCOHOL BEVERAGE POLICY FOR CENTRAL PARK WEST**

Alcoholic beverages may be brought into and served at the Oak Brook Park District's ("District") Central Park West facility by renters of such facility, pursuant to the following guidelines:

- A. The renter must apply for and be issued a per-day permit by the District's Director, which permit will allow the renter to bring in and/or serve alcoholic beverages. In order to obtain such a permit, the renter shall meet the following requirements:
1. Purchase a non-refundable General Liability/Host Liquor Liability Insurance Policy through the District no less than seven (7) days prior to the event.
  2. If a caterer is to bring in or serve alcoholic beverages for the renter's event, proof that the caterer has a State and Village liquor license and liquor liability insurance shall be provided no less than seven (7) days prior to the event, including evidence that the insurance identifies the District, its officers, agents, employees and volunteers as additional insureds. The caterer must be approved by the Director or the Director's designee.
- B. Alcoholic beverages that are brought in or served shall be limited only to single-serving beer bottles or cans and wine bottles that are 1.5 ml. or less. Beer kegs shall be prohibited.
- C. Consumption of alcoholic beverages shall be limited to the Central Park West facility and its two (2) patio areas only. No guest shall be permitted to leave such area with an alcoholic beverage.
- D. Under no circumstances shall any renter or group sell alcoholic beverages or require payment for admission related to alcoholic beverage service.
- E. The renter shall follow the guidelines of this Policy to assure that no person under twenty-one (21) years of age, and no intoxicated person is served or permitted to consume alcoholic beverages.
- F. The renter shall execute and provide to the Director or the Director's designee, the following waiver:

I have read and acknowledge all of the above requirements concerning the bringing in or service of alcoholic beverages at the Oak Brook Park District's ("District") Central Park West facility, and the requirements of the District's Alcohol Serving Policy and Procedures. I do hereby release, hold harmless, indemnify and forever discharge the District, its officers, agents, employees, and volunteers from and against any and all claims, liability, costs (including attorneys' fees for defense) arising from bodily injuries, including death, property damage, or other losses resulting from bringing in or service of alcoholic beverages for the \_\_\_\_\_ event.

- G. Staff will prepare the insurance application and forward the renter's application fee to PDRMA, whereupon a Certificate of Insurance will be issued providing the renter alcohol use insurance coverage.

- H. Alcohol Insurance Policy Fee (Rates subject to change):

Permit	\$100.00
Insurance Policy	\$175.00
Total	\$275.00

**OAK BROOK PARK DISTRICT  
SPECIAL EVENTS ALCOHOL POLICY & PROCEDURES**

**Planning/Executing the Event**

Getting started early and planning ahead is the key to a successful special event where alcoholic beverage sales and service will be permitted. The larger the event, the more time it takes to plan and organize. A good starting point is to reference *PDRMA's LRNFAX #206, (Special Events Safety/Organizational Checklist)*.

**Training of the District's Staff**

- A. The District's facility managers, department heads, and the Special Event Supervisor shall train all concession staff, vendors, security staff and volunteers to recognize potential problems and shall set up a training session, such as "Alcohol Servers Awareness Training" before the event. Such training shall be consistent with the training provided to the District's staff.
- B. All training shall be documented by requiring individuals attending the training to sign the attendance sheet.

**Sign Requirements**

- A. All required warning signs should be posted at service points.
- B. Names and phone numbers of cab companies shall be posted near the service area.

**Promotion of Responsible Consumption of Alcoholic Beverages**

- A. The Special Events Supervisor shall assign the District's staff to display signs throughout the special event to encourage responsible consumption of alcoholic beverages and reinforce the "Think When You Drink" theme or other responsible consumption campaigns endorsed by the State of Illinois. The Special Event Supervisor shall publicize the District's responsible consumption of alcoholic beverages program well in advance of the special event. Media (newspaper, TV and signs posted in the District's buildings) may be utilized to (i) help publicize the message; (ii) encourage families to attend; and (iii) encourage troublemakers to be on their best behavior.
- B. Depending on the length of the special event, the District may impose a per-drink purchase limit.
- C. **Ban Outside Alcoholic Beverages**  
The Park District reserves the right to ban outside alcoholic beverages depending on the event.
- D. **Designated Driver Program**  
A safe-ride home and designated driver program shall be offered in accordance with this Policy.

**E. Police/Security Staff**

Appropriate security measures shall be planned and implemented to ensure safety for all. Police or staff security shall assist in the crowd management plan for the special event, and such security is essential to maintaining order and preventing potential problems. Such security shall be generally planned for the following locations:

1. Parking lots: Security shall be provided for parked cars and guests of the special event, including anyone waiting for a ride or a cab.
2. Entrance Controls: Participants may be checked for banned items, such as weapons or alcoholic beverages, and admission policies shall be enforced. A list of banned items shall be posted at the entrance to the special event. If a search is made of a purse or bag, security personnel shall not touch any items, but shall ask the owner to open it or move items around to permit a meaningful inspection.
3. Designated Driver Registration Booths: Valid driver licenses and appropriate wristbands may be checked for designated drivers.
4. Alcoholic Beverage Serving Stands: Minimum drinking-age laws and designated-driver rules shall be enforced.
5. Roving Staff Security: Potential disturbances shall be identified as early as possible to serve as a deterrent for potential incidents. Intoxicated guests or those who show symptoms of medical problems shall also be identified. Staff shall identify and report maintenance or other problems to a supervisor.
6. Restrooms: Crowd control shall be provided and orderly use of restrooms shall be monitored.

## APPENDIX 1

**OAK BROOK PARK DISTRICT  
SAFE ALCOHOL SERVING POLICY AND PROCEDURE ACKNOWLEDGEMENT FORM**

The Oak Brook Park District ("District") requires its employees to follow the rules as outlined in the District's Alcohol Serving Policy and Procedures and as listed below, to safeguard against improper service of alcoholic beverages:

- Department heads, facility managers, and the Special Event Supervisor shall complete a state-approved course on responsible alcoholic beverage service. (BASSET or TIPS)
- The District's staff who will sell/serve alcoholic beverages to the District's guests shall complete alcohol beverage service training provided by the District.
- Service of alcoholic beverages to intoxicated guests shall be prohibited.
- All guests who wish to be served alcoholic beverages shall be checked for identification and proof of age.
- Service/sale of alcoholic beverages shall be denied when there is doubt as to the age or level of intoxication of the guest.
- To the best of the employee's ability, the employee should ensure that impaired guests get home safely.
- Employees shall be required to attend scheduled staff meetings related to the serving of alcoholic beverages.
- Each employee shall be familiar with posted signs outlining alcohol laws and policies.
- Employees shall notify a supervisor if assistance is needed in handling a situation related to the sale/service/consumption of alcoholic beverages.
- Employees shall complete an Incident Report Form for any incidents, including alcohol-related occurrences.

**The District will support the right of employees to deny sales/service to guests unable to prove they meet the legal drinking age and/or guests exhibiting signs of intoxication.**

Signs of intoxication may include, but are not limited to:

- Loud or boisterous behavior
- Slurring speech
- Nodding off or slumping in chair
- Weaving when walking
- Spilling drinks
- Dropping money or other objects
- Acting in ANY way that may appear odd or unusual

**Employee acknowledgement of Alcohol Serving Policy and Procedures**

I hereby acknowledge receipt of the District's Alcohol Serving Policy and Procedures. I have read such Policy and Procedures, understand my role in providing safe service of alcoholic beverages, and agree to comply with such Policy and Procedures at all times.

Employee Name: \_\_\_\_\_

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## **Sources**

Village of Oak Brook

Park District Risk Management Association, *LRNfax # 533, Alcohol Serving Policy*.

Green, Carol, *Hoosier Grove Barn, Alcohol Serving Procedure*. Streamwood Park District, Streamwood, IL.

Miller Brewing Company, *Good Times: A Guide to Responsible Event Planning*. Milwaukee, WI.

National Safety Council, *Ask: Alcohol Seller/Server Knowledge, Course Guide*. Itasca, IL.

Illinois State, Trade Practice-27, *Special Event Retailers (Not-For-Profit) License*. <http://www.state.il.us/lcc/tradprac/tp27.htm>

State of Illinois Liquor Control Commission – Under 21 Program.  
<http://www2.state.il.us/lcc/under21/ageidentityform.asp>

## 8: Patron Behavior Management Policy

### Behavior

All patrons are expected to exhibit appropriate behavior at all times. All participants shall:

- Show respect to all patrons and staff.
- Show respect for equipment, supplies and facilities.
- Refrain from using abusive or foul language.
- Refrain from threatening or causing bodily harm to self, other patrons, or staff.
- Not possess any weapons.

### Discipline

A positive approach will be used regarding discipline. If inappropriate behavior occurs, a prompt resolution will be sought specific to each individual's situation. The Oak Brook Park District reserves the right to dismiss a participant whose behavior endangers their own safety or the safety of others.

### Procedures

If the patron exhibits inappropriate actions, the following guidelines shall be followed but are not limited to:

- A verbal warning.
- Issue a requirement to leave the facility. If patron refuses to leave, staff shall immediately call 911. (If the patron is a minor, the patron's parent(s) shall be called to escort their child from the premises.)
- A suspension from the District facility for a designated time period. Repeat offenses shall be reviewed by the Park District's Safety Committee and/or Executive Director who will determine the timeframes of suspension, consider the severity of the actions; any past behavior issues and willingness to improve the inappropriate behavior by the offender.

### When to Contact the Police

- If a patron becomes overly aggressive and violent, **immediately** call 911.
- If a patron makes a direct threat of hurting themselves or others, **immediately** call 911.

## 9: Communicable Disease and Bloodborne Pathogens Program

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## PROGRAM PARTICIPANT SECTION

### I. Introduction

The possibility of infection from exposure to human blood or other potentially infectious material is a risk that individuals face on a daily basis, whether at work or at play. It is the Park District's desire to exercise appropriate measures to assist in the prevention of the spread of communicable diseases and to minimize the exposure to such communicable diseases whether it is in a work or play environment. The existence of AIDS and other communicable diseases should not warrant panic, hysteria or unreasonable measures which could have the effect of unnecessarily diminishing the quality of the services provided by the Park District to the public or the dignity of the people it serves. The Board of Commissioners acknowledges its desire and willingness to respond effectively to the genuine concerns of the public consistent with its obligation to discharge its duties in accordance with applicable laws.

### II. Participation in Programs by Infected Persons

#### A. General

1. Persons shall not be asked whether they are infected with a communicable disease in registering for a program. Infected persons should not be routinely excluded from or restricted with respect to any program. When it is otherwise known that a participant is infected with a communicable disease, a decision regarding participation shall be considered on a case-by-case basis and be individualized to the person and setting as would be done with any participant with a special health problem. In making such determination, the following factors should be considered:
  - a. The nature of the risk (how the disease is transmitted);
  - b. The duration of the risk (how long will the carrier be infectious);
  - c. The severity of the risk (what is the potential harm to third parties); what is the affected person's physical condition, behavior and ability to control the means by which the disease may be transmitted;
  - d. The probability that the disease will be transmitted and will cause varying degrees of harm;
  - e. The possibility of increased risk to the infected participant of contraction of opportunistic diseases as the result of a compromised immune system or the possibility of other health or safety risks to such person by virtue of diminished physical or mental capacity attributable directly or indirectly to such infection.
2. Decisions regarding participation shall, to the extent practicable, be made using the team approach including the infected person (unless a minor), the person's physician, public health personnel, appropriate Park District personnel and, in case of a minor, the minor's parents or legal guardian(s), Park District's legal counsel and, if requested by the infected person (or if same be a minor, by the infected person's parent or legal guardian) the infected

person's legal counsel. These persons shall comprise the "review team". In each case the stage of infection and condition of the infected person will be assessed and the risks and benefits to both the infected person and to others participating in the particular program should be weighed. The Park District's Executive Director will make the final decision after consideration of the review team's recommendation.

3. Restrictions on or temporary exclusions from participation may be advisable or become necessary in the event the infected person has a condition which increases the risk of discharge of body fluids, including blood, or has open or weeping skin sores or rash that cannot be covered, or is incapable of controlling body functions, or exhibits any other conditions or behaviors which the review team determines may materially increase the health or safety risks for other participants or the infected person.
4. If the Park District's Executive Director determines that no change is warranted in the person's participation, he/she may continue in that program. The review team may recommend that the person's condition and behavior be monitored. The review team may re-evaluate the person's participation at any time and confirm or modify its recommendations to the Park District's Executive Director.
5. If the Executive Director determines that it is inadvisable for the person to continue participation, he/she will be removed from the program and return of the program fees shall be dealt with in compliance with the Park District's refund policy.

#### B. Children/Mentally Impaired

The participation of known infected children and persons who are mentally impaired will be assessed as set forth above, with the following additional considerations. Infected children and mentally impaired persons who display such behavior as biting or who lack control of their body secretions, which increases the risk of transmission of the disease, or who themselves may be at increased risk of contracting an opportunistic infection due to such behavior or lack of control by other program participants, may require a more restricted level of participation or may need to be excluded from certain programs until more is known about the transmission of the communicable disease.

Even with the incorporation of additional precautions and safety measures, children and mentally impaired persons may at times bite people. Additionally, although the hygienic practices of infected children may improve as the child matures, on the other hand, they may deteriorate if the child's condition worsens. Further, the child's behavior may change for the worse. Accordingly, the assessment of a child's as well as a mentally impaired person's participation should be performed regularly by the review team.

### III. Privacy Considerations

- A. The infected person's right to privacy shall be respected, including maintaining confidential records. **These records are not subject to disclosure under the Freedom of Information Act.** The number of persons affiliated with the Park District who know the identity of the infected person will be kept to a minimum. Only the members of the

review team and those personnel who the review team determines have a need to know of the infected person's condition to assure proper care and precaution may be told the identity of the person.

Personnel should be reminded that no information regarding the identity or condition of the person is to be discussed with anyone including, without limitation, their spouses, other family members, or Park District personnel other than personnel specifically designated by the Executive Director of the Park District. The legal ramifications to both the employee involved and the Oak Brook Park District of a breach of confidentiality should be clearly explained to employees.

- B. Unless the infected participant (or parent/legal guardian, if a minor) gives written permission, the Park District may not advise the public or program participants or their parents of the participation in its programs or the employment by the Park District of a person infected with a communicable disease. However, if the above noted permission is given and depending on the circumstances, the Park District may consider advising the public in whatever means it deems appropriate of the participation in its program or the employment of a person (no name or sex identification) infected with the disease.

The message should communicate current evidence concerning both the transmission of the disease and invite questions or comments. Depending on the circumstances the Park District may elect to hold one or more special meetings to address public concerns. The decision to inform the public or program participants or their parents should be made only after consultation with Park District's legal counsel.

- C. Apart from a public meeting, all inquiries from the public concerning the participation of persons with the disease in Park District programs should be directed to a single spokesperson, such as the Executive Director of the Park District. No other person associated with the District should divulge any information concerning the participation in its programs of persons infected with the disease, other than to point out that the Park District believes confidentiality for the person, family and staff directly involved is legally required and absolutely essential and further, that the Park District has received and is receiving expert medical and legal advice on this matter.

## OAK BROOK PARK DISTRICT COMPLIANCE SECTION

### I. Introduction

In today's work environment, the possibility of infection resulting from exposure to human blood and other infectious material is real. The threat of infection as a result of occupational exposure to blood and blood by-products is so real that OSHA published its Bloodborne Pathogens Standard (29 CFR 1910.1030) that first appeared in the Federal Register in 1991 and became effective in 1992. In Illinois, public employers are regulated by the Illinois Department of Labor, which has adopted the OSHA Standard. The Illinois Department of Labor is the regulatory agency, which enforces compliance with the OSHA Standards in the state of Illinois. As a result of this standard, employers are required to establish and implement a written bloodborne pathogens control program. Bloodborne Pathogens are biological agents, which may be present in human blood and can cause diseases.

### II. Scope

This standard covers all employees who could be "reasonably anticipated" as the result of performing their job duties to face contact with blood and other potentially infectious materials. OSHA has not attempted to list all occupations where exposures could occur. "Good Samaritan Acts" such as assisting a co-worker with a nosebleed would not be considered occupational exposure.

Infectious materials include semen, vaginal secretions, cerebrospinal fluid, synovial fluid, pleural fluid, pericardial fluid, peritoneal fluid, amniotic fluid, or saliva. Also included is any unfixed tissue or organ other than intact skin from a human (living or dead).

### III. Exposure Control Plan

One of the primary elements of OSHA/IDOL's bloodborne pathogens standard, is a requirement that employers prepare a written exposure control plan. The exposure control plan requires employers to identify in writing tasks and procedures as well as job classifications where occupational exposure to blood occurs without regard to personal protective clothing and equipment. It must also set forth the schedule for implementing other provisions of the standard and specify the procedure for evaluating circumstances surrounding exposure incidents. The plan will be included in the Park District's "Safety Manual" which is available to employees. The plan will be available to IDOL upon request. The Plans must be formally reviewed and updated at least annually or more often if necessary to accommodate workplace changes and afford equal protection for potential exposures.

Central to the written exposure control plan is the exposure determination. Exposure determination is a task to identify employees who may have exposure to blood and blood by-products. The **Oak Brook Park District's Control Plan**, located in Appendix 1, of this guide lists the job classifications, which may incur occupational exposure to blood or other potentially infectious materials.

Most employees will have no anticipated exposure to blood and blood by-products. For this group of employees, a general understanding of the Oak Brook Park District's bloodborne

pathogens exposure control plan is needed. Employees shall be trained in emergency response procedures and in the location and general use of personal protective equipment. Employees shall also be aware of the steps that will occur in the event of an exposure incident. Please note: according to the Illinois Department of Labor, Park Districts are not required to provide to their employees the pre-exposure Hepatitis B vaccination series.

A second group of employees may have some potential for exposure to blood or blood by-products, when performing secondary or “collateral” duties (i.e., first aid, cleanup) of their job within the park or recreation setting. These personnel include but are not limited to:

- Health Club Supervisors/staff
- Lifeguards
- Child Care and Pre-school Workers
- Day Camp Program Leaders
- Custodians
- Coaches for Contact Sports
- Swim Instructors
- Park Maintenance
- Building Engineer
- Building Technician

These employees should note the availability of Hepatitis B vaccinations, which they are encouraged to receive the Hepatitis B immunizations through their own health care provider/insurance. The Oak Brook Park District shall provide training on the use of personal protective equipment to prevent exposure. If an employee does become exposed to blood or other body fluids, the employee must immediately report this exposure to their supervisor/manager, and shall receive medical evaluation and care of their exposure by the Park District’s occupational health provider.

#### **IV. Methods of Compliance**

The standard also requires the practice of “Universal Precautions.” or the treatment of all bodily fluids/materials as if infectious and emphasizing engineering and work practice controls. Additional precautions must include regular hand-washing. The Oak Brook Park District provides handwashing facilities and employee training so that employees are aware of the need for handwashing following exposure to blood.

The Oak Brook Park District shall provide for and require all employees to use appropriate personal protective equipment such as gloves, masks, eye protection, mouth pieces, and resuscitation bags. The Oak Brook Park District’s standard requires a written schedule for cleaning, and identifying the method of decontamination to be used, in addition to cleaning following contact with blood or other potentially infectious materials. It specifies methods for disposing of contaminated sharps and sets standards for containers for these items and other related waste. Further, the standard includes provisions for handling contaminated laundry to minimizing exposure.

#### **V. Post-exposure Evaluation and Follow-up**

If any employee actually comes into contact with blood or other potentially infectious materials, the Oak Brook Park District shall provide a confidential medical evaluation and follow-up, again at no cost to the employee. Hepatitis B vaccinations and post-exposure

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evaluation and follow-up will be provided at a reasonable time and place, by or under the supervision of a licensed physician, and utilizing an accredited laboratory. Evaluation and follow-up will include at least the following elements:

- Documentation of the route(s) of exposure, and the circumstances under which the exposure occurred;
- Identification and documentation of the source of the blood or other potentially infectious material with which the employee came into contact, including the source individual, if possible;
- Prompt testing of the source material or individual's blood, (with their consent) to determine the existence of a bloodborne disease with the results being communicated in confidence to the exposed employee;
- Collection and testing of the exposed employee's blood (with thier consent), for a bloodborne disease;
- Post-exposure preventive measures, when medically indicated, as recommended by the U.S. Public Health Service;
- Counseling; and
- Evaluation of reported illnesses.

The Park District will provide the healthcare professional who is responsible for an exposed employee's post-exposure evaluation, with a copy of the OSHA/IDOL regulations and also with:

- A description of the employee's duties as they relate to the exposure incident;
- Documentation of the route(s) of exposure and the circumstances under which exposure occurred;
- Results of the source material or individual's blood testing, if available; and
- All medical records relevant to the appropriate treatment of the employee, including their HBV vaccination status, which are the Park District responsibility to maintain.

The Oak Brook Park District will obtain and provide to the employee, within 15 days of its completion a copy of the written opinion of the healthcare professional that performs a post-exposure evaluation. In regards to the Hepatitis B vaccination, the healthcare professional's written opinion shall be limited whether Hepatitis B vaccination is indicated for an employee, and if an employee has received such vaccination. In regards to post-exposure evaluation and follow-up, the written opinion shall be limited to the following information: 1) The employee has been informed of the results of the evaluation; and 2) The employee has been told about

any medical condition resulting from exposure to blood or other potentially infectious materials, which require further evaluation or treatment.

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**APPENDIX 1****Oak Brook Park District Exposure Control Plan**

Agency Name: OAK BROOK PARK DISTRICT

Date of Preparation: November 13, 2006 (Updated November 1, 2017)

In accordance with the OSHA/IDOL Bloodborne Pathogens Standard, 29 CFR 1910.1030, which has been adopted by the Illinois Department of Labor, the following exposure control plan has been developed:

**A. Purpose**

The purpose of this exposure control plan is to:

1. Eliminate or minimize employee occupational exposure to blood or certain other body fluids;
2. Comply with the OSHA Bloodborne Pathogens Standard, 29 CFR 1910.1030.

**B. Exposure Determination**

OSHA/IDOL requires employers to perform an exposure determination concerning those employees who may incur occupational exposure to blood or other potentially infectious materials. The exposure determination is made without regard to the use of personal protective equipment (i.e., employees are considered to be exposed even if they wear personal protective equipment). This exposure determination is required to list all job classifications in which all employees may be expected to incur such occupational exposure, regardless of frequency. An occupational exposure is defined in CFR 1910.1030(b) as a “reasonably anticipated skin, eye, mucous membrane, or parenteral contact with blood or other potentially infectious materials that may result from the performance of an employee’s duties.” In this District the following job classifications are in this category:

- Health Club Supervisors/staff
- Lifeguards
- Child Care and Pre-school Workers
- Day Camp Program Leaders
- Custodians
- Coaches for Contact Sports
- Swim Instructors
- Park Maintenance
- Building Engineer
- Building Technician

**C. Implementation Schedule and Methodology**

OSHA/IDOL also requires that this plan include a schedule and method of implementation of the various requirements of the standard. The following complies with this requirement:

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### 1. Compliance Methods

Universal precautions will be observed at this facility in order to prevent contact with blood or other potentially infectious materials. All blood or other potentially infectious material will be considered infectious regardless of the perceived status of the source individual.

Engineering and work practice controls will be used to eliminate and minimize exposure to employees at this facility. Resuscitation equipment such as a Seal-Easy, Bag Valve Mask, and V-Vac suction device to clear airways are provided to eliminate the need for mouth-to-mouth resuscitation. This equipment is provided in the Aquatic Center's lifeguard kit in the event resuscitation is necessary. Where occupational exposure remains after employing these controls, personal protective equipment shall also be used. In this District the following personal protective equipment will be employed:

- Gloves
- Masks
- Eye protection
- Mouth pieces

The above controls will be examined and maintained on a regular schedule.

Hand washing facilities shall be made available to employees who incur exposure to blood and other potentially infectious materials. OSHA/IDOL requires that these facilities be readily accessible after exposure. (If hand-washing facilities are not feasible, the employee shall use either an antiseptic cleanser in conjunction with clean cloth/paper towels or antiseptic towelettes.) When these alternatives are used, the hands are also to be washed with soap and running water as soon as feasible thereafter. Employers who must provide alternatives to readily accessible hand washing facilities should list the location, tasks, and responsibilities to ensure maintenance and accessibility of these alternatives.

The Oak Brook Park District's Managers and Supervisors are responsible for instructing employees on the following procedures in case of exposure:

- Proper removal of personal protective gloves;
- Wash hands after removal of gloves and any other potentially contaminated skin area with soap and water immediately or as soon as feasible;
- Flush exposed mucous members with water; and
- Report exposure to the Manager or Supervisor within 24 hours.

They shall also ensure that the employee who has incurred exposure receives a follow-up medical evaluation and care.

### 2. Contaminated Equipment/Area

The Oak Brook Park District's Managers and Supervisors are responsible for ensuring that equipment that is contaminated with blood or other potentially infectious materials is decontaminated as necessary unless the decontamination of the equipment is not feasible.

### 3. Personal Protective Equipment (PPE)

The Oak Brook Park District's Managers and Supervisors are responsible for ensuring that the following provisions are met.

All personal protective equipment used at this facility will be provided without cost to employees. Personal protective equipment will be chosen based on the anticipated exposure to blood or other potentially infectious materials. Protective equipment will be considered appropriate only if it does not permit blood or other potentially infectious materials to pass through or reach employees' clothing, skin, eyes, mouth or other mucous membranes under normal conditions of use and for the time the protective equipment is used. All personal protective equipment will be cleaned, laundered and disposed of by the employer at no cost to employees. All repairs and replacements will be made by the employer at no cost to employees.

Gloves shall be worn where it is reasonably anticipated that employees will have hand contact with blood, other potentially infectious materials or contaminated items or surfaces. Disposable gloves used at this facility are not to be washed or decontaminated for reuse. Contaminated gloves must be properly disposed of in leak-proof containers.

### 4. Hepatitis B Vaccine and Post-Exposure Evaluation and Follow-up

Recreation agencies should understand that the requirement of providing the pre-exposure Hepatitis B vaccine and vaccination series to its employees is voluntary. According to OSHA/IDOL, most Park District employees are not considered to have an occupational exposure hazard because these employees generally are not designated as being *responsible* for rendering medical assistance as part of their jobs. Also, according to OSHA/IDOL, the mere fact that "CPR or first aid training is provided to employees does not invoke coverage by this Standard." With this in mind, the Park District may decide to make available the Hepatitis B vaccine and vaccination series to all employees who may have occupational exposure and **must** conduct post-exposure follow-up to employees who have had an exposure incident.

The Human Resources Department shall ensure that all medical evaluations and procedures including the post-exposure follow-up, including prophylaxis, are:

- a) Made available at no cost to the employee;
- b) Made available to the employee at a reasonable time and place;
- c) Performed by or under the supervision of a licensed physician or by or under the supervision of another licensed health care professional; and
- d) Provided according to the recommendations of the U.S. Public Health Service.

All laboratory tests shall be conducted by an accredited laboratory at no cost to the employee.

**D. Post-Exposure Evaluation and Follow-up**

All exposure incidents shall be reported, investigated and documented. When any employee incurs an exposure incident, it shall be reported to the employee's manager/supervisor, Safety Coordinator, and/or Executive Director and a Bloodborne Pathogen Exposure Incident Report completed (see Appendix 4).

Following a report of an exposure incident, an exposed employee shall immediately receive a confidential medical evaluation and follow-up, including at least the following elements:

1. Documentation of the route of exposure and the circumstances under which the exposure incident occurred.
2. Identification and documentation of the source individual, unless it can be established that identification is unfeasible or prohibited by state or local law.
3. The source individual's blood shall be tested as soon as feasible and after consent is obtained in order to determine a bloodborne disease infection. If consent is not obtained, the Executive Director and Park District's legal counsel shall establish that legally required consent cannot be obtained. When the source individual's consent is not required by law, the source individual's blood, if available, shall be tested and the results documented.
4. If a source individual is already known to be infected with a bloodborne disease, testing for the source individual's known disease status need not be repeated.
5. Results of the source individual's testing shall be made available to an exposed employee, and the employee shall be informed of applicable laws and regulations concerning disclosure of the identity and infectious status of the source individual.

Collection and testing of blood for a bloodborne disease serological status will comply with the following:

1. After consent is obtained, an exposed employee's blood sample shall be collected (as soon as feasible) and tested.
2. The employee will be offered the option of having thier blood collected for testing of the employee's bloodborne disease serological status. The blood sample will be preserved for up to 90 days to allow the employee to decide if the blood should be tested for bloodborne disease serological status.

All employees who incur an exposure incident will be offered post-exposure evaluation and follow-up in accordance with the OSHA/IDOL standard. All post-exposure follow-up will be performed by Elmhurst Memorial Occupational Health Services.

**E. Information Provided to the Health Care Professional(s)**

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The Oak Brook Park District shall obtain and provide the employee with a copy of the evaluating health care professional's written opinion within 15 days of the completion of the evaluation.

The health care professional's written opinion for a HBV vaccination shall be limited to whether a HBV vaccination is indicated for an employee and if the employee has received such vaccination.

The health care professional's written opinion for post-exposure follow-up shall be limited to the following information:

1. A statement that the employee has been informed of the results of the
  - a. evaluation; and
2. A statement that the employee has been told about any medical conditions
  - a. resulting from exposure to blood or other potentially infectious materials
  - b. which require further evaluation or treatment.

Note: All other findings or diagnoses shall remain confidential and shall not be included in the written report.

#### **F. Information and Training**

The Oak Brook Park District's Safety Committee and Managers are assigned to ensure training upon initial assignment to tasks where occupational exposure may occur and that training is repeated within 12 months. Training shall be tailored to the education and language level of an employee and offered during their work shift. The training will be interactive and cover the following:

1. A copy of the standard and an explanation of its contents;
2. A discussion of the epidemiology and symptoms of bloodborne diseases;
3. An explanation of the modes of transmission of bloodborne pathogens;
4. An explanation of the Oak Brook Park District's Bloodborne Pathogen Exposure Control Plan (this program) and how to obtain a copy;
5. The recognition of tasks that may involve exposure;
6. An explanation of the use and limitations of methods to reduce exposure. For example, engineering controls, work practices and personal protective equipment (PPE);
7. Information on the types, proper use, location, removal, handling, decontamination and disposal of PPEs;
8. An explanation of the basis of selection of PPEs;

9. Information on the Hepatitis B vaccination, including efficacy, safety, method of administration and benefits;
10. Information on appropriate actions to take and persons to contact in an emergency involving blood and other potentially infectious materials;
11. An explanation of the procedure to follow if an exposure incident occurs, including the method of reporting and medical follow-up; and
12. Information on the evaluation and follow-up required after an employee exposure incident.

The person conducting the training shall be knowledgeable in the subject matter.

Employees who received training on bloodborne pathogens in the 12 months preceding the effective date of this policy need only receive training in provisions of the policy that were not covered previously.

Additional training will be provided to employees if there are any changes in tasks or procedures affecting the employee's occupational exposure.

Appendix 3 and 4 are provided to assist with the training process.

#### **G. Recordkeeping**

##### Medical Records

The Human Resources Department is responsible for maintaining medical records (indicated below). These records will be kept in the Human Resources Department located in the Administration Office of the Park District.

Medical records will be maintained in accordance with OSHA Standard 29 CFR 1910.20 and the District's records retention schedule approved by the Local Records Unit of the Illinois State Archives of the Secretary of State Office. These records are confidential and must be maintained for at least the duration of employment plus 30 years. The records will include:

1. The employee's name and Social Security number;
2. Their Hepatitis B vaccination record, including any declination form signed by the employee; and
3. A copy of the results of all examinations, medical testing and follow-up procedures following an actual contact with blood or other possibly infectious materials.

Employees are **not** and shall not be required to provide the employer signed medical authorizations pertaining to medical care and treatment prior to the date of exposure. However, if voluntary and upon express written consent of the employee, the employer may obtain medical records pertaining to medical care and treatment rendered the employee prior to the

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date of the exposure. These records shall be kept confidential and otherwise maintained in accordance with the above-noted guidelines.

#### Training Records

The Oak Brook Park District Safety Committee is responsible for maintaining the following training records. These records will be kept in the files of each department of the Oak Brook Park District training records must be maintained for two years from the date of training.

The following information will be documented:

1. The dates of the training sessions;
2. An outline describing the material presented;
3. The names and qualifications of persons conducting the training; and
4. The names and job titles of all persons attending the training sessions.

#### Availability

All of an employee's records are available to the employee in accordance with 29 CFR 1910.1020.

All of an employee's records are available to the Director of the Illinois Department of Labor and the Director of the National Institute for Occupational Safety and Health upon request.

#### Transfer of Records

If this facility is closed or there is no successor employer to receive and retain the records for the prescribed period, the Director of the NIOSH shall be contacted for final disposition.

### **H. Evaluations and Review**

The Oak Brook Park District's Safety Committee is responsible for annually reviewing this program, its effectiveness and making recommendations to the Oak Brook Park Districts Board of Commissioners for updating this program as needed.

### **I. Dates**

All provisions required by this standard will be implemented upon approval of the Oak Brook Park District's Board of Commissioners approval at the December 2006 Board Meeting.

## Appendix 2

### TRAINING GUIDELINES

#### A. General Precautions and Procedures

1. Hand washing is the most important technique for preventing the spread of disease. Hand washing should be done frequently by staff, volunteers, and participants and is required before and after food preparation, after toileting, after blowing or wiping the nose, or after contact with any body fluids, etc. The Park District will provide single-use towels or hot air-drying machines for such hand washing. Where soap and water are not available, antiseptic towelettes or handwipes may be used, followed as soon as possible by washing with soap and water.
2. Disposable gloves which are impervious to blood must be worn. **Be aware some employees may be allergic to latex gloves. This is why an alternative selection needs to be made available such as: glove liners, vinyl or nitrile gloves.** Such gloves should be immediately available for use in areas where need is most predictable (first aid kits, near changing tables in day-care facilities, etc.). Care should be taken to avoid any bodily contact with blood or other body fluids of other persons. In particular, exposure of open skin lesions or weeping dermatitis or mucous membranes to blood or body fluids should be avoided. Even though gloves are used, hands must be washed with soap and water immediately and thoroughly after the gloves are removed.
3. Soiled surfaces and recreational materials of any kind (including i.e., van/bus seats, exercise mats, changing tables) should be promptly cleaned with District approved disinfectants or household bleach (diluted 1-part bleach to 10 parts water). Bleach should not be placed directly on large amounts of protein matter (urine, stool, blood, sputum, etc.) in order to protect the employee from noxious fumes. If a mop is used, it should be rinsed in the disinfectant. These surfaces should be routinely cleaned and disinfected at the end of each work shift.
4. Disposable towels or tissues should be used whenever possible. After use they should be saturated with the disinfectant and disposed of in plastic bags rather than unlined containers.
5. When wiping up, emptying regular trash or washroom waste or sanitary napkin containers, or cleaning up sharp objects (i.e., broken glass) employees must wear gloves.
6. Employees should avoid placing their hands in trash or waste containers in order to "pack down" the trash and should otherwise handle trash with care. Gloves should be worn when emptying trash or garbage receptacles.
7. All cuts and open wounds should be covered following basic First Aid procedures. Protective coverings, band-aids, bandage, etc. should be worn by all staff and volunteers. The Park District will have a supply of band-aids for staff and volunteer use.

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8. Sharing of personal items, such as combs, brushes, toothbrushes, lipstick, etc. should be avoided. Whenever possible, disposable items i.e. cups and utensils should be provided and not be shared by others.
9. All cleaning supplies, including disinfectants, must be kept in labeled containers and kept out of the reach of children. Employees will follow guidelines from their department and the products' Safety Data Sheets for the safe handling of cleaning supplies and disinfectants.
10. Documentation of incidences of contact with blood or other body fluids should be made whether or not a participant or employee is known to have a communicable disease.
11. Hand soap and disposable towels or tissues and gloves should be available at all facilities.

**B. Cleaning Up Blood or Other Body Fluid Spills**

1. In situations where bleeding, due to lacerations, cuts, etc., must be immediately controlled, first aiders should provide patients with compress material and encourage them to administer self-help through direct pressure on their wound(s).
2. Wear disposable gloves which should be discarded following cleanup. When disposable gloves are not available or unanticipated contact occurs, wash hands and other affected areas with soap and water immediately after contact.
3. Clean and disinfect soiled area immediately using paper towels, soap, and water.
4. Disinfect area with 70%-90% isopropyl alcohol solution, 1 to 10 chlorine bleach solution, or District provided disinfectant.
5. Rinse clothing soaked with body fluids and place in a plastic bag to be sent home.
6. Place soiled sanitary napkins in plastic bags, secure and dispose.
7. Place paper towels and disposable gloves in plastic bags and dispose of same.
8. Wash hands and other skin that may have come in contact with body fluids thoroughly with soap and water or other antiseptic hand cleaner or flush eyes or other mucous membranes with water, immediately or as soon as feasible following contact of such body fluids or other potentially infectious materials.

**C. Food Handling**

1. Maintain a clean area in the kitchen for serving food.
2. Reusable utensils, such as knives and serving spoons, should be washed, rinsed and sanitized prior to food service.
3. Wash hands and wear food service gloves prior to handling disposable paper plates, cups and plastic ware, and while serving food.
4. Maintain a separate area of the kitchen for cleanups.
5. Employees shall wear gloves when handling leftover food. . Food scraps, dishes, and utensils should be treated as if they were contaminated.
6. Pour liquids into sink drains.
7. Place disposable plates, cups, plastic ware and food scraps in plastic-lined, covered waste receptacles.
8. Rinse recyclables (cans, bottles, etc.) prior to placing in recycle bins.
9. Clean sinks, counter tops, tables, chairs, trays and other areas; follow up by applying an approved disinfectant.

**D. Laundry**

1. Use ~~latex~~-disposable gloves when handling soiled items.
2. Launder items soaked with body fluids separately (i.e., towels, mop heads). Towels containing blood are to be disposed of in the red colored bin.
3. Follow manufacturer's directions for detergent and bleach use.
4. Use hot cycle on washer and dryer.
5. Place clean towels in bins designated for clean laundry.

**E. Diapering**

Babysitting/Playroom: A parent/caregiver is responsible for diapering the child under their care.

Preschool/Camp Programs: Inclusion aids are responsible for diapering children under their care. Other staff members assist young children in changing clothes soiled with bodily fluids.

1. Use preferred equipment for diapering such as a changing table, hand washing facility, disposable baby wipes, plastic bags, covered receptacle, disinfectant, and personal protective equipment.
2. Wear disposable gloves during the diapering process and when handling clothes soiled with bodily fluids.
3. Wash hands in all cases of diapering or handling clothing soiled with bodily fluids.
4. Soiled diapers shall be immediately placed in appropriate receptacle lined with a disposable plastic trash bag. The bag containing the soiled diapers should be removed as needed, but no less than once per day at the end of the day.
5. If other clothing is soiled, remove and place the clothing directly in a plastic bag that is labeled with the child's name, secured and sent home at the end of the day.
6. When diapering, cleanse the genitals, perineum and buttocks with disposable baby wipes or soap and water. Rinse well and dry skin prior to applying a clean diaper.
7. Wash the child's hands and then your own hands.
8. Report abnormal conditions (blood, etc.) immediately to administration so that parents and health professionals can be properly notified.

**F. Cleaning of Equipment**

1. Wash all toys with soap and water and rinse thoroughly as needed. Toys that participants put into their mouths should be washed after each use and should not be shared.
2. Clean all equipment such as mats, wedges, feeding chairs, etc., with soap and water as needed.
3. Use disinfectant solution to clean equipment when contact with blood or other body fluids has been made.
4. Clean cooking equipment thoroughly using soap and hot water.

**G. Use of Microshield or Respirators for CPR**

The microshield or respirator is designed to prevent direct physical contact between the rescuer and victim. This equipment shall be provided by the Park District under conditions where staff/volunteers may be required to administer CPR or artificial respiration.

1. Follow instructions for use that are provided with the mouthpiece.
2. Instructions will be in the package or within the confines of the first aid kit.

3. Discard microshields or respirators after use.
4. Wash hands immediately or as soon as possible after removal and disposal of equipment used for CPR or artificial respiration.

#### **H. First Aid Training**

Unless first aid is specific to a job description (i.e. lifeguard) park and recreation employees should understand that the care which they provide is purely from a moral standpoint, and that they are regarded as "Good Samaritans" in doing so.

1. First aid/CPR training should be preceded by an introduction to communicable disease protection.
2. First aid students should be provided with disposable latex gloves in order to promote their use (i.e., bleeding and bandaging segments). All practice sessions should take place with the disposable gloves being worn.
3. Instructors should explain sanitary manikin practice. Each student should be provided their own microshield, respirator, manikin face/airway, or manikin depending upon the type of equipment used for practice.
4. Manikin Practice
  - a. Manikins should be sanitized prior to the practice session.
  - b. New disposable head bags, airways, etc. should be inserted.
  - c. Face pieces (dental inserts) should be disinfected by placing the items in a sodium hypochlorite solution with a minimum 500 ppm freely accessible chlorine (1/4 cup of domestic liquid bleach to approximately 1 gallon of clean water for 10-15 minutes.)
  - d. Always rinse the items in clean water after disinfection and allow to dry before storing.
  - e. Instructor trainees should be encouraged to immediately clean manikins following a First Aid/CPR class they may teach.
  - f. Manikin clothing, accessories and carrying bag should be cleaned and disinfected as well.

### Appendix 3

#### COMMUNICABLE DISEASES-BLOODBORNE

##### Hepatitis A

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis A is one of several forms of viral hepatitis. It is one of the most widely reported diseases that is preventable by receiving a vaccine.

Worldwide, most people get hepatitis A by eating food or drinking water that is contaminated with the hepatitis A virus (HAV). In the United States most people become infected with HAV when they come in contact with stool (such as when changing a diaper) or having sex with someone who has the virus. Sometimes large groups of people become infected after eating in a restaurant. This usually happens when an employee with the virus does not wash their hands well after using the bathroom and then prepares food.

Your doctor can diagnose hepatitis A infection by doing a blood test. In most cases, HAV infection goes away on its own and usually does not cause long term illness or liver damage. However, in rare cases, a severe rapidly progressing liver infection called fulminant hepatitis can occur, leading to the need for urgent liver transplantation. In some cases, people die from fulminant hepatitis.

Symptoms of HAV infection include “fever, tiredness, loss of appetite, nausea, abdominal discomfort, dark urine, and jaundice (yellowing of the skin and eyes). Symptoms usually last less than two months; a few persons are ill for as long as six months. The average incubation period for hepatitis A is 28 days (range 15-50 days).”<sup>1</sup>

You can only be infected with HAV once. You then have developed immunity to the virus which keeps you from ever becoming infected again.

HAV infection can be prevented by vaccination with a series of two shots. The vaccine usually is 100% effective in preventing infection if you receive both shots before you are exposed to HAV.

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<sup>1</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis A-faqa

### **Hepatitis B**

Hepatitis is inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long-term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot.

Hepatitis B is one of several forms of viral hepatitis. Your doctor can diagnose infection with hepatitis B virus (HBV) by doing a blood test.

Symptoms for HBV are the same as for HAV.

The hepatitis B virus is spread from one person to another through body fluids, including blood, semen, and vaginal fluids (including menstrual blood). The virus can be passed from a mother to her newborn baby during delivery (prenatal transmission). However, most people in the United States acquire HBV infection as adolescents or adults.

HBV is a heartier virus than HIV. According to the Center for Disease Control, it can survive for at least one week in dried blood on environmental surfaces or contaminated needles and other sharp objects.

Short term (acute) infection usually goes away on its own without treatment. Some people have no symptoms. Most people who develop symptoms feel better in 2-3 weeks and recover completely after 4-8 weeks. Other people may take longer to recover.

Long term (chronic) infection occurs when the hepatitis B virus continues to be present in a person's liver and blood for six months or more. Chronic infection can lead to serious liver diseases such as cirrhosis and liver cancer. "Hepatitis B carrier is a term that is sometimes used to indicate people who have chronic (long-term) infection with HBV. If infected, two percent to 6% of persons over 5 years of age; 30% of children 1-5 years of age; and up to 90% of infants develop chronic infection."<sup>2</sup>

Two medications are used to treat chronic HBV: Interferon alfa-2b (an injection) and Lamivudine (a pill). Each medication has advantages and disadvantages. Each is effective over the long term in less than half of the people who take them. Increasingly, hepatitis specialists are prescribing Lamivudine rather than Interferon because it is cheaper and has almost no side effects.

Vaccination can prevent hepatitis infection; the vaccine is up to 95% effective. Although the vaccine is not widely used among adults, those at risk for infection should be vaccinated. Currently 42 states require childhood immunization against HBV.

<sup>2</sup> CDC.gov-National Center for Infectious Diseases-Hepatitis B-faqa

### **Hepatitis C**

Hepatitis means inflammation of the liver. Most people have heard of the different types of hepatitis that are caused by viruses, such as hepatitis A, B, or C. However, hepatitis has many other causes, including certain medications, long term alcohol use, and exposure to certain industrial chemicals.

All types of hepatitis damage liver cells and can cause the liver to become swollen and tender. Some types of hepatitis can cause permanent liver damage. Viral hepatitis can be spread from one person to another, but the other types cannot. Hepatitis C can be diagnosed with a blood test.

Symptoms of hepatitis C are the same as HAV and HBV.

Although there is no vaccine to prevent infection with the hepatitis C virus (HCV), research is under way to develop one. New strains of the original virus can develop that are not affected by a vaccine against the original strain. This complicates efforts to create an effective vaccine.

The outcome of HCV infection varies widely:

- The acute stage which occurs two weeks to six months after infection usually is so mild that most people don't know they are sick.
- 80% of people who become infected with HCV develop chronic infection, meaning they remain infected for many years, often for the rest of their lives. The majority of people with chronic HCV infection will not develop severe liver damage.
- Although it may take many years, up to 20% of people who have chronic HCV infection develop liver scarring (cirrhosis). Of these people, 1-4% also develop liver cancer.

People often don't know they have hepatitis C until they try to donate blood. All donated blood is screened for hepatitis C and other bloodborne diseases. Donors whose blood tests positive for hepatitis C are notified by the blood donation center.

Chronic hepatitis C may be treated with medications that fight viral infections. Standard treatment combines two antiviral medications: Interferon and Ribavirin. However, this treatment is not an option for everyone and only 30% to 40% of those who receive antivirals are cured of the infection. Early studies indicated that a new treatment using a longer-action form of Interferon (peginterferon) combined with Ribavirin probably will stop the virus more effectively than standard Interferon or Ribavirin.

### **Human Immunodeficiency Virus (HIV)**

The human immunodeficiency virus (HIV) attacks and gradually weakens your immune system. A weakened immune system makes you more susceptible to opportunistic infections and cancers.

HIV infects CD4+ cells, a type of white blood cell. White blood cells are an important part of the immune system which helps you fight infections. As HIV-infected cells CD4+ cells are destroyed or impaired, the immune system becomes less able to fight infection and disease.

HIV is spread from one person to another through contact with blood, semen, or vaginal fluids. Symptoms of early HIV (acute retroviral syndrome) which are often mistaken for symptoms of another viral infection such as influenza or mononucleosis, include:

- fever,
- sore throat,
- headache,
- muscle aches and joint pain,
- enlarged lymph nodes in the neck, armpits and groin,
- skin rash,
- abdominal cramps, nausea or vomiting, and/or
- diarrhea.

These early symptoms of HIV usually disappear on their own after 2-3 weeks. Exams and tests play an important role in the diagnosis and treatment of HIV infection. Early diagnosis and an understanding of HIV will help you get the treatment and support you need and improve your chances of staying healthy longer.

Treatment of HIV infection focuses on:

- Slowing the rate at which the virus makes copies of itself (replicates) in the body;
- preventing or controlling opportunistic diseases; and
- maintaining good overall health by eating well, reducing stress, and staying physically active.

Health professionals and scientists are constantly learning new things about HIV infection and its treatment. By working closely with your health professionals, you will learn:

- When you need to have checkups and blood tests;
- what the latest advances in treating HIV infection and opportunistic diseases are and whether they might be right for you; and
- where you and your family can get the emotional, social and financial support you need.

#### **Acquired Immunodeficiency Syndrome (AIDS)**

AIDS is the last of several stages of HIV infection. AIDS is diagnosed when you:

- Have a CD4+ cell count below 200 cells per microliter of blood;
- develop an opportunistic disease or cancer.

More than half of the adults with HIV who do not receive treatment develop AIDS within 12 or 13 years. Once the HIV infection progresses to AIDS, death often occurs within 18 to 24 months or sooner in rapid progressors and young children.

Nearly all reported cases of AIDS in the United States can be attributed to:

- Men who have sex with men (homosexual men);
- people who inject illegal drugs (IV drug users);
- people who have multiple heterosexual partners, especially if one or both partners inject illegal drugs.

### **Impetigo**

“Impetigo is a skin infection caused by bacteria. It may affect skin anywhere on the body but usually attacks the area around the nose and mouth”.<sup>3</sup>

Sounds or symptoms include:

- round, crusted oozing spots on skin;
- spots grow larger day by day;
- spots appear on hands, face, and parts of the skin not covered by clothes;
- spots are typically tan or yellowish-brown crust (honey-colored) in form; and
- are very itchy.

While this infection is not life threatening in most cases, it is very contagious. Scratching, wearing or touching clothing, towels, or linens, or direct contact can spread impetigo. It is important to wash hands regularly with antibacterial soap and launder clothing, linens and towels after each use. Do not share items with a person who is still contagious.

Impetigo is very contagious. It is important that as soon as the symptoms are noticed that the person be treated by a physician. However, there are some general practices that should be reinforced with both staff and patrons if symptoms are found.

1. Exclude person infected from program until 48 hours after the start of treatment.
2. Exclude person from handling or serving food until 48 hours after the start of treatment.
3. Wash hands frequently.
4. Launder towels, clothes, linens or other items after each use and do not share.
5. Avoid contact with babies.
6. Lightly cover the affected area to avoid incidental contact with others.

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<sup>3</sup> *AMA Health Insight, Kids Health at the AMA—Infections & Immunizations, November 21, 2000.*

## Appendix 4

**OAK BROOK PARK DISTRICT**  
**BLOODBORNE PATHOGEN**  
**EXPOSURE INCIDENT REPORT**

DATE COMPLETED: \_\_\_\_\_

EMPLOYEE'S NAME: \_\_\_\_\_ SS#: \_\_\_\_\_

EMPLOYEE PHONE: \_\_\_\_\_ BUSINESS PHONE: \_\_\_\_\_

DOB \_\_\_\_\_ JOB TITLE \_\_\_\_\_

EMPLOYEE VACCINATION STATUS: \_\_\_\_\_

DATE OF EXPOSURE: \_\_\_\_\_ TIME OF EXPOSURE: \_\_\_\_\_ AM PM

LOCATION OF INCIDENT (BUILDING, STREET, ETC. - BE SPECIFIC): \_\_\_\_\_

NATURE OF INCIDENT (ACCIDENT WHILE CLEANING, SPORTS, MEDICAL EMERGENCY) BE SPECIFIC:  
 \_\_\_\_\_  
 \_\_\_\_\_DESCRIBE WHAT TASK (S) YOU WERE PERFORMING WHEN THE EXPOSURE OCCURRED (BE SPECIFIC):  
 \_\_\_\_\_  
 \_\_\_\_\_WHERE YOU WEARING PERSONAL PROTECTIVE EQUIPMENT (PPE)? YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF YES, LIST:
 \_\_\_\_\_  
 \_\_\_\_\_
DID THE PPE FAIL? YES \_\_\_\_\_ NO \_\_\_\_\_  
 IF YES, EXPLAIN HOW:
 \_\_\_\_\_  
 \_\_\_\_\_
WHAT SPECIFIC BODY FLUIDS WERE YOU EXPOSED TO (BLOOD OR OTHER POTENTIALLY INFECTIOUS MATERIAL)?  
 \_\_\_\_\_  
 \_\_\_\_\_

WHAT SPECIFIC PARTS OF YOUR BODY BECAME EXPOSED?

\_\_\_\_\_

ESTIMATE THE SIZE OF THE AREA OF YOUR BODY THAT WAS EXPOSED. \_\_\_\_\_

\_\_\_\_\_

FOR HOW LONG? \_\_\_\_\_

DID A FOREIGN BODY (I.E., NEEDLE, NAIL, OR OTHER SHARPS ETC.) PENETRATE YOUR BODY?

YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT WAS THE OBJECT? \_\_\_\_\_

WHERE DID IT PENETRATE YOUR BODY? \_\_\_\_\_

WAS ANY FLUID INJECTED INTO YOUR BODY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT FLUID? \_\_\_\_\_ HOW MUCH? \_\_\_\_\_

DID YOU RECEIVE MEDICAL ATTENTION? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHERE? \_\_\_\_\_

WHEN \_\_\_\_\_

BY WHOM \_\_\_\_\_

IDENTIFICATION OF SOURCE INDIVIDUAL(S):

NAME(S) \_\_\_\_\_

DID YOU TREAT THE PATIENT DIRECTLY? YES \_\_\_\_\_ NO \_\_\_\_\_

IF YES, WHAT SPECIFIC TREATMENT DID YOU PROVIDE: \_\_\_\_\_

OTHER PERTINENT INFORMATION \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Signature of Supervisor or person preparing this report

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of the Employee

\_\_\_\_\_  
Date

**SOURCES CONSULTED**

OSHA Standard CFR 1910.1030

PDRMA Communicable Disease Policy, 1992

PDRMA Health Website

PDRMA Fact Sheet #521

PDRMA Fact Sheet #522

Illinois Department of Public Health - Health Beat Website

Center for Disease Control – National Center for Infectious Diseases Website

American Medical Association – Health Insight Website

MedicineNet Website

CBS-Health Watch Website

Sources Consulted  
9: Communicable Disease – Bloodborne Pathogens  
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## 9.2: Communicable Disease - Safety Standards for the Workplace to Minimize the Spread of COVID-19

The purpose of this policy is to set forth standards for the workplace safety of employees and the public and to help prevent the spread of COVID-19. These standards are based on recommendations from the Center for Disease Control (CDC), Occupational Safety and Health Administration (OSHA), and Illinois Department of Health (IDPH). The Executive Director will determine and communicate when the standards included in this policy will be effective and to what extent these standards are required, including any modifications thereto.

### PREVENTIVE MEASURES IN THE WORKPLACE FOR EMPLOYEES

Employees must practice the following measures in order to prevent the spread of COVID-19:

- Self-monitor for signs and symptoms of the virus (refer to CDC and public health guidance for a complete list of COVID-19 symptoms);
- Stay home if you are sick;
- Cover coughs and sneezes;
- Frequent and thorough hand washing with soap and water or with hand sanitizer containing 60% alcohol;
- Wear face coverings and appropriate PPE when required;
- Practice social distancing;
- Do not shake hands with others;
- Discard used tissues in a plastic bag lined trash receptacle;
- Clean and disinfect high-touch surfaces at a frequency higher than normal; and
- Refrain from using other workers' phones, desks, offices, or other work tools and equipment when possible.

### Employee Wellness Self-Assessment

In order to minimize the spread of COVID-19, it is critical that employees do not report to work while they are ill and/or experiencing the symptoms of the virus (refer to CDC and public health guidance for a complete list of COVID-19 symptoms). Employees shall self-assess for virus symptoms prior to reporting to the workplace.

An employee experiencing a fever or symptoms of the virus should not report to work until:

- They have been fever-free for at least ~~three (3) days~~ 24 hours, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, without taking medication to reduce fever during that time; AND
- ~~Any respiratory symptoms have improved for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH; AND~~

- ~~At least ten (10) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, have passed since the symptoms began.~~

~~Also, an employee should not report to work for 14 days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, if:~~

- ~~They know they have been exposed to someone who has been diagnosed with the virus.~~

An employee may report to work earlier if a doctor confirms in writing that the employee is not at risk of transmitting the virus and releases the employee as fit to return to work.

#### Social Distancing Best Practices

Employees are required to keep at least a 6 feet distance, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from others. Subject to further guidance from the CDC and IDPH, during the workday, employees should:

- Avoid meeting people face-to-face. Employees are encouraged to use the telephone, online conferencing, email or instant messaging to conduct business as much as possible, even when participants are in the same building.
- If a face-to-face meeting is unavoidable, minimize the meeting time, choose a large meeting room and sit at least 6 feet, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from each other if possible; avoid person-to-person contact such as shaking hands.
- Avoid any unnecessary travel and cancel or postpone non-essential meetings, gatherings, workshops and training sessions.
- Do not congregate in work rooms, copier rooms, or other areas where people normally socialize.
- Bring lunch and eat at your work area or 6 feet distance, or such other distance as may be directed, ordered or recommended by the CDC or IDPH, from others.

#### Employer Administered Wellness Checks

As an added precaution, the District will follow the recommendations of the CDC, OSHA and IDPH as to the appropriate wellness check to perform in the workplace. This may include asking an employee if they have symptoms of the virus. Employees will be notified beforehand that they will be screened, what will be involved, and where to report before entering any other areas of the facility. Employees will be compensated for waiting and screening time. Social distancing shall be maintained while employees are waiting. The check will be performed in a private location.

#### *Employee Temperature Assessment*

(Approved by the Board of Commissioners on June 15, 2020.)

If a temperature assessment is recommended by the CDC or IDPH, the District may conduct temperature checks on every employee reporting to the facility or property. The employee administering the assessment will be trained on use of a scanning thermometer and will be provided the proper PPE to perform the task (i.e., mask, gloves, eye protection, apron).

An employee who has a fever at or above 100.4 degrees Fahrenheit or who is experiencing symptoms of the virus will be sent home. The employee should monitor their symptoms and call a doctor or use telemedicine if concerned about the symptoms.

An employee sent home can return to work when:

- They have had no fever for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH, without taking medication to reduce fever during that time; AND
- Any symptoms have improved for at least three (3) days, or such other period of time as may be directed, ordered or recommended by their personal physician, the CDC or IDPH; AND
- ~~At least ten (10) days, or such other period of time as may be directed, ordered or recommended by the CDC or IDPH, have passed since the symptoms began.~~

An employee may return to work earlier if a doctor confirms in writing that the employee is not at risk of transmitting the virus and releases the employee as fit to return to work in writing.

#### Reusable Face Coverings

Employees may be required to wear a face covering while working near others in a District facility or on District property. A face covering is intended to prevent the person wearing it from unknowingly transmitting the virus to others. The District will provide face coverings for employees if recommended by the CDC or local health officials.

A reusable face covering is a cloth, bandana, or other type of material that covers an employee's mouth and nose and meets the following criteria set forth by the CDC:

- Fit snugly but comfortably against the side of the face;
- Be secured with ties or ear loops;
- Include multiple layers of fabric or can be doubled over;
- Allow for breathing without restriction; and
- Be able to be laundered and machine-dried without damage or change to shape.

When employees are required to put on, remove, and maintain a clean face covering, it will be done as follows:

#### *How to put on a face covering:*

1. Clean your hands with soap and water or hand sanitizer before touching the face covering.
2. Determine which side of the covering is the top. The side of the face covering that may have a stiff bendable edge is the top and is meant to mold to the shape of the nose.

3. If the face covering has ear loops, hold the mask by the ear loops. Place a loop around each ear. If the face covering has ties, securely tie the upper and then the lower ties.
4. Pull the bottom of the face covering over your mouth and chin.
5. If you take off your face covering and then put it on again, make sure you reapply it with the same side against your face.

*How to remove a face covering:*

1. Clean your hands with soap and water or hand sanitizer before touching the face covering. Avoid touching the front of the face covering. The front of the face covering is contaminated. Only touch the ear loops/ties/band.
2. Hold both of the ear loops and gently lift and remove the face covering. If the face covering has ties, untie the top and then the lower ties.
3. If temporarily removing the face covering, place it on a paper towel while not in use.
4. The reusable face covering shall be placed in a paper bag for transportation home. Keep this bag for dirty masks only. Clean your hands with soap and water or hand sanitizer.

*How to clean your reusable face covering:*

1. Wash with warm water and detergent and dry after every use. Iron on high, if possible. Clean your hands with soap and water or hand sanitizer.

Environmental Controls for Social Distancing

The District will institute administrative and engineering controls to reduce social contact and limit exposure to COVID-19 when it deems such controls to be appropriate and practicable, and as may be recommended by the CDC or IDPH. Such measures may include, but are not limited to, the following:

- Telework;
- Flexible work schedules;
- Limit presence in the workplace to only essential workers for operations;
- Staggered and limited patron access to the facility;
- Installing physical barriers (i.e., clear plastic sneeze guard at registration desk); and
- Physical spacing indicators (i.e., 6 ft. floor markers).

Facility Maintenance

Regular housekeeping practices shall be maintained, including routine cleaning and disinfecting of surfaces and equipment. Appropriate cleaning products with EPA-approved emerging viral pathogens claims shall be used in disinfecting the surfaces. Employees shall be trained how to safely use the products (i.e., PPE, dilution of the product, precautions, hazards, hazard response). Outside cleaning services may be contracted as needed.

Responding to Confirmed Infection in the Workplace

The District will promptly take the following steps if an employee is confirmed to have tested positive for COVID-19:

1. Remove the employee from the workplace, while maintaining the confidentiality of employee's identity to the greatest extent possible.
2. Contact the local health department for direction and guidance.
3. Determine who was in prolonged/repeated contact with the employee or was in close contact with the employee (i.e., within 6 ft. for 1 hour or more).
4. Inform those who may have been in contact with the individual and direct them to:
  - a. Self-isolate and seek a doctor's exam if they are experiencing symptoms; OR
  - b. Self-quarantine for 14 days, or such other period of time as may be directed, ordered or recommended by the CDC or IDPH, if not experiencing symptoms.
5. Close off the affected area(s), wait at least 24 hours, and thoroughly disinfect the area(s).
6. Record any infection that is work-related as required by OSHA and IDPH.

4850-9620-9597, v. 2

## 10: Confined Space Program

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**Approved by Board 5/18/15**

**Revised 11/29/18**

**Revised 3/9/22 (removed OBBT profiles only)**

Approved by Board 1/21/19 (Updated 3/9/2022)

## OAK BROOK PARK DISTRICT CONFINED SPACE PROGRAM

The following guidelines have been approved by the Board of Commissioners of the Oak Brook Park District on May 18, 2015. They are based on the requirements established by the Occupational Safety and Health Administrations 29 CFR Parts 1910.146-Permit-Required Confined Spaces for General Industry, as well as regulations adopted by the Illinois Department of Labor (IDOL). These guidelines may be revised from time to time, if deemed appropriate by the Board of Commissioners, as additional information becomes available.

The Oak Brook Park District recognizes that confined spaces pose significant risks and that the development of the confined space program is reasonably necessary to protect affected employees from those risks.

Attest:

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President  
Board of Commissioners

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Laure Kosey  
Secretary, Board of Commissioners

## **EMPLOYEE RESPONSIBILITIES**

The District has identified specific confined spaces that may be entered by District personnel as well as which full-time job positions are authorized to enter those spaces. Entry into any other confined space by any other District personnel is strictly prohibited. Confined spaces classified for entry by a “Contractor Only” may be entered in RARE emergency situations, ONLY with prior authorization by the Deputy Director or Superintendent of Parks & Maintenance, ONLY by an employee with in-depth confined space training.

The following full-time job positions are authorized to enter confined spaces identified for employee entry and are required to attend in-depth Confined Space training at time of hire (*conducted by a District designated outside vendor or a trained employee designated by the Deputy Director or Superintendent of Parks & Maintenance*) as well as attend in-depth retraining every two years ~~(conducted by the outside vendor)~~: (conducted by the outside vendor or an online training program with hands-on training conducted by the Superintendent of Parks & Maintenance):

- Deputy Director
- Superintendent (Parks & Maintenance, Facilities, Recreation, Enterprise Operations)
- Human Resource Manager (Safety Coordinator)
- Building Engineer
- Facility Maintenance Manager (FRC, Tennis)
- Building Technician
- Tennis Center Lead Custodian
- Landscape Specialist
- Park Specialist
- Park Technician

**Managers/Supervisors/Directors** are responsible for:

- Scheduling in-depth Confined Space training for their authorized department staff positions allowed to enter confined spaces;
- Ensuring only authorized department staff who have completed in-depth Confined Space training enter confined spaces;
- Keeping accurate and complete records of required training;
- Ensuring confined space permit paperwork is completed and records maintained for their department;
- Ensuring staff authorized to enter confined spaces are following proper procedures; and

- Selecting only outside contractors qualified to enter confined spaces and making sure they are provided a copy of the space profile and ensuring they complete the applicable permit paperwork.
- Coordinating with other Managers, Supervisors, and Directors to take advantage of group training when appropriate.

**Employees authorized to enter confined spaces** are responsible for:

- Attending the required training and retraining;
- Informing their department supervisor when planning to enter a confined space;
- Following proper procedure for entering a confined space;
- Completing and submitting required confined space permit paperwork to their supervisor; and
- Inspecting, maintaining, and storing confined space testing, rescue and PPE equipment.

**District Designated Training Vendor**

The following vendor shall be used for initial and refresher in-depth Confined Space training:

FullLife Safety LLC (Phone: 630-671-1140)  
177 W. Irving Park Road  
Roselle, IL

**Inspection, Maintenance and Storage of Confined Space Equipment**

The following confined space testing and rescue equipment is located in the Canterbury Room Storage Closet (located across the hall from the break room at the Family Recreation Center). It is to be returned to this location after each use.

- Air quality monitor (Calibration is required every 6 months.)
- Ventilation fan
- Tripod, Harness and Winch
- Respirator (fitted to specific employee and maintained by that employee)

**NOTE:** This equipment is to be inspected before and after use and necessary maintenance performed before it is returned to storage.

## **DEFINITIONS**

*Acceptable Entry Conditions* means the conditions that must exist in a confined space to allow entry and to ensure that employees involved with an alternate entry and/or permit-required confined space entry can safely enter into and work within the space.

*Alternate Entry Confined Space* means a confined space with only a reasonable or actual potential for hazardous atmosphere. Continued ventilation alone is sufficient to maintain that the space is safe to enter.

*Attendant* means a trained individual stationed outside one or more alternate entry and/or permit spaces who monitors the authorized entrants and who performs all attendant's duties assigned in the employer's permit space program.

*Authorized Entrant* means a trained employee who is authorized by the employer to enter an alternate entry and/or permit-required confined space.

*Blanking or Blinding* means the absolute closure of a pipe, line, or duct by the fastening of a solid plate that completely covers the bore and that is capable of withstanding the maximum pressure of the pipe, line, or duct with no leakage beyond the plate.

*Confined Space* means a space that:

1. Is large enough and so configured that an employee can bodily enter and perform assigned work; and
2. Has limited or restricted means for entry or exit; and
3. Is not designed for continuous human occupancy.

*Emergency* means any occurrence (including any failure of hazard control or monitoring equipment) or event internal or external to the confined space that could endanger entrants.

*Engulfment* means the surrounding and effective capture of a person by a liquid or finely divided (flowable) solid substance that can be aspirated or cause death by filling or plugging the respiratory system or that can exert enough force on the body to cause death by strangulation, constriction or crushing.

*Entry* means the action by which a person passes through an opening into an alternate entry and/or permit-required confined space. Entry includes ensuing work activities in that space and is

considered to have occurred as soon as any part of the entrant's body breaks the plane of an opening into the space.

*Entry Permit* means the written or printed document that is provided by the employer to allow and control entry into an alternate entry and/or permit-required confined space and that contains the information specified in OSHA 1910.146, paragraph (f).

*Entry Supervisor* means the trained person responsible for determining if acceptable entry conditions are present at a permit space where entry is planned, for authorizing entry and overseeing entry operations, and for terminating entry if required.

*Hazardous Atmosphere* means an atmosphere that may expose employees to the risk of death, incapacitation, impairment or ability to self-rescue, injury or acute illness from one or more of the following causes:

1. Flammable gas, vapor, or mist in excess of 10 percent of its Lower Flammable Limit (LFL); (Note: LFL is the same as LEL, Lower Explosive Limit)
2. Airborne combustible dust at a concentration that meets or exceeds LFL;
3. Atmospheric oxygen concentration below 19.5 percent or above 23.5 percent;
4. Atmospheric concentration of any substance for which a dose of a permissible exposure limit is published in Subpart G, Occupational Health and Environmental Control, or in Subpart Z, Toxic and Hazardous Substances, of this part and which could result in employee exposure in excess of its dose of permissible exposure limit;
5. Any other atmospheric condition that is immediately dangerous to life or health.

*Hot Work Permit* means the employer's written authorization to perform operations capable of providing a source of ignition.

*Immediately Dangerous to Life or Health (IDLH)* means any condition that poses an immediate or delayed threat to life or that would cause irreversible adverse health effects or that would interfere with an individual's ability to escape unaided from a permit space.

*Isolation* means the process by which a permit space is removed from service and completely protected against the release of energy and material into the space by such means as: blanking or blinding; misaligning or removing sections of lines, pipes, or ducts; a double block and bleed system; lockout and/or tagout of all sources of energy; or blocking or disconnecting all mechanical linkages.

*Line Breaking* means the intentional opening of a pipe, line, or duct that is or has been carrying flammable, corrosive, or toxic material, an inert gas, or any fluid at a volume, pressure, or temperature capable of causing injury.

*Non-Permit Confined Space* means a confined space that does not contain or, with respect to atmospheric hazards, have the potential to contain any hazard capable of causing death or serious physical harm.

*Oxygen Deficient Atmosphere* means an atmosphere containing less than 19.5 percent oxygen by volume.

*Oxygen Enriched Atmosphere* means an atmosphere containing more than 23.5 percent oxygen by volume.

*Permit-Required Confined Space* means a confined space that has one or more of the following characteristics:

1. Contains or has the potential to contain a hazardous atmosphere;
2. Contains a material that has the potential for engulfing an entrant;
3. Has an internal configuration such that an entrant could be trapped or asphyxiated by inwardly converging walls or by a floor which slopes downward or tapers to a smaller cross section; or
4. Contains any other recognized serious safety or health hazard.

*Permit-Required Confined Space Program* means the employer's overall program for controlling, and, where appropriate, for protecting employees from, confined permit space hazards and for regulating employee entry into alternate entry or permit-required confined spaces.

*Permit System* means the employer's written procedure for preparing and issuing permits for entry and for returning the alternate entry and/or confined permit space to service following termination of entry.

*Prohibited Condition* means any condition in a permit space that is not allowed by the permit during the period when entry is authorized.

*Rescue Service* means the personnel designated to rescue employees from alternate entry and/or permit-required confined spaces.

*Retrieval System* means the equipment used for non-entry rescue of persons from alternate entry and/or permit-required confined spaces.

*Testing* means the process by which the hazards that may confront entrants of an alternate entry and/or permit-required space are identified and evaluated. Testing includes specifying the tests that are to be performed prior to entry into the confined space, but also during entry in the space (i.e., atmospheric monitoring).

## **HAZARDS OF CONFINED SPACES**

### **Atmospheric Hazards**

#### **Oxygen Deficiency**

Oxygen deficiency occurs from chemical or biological reactions which displace or consume oxygen from a confined space. The consumption of oxygen takes place during combustion of flammable substances, as in welding, cutting, or braising. A more subtle form of consumption of oxygen occurs during bacterial action, as in the fermentation process. Oxygen deficiency can result from bacterial action in excavations and manholes which are near garbage dumps, landfills, or swampy areas. Oxygen may also be consumed during slow chemical reactions, as in the formation of rust on the exposed surface of metal tanks, vats, and manholes.

Ambient air has an oxygen content of 21%. When the oxygen level drops below 17%, the first sign of hypoxia is a deterioration of night vision, which is usually not noticed. Physiological effects included increased breathing volume and accelerated heart beat. Between 14% and 16% physiologic effects are increased breathing volume; accelerated heart beat, poor muscular coordination, rapid fatigue, and intermitted respiration. Between 6% and 10%, the effects are nausea, vomiting, inability to perform, and unconsciousness. At concentrations less than 6%, there is rapid loss of consciousness, and death in minutes.

#### **Oxygen Displacement**

##### ***Inert Gases and Simple Asphyxiants***

A simple asphyxiating atmosphere contains a gas or gases that are physiologically inert and which do not produce any ill affects on the body. However, in sufficient quantity, a simple asphyxiant will displace oxygen and may result in an atmosphere unable to support respiration. The ambient or normal atmosphere is composed of approximately 21% oxygen, 78% nitrogen, and 1% argon with small amounts of various other gases. For example, if 100% nitrogen - a non-toxic, colorless, odorless gas is used to inert (displaced oxygen in) a confined space, it will cause immediate collapse and death to the worker if the confined space is not adequately ventilated before worker entry. Other examples of simple asphyxiants which have claimed lives in confined spaces include carbon dioxide, argon and helium.

#### **Flammable Atmospheres**

A flammable atmosphere generally results from vaporization of flammable liquids, by-products of chemical reaction, enriched oxygen atmospheres, or concentrations of combustible dust. Three components are necessary for an atmosphere to become flammable: fuel and oxygen in the proper mixture and a source of ignition. The proper mixture of fuel and oxygen will vary from gas to gas within a fixed range and is referred to as the lower flammability limit (LFL) and upper flammability limit (UFL). These terms are synonymous with the lower exposure limit (LEL) and upper explosive limit (UEL). For example, the explosive range for methane is between 5% and 15% in air. Concentrations below 5% methane are below the explosive range, and concentrations above 15% are too rich to support combustion. If a confined space contains 27% methane, and forced air is started, the introduction of air into the confined space may dilute the methane in air, taking it into the explosive range.

### **Toxic Gases**

Toxic gases may be present in confined spaces because:

1. There are biological or chemical processes occurring in the products stored in the confined space. For example, decomposing organic material in a tank or sump can liberate hydrogen sulphate.
2. The operation performed in the confined space can liberate a toxic gas. For example, welding can liberate oxides of nitrogen, ozone and carbon monoxide.

Some toxic gases such as carbon monoxide are particularly insidious because of their poor warning properties. Toxic gases that have been reported to cause death in workers in confined spaces include carbon monoxide, hydrogen cyanide, hydrogen sulphide, chlorine, oxides of nitrogen, and ammonia.

Toxic gases may be evolved when acids are used for cleaning the interior of a confined space.

### **Physical Hazards**

In addition to the atmospheric hazards in a confined space, physical hazards must also be addressed. Physical hazards cover the entire spectrum of hazardous energy and its control. These hazards include those associated with mechanical, electrical, and hydraulic energy; engulfment; communication problems; noise; and the size of openings into the confined space.

**Engulfment**

Engulfment in loose materials is one of the leading cause of death from physical hazards in confined spaces. Engulfment and suffocation are hazards associated with storage bins, silos, and hoppers where grain, sand, gravel, or other loose material are stored, handled or transferred. The behavior of such materials is unpredictable and entrapment and burial can occur in a matter of seconds. In some cases, material being drawn from the bottom of storage bins can cause the surface to act like quicksand. When a storage bin is emptied from the bottom, the flow of materials forms a funnel-shaped path over the outlet. The rate of material flow increases towards the center of the funnel. During a typical unloading operation, the flow rate can become so great that once a worker is drawn into the flow path, escape is virtually impossible. The same engulfment hazard is true in regards to wet wells and surge pits.

**Other Physical Hazards**

The nature of a confined space work may make it difficult to separate the worker from hazardous forms of energy such as powered machinery, electrical energy, and hydraulic or pneumatic lines.

Examples of physical hazards often encountered in a confined space include the following:

1. Activation of electrical or mechanical equipment can cause injury to workers in a confined space. Therefore, it is essential to de-energize and lock-out all electrical circuits and physically disconnect mechanical equipment prior to any work in confined spaces.
2. Release of material through lines which are an integral part of the confined space pose a life-threatening hazard. All lines should be physically disconnected, blanked off, or should use a double block and bleed system.
3. Falling objects can pose a hazard in confined spaces, particularly in spaces which have top side openings for entry, through which tools and other objects may fall and strike a worker.
4. Extremely hot or cold temperatures can make work inside a confined space hazardous. Communication between the entrant and attendee should monitor temperature and employee conditions.
5. Wet or slick surfaces can cause falls in confined spaces. In addition, wet surfaces can provide a grounding path and increase the hazard of electrocution in areas where electrical equipment, circuits, and tools are used.
6. Noise within confined spaces can be amplified because of the design and acoustic properties of the space. Excessive noise is not only harmful to the worker's hearing, but can also affect communication and cause shouted warnings to go unheard.

### **Conclusions**

Confined spaces can be hazardous, and they can be hazardous in varied ways. Often times the confined space will not appear to be hazardous; it may have been entered on prior occasions without incident, and may give no apparent sign of danger. At other times, there may be ready indications of danger: the distinct odor of irritating or toxic atmospheres, the presence of arcing electrical equipment, continued mild shocks, or flowing grain or water. By their nature, confined spaces concentrate hazards: atmospheric hazards, in that certain gases will displace breathable air, or that the confined space will allow the accumulation of toxic hazards or flammable or explosive atmospheres; and physical hazards, in that confined spaces limit the ability to avoid contact with electricity, moving mechanical components or machinery, or unstable substances.

The following guidelines are intended to assist the Oak Brook Park District in maintaining a safe working environment for those employees whose job tasks require working in or around confined spaces.

### **HAZARD CONTROL**

1. The Oak Brook Park District has determined that permit-required confined spaces exist within the District. The District shall inform employees, by posting danger signs or by any other equally effective means, of the existence and location of and the danger posed by the permit spaces.
2. Before any confined space entry, it must be determined by the Superintendent of Parks & Maintenance as a necessary entry. If at all possible, the needed work will be completed without entry.
3. The District shall provide training so that all employees associated with working in or around permit-required spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
4. The District will provide all personal protective equipment at no cost to the employees, maintain that equipment properly, and ensure that employees use the equipment properly. The equipment may include:
  - a. Testing and monitoring equipment needed to comply with the standard;
  - b. Ventilating equipment needed to obtain acceptable entry conditions;
  - c. Communication equipment necessary for compliance;
  - d. Personal protective equipment insofar as feasible; engineering and work practice controls

that adequately protect employees;

- e. Lighting equipment needed to enable employees to see well enough to work safely and to exit the space quickly in an emergency;
  - f. Barriers and shields needed to protect the entrants from overhead hazards;
  - g. Equipment such as ladders for safe ingress and egress by authorized entrants;
  - h. Rescue and emergency equipment needed to comply with the standard; and
  - i. Any other equipment necessary for safe entry into and rescue from permit spaces.
5. Smoking in or around a confined space is prohibited.

#### **CONFINED SPACE IDENTIFICATION**

At each facility and work area, involving employees of the Oak Brook Park District the Safety Coordinator and Superintendent of Parks & Maintenance shall perform an inventory to identify and classify confined spaces as either "Non-Permit", "Alternate Entry", or "Permit-Required (Level 1)" or "Permit-Required (Level 2)". Upon completion of this survey, a "Confined Space Profile" form shall be completed for each identified space (Appendix A). Each profile will indicate whether or not employees will be allowed to enter the space.

It is the responsibility of the Safety Coordinator to maintain a current file of all "Confined Space Profile Sheets" and to notify affected employees of any change in status of a confined space. The completed "Confined Space Profile" forms shall give an employee pertinent information relative to safe entry into that particular confined space.

After reviewing the "Confined Space Profile" for a particular confined space to be entered, a determination will be made to use one of the following options:

#### **Option #1 – Permit-Required (Level 2) – Entry by outside contractor ONLY**

**The District will not enter Permit-Required (Level 2) confined spaces** and will secure the site to prevent unauthorized entry. Employees and patrons will be warned off of the site by appropriate signage. An outside contractor will be used to enter the space.

The Department Director/Superintendent (or in the absence of the Department Director/Superintendent, another department director or the facility manager, respectively) of the employee hiring the contractor will apprise the contractor of the hazards, history, and precautions of the confined space as identified by the "Confined Space Profile". In addition, the Department Director (or alternate) shall:

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1. Inform the contractor that the workplace contains permit spaces and that they must have their own Confined Space Program that meets or exceeds OSHA 1910.146 in order to perform work in the District's permit-required spaces.
2. Complete the applicable Entry Permit (Appendix B or C) and apprise the contractor of the elements, including the hazards identified and the host employer's experience with the space, that make the space in question a permit space.
3. Apprise the contractor of any precautions or procedures that the host employer has implemented for the protection of employees in or near permit spaces where contractor personnel will be working.
4. Coordinate entry operations with the contractor, when both District personnel and contractor personnel will be working in or near permit spaces, as required.
5. Debrief the contractor at the conclusion of the entry operations regarding the permit space program followed and any hazards confronted or created in permit spaces during entry operations.
6. The entry permit is to be canceled by the employee's Department Director (or alternate) upon completion of the work. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

In addition, the contractor shall:

1. Obtain any available information regarding permit space hazards and entry operations from the host employer.
2. Coordinate entry operations with the District, when both District personnel and contractor personnel will be working in or near permit spaces, as required.
3. Inform the Department Director (or alternate) of the permit space program that the contractor will follow and of any hazards confronted or created in permit spaces, either through a debriefing or during the entry operation.

**Option #2 – Permit-Required (Level 1) -- Entry by authorized trained staff**

Complete the Confined Space Permit-Required Entry Permit (Appendix C) and then follow the same procedures as Alternate Entry listed below in Option #3. Reference the applicable Confined Space Profile for a list of hazards and entry requirements (i.e., attendant, equipment, PPE).

**Option #3 – Alternate Entry**

Authorized employees of the District may enter Alternate Entry (Level 1) confined spaces that have a "Hazardous Atmosphere Only" or potential hazardous atmosphere, as determined by the "Confined Space Profile". The space may be entered following alternative entry procedures.

1. Prior to an entry, the Department Director (or in the absence of the Department Director/Superintendent, another department director or the facility manager, respectively) will:
  - a. Complete the Confined Space Alternate Entry Permit (Appendix B), review it in detail with the authorized Entrant(s) and Attendant, and post it outside at the entry point to the space.
  - b. Contact the Oak Brook Fire Department to inform them of the entry.
2. Prior to entry, complete the following activities:
  - a. Safely open the hatchway, access door, or access cover to the space.
  - b. Place a barricade, open hatch cover, or a warning device with appropriate signs at the point of entry. If entry is to be performed where pedestrian or vehicle traffic poses a danger, appropriate traffic control measures shall be used.
  - c. Complete atmospheric testing for oxygen concentration, combustibility, and toxicity (minimally for carbon monoxide and hydrogen sulfide, along with any other toxic that may be reasonably found in the space).
    - i. The atmosphere outside of the confined space shall be tested to determine if any hazards are present.
    - ii. The atmosphere within the confined space shall then be tested using a properly calibrated gas detector.

Vertical spaces must be tested at 4-foot increments in the direction of the entrant and side-to-side for a minimum response time as specified by the manufacturer of the testing equipment, down to the level where work is being performed.

Test readings must be taken simultaneously or in the order shown below. Acceptable atmospheric readings are to be regarded as follows:

Oxygen Concentration at > 19.5% and < 23.5 %

Combustibility

- 1) < 10% of LEL
- 2) > 5' of obscured vision due to dust

Toxicity

- 1) Hydrogen Sulfide < 10ppm
- 2) Carbon Monoxide < 35ppm

- d. Ventilate the confined space (for securing safe atmospheric levels) using a confined space ventilator or other appropriate air movement equipment. Sample air quality at the point of air intake for the ventilator (whenever possible). Retest the air quality for oxygen concentration, combustibility and toxicity (carbon monoxide and hydrogen sulfide) in the same manner indicated above.
  - e. Assure that all personnel entering the space wear appropriate protective clothing (at least: a hard hat, gloves, and safety glasses). All appropriate personal protective equipment shall be worn while entry is in progress.
  - f. Artificial lighting shall be explosion proof, if the space contains or has the potential to contain and explosive atmosphere.
3. For the entire duration of the entry, complete the following activities:
- a. An attendant shall be stationed outside the space while there are workers inside the space. The ratio of three entrants to one attendant shall not be exceeded. Constant communication shall be maintained between the entrants inside the space and the attendant.
  - b. Complete continuous atmospheric monitoring using a device that warns the entrant whenever the air quality deteriorates within the space.
  - c. Complete continuous ventilation of the space.
  - d. If a problem develops with the confined space, the attendant must be prepared to complete the following **non-entry rescue** activities:
    - i. Ventilation using the confined space entry ventilator (preferably at the victim's breathing zone).
    - ii. Retrieval using a mechanical advantage system and lifelines (for multiple entrants) meeting the following requirements:

1. Each authorized entrant shall use the appropriate type harness, with a retrieval line attached at the center of the entrant's back near shoulder level, or above the entrant's head.
  2. The other end of the retrieval line shall be attached to a mechanical device or fixed point outside the permit space in such a manner that rescue can begin as soon as the rescuer becomes aware that rescue is necessary. A mechanical device shall be available to retrieve personnel from vertical type permit spaces more than 5 feet deep.
  - iii. Call for emergency rescue and medical assistance (usually 911). If an injured entrant is exposed to a substance for which a SDS or other similar written information is required to be kept at the worksite, that SDS or written material shall be made available to the medical facility treating the exposed entrant.
4. Once the entry has been completed, return the completed permit to the Department Director.
  5. The entry permit is to be canceled by the Department Director upon completion of assigned duties. The confined space shall then be returned to its working condition and secured to prohibit unauthorized entry.

#### **ENTRY PERMIT**

The entry permit shall identify:

1. The permit space to be entered;
2. The purpose of the entry;
3. The date and the authorized duration of the entry permit; (*Note: The duration of the permit may not exceed the time required to complete the assigned task or job identified on the permit.*)
4. The authorized entrants within the permit space by name to enable the attendant to determine quickly and accurately, for the duration of the permit, which authorized entrants are inside the permit space;
5. The personnel, by name, currently serving as attendants;
6. The name of the individual currently serving as entry supervisor, with a space for the signature or initials of the entry supervisor who originally authorizes entry;

7. The hazards of the permit space to be entered;
8. The measures used to isolate the permit space and to eliminate or control permit space hazards before entry;
9. The acceptable entry conditions;
10. The results of initial and periodic tests, accompanied by the names or initials of the testers and by an indication of when the tests were performed;
11. The rescue and emergency services that can be summoned and the means for summoning those services;
12. The communication procedures used by the authorized entrants and attendants to maintain contact during the entry;
13. Equipment, such as personal protective equipment, communications equipment, alarm systems, and rescue equipment, to be provided for compliance;
14. Any other information whose inclusion is necessary, given the circumstances of the particular confined space, in order to ensure employee safety; and
15. Any additional permits, such as for hot work (Appendix D), that have been issued to authorize work in the permit space.
16. The District shall retain each canceled entry permit for at least one (1) year to facilitate the review of the permit-required confined space program requirements. Any problems encountered during an entry operation shall be noted on the pertinent permit so that appropriate revisions to the permit space program can be made during the management required annual review of the permit process.

#### **GENERAL TRAINING REQUIREMENTS**

1. The District shall provide training so that all employees associated with working in or around permit-required confined spaces acquire the understanding, knowledge, and skills necessary to maintain a safe work environment and meet all compliance regulations.
2. Training shall be provided to each affected employee:
  - a. Before their first assignment;
  - b. Before any change in duties;

- c. Whenever there is a change in permit space operations that presents a hazard about which an employee has not previously been trained; and
- d. Whenever any deviations in permit space procedures have been noted or if there are inadequacies in employee's knowledge of procedures.
- e. The District shall document all training including names and dates. This documentation should be available for review by employees and authorized personnel.

**Duties of Authorized Entrants**

- 1. The District shall ensure that all employees whose job task includes entering a permit-space:
  - a. Know the hazards that may be faced during entry, including information on the mode, signs or symptoms, and consequences of the exposure.
  - b. Properly use equipment as required.
  - c. Communicate with the attendant as necessary to enable the attendant to monitor entrant status and to enable the attendant to alert entrants of the need to evacuate the space as required.
  - d. Alert the attendant whenever:
    - i. The entrant recognizes any warning sign or symptoms of exposure to a dangerous situation, or
    - ii. The entrant detects a prohibited condition.
  - e. Exit from the permit space as quickly as possible whenever:
    - i. An order to evacuate is given by the attendant or the entry supervisor;
    - ii. The entrant recognizes any warning sign or symptom of exposure to a dangerous situation;
    - iii. The entrant detects a prohibited condition; or
    - iv. An evacuation alarm is activated.

**Duties of the Attendant**

- 1. The District shall ensure that each attendant:

- a. Know the hazards and behavioral effects that may be faced by the entrant, including information about the signs and symptoms, and consequences of the exposure;
- b. Maintain an accurate count of all authorized entrants.
- c. Remains outside the permit space during entry operations until relieved by another attendant. Keeps unauthorized persons out of the space, is alert to possible hazards, and is able to provide information to rescue services.
- d. Communicates with authorized entrants as necessary to monitor entrant status and is able to alert entrants of the need to evacuate when needed.
- e. Monitors activities inside and outside the space to determine if it is safe for entrants to remain in the space and orders the entrant to evacuate the permit space immediately under any of the following conditions:
  - i. Detects a prohibited condition.
  - ii. Detects the behavioral effects of hazard exposure in an entrant.
  - iii. Detects a situation outside the permit space that could endanger entrants in the space.
  - iv. Cannot effectively and safely perform all the duties required under the standard.
- f. Summon rescue and other emergency services as soon as the attendant determines that the entrant may need assistance to escape from the permit space.
- g. Prevent unauthorized entrant from entering the permit space. The following actions should be taken when unauthorized persons approach or enter a permit space while entry is underway:
  - i. Warn unauthorized persons to stay away from the permit space.
  - ii. Advise unauthorized persons to exit immediately if they have entered the permit space.
  - iii. Inform the authorized entrants and the entry supervisor if unauthorized persons have entered the permit space.
- h. Must be able to perform non-entry rescue as indicated by the District's rescue procedure.

#### **Duties of the Entry Supervisor**

1. Any employee designated by the Superintendent of Parks & Maintenance who may authorize or supervise permit entry operations, would be designated the entry supervisor.
2. The entry supervisor must determine before entry that entry permit procedures are followed and that acceptable entry conditions exist. The District must ensure that each entry supervisor:
  - a. Knows the potential hazards during entry and work, including signs or symptoms, and consequences of the exposure;
  - b. Verifies, by checking that the appropriate entries have been made on the permit, that all test specified by the permit have been conducted and that all procedures and equipment specified by the permit are in place before endorsing the permit and allowing entry to begin;
  - c. Terminates the entry and cancels the permit when:
    - i. The entry operations covered by the entry permit have been completed; or a condition that is not allowed under the entry permit arises in or near the permit space.
    - ii. Verifies that rescue services are available and that the means for summoning them are operable;
    - iii. Removes unauthorized individuals who enter or who attempt to enter the permit space during entry operations; and
    - iv. Determines that entry and work operations remain consistent with entry permit terms and that acceptable entry conditions are maintained.

### **OUTSIDE RESCUE SERVICES**

The District shall:

1. Provide the Oak Brook Fire Department with a copy of the District's Confined Space Program.
2. Provide the Oak Brook Fire Department with access to all permit spaces from which rescue may be necessary so that the rescue service can develop appropriate rescue plans and practice rescue operations.

### **PROGRAM REVIEW**

In order to keep the "Confined Space Protection Program" current, and make sure it protects employees from confined space hazards, the Superintendent of Parks & Maintenance shall review the program on an annual basis. This includes review of all "Confined Space Profile Sheets", canceled "Entry Permits", Confined Space Equipment inspection and calibration logs, as well as the written program.

[All Confined Space profiles and permits can be found within the Confined Space Program on the Intranet and Shared Drive.](#)

ATTACHMENTS

- ~~Appendix A— Confined Space Profiles~~
- ~~Appendix B— Confined Space Alternate Entry Permit~~
- ~~Appendix C— Confined Space Entry Permit~~
- ~~Appendix D— Confined Space Hot Work Permit~~
- ~~Appendix E— Confined Space Protection Program Reviews~~
- ~~Appendix F— Gas Monitor Calibration Log~~

## Appendix A

Oak Brook Park District  
Confined Space Inventory and Profiles

## Appendix A

**CONFINED SPACE PROFILES**

<del>OBBPD-1</del>	<del>Elevator Shaft Pit</del>	<del>Tennis Center</del>	<del>Contractor Only</del>
<del>OBBPD-2</del>	<del>HVAC Ductwork—Mechanical Room</del>	<del>Tennis Center</del>	<del>Non-Permit</del>
<del>OBBPD-3</del>	<del>Catch Basin and Storm Sewer</del>	<del>Central Park</del>	<del>Permit Level 1</del>
<del>OBBPD-4</del>	<del>Attic Area</del>	<del>FRC</del>	<del>Non-Permit</del>
<del>OBBPD-5</del>	<del>HVAC Ductwork—Mechanical Room</del>	<del>CPW</del>	<del>Non-Permit</del>
<del>OBBPD-6</del>	<del>Sump Pit—Mechanical Room</del>	<del>CPW</del>	<del>Permit Level 1</del>
<del>OBBPD-7</del>	<del>Sanitary Sewer</del>	<del>Central Park</del>	<del>Contractor Only</del>
<del>OBBPD-8</del>	<del>Main Water Shutoff—Baseball Fields</del>	<del>Central Park</del>	<del>Alternate Entry</del>
<del>OBBPD-9</del>	<del>Water Valve Vaults—Baseball Fields</del>	<del>Central Park</del>	<del>Alternate Entry</del>
<del>OBBPD-10</del>	<del>Sand Filters (2)—Mechanical Room</del>	<del>Aquatic Center</del>	<del>Contractor Only</del>
<del>OBBPD-11A</del>	<del>Surge Tank (without water in tank)— Mechanical Room</del>	<del>Aquatic Center</del>	<del>Permit Level 1</del>
<del>OBBPD-11B</del>	<del>Surge Tank (with water in tank)— Mechanical Room</del>	<del>Aquatic Center</del>	<del>Contractor Only</del>
<del>OBBPD-12</del>	<del>Sump Pits (2)—Spa Pump Room</del>	<del>Aquatic Center</del>	<del>Permit Level 1</del>
<del>OBBPD-13</del>	<del>Sump Pit—Mechanical Room</del>	<del>Aquatic Center</del>	<del>Permit Level 1</del>
<del>OBBPD-14A</del>	<del>Surge Tank (without water in tank)</del>	<del>Splash Island</del>	<del>Permit Level 1</del>
<del>OBBPD-14B</del>	<del>Surge Tank (with water in tank)</del>	<del>Splash Island</del>	<del>Contractor Only</del>
<del>OBBPD-15</del>	<del>Elevator Shaft Pit</del>	<del>FRC</del>	<del>Contractor Only</del>
<del>OBBPD-16</del>	<del>Access under Stairwell to Ejector Pit</del>	<del>FRC</del>	<del>Non-Permit</del>
<del>OBBPD-17</del>	<del>Ejector Pit—Studio D Stairwell</del>	<del>FRC</del>	<del>Contractor Only</del>
<del>OBBPD-18</del>	<del>Sump Pits (2)—Gym 1 Storage</del>	<del>FRC</del>	<del>Permit Level 1</del>
<del>OBBPD-19</del>	<del>Lift Station</del>	<del>Maintenance Facility</del>	<del>Contractor Only</del>
<del>OBBPD-20</del>	<del>Triple Garage Basin</del>	<del>Maintenance Facility</del>	<del>Contractor Only</del>
<del>OBBPD-21</del>	<del>Mud Catch Basin</del>	<del>Maintenance Facility</del>	<del>Permit Level 1</del>

Appendix A

Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Tennis Center – Interior (Door 7)</b>		
General Description: <b>OBPD – 1 Elevator Shaft Pit</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
[x] Non-Permit — [] Alternate Entry — [] Permit-Required (Level 1) — [] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: <b>Vertical access</b>		
Confined space related hazards: <b>Isolation</b>		
Additional potential hazards:		
Confined Space Equipment needed: <b>lockout/tagout equipment, "out of order" sign, barrier</b>		
Additional equipment needed: <b>As required by contractor</b>		
Personal protective equipment needed to enter space: <b>As required by contractor</b>		
Warning signs posted? — [] Yes — [] No — [x] No action required		
Is space sealed/locked? — [x] Yes — [] No — [] No action required		
Is it anticipated that employees will be working in this space at any time? — [] Yes — [x] No		
Other pertinent information: <b>Space should only be entered by a licensed contractor performing elevator service.</b>		



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Appendix A

Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Tennis Center – Mechanical Room</b>		
General Description: <b>OBPD – 2 HVAC Ductwork</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
[x] Non-Permit — [ ] Alternate Entry — [ ] Permit Required (Level 1) — [ ] Permit Required (Level 2)		
Entrance/Exits – Type/Location: <b>Horizontal access</b>		
Confined space related hazards: <b>Isolation</b>		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space: <b>safety glasses, gloves</b>		
Warning signs posted? — [x] Yes — [ ] No — [ ] No action required		
Is space sealed/locked? — [x] Yes — [ ] No — [ ] No action required		
Is it anticipated that employees will be working in this space at any time? — [x] Yes — [ ] No		
Other pertinent information:		



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Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address):</b> Oak Brook Park District – Outside Throughout property		
<b>General Description:</b> OBPD – 3 Catch Basin and Storm Sewer		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit Required (Level 1) <input type="checkbox"/> Permit Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> Vertical access		
<b>Confined space related hazards:</b> Air Quality and Engulfment		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, atmospheric monitor, ventilator, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> safety glasses, hard hat, gloves		
<b>Warning signs posted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other pertinent information:</b>		

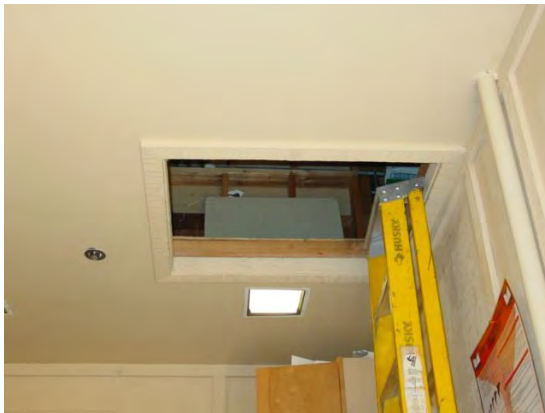


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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Family Recreation Center</b>		
General Description: <b>OBPD – 4 Attic Area</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
[x] Non-Permit — [ ] Alternate Entry — [ ] Permit-Required (Level 1) — [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Hatch door – horizontal access		
Confined space related hazards: None		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? — [x] Yes — [ ] No — [ ] No action required		
Is space sealed/locked? — [x] Yes — [ ] No — [ ] No action required		
Is it anticipated that employees will be working in this space at any time? — [x] Yes — [ ] No		
Other pertinent information:		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Central Park West – Mechanical Room</b>		
General Description: <b>OBPD – 5 HVAC Ductwork</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Horizontal access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed:		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? — <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? — <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? — <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information:		



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Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address):</b> Central Park West – Mechanical Room		
<b>General Description:</b> OBPD – 6 Sump Pit		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit — <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> Vertical access		
<b>Confined space related hazards:</b> Air Quality and Engulfment		
<b>Additional potential hazards:</b> slick/wet surface.		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> safety glasses, gloves		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other pertinent information:</b>		



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Confined Space Inventory and Profiles

<b>Location (facility/address):</b> Oak Brook Park District – Outside Throughout Property		
<b>General Description:</b> OBPD – 7 Sanitary Sewer		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> Vertical access		
<b>Confined space related hazards:</b> Air Quality and Engulfment		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> As required by contractor		
<b>Warning signs posted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Other pertinent information:</b> Contractor entry ONLY		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Baseball Fields between Fields 3 and 4</b>		
General-Description: <b>OBPD – 8 – Main Water Shutoff</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input checked="" type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: <b>12' vertical access w/ ladder</b>		
Confined space related hazards: <b>Air Quality</b>		
Additional potential hazards:		
Confined Space Equipment needed: <b>permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch</b>		
Additional equipment needed:		
Personal protective equipment needed to enter space: <b>safety glasses, gloves</b>		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Baseball Fields 1,2,3 and 4</b>		
General-Description: <b>OBPD – 9 Individual Water Valve Vaults</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit — <input checked="" type="checkbox"/> Alternate Entry — <input type="checkbox"/> Permit-Required (Level 1) — <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: <b>8' vertical access</b>		
Confined space related hazards: <b>Air Quality</b>		
Additional potential hazards:		
Confined Space Equipment needed: <b>permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch</b>		
Additional equipment needed:		
Personal protective equipment needed to enter space: <b>safety glasses, gloves</b>		
Warning signs posted? — <input checked="" type="checkbox"/> Yes — <input type="checkbox"/> No — <input type="checkbox"/> No action required		
Is space sealed/locked? — <input checked="" type="checkbox"/> Yes — <input type="checkbox"/> No — <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? — <input checked="" type="checkbox"/> Yes — <input type="checkbox"/> No		
Other pertinent information:		



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Oak Brook Park District  
Confined Space Inventory and Profiles

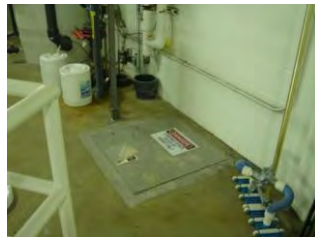
<b>Location (facility/address): Aquatic Center – Mechanical Room</b>		
<b>General Description: OBPD – 10 Sand Filters (2)</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> Horizontal access		
<b>Confined space related hazards:</b> Air Quality, Isolation and Engulfment		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> As required by contractor		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Other pertinent information:</b> Contractor entry ONLY		



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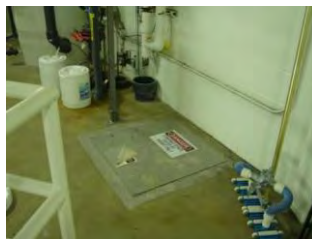
Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Aquatic Center – Mechanical Room</b>		
General Description: <b>OBPD – 11A – Surge Tank (without water in tank)</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit — <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 10' vertical access with built-in ladder		
Confined space related hazards: Air Quality		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod/winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes — <input type="checkbox"/> No		
Other pertinent information: Tank must be isolated from the pool. Lockout/Tagout required. Pumps must be off.		



Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address): Aquatic Center – Mechanical Room</b>		
<b>General Description: OBPD – 11B Surge Tank (with water in tank)</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> 10' vertical access with built-in ladder		
<b>Confined space related hazards:</b> Air Quality, Isolation and Engulfment		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod/winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> As required by contractor		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Other pertinent information:</b> Contractor entry ONLY with water in the tank		



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Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address):</b> <del>Aquatic Center – Spa Pump Room</del>		
<b>General Description:</b> <del>OBPD – 12 Sump Pits (2)</del>		
<input checked="" type="checkbox"/> <del>Is large enough and so configured that an employee can bodily enter and perform assigned work; and</del>	<input checked="" type="checkbox"/> <del>Has limited or restricted means of entry or exit; and</del>	<input checked="" type="checkbox"/> <del>Is not designed for continuous human occupancy</del>
<b>CLASSIFICATION</b>		
[ ] Non-Permit [ ] Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) [ ] Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> <del>Vertical access</del>		
<b>Confined space related hazards:</b> <del>Air Quality and Isolation</del>		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> <del>permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch</del>		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> <del>safety glasses, gloves</del>		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes [ ] No [ ] No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes [ ] No [ ] No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input checked="" type="checkbox"/> Yes [ ] No		
<b>Other pertinent information:</b>		



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Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address): Aquatic Center – Mechanical Room</b>		
<b>General Description: OBPD – 13 Sump Pit</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> Vertical access		
<b>Confined space related hazards:</b> Air Quality, Isolation and Engulfment		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> safety glasses, hard hat, gloves		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other pertinent information:</b>		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Aquatic Center – Splash Island</b>		
General Description: <b>OBPD – 14A Surge Tank (without water in the tank)</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 8' vertical access (ladder built-in)		
Confined space related hazards: Air Quality and Isolation		
Additional potential hazards: —		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information: Tank must be isolated off from Splash Island. Lockout/tagout required. Pumps must be off.		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Aquatic Center – Splash Island</b>		
General Description: <b>OBPD – 14B Surge Tank (with water in the tank)</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: 8' vertical access (ladder built-in)		
Confined space related hazards: Air Quality, Isolation and Engulfment		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: As required by contractor		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Is it anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: Contractor entry ONLY with water in the tank		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Family Recreation Center</b>		
General Description: <b>OBPD – 15 Elevator Shaft Pit</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
[x] Non-Permit — [ ] Alternate Entry — [ ] Permit-Required (Level 1) — [ ] Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Isolation		
Additional potential hazards:		
Confined Space Equipment needed: lockout/tagout equipment, "out of order" sign, barrier		
Additional equipment needed:		
Personal protective equipment needed to enter space:		
Warning signs posted? [ ] Yes [x] No [x] No action required		
Is space sealed/locked? [x] Yes [ ] No [ ] No action required		
Is it anticipated that employees will be working in this space at any time? [ ] Yes [x] No		
Other pertinent information: Space should only be entered by a licensed contractor performing elevator service.		

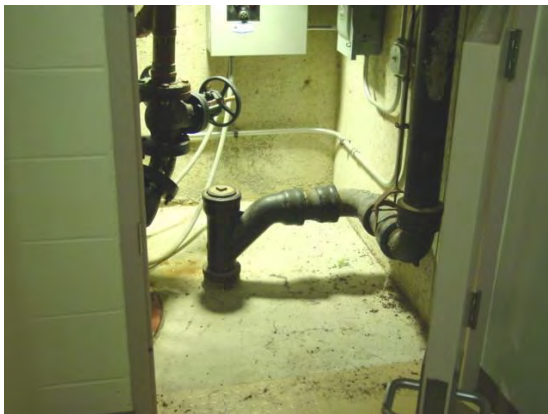


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Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address):</b> <del>Family Recreation Center – Studio D Stairwell</del>		
<b>General Description:</b> <del>OBPD – 16 Access Under Stairwell to Ejector Pit</del>		
<del><input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and</del>	<del><input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and</del>	<del><input checked="" type="checkbox"/> Is not designed for continuous human occupancy</del>
<b>CLASSIFICATION</b>		
<del><input checked="" type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)</del>		
<b>Entrance/Exits – Type/Location:</b> <del>Horizontal access</del>		
<b>Confined space related hazards:</b> <del>Air Quality</del>		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> <del>permit, attendant, barrier, ventilator, atmospheric monitor</del>		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b>		
<b>Warning signs posted?</b> <del><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required</del>		
<b>Is space sealed/locked?</b> <del><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required</del>		
<b>Is it anticipated that employees will be working in this space at any time?</b> <del><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</del>		
<b>Other pertinent information:</b>		



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Oak Brook Park District  
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<b>Location (facility/address):</b> <b>Family Recreation Center – Studio D Stairwell</b>		
<b>General Description:</b> <b>OBPD – 17 Ejector Pit</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> Vertical access		
<b>Confined space related hazards:</b> Air Quality, Isolation and Engulfment		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> As required by contractor		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Other pertinent information:</b> Contractor entry ONLY		



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Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Family Recreation Center – Gym 4 Storage</b>		
General Description: <b>OBPD – 18 Sump Pits (2)</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit-Required (Level 1) <input type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: Vertical access		
Confined space related hazards: Air Quality and Isolation		
Additional potential hazards:		
Confined Space Equipment needed: permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
Additional equipment needed:		
Personal protective equipment needed to enter space: safety glasses, gloves		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Access sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Anticipated that employees will be working in this space at any time? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
Other pertinent information:		



Appendix A

Oak Brook Park District  
Confined Space Inventory and Profiles

Location (facility/address): <b>Maintenance Facility</b>		
General Description: <b>OBPD – 19 Lift Station</b>		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
Entrance/Exits – Type/Location: <b>6' vertical access</b>		
Confined space related hazards: <b>Air Quality, Engulfment and Isolation</b>		
Additional potential hazards:		
Confined Space Equipment needed: <b>permit, attendant, barrier, lockout/tagout, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch</b>		
Additional equipment needed:		
Personal protective equipment needed to enter space: <b>As required by contractor</b>		
Warning signs posted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Space sealed/locked? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
Anticipated that employees will be working in this space at any time? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
Other pertinent information: <b>Contractor entry ONLY</b>		



Appendix A

Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address):</b> Maintenance Facility		
<b>General Description:</b> OBPD – 20 Triple Garage Basin		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input type="checkbox"/> Permit-Required (Level 1) <input checked="" type="checkbox"/> Permit-Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> 6' vertical access		
<b>Confined space related hazards:</b> Air Quality and Isolation		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> As required by contractor		
<b>Warning signs posted?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No		
<b>Other pertinent information:</b> Contractor entry ONLY		



Appendix A

Oak Brook Park District  
Confined Space Inventory and Profiles

<b>Location (facility/address):</b> Maintenance Facility		
<b>General Description:</b> OBPD – 21 Mud Catch Basin		
<input checked="" type="checkbox"/> Is large enough and so configured that an employee can bodily enter and perform assigned work; and	<input checked="" type="checkbox"/> Has limited or restricted means of entry or exit; and	<input checked="" type="checkbox"/> Is not designed for continuous human occupancy
<b>CLASSIFICATION</b>		
<input type="checkbox"/> Non-Permit <input type="checkbox"/> Alternate Entry <input checked="" type="checkbox"/> Permit Required (Level 1) <input type="checkbox"/> Permit Required (Level 2)		
<b>Entrance/Exits – Type/Location:</b> 5' vertical access		
<b>Confined space related hazards:</b> Air Quality, Engulfment and Isolation		
<b>Additional potential hazards:</b>		
<b>Confined Space Equipment needed:</b> permit, attendant, barrier, ventilator, atmospheric monitor, harness w/ lifeline, tripod w/ winch		
<b>Additional equipment needed:</b>		
<b>Personal protective equipment needed to enter space:</b> safety glasses, gloves		
<b>Warning signs posted?</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> No action required		
<b>Is space sealed/locked?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> No action required		
<b>Is it anticipated that employees will be working in this space at any time?</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No		
<b>Other pertinent information:</b>		



Appendix B

**CONFINED SPACE ALTERNATE ENTRY PERMIT**

<b>GENERAL INFORMATION</b>		Permit No. _____
Space to be Entered: _____	Purpose of Entry: _____	
Location/Building: _____	Authorized Duration of Permit: _____	Date: _____ to _____ Time: _____ to _____

<p><b>PERMIT SPACE HAZARDS</b></p> <ul style="list-style-type: none"> <li>• Oxygen levels must be greater than 19.5% and less than 23.5%</li> <li>• Flammable gases or vapors must be less than 10% LEL/LFL (Lower Explosive Level / Lowest Flammability Limit)</li> <li>• H<sub>2</sub>S (Hydrogen Sulfide) levels must be less than 10ppm (parts per million). Presence of H<sub>2</sub>S is usually accompanied by a "rotten egg" smell. Over exposure leads to eye and respiratory irritation, nausea, paralysis, and death.</li> <li>• CO (Carbon Monoxide) levels must be less than 35ppm (parts per million). CO is colorless and odorless. Presence of CO can be determined using the atmospheric monitor.</li> </ul>	<p><b>EQUIPMENT REQUIRED FOR ENTRY AND WORK</b></p> <p><b>Personal Protective Equipment:</b> Safety glasses, gloves _____</p> <p><b>Respiratory Protection:</b> None _____</p> <p><b>Atmospheric Testing/Monitoring:</b> Atmospheric monitor required _____</p> <p><b>Communication:</b> Verbal with attendant _____</p> <p><b>Ventilation Equipment:</b> Air ventilator required _____</p> <p><b>Rescue Equipment:</b> Tri-pod retrieval system with harness required _____</p> <p><b>Other:</b> _____</p>
<p><b>PREPARATION FOR ENTRY</b> (Check after steps are completed)</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> Remove unsafe conditions to remove/open entrance cover.</li> <li><input type="checkbox"/> Guard opening with railing or barrier to prevent accidental fall.</li> <li><input type="checkbox"/> Test atmosphere prior to entry.</li> <li><input type="checkbox"/> Use continuous forced air ventilation during entire entry.</li> <li><input type="checkbox"/> Continuously monitor atmosphere during entire entry.</li> </ul>	

<p><b>EMERGENCY SERVICE NUMBERS TO HAVE READY</b></p> <p>Oak Brook Fire 911 _____ Supervisor _____</p> <p>And Police _____</p>	<p><b>AUTHORIZED ENTRANTS AND ATTENDANTS</b></p> <p>_____</p> <p>_____</p>
--	--

**TESTING RECORD** — Measure at the top of the opening, then into the space in 4-foot increments. Record results below.

Time	Acceptable Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen min.	>19.5%							
Oxygen max.	<23.5%							
Flammability	<10% LEL/LFL							
H <sub>2</sub> S	<10 ppm							
CO	<35 ppm							
Cl <sub>2</sub>								
Toxic (specify)								
Heat								
Other								

**AUTHORIZATION BY ENTRY SUPERVISORS**

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

**THIS PERMIT MUST BE POSTED ON JOB SITE — VALID ONLY ON INDICATED DATE**

Appendix C

CONFINED SPACE ENTRY PERMIT

GENERAL INFORMATION

Permit No. \_\_\_\_\_

Space to be Entered: \_\_\_\_\_

Purpose of Entry: \_\_\_\_\_

Location/Building: \_\_\_\_\_

Authorized Duration of Permit: \_\_\_\_\_

Date: \_\_\_\_\_ to \_\_\_\_\_  
Time: \_\_\_\_\_ to \_\_\_\_\_

PERMIT SPACE HAZARDS

- Oxygen levels must be greater than 19.5% and less than 23.5%
- Flammable gases or vapors must be less than 10% LEL/LFL (Lower Explosive Level / Lowest Flammability Limit)
- H<sub>2</sub>S (Hydrogen Sulfide) levels must be less than 10ppm (parts per million). Presence of H<sub>2</sub>S is usually accompanied by a "rotten egg" smell. Over exposure leads to eye and respiratory irritation, nausea, paralysis, and death.
- CO (Carbon Monoxide) levels must be less than 35ppm (parts per million). CO is colorless and odorless. Presence of CO can be determined using the atmospheric monitor.
- Mechanical hazards may be present which could cause entrant to become tangled or trapped. Some mechanical hazards may include electrical hazards and moving parts.
- Engulfment hazards may be present. Check surroundings.

EQUIPMENT REQUIRED FOR ENTRY AND WORK

- Personal Protective Equipment:**  
Safety glasses, gloves \_\_\_\_\_
- Respiratory Protection:**  
None \_\_\_\_\_
- Atmospheric Testing/Monitoring:**  
Atmospheric monitor required \_\_\_\_\_
- Communication:**  
Verbal with attendant \_\_\_\_\_
- Ventilation Equipment:**  
Air ventilator required \_\_\_\_\_
- Rescue Equipment:**  
Tri-pod retrieval system with harness required \_\_\_\_\_
- Other:** \_\_\_\_\_

PREPARATION FOR ENTRY (Check after steps are completed)

- Remove unsafe conditions to remove/open entrance cover.
- Guard opening with railing or barrier to prevent accidental fall.
- Test atmosphere prior to entry.
- Use continuous forced air ventilation during entire entry.
- Continuously monitor atmosphere during entire entry.
- Pre-entry briefing on specific hazards and conditions.
- Notify contractors of permit and hazard conditions.

EMERGENCY SERVICE NUMBERS TO HAVE READY

Oak Brook Fire 911 Supervisor \_\_\_\_\_  
And Police \_\_\_\_\_

AUTHORIZED ENTRANTS AND ATTENDANTS

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TESTING RECORD — Measure at the top of the opening, then into the space in 4-foot increments. Record results below.

Time	Acceptable-Conditions	Result Top	Result 4'	Result 8'	Result 12'	Result 16'	Result 20'	Result Vent
Oxygen-min.	>19.5%							
Oxygen-max.	<23.5%							
Flammability	<10% LEL/LFL							
H <sub>2</sub> S	<10 ppm							
CO	<35 ppm							
Cl <sub>2</sub>								
Toxic (specify)								
Heat								
Other								

AUTHORIZATION BY ENTRY SUPERVISORS

I certify that all required precautions have been taken and necessary equipment is provided for safe entry and work in this confined space.

Printed Name	Signature	Date	Time

THIS PERMIT MUST BE POSTED ON JOB SITE — VALID ONLY ON INDICATED DATE

## Appendix D

Consult the Work Space Profile prior to using this form. Only authorized personnel may conduct confined space entry.

**OAK BROOK PARK DISTRICT  
CONFINED SPACE HOT WORK PERMIT**

<b>INSTRUCTIONS</b>					
<p>***A Hot Work Permit must be completed for all operations performed within a confined space that require workers to weld, cut, or use other open flame or spark producing devices in a confined space. 1) Complete permit and eliminate or control all hazardous conditions before entry begins. 2) The Hot Work Permit must be signed by the person authorizing entry. 3) Attach signed permit to the Confined Space Entry Permit and post both permits at entrance to confined space. 4) Send permits to the Director of Parks and Maintenance upon completion of the work within the confined space. 5) <i>NOTE: Do not cut, weld, or use other open flame or spark producing equipment until the proper precautions have been taken.</i></p>					
<b>GENERAL INFORMATION</b>					
<b>CONFINED SPACE LOCATION:</b>					
PERMIT BEGINS: Date: _____ Time: _____ AM/PM PERMIT EXPIRES: Date: _____ Time: _____ AM/PM					
<b>LOCATION &amp; DESCRIPTION OF CONFINED SPACE:</b>					
<b>PURPOSE OF ENTRY:</b>					
<b>TYPE OF HOT WORK</b>	Cut:	Weld:	Grind:	Repair:	Other:
<b>TYPE OF EQUIPMENT:</b>					
<b>PRECAUTIONS (Please circle YES or NO.)</b>					
Is an air sampling meter used to monitor the presence of flammables/combustibles? _____ YES NO					
Does the confined space contain a flammable/combustible material or atmosphere? (Flammables/combustibles must <u>not</u> exceed 10% Lower Explosive Limit (LEL)) _____ YES NO					
Does the confined space contain combustible dust or ignitable residue? _____ YES NO					
Have cutting, welding, and other flame/spark producing devices been inspected and are they in good condition? _____ YES NO					
Have flammable/combustible materials been purged from the confined space? _____ YES NO					
Is a fire extinguisher, of the proper type, available and has it been inspected? _____ YES NO					
Is a fire watch posted? _____ YES NO					
Is electrical equipment (lights, air sampling instruments, blowers, etc.) intrinsically safe (explosion proof)? _____ YES NO					
Have sewer and drain openings been covered? _____ YES NO					
Is general ventilation of sufficient capacity (7 air changes per minute) provided and in use? _____ YES NO					
Is local ventilation for welding and cutting arranged so as to remove fumes and smoke at the source? _____ YES NO					
Are respirators, of the proper type, available and in use where required? _____ YES NO					
Have precautions been taken to protect workers from electrical shock? _____ YES NO					
Are welding machine and other equipment safely located, grounded, and spark controlled? _____ YES NO					
<b>TRAINING (Please circle YES or NO.)</b>					
Have all workers been trained to work safely within a confined space? _____ YES NO					
Have all workers completed a pre-entry briefing? _____ YES NO					
Have all workers been trained in emergency procedures? _____ YES NO					
Have all workers been trained to use fire extinguishers? _____ YES NO					
Have all workers been instructed <u>not</u> to bring gas cylinders into the confined space? _____ YES NO					
Have all workers been instructed to remove welding hoses and leads from the confined space when not in use? _____ YES NO					
<b>FIRE WATCH (Please print name clearly.)</b>					
NAME:					
<b>PERSON(S) PERFORMING HOT WORK (Please print name(s) clearly.)</b>					
1)	2)	3)			
<b>SIGNATURE OF PERSON AUTHORIZING ENTRY (ALL ABOVE QUESTIONS MUST BE ANSWERED YES.)</b>					
SIGNATURE:			DATE:		TIME: _____ AM/PM

THIS PERMIT HAS BEEN CANCELED BY: \_\_\_\_\_ TIME: \_\_\_\_\_ DATE: \_\_\_\_\_





## **11: Crisis Management Plan**

**A crisis is a situation or event that causes, or has the potential to cause, public or media concern.** It could be among other things, an accidental drowning, allegation of abuse, a severe vehicle accident or a criminal act that has occurred on agency property. The potential crisis list is endless. If you know of a situation or event that could be of concern to the public or media, please contact the Executive Director or another member of the Crisis Management Team.

The Oak Brook Park District has appointed the Executive Director as the head of its Crisis Management Team. This person will make the decision when the crisis plan needs to be implemented or whether the situation needs to be monitored and handled carefully.

### **Chain of Responsibility**

In the event that the designated Crisis Management Team Head is absent, the following chain of responsibility will be followed in descending order. The first available staff position listed below will take temporary responsibility for implementing the agency's crisis communication plan. All decisions and public responses should come through a consensus of the Crisis Management Team members.

The following is a chain of responsibility order for the Crisis Team head:

1. Executive Director
2. Deputy Director
3. Director of Recreation & Communications
4. Chief Financial Officer

The chain of responsibility will also be used to designate spokespersons that will make official statements to the media on behalf of the agency. All spokespersons should review their duties on a periodic basis to help ensure their preparedness in the event of an unexpected crisis.

### **GENERAL PROCEDURES WHEN A CRISIS OCCURS**

1. **Whenever a crisis occurs that involves injury or property damage,** the first responsibility of the Crisis Team is to ensure that the agency's emergency response plan is implemented, local EMS (emergency medical services) are contacted and any other actions are taken to minimize further loss. ***Until the crisis is controlled, it is not recommended that any statements be made to the media until the Crisis Team has had time to fully assess the crisis and its impact on those involved.***
2. **Stay calm and in control.** Notify employees that a crisis exists and that all information about the crisis needs to be immediately communicated to the Crisis Management Team. Notify the head of the Crisis Team at once and provide all known details. The head of the Crisis Team will direct actions depending on the severity of the crisis, the need for immediate information and the time of day. If contacted, members of the Crisis Team must report to the administration building or any other designated location.
3. **PDRMA and the Agency Attorney should be immediately contacted in all crisis or potential crisis situations.** If applicable, an Incident Report Form should be submitted to PDRMA

11: Crisis Management  
Page 1 of 12

within 24 hours.

4. Depending on the situation, contact the governing Board President to make them aware of the situation, followed by notifying other available Board members.
5. Continue to obtain and compile accurate information as quickly as possible so the Crisis Team can disseminate information to the spokesperson that in turn will inform the media, if warranted. Document all events surrounding the crisis. Staff should be assigned to monitor (and videotape, if possible) television news reports. In addition, local news radio stations should be monitored to gather the facts that are being reported. The Crisis Team should interview any staff directly involved as soon as possible. The Crisis Team may appoint "fact-gatherers" to verify all facts necessary for the preparation of written press/media releases, a meeting with the press, meeting with relatives and other affected parties.
6. Establish a Clerical Team to answer phone calls and relay any pertinent information to the Crisis Team. The Clerical Team, as well as the entire Crisis Management Team should document all information received i.e., who called, their title, time of call, etc.
7. The designated spokesman may address the media after the Crisis Team has prepared a statement. The designated spokesman should speak on behalf of the agency and any fault should not be discussed. (In certain instances, the Crisis Team should not disseminate information to the press or make a public statement).
8. Depending upon the type of crisis, a press release may be prepared by the Crisis Team and presented to the media.

#### **SPECIFIC ACTION STEPS FOR CRISIS TEAM**

During a crisis, it can be difficult for the Crisis Team to know where to start in the information-gathering process. Following is a list of questions that should be addressed in order to begin the process of responding to a crisis. Depending upon the circumstances, there may be much more information to gather.

1. When appropriate, have the proper authorities been notified? (Police, fire, poison control, EPA, utilities.)
2. Has the Agency's attorney and board members been notified?
3. Has PRDMA been notified?
4. Have victims' families been contacted? In the event of injuries, the Crisis Team members will compile a list of names and hospitals where the injured are transported by the paramedics. Parents of children/minors will receive immediate notification by Park District personnel.
5. What outside parties should be notified?

6. Has the crisis situation been fully investigated? Is there potential for a secondary crisis?
7. Are damage estimates accurate?
8. How can the Crisis Team assure the public that the crisis is under control?
9. Has the waiting media been made comfortable?
10. Will a formal press conference be appropriate and/or necessary?
11. Has the spokesperson been updated with current information and tested with anticipated media questions?
12. Will a crisis center need to be established? Where?
13. Have false statements been reported by the media which should be balanced with facts?
14. Have photographs or videotape been taken to document the damage?
15. Is it necessary to contact EAP or other counseling services for employees or public involved in the crisis?

#### **PROCEDURES FOR CARING FOR CHILDREN AND MINORS**

1. The Executive Director and the Crisis Team with recommendations of the Fire and Police Departments will determine when children/minors will be released.
2. Children/minors will be released **ONLY** to parents or guardians who come to get them. Parents or guardians will be required to sign them out.
3. Children/minors will be released to other people only if the Executive Director/Crisis Team has oral or written authorization allowing for a student release in the event of a crisis situation.
4. Children/minors will be housed in a safe place until an authorized adult arrives to take them home.
5. Park District staff is responsible for children participating in the Park District program or facility they are overseeing at the time the crisis occurs. Staff will maintain headcount, escort children/minors to a place of safety designated by the Crisis Team, notify the Crisis Team of missing children, and will maintain parental/guardian sign out sheet when children are released home. Use attached sign out sheet.

## **CRISIS TEAM AND STAFF ROLES**

### **Executive Director Duties**

#### **(Official Spokesperson, Crisis Team Head)**

The Executive Director will act as the official Crisis Team Head and as spokesperson. They will be responsible for the overall coordination of the agency's crisis management plan.

The Executive Director is the primary voice of the park district throughout the crisis, but may request that others with more knowledge of the affected department's operation also speak to the media.

The Executive Director ensures that the Crisis Management Team has access to necessary buildings, facilities, and power sources. Depending upon the crisis, they will coordinate efforts with the Village Public Works Department, Police Department, Utility Companies, etc. and will establish a media center. When applicable, the media should be guided to a designated location so they can monitor the crisis and receive the most up-to-date information on the crisis situation. The Executive Director may assign staff to be responsible for obtaining any needed audiovisual equipment.

### **Department Director Duties**

The appropriate Director will coordinate the processing of incoming information such as witness statements, employee statements, in-coming phone calls, radio reports, television reports, accident investigation results by Safety Coordinator and PDRMA. The Director is further responsible for establishing the following:

- Exactly what happened?
- Who was/is involved?
- Where did the incident occur?
- When did it happen?
- Why did it happen?
- What is currently being done to control or minimize the existing crisis?
- If the answers to the above questions are not known, when will they be known?
- Update the official spokesman about the changes in the situation as they occur.

### **Supervisor Duties**

Agency supervisory staff may be assigned to assist the Executive Director, spokesperson, Crisis Team, Safety Coordinator or clerical staff. Some of the potential assignments may include:

- Providing specific information on a program or facility
- Being responsible for identifying and reserving a designated media site capable of accommodating a large group such as a news conference or open public forum.
- Help assemble accurate information and formulate accurate answers to questions.
- Contact the news media as directed by the spokesperson.
- Obtain information about callers and inquiries from office administration.
- Assist spokesperson in responding to inquiries as directed. Provide only the official information that has been provided by the spokesperson.

- Record and date all statements given to the media.

#### **Safety Coordinator Duties**

- Assist PDRMA with investigative efforts.
- Coordinate the identification of witnesses and gather contact information.
- Take photographs and preserve any evidence.
- Contact necessary governmental agencies when applicable. (i.e. EPA following chemical spills, etc.)
- Obtain, compile, or present pertinent safety documentation or practices conducted by the agency.
- Complete the Incident Report Form and ~~turn fax~~ it in to PDRMA within 24 hours. The Safety Coordinator will be responsible for gathering employee statements in a narrative format to supplement the accident report form.
- Contact EAP services or other counseling agencies as directed by the Crisis Team Head.
- Review the accident circumstances and causes and decide a course of action to eliminate and/or prevent a similar situation from occurring in the future. This information will be presented to agency staff after the crisis is controlled.

#### **Office Staff Duties**

Answer telephone inquiries associated with the emergency and screen reporters, photographers, or others who arrive unannounced at the administrative building. Before answering any questions, obtain the following information and keep a log of the calls and media visitors:

- The name of the person who is calling or visiting.
- Their title and organization.
- The name of the newspaper, radio, or TV station (if applicable).
- The telephone number where the inquirer can be reached.
- ~~Their fax number.~~
- Reporter's deadline.

Provide only the official information that has been approved by the spokesperson. Let the caller know that they will be contacted as quickly as possible with accurate information. If a reporter, photographer, or other interested persons have arrived at the reception desk, notify the official spokesperson after obtaining the above information.

#### **Spokesperson Duties**

The role of the spokesperson is to present official and accurate information to the media on behalf of the agency when appropriate. The agency is not obligated to share any information with the media. However, the phrase "no comment" can lead the media to look for unreliable sources of information. In limited circumstances, it may be prudent not to discuss the crisis with the media pending further investigation. The designated spokesperson should have in-depth knowledge of the organization, be a good public speaker, present oneself in a professional manner and be trained as a spokesperson.

On behalf of the Agency and Crisis Team, the spokesperson should present factual information to the media at the crisis location or at a press conference. It is best to begin any interview by reading a prepared statement to accurately present the agency's response to the crisis.

The spokesperson should refrain from answering any questions when verified facts are not available. In addition, the spokesperson **should never**:

- Release victim information until family members are notified.
- Speculate on liability, damage costs, causes, etc. (until verified)
- Fix blame on others or mislead.
- Speak off the record.

The spokesperson should admit that a crisis has occurred and highlight what steps are being taken to control the situation. The spokesperson should:

- State the facts surrounding the crisis.
- Highlight rescue efforts (if applicable)
- Highlight positive safety record
- Use the media to tell the agency's story
- Balance any false statements made by the public or others.

An effective means of preparing for a spokesperson's role is to conduct a simulated press conference. This role-playing exercise can simulate a potential crisis response at your agency by developing a fictional scenario and having the spokesperson answer difficult questions the media may ask pertaining to the crisis.

When a spokesperson is confronted with a difficult question, it is best to respond by stating that (*the question*) is still under investigation and that additional information will be released when available. This will give the spokesperson and the Crisis Team additional time to confirm facts, gather additional information and formulate a specific answer to the difficult question.

The spokesperson should keep agency employees informed regarding the facts of a crisis when appropriate. Failure to inform employees can lead to the release of misinformation, speculation, and false rumors.

#### **Role of Board Members and Elected Officials**

It is recommended that board members and elected officials not make any statements to the news media until after meeting with the Crisis Team. It is recommended that any statements made to the news media only come through a designated spokesperson.

#### **Role of Employees in Dealing with the News Media**

In a crisis situation, all information should be released from the members of the Crisis Team through the designated spokesperson for the agency. Reporters may approach employees who are knowledgeable of the event or who are witnesses to the event. Employees should direct reporters and others to the agency spokesperson for their information.

Listed below are some guidelines employees can follow when talking with reporters:

1. If a reporter questions you, you are not required to give an interview. The best way to answer is to say, "I'm not the best person to answer that question. You may want to discuss this with (state the name of the proper person), the agency's official spokesperson."
2. It is acceptable not to know the answer to a question. Just openly admit, "I don't know." Direct the reporter to the spokesperson who may have the answer.
3. It is okay to express sympathy for any persons injured during a crisis. However, employees should direct any specific questions concerning the crisis to the agency's spokesperson.
4. Don't say "No comment." Reporters may interpret the "no comment" phrase to imply guilt and reluctance to talk with the media. You can say, "At this time, it would be premature and speculative to discuss the matter pending further investigation."
5. Do not say anything that you do not want to see in print. A negatively phrased joke or comment loses its humor in print and can be very embarrassing when read later.
6. Never make an "off-the-record" statement. The confidentiality of off-the-record statements cannot be guaranteed.

## MEDIA RELATIONS PLAN

### STATEMENTS OF ADMISSION

When an accident occurs, no matter how insignificant it may seem to be, it is of the utmost importance never to admit to guilt or negligence of any kind until there is a formal investigation of the matter by the Executive Director, Crisis Team, and the Park District's legal counsel and the causes of the incident have been determined. You are required to contact your Department Head or the Executive Director and not to render speculation on the causes of the incident. Any and all questions relating to an accident involving Park District property and/or personnel must be directed to a Department Head or the Executive Director.

Through direction of the Crisis Team Head, the spokesperson will coordinate all interaction with the media. In general, it is beneficial to communicate with the media when accurate information is available. In some cases, it may not be prudent to present detailed information on a crisis to the media. This decision should be made by the Crisis Team and legal counsel. However, in some situations failure to make an official statement to the media or release information may lead to the media seeking alternative and unreliable sources of information.

The spokesperson may designate other individuals to be interviewed when appropriate and will coordinate these interviews and be present for difficult questions. The agency's legal counsel or PDRMA's General Counsel should also be available to assist in answering certain questions.

The waiting media should be made as comfortable as reasonably possible with electrical power, indoor waiting area, coffee, etc. when applicable.

### SAMPLE: INITIAL PRESS RELEASE

The Oak Brook Park District has recently been informed that on *(Date of Crisis)* at approximately *(time of crisis)*, the following occurred: *(briefly describe crisis)*

At this time, the specific facts and circumstances surrounding this event have neither been fully substantiated nor confirmed.

We are currently in the process of investigating this matter in full cooperation with: *(identify investigative authorities)*.

Pending the outcome of our investigation and in fairness to the families and parties involved, it is premature to discuss this matter at this time.

In the interim, concerned or interested parties may contact *(insert contact name and phone number)* for further information or development dates.

**NEWS MEDIA OUTLETS – PHONE LIST****TELEVISION STATIONS**

WGN - Channel 9  
 WLS - Channel 7 (ABC)  
 WMAQ - Channel 5 (NBC)  
 WBBM - Channel 2 (CBS)  
 WFLD - Channel 32 (FOX)

**PHONE NUMBER**

773-528-2311  
 312-750-7777 (Hotline: **(312) 750-7070**)  
 312-836-5555  
 Maine Number: 312-899-2222  
 Assignment Desk: 312-899-2200  
 312-565-5533

**RADIO STATIONS**

WBBM AM 780  
 WGN AM 720

**PHONE NUMBER**

312-297-7800  
 312- 981-7200

**DAILY NEWSPAPERS**

Chicago Tribune  
 Chicago Sun Times  
 Daily Herald  
 Daily Southtown (Part of Chicago Tribune)

**PHONE NUMBER**

312-222-3232 (3143)  
 312-321-3000 (2577)  
 847-427- 4300  
 312-222-3232

## EMERGENCY SERVICES

	<u>Telephone</u>
<b>Elmhurst Hospital</b> 155 E. Brush Hill Road Elmhurst, IL	331-221-1000
<b>Advocate Good Samaritan Hospital</b> 3815 Highland Avenue Downers Grove, IL	630-275- 5900
<b>Adventist Midwest Hospital</b> 120 N. Oak Hinsdale, IL	630-856- 9000
<b>Fire Department (Direct line: non-emergency)</b>	630-368-5200
<b>Police Department (Direct line: non-emergency)</b>	630-368-8700
<b>Illinois EPA</b> If you are reporting an environmental emergency, also contact the Illinois Emergency Management Agency (IEMA): <b>800-782-7860</b>	1-800-621-8431
<b>ComEd (Business &amp; Emergency)</b>	877-426-6331
<b>Nicor Emergency</b>	888-642-6748

**Commented [AS3]:** Add separate business phone number

## EMERGENCY PERSONNEL

In the event of a crisis situation at one of the Park District's facilities, please use the list below to contact members of the Crisis Team for the facility affected. Please call these individuals in the order listed under the corresponding facility. If there is no response, then call the next person on the list.

---

### FAMILY RECREATION CENTER

**Persons in Charge**

Deputy Director  
Aquatic Facility Manager  
FRC Facility Manager

**Mechanical Operations**

Building Engineer

**Contact Persons**

Superintendent of Facilities  
Deputy Director  
Executive Director

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### TENNIS CENTER

**Persons in Charge**

Superintendent of Enterprise Ops.  
Director of Tennis Ops.  
Tennis Center Customer Service Manager

**Mechanical Operations**

Tennis Center Facility Maintenance Manager  
Tennis Center Custodian

**Contact Persons**

Deputy Director  
Superintendent of Parks and Maint.  
Executive Director

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### CENTRAL PARK WEST

**Persons in Charge**

Deputy Director  
FRC Facility Manager

**Mechanical Operations**

Building Engineer  
Superintendent of Parks and Maint.

**Contact Persons**

Superintendent of Facilities  
Deputy Director  
Executive Director

---

**Salvage Crew**

Executive Director  
Chief Financial Officer  
Human Resource & Risk Manager  
Administrative Services Specialist

IT  
Director Recreation & Communications  
Deputy Director

11: Crisis Management  
Page 11 of 12



## 12.1 : Data Security Policy & Procedure

Oak Brook Park District is committed to protecting personal information that is collected for employment and business purposes. The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community.

### Cyber Liability & Data Breach Insurance Claims

A **breach is defined** as the actual release or disclosure of information to an unauthorized individual/entity that exposes a person's:

- Personally Identifiable Information (PII).
- Protected Health Information (PHI).
- Financial/reputational information that may cause a person inconvenience or harm.
- Financial/reputational information that may cause your company inconvenience or harm.
- Customer (current/former), applicant or employee data.
- Corporate information or intellectual property.

**“Personal information”** means either of the following:

1. an individual's first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
  - a) Social Security number
  - b) Driver's license number or state identification card number
  - c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual's financial account.
  - d) Medical information
  - e) Health insurance information
  - f) Unique biometric data
2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

To reduce the risk of fraud, a security breach, and liability, IT staff and each department head will conduct an annual evaluation of the personal information collected, utilized and stored in their department using the following steps:

1. Evaluate
2. Minimize Use
3. Secure It

4. Proper Disposal
5. Employee Training

The Data Security Checklist (Appendix A) shall be used in this process.

#### 1. EVALUATE

Know what personal information you have in your files and on your computers. Understand how personal information moves into, through, and out of your department and who has or could have access to it.

#### 2. MINIMIZE USE

If you do not have a legitimate business need for sensitive, personally identifiable information, do not keep it. Keep only what you absolutely need to conduct business in your department. If a document containing personal information is needed for verification, view it rather than copying and retaining it (i.e., driver's license).

**NOTE:** Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

#### 3. SECURE IT

Protect the information you do keep. This includes physical and electronic security, and employee training on how to handle sensitive information.

- **Paper documents** containing personal information are to be stored in a cabinet, desk or room that is locked when unattended.
- **Security for Transmission of Payment Information**  
The Payment Card Industry (PCI) standards are to be followed for network security and proper storage and destruction of transmittable payment information.
- **Employee Training**  
Employees with access to sensitive personal information are to be trained on how to maintain the security, confidentiality and integrity of the data.

#### 4. PROPER DISPOSAL

District records are retained and disposed of according to a specific schedule approved by the Local Records Unit of the Illinois State Archives of the Secretary of State Office. Paper documents and electronic media containing personal information are to be disposed of according to requirements set forth in the Illinois Personal Information Protection Act (January 1, 2012) in order to protect against identity theft and financial fraud. The act requires proper disposal of materials containing personal information so the information is unreadable, unusable and undecipherable.

The District will utilize the following disposal methods:

- Paper documents containing personal information are to be shredded.
- Electronic media and other non-paper media are to be destroyed or erased.

## 5. EMPLOYEE TRAINING

- Train employees to take basic steps to maintain the security, confidentiality and integrity of personal information:
  - Lock rooms and file cabinets where records are kept.
  - Protect laptops and cell phones with passwords and limit access by other individuals.
  - Do not share or openly post employee passwords in work areas.
  - Refer calls or other requests for current or former employee information to the Human Resources Department – Human Resource & Risk Manager or Chief Financial Officer.
  - Refer calls or other requests for customer information to the Facility Manager or Director of Recreation and Facilities.

## BREACH OF SECURITY -- INVESTIGATION, RESPONSE AND NOTIFICATION

The District will take the following steps upon discovery of a security breach:

1. Implement the appropriate incident response plan.
  - Notify the Executive Director and IT Manager.
  - Contact PDRMA to assist in response efforts.
2. Conduct a thorough investigation to confirm a breach occurred and to determine the scope and cause of the breach.
3. Secure the data.
  - The IT Manager will take all appropriate measures to secure electronic data.
  - Contact the Oak Brook Police Department to report the incident.
  - Contact other appropriate authorities (FBI or the U.S. Secret Service), if necessary, once the data is secured and isolated.
4. Notify those affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530). Appendix C further defines a security breach, information applicable to the act, and other timelines of notification. Contact the affected individuals. Use sample letter in Appendix B.
  - Prepare press releases in conjunction with PDRMA legal staff.

**APPENDIX A****Data Security Checklist****Assess**

Review human resources and personnel records and files to determine what personal employee information is collected, used, maintained and stored.

Review internal forms and computer systems used by employees for expense reports, trainings, reimbursement requests and other administrative functions to limit the availability of personal information.

Review all requests for personal information from clients, customers, vendors and the general public.

**Scale down**

Identify essential uses of Personal Identifiable Information (PII).

Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

**Physical and Electronic Security**

Know where sensitive customer information is stored and store it securely. Make sure only authorized employees have access. For example:

- Ensure storage areas are protected against destruction or damage from physical hazards, like fire or floods.
- Store records in a room or cabinet that is locked when unattended.

Ensure the server or computer where customer information is stored is accessible only with a strong password and is kept in a physically secure area. Strong passwords are a minimum of eight characters in length and contain numeric characters, symbols and a mixture of upper- and lower-case alphabetic characters. An employee's username and password should never be the same.

Change default passwords on all software on a regular basis.

Avoid storing sensitive customer data on a computer with an Internet connection whenever possible.

Implement strong access controls. For example:

- Limit access to customer information to employees who have a business reason to see it. For example, give employees who respond to customer inquiries access to customer files, but only to the extent they need it to do their jobs.
- Control access to sensitive information by requiring employees to use strong passwords that must be changed on a regular basis.

Develop policies for employees who telecommute or travel often.

- Consider whether or how employees should be allowed to keep or access customer data at home.
- Require employees who use personal computers to store or access customer data to use protection against viruses, spyware and other unauthorized intrusions.

- Allow remote access only with two-factor authentication where one of the factors is provided by a device separate from the computer gaining access.

Maintain secure backup records and keep archived data secure by storing it off line and in a physically secure area.

Maintain a careful inventory of your computers and any other equipment on which customer information may be stored.

Encrypt, using National Institute of Standards and Technology-certified cryptographic modules, all data on mobile computers/devices carrying sensitive data and all data transmitted via public networks.

Use a “time-out” function for all internal computers that house sensitive information, remote access and mobile devices. Time-out functions require users to re-authenticate after periods of inactivity.

Log all computer-readable data extracts from databases holding sensitive information and verify each extract. Logs should be reviewed and inappropriate data extracts should be further investigated.

Ensure all individuals with authorized access to personally identifiable information and their supervisors sign a document clearly describing their responsibilities.

Maintain current updates to all software.

Maintain strong firewalls, anti-virus and anti-spyware protections.

Do not allow employees to download and utilize peer-to-peer (P2P) software.

Develop policies for appropriate use and protection of laptops, PDAs, cell phones or other mobile devices.

#### **Security for Transmission of Payment Information**

Build and maintain a secure network.

Install and maintain a firewall configuration to protect data.

Do not use vendor-supplied defaults for system passwords and other security parameters.

#### **Protect cardholder data.**

Protect stored cardholder data.

Encrypt transmission of cardholder data across open, public networks.

#### **Maintain a vulnerability management program.**

Use and regularly update anti-virus software or programs.

Develop and maintain secure systems and applications.

#### **Implement strong access control measures.**

Restrict access to cardholder data based on business need to know.

Assign a unique ID to each person with computer access.  
Restrict physical access to cardholder data.

**Regularly monitor and test networks.**

Track and monitor all access to network resources and cardholder data.  
Regularly test security systems and processes.

**Employee Hiring & Termination**

Check references or order background checks before hiring employees who will have access to customer information. Ask every new employee to sign an agreement to follow your confidentiality and security standards for handling customer information.

Prevent terminated employees from accessing customer and district information by immediately deactivating their passwords, user names, district credit cards and key cards, and repossessing keys.

**Disposal**

Designate a records-retention manager to supervise the disposal of records containing customer information. If you hire an outside disposal company, conduct due diligence beforehand by checking references or requiring the company to be certified by a recognized industry group.

Shred papers containing customer or employee personal information so the information cannot be read or reconstructed.

Destroy or erase data when disposing of computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones or any other electronic media or hardware containing customer or employee information.

## APPENDIX B

## Written Notice

Date

Dear :

We are contacting you because we have learned of a data security incident that occurred on **[Date of Breach]** that may have involved some of your personal information. The breach involved unauthorized access to the district's **[outline system or equipment]**. The information that may have been breached contained your **[Outline Personal Identifiable Information breached (i.e. name, bank routing number and account number(s), etc.)]**.

We are notifying you so you can take action to minimize or eliminate potential harm. We strongly encourage you to take preventive measures now to help prevent and detect any misuse of your information.

As a preventive step, we recommend you closely monitor your financial accounts. If you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint to the Illinois Attorney General's Identity Theft Hotline at 866-999-5630 or the Federal Trade Commission online at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft).

You may also want to contact the three U.S. credit reporting agencies:

1. Equifax: 800-525-6285; [www.equifax.com](http://www.equifax.com); P.O. Box 740241, Atlanta, GA, 30374-0241.
2. Experian: 888-EXPERIAN (397-3742); [www.experian.com](http://www.experian.com); P.O. Box 9532, Allen, TX, 75013.
3. TransUnion: 800-680-7289; [www.transunion.com](http://www.transunion.com); Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA, 92834-6790.

**[If breach involved an individual's user name or email address add the following paragraph with applicable language:] It is recommended that you promptly change your [user name or password and security question or answer, as applicable], or take other steps appropriate to protect all online accounts for which you use the same [user name or email address and password or security question and answer].**

You can obtain additional information about fraud alerts and security freezes from these sources. If you have further questions or concerns, please contact me at (telephone #).

Sincerely,

(Name)  
Executive Director

12.1: Data Security Policy and Procedure  
Page 7 of 9

**APPENDIX C****ILLINOIS LAW REQUIRING NOTIFICATION  
IN THE EVENT OF A SECURITY BREACH****Personal Information Protection Act**

815 ILCS 530/

**Security Breach**

“Breach of the security of the system data” means unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of personal information maintained by the data collector. “Breach of the security of the system data” does not include good faith acquisition of personal information by an employee or agent of the data collector for a legitimate purpose of the data collector, provided the personal information is not used for a purpose unrelated to the data collector’s business or subject to further unauthorized disclosure.

**Type of Information**

“Personal information” means either of the following:

1. an individual’s first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
  - a) Social Security number.
  - b) Driver’s license number or state identification card number.
  - c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual’s financial account.
  - d) Medical information
  - e) Health insurance information
  - f) Unique biometric data
2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

“Personal information” does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

\*\*\*Note: If the breach involves the unauthorized acquisition of protected health information, notification may be required under the federal Health Insurance Portability and Accountability Act.

**Whom to Notify**

Any Illinois resident whose personal information has been breached. Any data collector that owns or licenses personal information concerning an Illinois resident shall notify the resident at no charge of a breach of the security of the system data following discovery or notification of the breach.

**When to Notify**

The disclosure notification shall be made in the most expedient time possible and without unreasonable delay, consistent with any measures necessary to determine the scope of the breach and restore the reasonable integrity, security and confidentiality of the data system.

**Information Security and Security Breach Notification Guidance**

The notification may be delayed if an appropriate law enforcement agency determines notification will interfere with a criminal investigation and provides the data collector with a written request for the delay.

However, the data collector must notify the Illinois resident as soon as notification will no longer interfere with the investigation.

**How to Notify**

Notice to consumers may be provided by one of the following methods:

1. Written notice.
2. Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures for notices legally required to be in writing as set forth in Section 7001 of Title 15 of the United States Code.
3. Substitute notice, if the data collector demonstrates the cost of providing notice would exceed \$250,000 or the affected class of subject persons to be notified exceeds 500,000, or the data collector does not have sufficient contact information. Substitute notice shall consist of all of the following: (i) email notice if the data collector has an email address for the subject persons; (ii) conspicuous posting of the notice on the data collector's website if the data collector maintains one; and (iii) notification to major statewide media, or, if the breach impacts residents in one geographic area, to prominent local media in areas where affected individuals are likely to reside if such notice is reasonably calculated to give actual notice to persons whom notice is required.

**Other Legal Requirements**

A data collector that does not own or license the data shall provide such notification of the breach to the owner or licensee. In addition, the data collector shall cooperate with the owner or licensee in matters relating to the breach. That cooperation shall include, but need not be limited to, (i) informing the owner or licensee of the breach, including giving notice of the date or approximate date of the breach and the nature of the breach; and (ii) informing the owner or licensee of any steps the data collector has taken or plans to take relating to the breach.

## 12.1 : Data Security Policy & Procedure

Oak Brook Park District is committed to protecting personal information that is collected for employment and business purposes. The District acknowledges that safeguarding sensitive data in files and on computers makes good business sense. Loss of confidential customer and/or employee data can lead to lawsuits, the erosion of trust in the District and affect our reputation in the community.

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A **breach is defined** as the actual release or disclosure of information to an unauthorized individual/entity that exposes a person's:

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- Protected Health Information (PHI).
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- Financial/reputational information that may cause your company inconvenience or harm.
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To reduce the risk of fraud, a security breach, and liability, IT staff and each department head will conduct an annual evaluation of the personal information collected, utilized and stored in their department using the following steps:

1. Evaluate
2. Minimize Use
3. Secure It

4. Proper Disposal
5. Employee Training

The Data Security Checklist (Appendix A) shall be used in this process.

### 1. EVALUATE

Know what personal information you have in your files and on your computers. Understand how personal information moves into, through, and out of your department and who has or could have access to it.

### 2. MINIMIZE USE

If you do not have a legitimate business need for sensitive, personally identifiable information, do not keep it. Keep only what you absolutely need to conduct business in your department. If a document containing personal information is needed for verification, view it rather than copying and retaining it (i.e., driver's license).

**NOTE:** Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

### 3. SECURE IT

Protect the information you do keep. This includes physical and electronic security, and employee training on how to handle sensitive information.

- **Paper documents** containing personal information are to be stored in a cabinet, desk or room that is locked when unattended.
- **Security for Transmission of Payment Information**  
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- **Employee Training**  
Employees with access to sensitive personal information are to be trained on how to maintain the security, confidentiality and integrity of the data.

### 4. PROPER DISPOSAL

District records are retained and disposed of according to a specific schedule approved by the Local Records Unit of the Illinois State Archives of the Secretary of State Office. Paper documents and electronic media containing personal information are to be disposed of according to requirements set forth in the Illinois Personal Information Protection Act (January 1, 2012) in order to protect against identity theft and financial fraud. The act requires proper disposal of materials containing personal information so the information is unreadable, unusable and undecipherable.

The District will utilize the following disposal methods:

- Paper documents containing personal information are to be shredded.
- Electronic media and other non-paper media are to be destroyed or erased.

## 5. EMPLOYEE TRAINING

- Train employees to take basic steps to maintain the security, confidentiality and integrity of personal information:
  - Lock rooms and file cabinets where records are kept.
  - Protect laptops and cell phones with passwords and limit access by other individuals.
  - Do not share or openly post employee passwords in work areas.
  - Refer calls or other requests for current or former employee information to the Human Resources Department – Human Resource & Risk Manager or Chief Financial Officer.
  - Refer calls or other requests for customer information to the Facility Manager or Director of Recreation and Facilities.

## BREACH OF SECURITY -- INVESTIGATION, RESPONSE AND NOTIFICATION

The District will take the following steps upon discovery of a security breach:

1. Implement the appropriate incident response plan.
  - Notify the Executive Director and IT Manager.
  - Contact PDRMA to assist in response efforts.
2. Conduct a thorough investigation to confirm a breach occurred and to determine the scope and cause of the breach.
3. Secure the data.
  - The IT Manager will take all appropriate measures to secure electronic data.
  - Contact the Oak Brook Police Department to report the incident.
  - Contact other appropriate authorities (FBI or the U.S. Secret Service), if necessary, once the data is secured and isolated.
4. Notify those affected by the security breach according to the requirements of the Illinois Personal Information Protection Act (815 ILCS 530). Appendix C further defines a security breach, information applicable to the act, and other timelines of notification. Contact the affected individuals. Use sample letter in Appendix B.
  - Prepare press releases in conjunction with PDRMA legal staff.

**APPENDIX A****Data Security Checklist****Assess**

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Review internal forms and computer systems used by employees for expense reports, trainings, reimbursement requests and other administrative functions to limit the availability of personal information.

Review all requests for personal information from clients, customers, vendors and the general public.

**Scale down**

Identify essential uses of Personal Identifiable Information (PII).

Social Security numbers (SSNs) are to be used only within the Human Resources Department for tax and identification purposes.

**Physical and Electronic Security**

Know where sensitive customer information is stored and store it securely. Make sure only authorized employees have access. For example:

- Ensure storage areas are protected against destruction or damage from physical hazards, like fire or floods.
- Store records in a room or cabinet that is locked when unattended.

Ensure the server or computer where customer information is stored is accessible only with a strong password and is kept in a physically secure area. Strong passwords are a minimum of eight characters in length and contain numeric characters, symbols and a mixture of upper- and lower-case alphabetic characters. An employee's username and password should never be the same.

Change default passwords on all software on a regular basis.

Avoid storing sensitive customer data on a computer with an Internet connection whenever possible.

Implement strong access controls. For example:

- Limit access to customer information to employees who have a business reason to see it. For example, give employees who respond to customer inquiries access to customer files, but only to the extent they need it to do their jobs.
- Control access to sensitive information by requiring employees to use strong passwords that must be changed on a regular basis.

Develop policies for employees who telecommute or travel often.

- Consider whether or how employees should be allowed to keep or access customer data at home.
- Require employees who use personal computers to store or access customer data to use protection against viruses, spyware and other unauthorized intrusions.

- Allow remote access only with two-factor authentication where one of the factors is provided by a device separate from the computer gaining access.

Maintain secure backup records and keep archived data secure by storing it off line and in a physically secure area.

Maintain a careful inventory of your computers and any other equipment on which customer information may be stored.

Encrypt, using National Institute of Standards and Technology-certified cryptographic modules, all data on mobile computers/devices carrying sensitive data and all data transmitted via public networks.

Use a “time-out” function for all internal computers that house sensitive information, remote access and mobile devices. Time-out functions require users to re-authenticate after periods of inactivity.

Log all computer-readable data extracts from databases holding sensitive information and verify each extract. Logs should be reviewed and inappropriate data extracts should be further investigated.

Ensure all individuals with authorized access to personally identifiable information and their supervisors sign a document clearly describing their responsibilities.

Maintain current updates to all software.

Maintain strong firewalls, anti-virus and anti-spyware protections.

Do not allow employees to download and utilize peer-to-peer (P2P) software.

Develop policies for appropriate use and protection of laptops, PDAs, cell phones or other mobile devices.

#### **Security for Transmission of Payment Information**

Build and maintain a secure network.

Install and maintain a firewall configuration to protect data.

Do not use vendor-supplied defaults for system passwords and other security parameters.

#### **Protect cardholder data.**

Protect stored cardholder data.

Encrypt transmission of cardholder data across open, public networks.

#### **Maintain a vulnerability management program.**

Use and regularly update anti-virus software or programs.

Develop and maintain secure systems and applications.

#### **Implement strong access control measures.**

Restrict access to cardholder data based on business need to know.

Assign a unique ID to each person with computer access.  
Restrict physical access to cardholder data.

**Regularly monitor and test networks.**

Track and monitor all access to network resources and cardholder data.  
Regularly test security systems and processes.

**Employee Hiring & Termination**

Check references or order background checks before hiring employees who will have access to customer information. Ask every new employee to sign an agreement to follow your confidentiality and security standards for handling customer information.

Prevent terminated employees from accessing customer and district information by immediately deactivating their passwords, user names, district credit cards and key cards, and repossessing keys.

**Disposal**

Designate a records-retention manager to supervise the disposal of records containing customer information. If you hire an outside disposal company, conduct due diligence beforehand by checking references or requiring the company to be certified by a recognized industry group.

Shred papers containing customer or employee personal information so the information cannot be read or reconstructed.

Destroy or erase data when disposing of computers, disks, CDs, magnetic tapes, hard drives, laptops, PDAs, cell phones or any other electronic media or hardware containing customer or employee information.

## APPENDIX B

## Written Notice

Date

Dear :

We are contacting you because we have learned of a data security incident that occurred on **[Date of Breach]** that may have involved some of your personal information. The breach involved unauthorized access to the district's **[outline system or equipment]**. The information that may have been breached contained your **[Outline Personal Identifiable Information breached (i.e. name, bank routing number and account number(s), etc.)]**.

We are notifying you so you can take action to minimize or eliminate potential harm. We strongly encourage you to take preventive measures now to help prevent and detect any misuse of your information.

As a preventive step, we recommend you closely monitor your financial accounts. If you see any unauthorized activity, promptly contact your financial institution. We also suggest you submit a complaint to the Illinois Attorney General's Identity Theft Hotline at 866-999-5630 or the Federal Trade Commission online at [www.ftc.gov/idtheft](http://www.ftc.gov/idtheft).

You may also want to contact the three U.S. credit reporting agencies:

1. Equifax: 800-525-6285; [www.equifax.com](http://www.equifax.com); P.O. Box 740241, Atlanta, GA, 30374-0241.
2. Experian: 888-EXPERIAN (397-3742); [www.experian.com](http://www.experian.com); P.O. Box 9532, Allen, TX, 75013.
3. TransUnion: 800-680-7289; [www.transunion.com](http://www.transunion.com); Fraud Victim Assistance Division, P.O. Box 6790, Fullerton, CA, 92834-6790.

**[If breach involved an individual's user name or email address add the following paragraph with applicable language:] It is recommended that you promptly change your [user name or password and security question or answer, as applicable], or take other steps appropriate to protect all online accounts for which you use the same [user name or email address and password or security question and answer].**

You can obtain additional information about fraud alerts and security freezes from these sources. If you have further questions or concerns, please contact me at (telephone #).

Sincerely,

(Name)  
Executive Director

12.1: Data Security Policy and Procedure  
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**APPENDIX C****ILLINOIS LAW REQUIRING NOTIFICATION  
IN THE EVENT OF A SECURITY BREACH****Personal Information Protection Act**

815 ILCS 530/

**Security Breach**

“Breach of the security of the system data” means unauthorized acquisition of computerized data that compromises the security, confidentiality or integrity of personal information maintained by the data collector. “Breach of the security of the system data” does not include good faith acquisition of personal information by an employee or agent of the data collector for a legitimate purpose of the data collector, provided the personal information is not used for a purpose unrelated to the data collector’s business or subject to further unauthorized disclosure.

**Type of Information**

“Personal information” means either of the following:

1. an individual’s first name or first initial and last name in combination with any one or more of the following data elements, when either the name or the data elements are not encrypted or redacted:
  - a) Social Security number.
  - b) Driver’s license number or state identification card number.
  - c) Account number or credit or debit card number, or an account number or credit card number in combination with any required security code, access code or password that would permit access to an individual’s financial account.
  - d) Medical information
  - e) Health insurance information
  - f) Unique biometric data
2. user name or email address in combination with a password or security question and answer that would permit access to an online account, when either the user name or email address or password or security question and answer are not encrypted or redacted.

“Personal information” does not include publicly available information that is lawfully made available to the general public from federal, state or local government records.

\*\*\*Note: If the breach involves the unauthorized acquisition of protected health information, notification may be required under the federal Health Insurance Portability and Accountability Act.

**Whom to Notify**

Any Illinois resident whose personal information has been breached. Any data collector that owns or licenses personal information concerning an Illinois resident shall notify the resident at no charge of a breach of the security of the system data following discovery or notification of the breach.

**When to Notify**

The disclosure notification shall be made in the most expedient time possible and without unreasonable delay, consistent with any measures necessary to determine the scope of the breach and restore the reasonable integrity, security and confidentiality of the data system.

**Information Security and Security Breach Notification Guidance**

The notification may be delayed if an appropriate law enforcement agency determines notification will interfere with a criminal investigation and provides the data collector with a written request for the delay.

However, the data collector must notify the Illinois resident as soon as notification will no longer interfere with the investigation.

**How to Notify**

Notice to consumers may be provided by one of the following methods:

1. Written notice.
2. Electronic notice, if the notice provided is consistent with the provisions regarding electronic records and signatures for notices legally required to be in writing as set forth in Section 7001 of Title 15 of the United States Code.
3. Substitute notice, if the data collector demonstrates the cost of providing notice would exceed \$250,000 or the affected class of subject persons to be notified exceeds 500,000, or the data collector does not have sufficient contact information. Substitute notice shall consist of all of the following: (i) email notice if the data collector has an email address for the subject persons; (ii) conspicuous posting of the notice on the data collector's website if the data collector maintains one; and (iii) notification to major statewide media, or, if the breach impacts residents in one geographic area, to prominent local media in areas where affected individuals are likely to reside if such notice is reasonably calculated to give actual notice to persons whom notice is required.

**Other Legal Requirements**

A data collector that does not own or license the data shall provide such notification of the breach to the owner or licensee. In addition, the data collector shall cooperate with the owner or licensee in matters relating to the breach. That cooperation shall include, but need not be limited to, (i) informing the owner or licensee of the breach, including giving notice of the date or approximate date of the breach and the nature of the breach; and (ii) informing the owner or licensee of any steps the data collector has taken or plans to take relating to the breach.

## 12.2: Identity Theft Prevention – Customer Information Policy

### I. Statutory and Rules Requirements

Pursuant to the Federal Trade Commission's "Red Flag" Rules, which implements Section 114 of the Fair and Accurate Credit Transactions ("FACT") Act of 2003, the Oak Brook Park District (the "District") is a "creditor" who holds and manages "Covered Accounts", in that the District offers an Electronic Funds Transfer Account ("EFTA") for payment of membership fees. As a "creditor", the District is required to implement a Program to detect, prevent, and mitigate instances of Identity Theft, and provide for identification, detection, and appropriate response to patterns, practices, or specific activities, known as "Red Flags", which could indicate Identity Theft. Specifically, pursuant to the "Red Flag" Rules, the District's Program must include reasonable policies and procedures to:

- Identify relevant Red Flags for new and existing "covered accounts" and incorporate those Red Flags into the Program.
- Detect Red Flags that have been incorporated into the Program.
- Respond appropriately to any Red Flags that are detected to prevent and mitigate Identity Theft; and
- Ensure that the Program is updated periodically, to reflect changes in the risks from Identity Theft to customers or to the safety and soundness of the District.

### II. Definitions Related to the "Red Flag" Rules

*Covered Account:* An account that the District offers or maintains, primarily for personal, family or household purposes, which involves or is designed to permit multiple payments for transactions. The District's EFTA's are Covered Accounts. (16 CFR 681.2(b)(3)(i)).

*Identity Theft:* A fraud committed or attempted using the Identifying Information of another person without authority. (16 CFR 681.2(b)(8) and (16 CFR 603.2(a)).

*Identifying Information:* Any name or number that may be used, alone or in conjunction with any other information, to identify a specific person, including any name, social security number, date of birth, official State or government issued driver's license or identification number, alien registration number, government passport number, employer or taxpayer identification number, credit card information, customer number, employer or taxpayer identification number, credit card information, customer bank account information, or other unique electronic identification number, address or routing codes. Additional examples of Identifying Information are set forth in 16 CFR 603.2(a).

*Red Flag:* A pattern, practice or specific activity that indicates the possible existence of Identity Theft with respect to a Covered Account.

Certain terms used but not otherwise defined herein shall have the meanings given to them in the FTC's Identity Theft Rules (16 CFR Part 681) or the Fair Credit Reporting Act of 1970 (15 U.S.C. 1681, *et seq.*), as amended by the Fair and Accurate Credit Transactions Act of 2003, which became effective on December 4, 2003. (Public Law 108-159).

### **III. Identification of Red Flags**

The District has considered the guidelines and the illustrative examples of possible Red Flags from the FTC's Identity Theft Rules and has reviewed the District's past history with instances of Identity Theft, if any. The District hereby determines that the following are the relevant Red Flags for purposes of this Program, given the relative size of the District and the limited nature and scope of the services that the District provides to its residents through Covered Accounts:

#### **A. The presentation of suspicious documents.**

1. Documents provided for identification appear to have been altered or forged.
2. The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
3. Other information on the identification is not consistent with information provided by the person opening a new Covered Account or customer presenting the identification.
4. Other information on the identification is not consistent with readily accessible information that is on file with the District, such as an application form or a recent check.
5. An application appears to have been altered or forged, or gives the appearance of having been destroyed and reassembled.

#### **B. The presentation of suspicious personal Identifying Information.**

1. Personal Identifying Information provided by the customer is not consistent with other personal Identifying Information provided by the customer.
2. Personal Identifying Information provided is associated or consistent with known fraudulent activity, such as an invalid phone number or fictitious billing address, or a phone number or address that is consistent with a previous fraudulent application.
3. The address or telephone number provided is the same as or similar to the information submitted by other customers.

4. The person opening the Covered Account fails to provide all required personal Identifying Information on the application or in response to notification that the application is incomplete.
5. Personal Identifying Information provided is not consistent with personal Identifying Information that is on file with the District.
6. If the District uses challenge questions, the person opening the Covered Account or the current customer, cannot provide authenticating information beyond that which generally would be available.

**C. Suspicious Account Activity or Unusual Use of Account**

1. Shortly following the notice of a change of address for a Covered Account, the District receives a request to change the account holder's name.
2. A new account is used in a manner commonly associated with known patterns of fraud. For example: the customer fails to make the first payment or makes an initial payment but no subsequent payments.
3. A Covered Account with a stable history shows irregularities, such as nonpayment when there is no history of late or missed payments, or a material change in usage patterns.
4. A Covered Account that has been inactive for a reasonably lengthy period of time shows activity.
5. Mail sent to the customer is returned repeatedly as undeliverable although usage of services continues in connection with the customer's Covered Account.
6. The District is notified that the customer is not receiving mail sent by the District.
7. The District is notified of unauthorized usage of services in connection with a customer's Covered Account.

**D. Notice of possible Identity Theft.**

The District is notified by a customer, a victim of Identity Theft, a law enforcement authority, a consumer reporting agency, or any other person, of possible Identity Theft in connection with a Covered Account, or that the District has opened a fraudulent account for a person engaged in Identity Theft.

**Detection of Red Flags****A. Employee Training**

The employees of the District that interact directly with customers on a day to day basis shall have the initial responsibility for monitoring the information and documentation provided by the customer or any third-party in connection with the opening of new accounts, modification of, or access to existing accounts and the detection of any Red Flags that might arise. The Director or a designee shall see to it that all employees who might be called upon to assist a customer are properly trained so that they have a working familiarity with the relevant Red Flags identified in this Program, and so as to be able to recognize any Red Flags that might surface in connection with the transaction. An employee who is not sufficiently trained in this Program shall not have the authority to provide the customer with any service transaction without the direct supervision and specific approval of a management employee. Employees shall receive additional training as appropriate, as changes to the Program are made. All management employees shall be properly trained so that they can recognize the relevant Red Flags identified in this Program and exercise sound judgment in connection with the response to any unresolved Red Flags that may be present. Management employees shall be responsible for making the final decision on any such unresolved Red Flags.

**B. Application and Implementation Policy**

1. The Director or a designee shall establish a written policy setting forth the manner in which a prospective new customer may apply for a Covered Account, the information and documentation to be provided by the customer in connection with such an application, the steps to be taken by the employee assisting the customer with the application in verifying the customer identity, and the manner in which the information and documentation provided by the customer shall be maintained.
2. The Director or a designee shall establish a written policy setting forth the manner in which customers with existing accounts shall establish their identity before being allowed to make modifications to their account(s).
3. The Director or a designee shall establish a written policy setting forth the steps to be taken in the event of an unresolved Red Flag situation.

**C. Final decision on Identifying Information.**

If the responsible employees of the District, as set forth in the previous paragraphs, are unable, after making a good faith effort, to form a reasonable belief that they know the true identity of a customer attempting to open a new account or modify an existing account, based on the information and documentation provided by the customer or any third-party, the District shall not open or modify the existing account.

**V. Privacy and Confidentiality**

**A. Collection of Personal Identifying Information**

Only the personal Identifying Information that is necessary for the District's business should be collected and used by the District's employees. Whenever possible, such information should be obtained directly from the customer, and if such information requires supplementation, only reputable and reliable third-party sources shall be used.

**B. Retention and Security of Personal Identifying Information**

Personal Identifying Information should be retained only for as long as necessary or required by law. Personal Identifying Information should be carefully secured and protected, and internal access to such information should be limited to only those employees with a legitimate business reason for seeking and using such information. Use of such information should be limited solely to the purposes for which the information was originally obtained. Unless legally or contractually required, any external disclosure of personal Identifying Information shall require the consent of the customer concerned.

**VI. Program Management**

**A. Initial Risk Assessment – Covered Accounts**

Accounts for personal, family and household purposes are specifically included within the definition of a Covered Account in the FTC's Identity Theft Rules. Therefore, the District hereby determines that, with respect to its EFTA's, the District offers and/or maintains Covered Accounts. The District has performed an initial risk assessment to determine whether it offers or maintains any other accounts for which there are reasonably foreseeable risks to customers from Identity Theft. In making this determination, the District considered (1) the methods it uses to open its accounts, (2) the methods it uses to access its accounts, and (3) its previous experience with Identity Theft, if any. The District concluded that it does not offer or maintain any such other Covered Accounts at this time.

**B. Program Updates – Risk Assessment**

The Program, including relevant Red Flags, is to be updated as often as necessary, but at least annually, to reflect changes in risks to customers from Identity Theft. Factors to consider in the Program update include:

1. An assessment of the risk factors identified above.
2. Any identified Red Flag weaknesses in associated account systems or procedures.
3. Changes in methods of Identity Theft.
4. Changes in methods to detect prevent and mitigate Identity Theft.

**C. Oversight**

The initial adoption and approval of the Identity Theft Prevention Program shall be by Resolution of the Board of Park Commissioners. Thereafter, changes to the Program of a day-to-day operational character, and decisions relating to the interpretation and implementation of the Program, may be made by the Director. Major changes or shifts in policy positions under the Program shall only be made by the Board of Park Commissioners.

**D. Specific Program Elements and Confidentiality**

For the effectiveness of Identity Theft Prevention Programs, the Red Flag Rule envisions a degree of confidentiality regarding the District's specific practices relating to Identity Theft detection, prevention and mitigation. Therefore, under this Program, knowledge of such specific practices is to be limited to those employees who need to know them for purposes of preventing Identity Theft. Because this Program is to be adopted by the Board of Park Commissioners, and thus publicly available, it would be counterproductive to identify these specific practices here. Therefore, only the Program's general Red Flag detection, implementation and prevention policies and practices are provided for in this document.

### 12.3: Identity Theft Protection – Social Security Numbers Policy

**Purpose:**

This Identity Protection Policy is adopted pursuant to the Identity Protection Act (5 ILCS 179/1 *et seq.*) (the “Act”) to protect social security numbers from unauthorized disclosure.

**Definitions:**

***District:*** The Oak Brook Park District (the “District”).

***Identity Protection Policy:***

Any policy created to protect social security numbers from unauthorized disclosure, including this “Oak Brook Park District Identity Protection Policy”.

***Person:*** Any individual in the employ of the District or acting as an agent or representative of the District under contract in a professional capacity.

***“Publicly Post” or “Publicly Display”:***

To intentionally communicate or otherwise intentionally make available to the general public.

**Prohibited Activities:**

No person acting on behalf of the District may do any of the following:

- (1) Publicly post or publicly display in any manner an individual’s social security number.
- (2) Print an individual’s social security number on any card required for the individual to access products or services provided by the District.
- (3) Require an individual to transmit their social security number over the Internet, unless the connection is secure or the social security number is encrypted.
- (4) Print an individual’s social security number on any materials that are mailed to the individual, through the U.S. Postal Service, any private mail service, electronic mail or any similar method of delivery, unless State or Federal law requires the social security number to be on the document to be mailed. Notwithstanding any provision of the Act or this Policy to the contrary, social security numbers may be included in applications and forms sent by mail, including, but not limited to, any material mailed in connection with the administration of the Unemployment Insurance Act, any material mailed in connection with any tax administered by the Illinois Department of Revenue, and documents sent as part of an application or enrollment process or to establish, amend or terminate an account, contract or policy, or to confirm the accuracy of the social security number. A social security number that may permissibly be mailed under the Act or this Policy may not be printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or be visible on an envelope without the envelope having been opened.

Except as otherwise provided in the Act or this Policy, no person may do any of the following:

- (1) Collect, use or disclose a social security number from an individual, unless:
  - (a) Required to do so under State or Federal law, rules or regulations, or unless the collection, use or disclosure of the social security number is otherwise necessary for the performance of the District's duties and responsibilities;
  - (b) The need and purpose for the social security number is documented before collection of the social security number; and
  - (c) The social security number collected is relevant to the documented need and purpose.
- (2) Require an individual to use their social security number to access an Internet website.
- (3) Use the social security number for any purpose other than the purpose for which it was collected.
- (4) Encode or embed a social security number in or on a card or document, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology or other technology, in place of removing the social security number as required by the Act or this Policy.

**Exclusions from Prohibitions:**

The prohibitions listed hereinabove shall not apply in the following circumstances:

- (1) The disclosure of social security numbers to agents, employees, contractors or subcontractors of a governmental entity or disclosure by a governmental entity to another governmental entity or its agents, employees, contractors or subcontractors if disclosure is necessary in order for the entity to perform its duties and responsibilities; and, if disclosing to a contractor or subcontractor, prior to such disclosure, the governmental entity must first receive from the contractor or subcontractor a copy of the contractor's or subcontractor's policy that sets forth how the requirements imposed under the Act on a governmental entity to protect an individual's social security number will be achieved.
- (2) The disclosure of social security numbers pursuant to a court order, warrant or subpoena.
- (3) The collection, use or disclosure of social security numbers in order to ensure the safety of State and local government employees; persons committed to correctional facilities, local jails and other law enforcement facilities or retention centers; wards of the State; and all persons working in or visiting a State or local government agency facility.
- (4) The collection, use or disclosure of social security numbers for internal verification or administrative purposes.

- (5) The disclosure of social security numbers by a State agency to any entity for the collection of delinquent child support or of any State debt, or to a governmental agency to assist with an investigation or the prevention of fraud.
- (6) The collection or use of social security numbers to investigate or prevent fraud, to conduct background checks, to collect a debt, to obtain a credit report from a consumer reporting agency under the Federal Fair Credit Report Act, to undertake any permissible purpose that is enumerated under the Federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative or a person who is due a benefit, such as a pension benefit or an unclaimed property benefit.

**Freedom of Information Act Requests:**

Notwithstanding any provisions of the Act or this Policy to the contrary, the District and any person acting on behalf of the District shall comply with the provisions of any other State law with respect to allowing the public inspection and copying of information of documents containing all or any portion of an individual's social security number, including, but not limited to the Illinois Freedom of Information (5 ILCS 140/1, *et seq.*); provided, that the District and any such person shall redact all social security numbers from such information or documents before allowing the public inspection or copying thereof.

**Applicability:**

This Policy shall not apply to the collection, use or disclosure of a social security number as required by State or Federal law, rule or regulation. If a Federal law takes effect requiring any Federal agency to establish a national unique patient health identifier program, any person who complies with the Federal law shall be deemed to be in compliance with this Policy.

This Policy shall not apply to documents that are recorded with a County Recorder or required to be open to the public under any State or Federal law, rule or regulation, applicable case law, Supreme Court Rule or the Constitution of the State of Illinois.

**Training:**

All District employees who have access to social security numbers in the course of performing their duties shall be trained to protect the confidentiality of social security numbers. Such training shall include instructions on the proper handling of information that contains social security numbers from the time of collection through the destruction of the information.

**Other Requirements:**

The District and any person acting on behalf of the District shall also comply with the following additional requirements:

- (1) Only those District employees who are required to use or handle information or documents that contain social security numbers shall have access to such information or documents.

- (2) Social security numbers required from an individual shall be provided in a manner that makes the social security number easily redacted if required to be released as part of a public records request.
- (3) When collecting a social security number, or upon request by the individual, a statement of the purpose or purposes for which the District is collecting and using the social security number shall be provided to the individual.

**Distribution of Policy:**

This Policy will be distributed as follows:

- (1) A written copy of this Policy shall be provided to the District's President and Board of Park Commissioners within thirty (30) days after its effective date.
- (2) Each current District employee shall be provided and shall acknowledge receipt of a copy of this Policy. Each employee hereinafter hired by the District shall be provided and shall acknowledge receipt of a copy of this Policy upon commencing their employment. The acknowledged copy of this Policy shall be filed and maintained in each District employee's personnel file.
- (3) A copy of this Policy shall be made available to any member of the public, upon request.

If the District amends this Policy, a written copy of the amended Policy shall be provided to the District's President and Board of Park Commissioners, and all District employees shall be provided with a copy of the amended Policy.

**Effective Date:**

This Policy shall be effective on June 1, 2011.

### 13: Dispensing of Medication Policy

#### Issue

The American's With Disabilities Act obligates park districts, special recreation associations, and forest preserve districts to make reasonable accommodations for persons with special needs who will be participating in our park and recreation programs.

One of the most common and reasonable requests is to assist a participant in taking medication during a program session when they do not have the ability to do it on their own. This has been a standard practice in special recreation associations for some time. However, park districts are seeing many persons with special needs entering park district programs. Without special training and the necessary procedures to administer medication, there are potential liabilities that could arise at an agency if the dispensing of medication is not administered properly.

In addition, there are participants with severe, potentially life-threatening allergies, who need to possess and self-administer in an emergency an epinephrine auto-injector or inhaler. Under the Illinois Asthma Inhalers at Recreation Camps Act (410 ILCS 607/1 et seq.), the child may possess, self-administer, and use an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event or program, upon the completion and parental/guardian signature on the *Waiver & Release of All Claims for Use of Inhaler or Auto-Injector* form.

#### Recommendation

It is recommended that all staff that may be assigned to work a program in which a patron will need to receive medication with staff's assistance or patrons who may need to self administer emergency epinephrine auto injector or inhaler, should review the following medication dispensing guidelines.

To minimize the administration of a medication dispensing program through staff's assistance, parents or guardians should be asked if the person can be medicated prior to entering the program. The agency's medical dispensing program should only be used when it is absolutely necessary to administer medication to a child or patron during program hours.

## PROCEDURE FOR DISPENSING OF MEDICATION DURING PARK DISTRICT PROGRAMS THROUGH PARK DISTRICT STAFF

### I. Parental Procedures and Responsibilities

The parent/guardian **must**:

1. Complete the *Permission to Dispense Medication Waiver and Release of All Claims* form;
2. Complete and sign the *Medication Information* form;
3. Deliver all medication to the Oak Brook Park District administration office in the original prescription bottle or in clearly marked containers which include the person's name, medication, dosage, and time of day medication is to be given;
4. Verbally communicate with agency staff regarding specific instructions for medication.

### II. Staff Medication Dispensing Procedures

Oak Brook Park District's program staff **must**:

1. Ensure that the *Permission to Dispense Medication Waiver and Release of All Claims* form and *Medication Information* form are fully completed and signed by the parent/ guardian prior to the dispensing of any medication;
2. Ensure that only authorized staff accept medication, which may include the Program Coordinator, Recreation Manager, Superintendent of Recreation, or other designated staff.
3. Verbally communicate with the parent or guardian regarding any specific instructions regarding the dispensing or storage of the medication. It is also the responsibility of the authorized staff who receive medication to properly store medication in a locking cabinet or in a refrigerator as needed. **It is extremely important that stored medication is out of the reach of other patrons and particularly children.**
4. Obtain copies of all waivers, internal procedures, medical information forms, and medication logs when obtaining the prescription medication to be transported to the program site. All medication stored at a program site must be secured and only available to authorized program staff.
5. Program staff responsible for dispensing medication must strictly follow all written instructions on the medical information form, individual dose envelopes, and any information contained on original prescription container labels. In the event that conflicting dispensing information exists, medication should not be administered until the parent, guardian, or physician are reached by phone to obtain specific instructions.
6. Unless otherwise arranged, only paid and trained agency staff will be allowed to dispense medication.
7. Oak Brook Park District staff responsible for dispensing medication will fully complete the medication information contained on the medication log form. Medication dispensing logs should be completed until medication dispensing has ceased and completed medication logs should be turned into the agency's office and kept in a permanent file for at least one year at the conclusion of the program.

**OAK BROOK PARK DISTRICT  
PERMISSION TO DISPENSE MEDICATION  
WAIVER AND RELEASE OF ALL CLAIMS**

The Oak Brook Park District will not dispense medication to a minor child or other participant until the Permission and Waiver to Dispense Medication and Medication Information Form have been fully completed by a parent or guardian. The agency's internal procedures on dispensing medication are available for review.

Program Name: \_\_\_\_\_ Date: \_\_\_\_\_

I \_\_\_\_\_ the parent/guardian of: \_\_\_\_\_  
(Print Name)

give permission to the staff of the Oak Brook Park District to administer to my child the following medication:

\_\_\_\_\_  
(Name of Medication)

I understand it is my responsibility to give the medication directly to the program staff in individual dosage containers, original prescription containers, or envelopes clearly labeled with the following information:

Participant's Name: (print) \_\_\_\_\_

Name of medicine and complete dosage instructions: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

In all cases, the recommended dosage of any medication will not be exceeded.

If after administering medication, there is an adverse reaction, I give my permission to the Oak Brook Park District to secure from any licensed hospital physician and/or medical personnel any treatment deemed necessary for immediate care. I agree to be responsible for payment of any and all medical services rendered.

I recognize and acknowledge that there are certain risks of physical injury in connections with the administering of medication to my minor child. In consideration of the Oak Brook Park District administering medication to my minor child, I do hereby fully release or discharge the Oak Brook Park District and its officers, agents, volunteers and employees from any and all claims from injuries, damages and losses I or my minor child may have, arising out of, connected with, incidental to, or in any way associated with the administering of medication. I further agree to indemnify, hold harmless and defend the Oak Brook Park District, and its officers, agents, volunteers and employees from any and all claims resulting from injuries, damages and losses sustained by me or my minor child and arising out of, connected with, incidental to or in any way associated with the administering of medication.

Parent's Name: (print) \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**OAK BROOK PARK DISTRICT  
WAIVER & RELEASE OF ALL CLAIMS FOR USE  
OF INHALER OR AUTO-INJECTOR (EPI-PEN)**

**WAIVER AND RELEASE OF ALL CLAIMS AND INDEMNIFICATION**

Please read this form carefully and be aware that pursuant to the Illinois Asthma Inhalers at Recreational Camps Act, 410 ILCS 607/1 et seq., you will be expressly assuming the risk and legal liability and waiving and releasing all claims for injuries, damages or loss which you or your minor child/ward might sustain in connection with the possession, self-administration, or use of medication, including, but not limited to the use of an epinephrine auto-injector or inhaler at the camp or at any camp-sponsored activity, event, or program; except for claims arising out of the willful and wanton conduct of the Oak Brook Park District.

As parent/guardian of the below identified participant, I verify and attest that my child/ward has the knowledge and skills to safely possess, self-administer, and use an epinephrine auto-injector or inhaler in a camp setting. I also recognize and acknowledge that there are certain risks of physical injury to participants' possession, self-administration, or use of medication, and I voluntarily agree to assume the full risk of any and all injuries, damages or loss, regardless of severity, that my minor child/ward or I may sustain as a result of said possession, self-administration, or use of medication. Such risks include, but are not limited to, failing to properly administer the medication, failing to observe side effects, failing to assess and/or recognize an adverse reaction, failing to assess and/or recognize a medical emergency, and failing to recognize the need to summon emergency medical services.

I further agree to waive and relinquish all claims I or my minor child/ward may have (or accrue to me or my child/ward) as a result of or arising out of the possession, self-administration, or use of medication against the (District/SRA), including its officials, agents, volunteers and employees; except for claims arising out of the willful and wanton conduct of the Oak Brook Park District.

I further agree to protect, indemnify, save defend and hold harmless the Oak Brook Park District from and against any and all liabilities, obligations, claims, damages, penalties, causes of action, costs and expenses (including reasonable attorney fees) for which the Oak Brook Park District may become obligated by reason of the possession, self-administration, or use of medication; except to the extent caused by the willful and wanton conduct of the Oak Brook Park District.

**I have read and fully understand the above waiver and release of all claims and indemnification. If registering on-line or via fax, my on-line or facsimile signature shall substitute for and have the same legal effect as an original form signature.**

Participant's Name: (*print*) \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Parent's Name: (*print*) \_\_\_\_\_

Parent's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Participation will be denied if the signature of the parent/guardian and date are not on this waiver.**

## OAK BROOK PARK DISTRICT - MEDICATION INFORMATION

**THIS FORM MUST BE COMPLETED FOR EACH PROGRAM SESSION  
OR WHEN MEDICATION CHANGES.**

**Please clearly print all information.**

Program Name: \_\_\_\_\_

**Participant's Name:** \_\_\_\_\_ **Age:** \_\_\_\_\_

Parent's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Number: \_\_\_\_\_ Cell Phone: \_\_\_\_\_

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

Doctor's Name: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_

### MEDICATION INFORMATION

**1. Medication Name:** \_\_\_\_\_

Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Storage instructions and specific recommendations for administration: \_\_\_\_\_

Possible side effects and instructions: \_\_\_\_\_

Any severe adverse reactions that may occur to another child, if they come in contact with or receive a dose of medication: \_\_\_\_\_

**2. Medication Name:** \_\_\_\_\_

Dose: \_\_\_\_\_ Time: \_\_\_\_\_

Storage instructions and specific recommendations for administration: \_\_\_\_\_

Possible side effects and instructions: \_\_\_\_\_

Any severe adverse reactions that may occur to another child, if they come in contact with or receive a dose of medication: \_\_\_\_\_

**Other Information:** \_\_\_\_\_

I understand that it is my responsibility to give the medication directly to program staff with full instructions in individual dosage containers, clearly labeled envelopes, or in original prescription bottles.

In all cases, medication dispensing can only be changed or modified by completing another Permission and Waiver to Dispense Medication Form and Medication Information Form.

I hereby acknowledge that the above information provided for the dispensing of medication for my minor child, guardian, ward, or other family member is accurate. I also understand that it is my responsibility to inform the agency if any changes in the dispensing of medication change.

**Parent's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OAK BROOK PARK DISTRICT MEDICATION LOG

YEAR \_\_\_\_\_

Participant's Name:

Program:

Session:

Medication:

Dosage:

(only one medication per chart)

Date:														
Time														
Initials														

OAK BROOK PARK DISTRICT MEDICATION LOG

YEAR \_\_\_\_\_

Participant's Name:

Program:

Session:

Medication:

Dosage:

(only one medication per chart)

Date:														
Time														
Initials														

OAK BROOK PARK DISTRICT MEDICATION LOG

YEAR \_\_\_\_\_

Participant's Name:

Program:

Session:

Medication:

Dosage:

(only one medication per chart)

Date:														
Time														
Initials														

## 14: Electrical Safety

Electrical hazards can cause burns, shocks and electrocution (death).

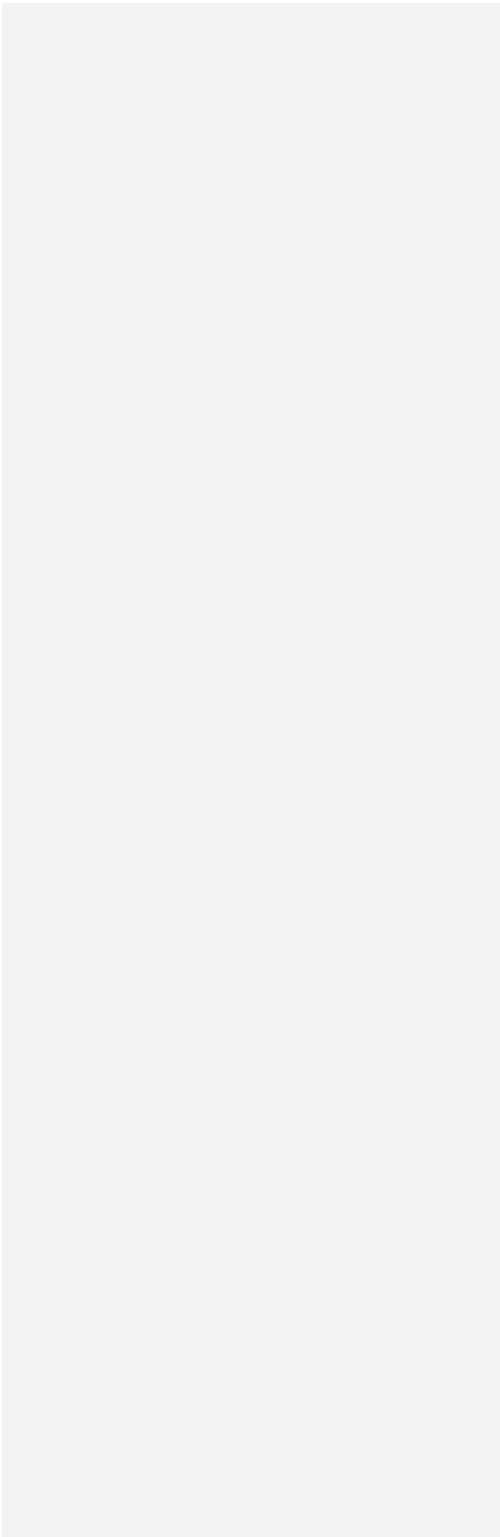
- Assume that all overhead wires are energized at lethal voltages. Never assume that a wire is safe to touch even if it is down or appears to be insulated.
- Never touch a fallen overhead power line. Call ComEd (1-800-Edison-1) to report fallen electrical lines.
- Stay at least 10 feet (3 meters) away from overhead wires during cleanup and other activities. If working at heights or handling long objects, survey the area before starting work for the presence of overhead wires.
- If an overhead wire falls across your vehicle while you are driving, stay inside the vehicle and continue to drive away from the line. If the engine stalls, do not leave your vehicle. Warn people not to touch the vehicle or the wire. Call or ask someone to call the local electric utility company and emergency services.
- Never operate electrical equipment while you are standing in water.
- Never repair electrical cords or equipment unless qualified and authorized.
- Have a qualified electrician inspect electrical equipment that has gotten wet before energizing it.
- If working in damp locations, inspect electric cords and equipment to ensure that they are in good condition and free of defects, and use a ground-fault circuit interrupter (GFCI).
- Always use caution when working near electricity.
- Ground and/or bond all containers before opening and dispensing fuel.
- Use labeled safety containers with appropriate safety features installed with fuel, such as safety gas cans instead of the more dangerous plastic gas cans.
- Do not use old or rusty containers or worn bonding and grounding clamps or worn and frayed wires.
- Turn off all engines and equipment. Except those used in the fuel transferring process. The fuel pumps should be the only electrical source running.
- When handling fuels, avoid the use of synthetic fabrics. Wear cotton clothing and overalls to minimize static build-up.
- Avoid the use of Velcro on or around fuel dispensing and handling equipment. • Never wear jewelry when working with electrical equipment

**14: Electrical Safety**

OSHA Quick Card 3294 10N-05

Safety Manual Approved by Board 5/18/15 (Updated 1/1/18)

14: Electrical Safety  
Page 1 of 1



## 15: Ergonomics Policy

Ergonomics is the science of tailoring workplace conditions and job demands to those who do the work. Effective ergonomic interventions can provide a safer working environment for Oak Brook Park District staff. It is the policy of the Oak Brook Park District to employ a proactive, sustained commitment to creating and maintaining a work environment incorporating practical ergonomic solutions to help reduce or eliminate ergonomic-related injuries, decrease related financial costs, and most importantly, improve the safety, health, and morale of employees, both on and off the job.

The Oak Brook Park District establishes this policy to minimize the potential for employee injury and to provide a safe and healthful workplace for all employees. Participation by all employees is essential to the success of our safety and health program, and is a condition of employment. Failure to abide by the policy can result in potential discipline and/or termination. Should you have any questions, consult your supervisor for assistance.

### What are Ergonomic Risk Factors?

Job responsibilities often require employees to do activities that create the risk of either an immediate injury or a repetitive pattern of activity that can stress or strain the body over time, eventually causing significant injury. Whether performing parks maintenance activities, desk work, or working hands on with patrons, the degree of risk depends on the intensity, frequency, and duration of exposure to risk factors.

The Occupational Safety and Health Administration (OSHA) has identified the following five ergonomic risk factors as ones that can result in both on-the-job and off-the-job injuries:

1. **Forceful exertions:** Lifting, pinching, grasping, pushing, pulling, and carrying.
2. **Postures:** Awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.
3. **Contact stress:** Leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.
4. **Repetition:** Performing the same motion, or series of motions, over and over.
5. **Vibration:** Use of tools that vibrate, such as a jackhammer.

### What are the Goals of an Ergonomic Policy?

- Improve employee safety, health and morale
- Identify workplace hazards
- Reduce or eliminate workplace hazards
- Lower costs by reducing injuries and worker's compensation claims
- Identify training needs
- Implement effective injury prevention training programs

## WORKPLACE ASSESSMENT & ACTION PLAN

### 1. ERGONOMIC HAZARD ASSESSMENT

Supervisors are responsible for evaluating their employee workspaces on an annual basis to determine if improvements need to be made. They are also responsible for identifying tasks that currently or historically have caused or contributed to employee injuries.

Use the forms in Appendix A to evaluate each of these tasks:

- Ergonomic Assessment Checklist
- Computer Workstation Checklist

The assessments shall be used to develop solutions.

### 2. INJURY PREVENTION SOLUTIONS

Use the Task Specific Solutions form in Appendix B to assist in developing solutions.

#### What are the Types of Ergonomic Solutions?

Ergonomic solutions decrease stress on the human body and the employees that perform the task. Since there are usually many options for getting a particular task done, it requires a team approach including employees, supervisors, and the administration to choose the best ergonomic solution for each high-risk task identified.

A. **Administrative solutions** – These include changing work practices or the way work is organized. Management must monitor work practices and gather employee feedback to ensure effectiveness. Look at how different employees perform the same tasks and then consider the following solutions:

#### 1) Find solutions through contractors.

For especially hazardous job tasks, consider contracting them to an outside vendor. This transfers the risk of injury to the contractor who has highly trained employees and special equipment to perform these tasks. Contractors can limit exposure to lifting and material handling stress to agency operations such as tree removal and brush trimming by changing transportation or delivery locations, or to reducing the size of a delivery.

#### 2) Provide variety in jobs.

Use job rotation and/or increase job responsibilities to provide more task variety. To be effective, change jobs and tasks so they differ in the:

- Muscles or body parts used
- Working postures
- Amount of repetition
- Pace of work
- Amount of physical exertion required
- Visual and mental demands
- Environmental conditions

**3) Adjust work schedules and work pace.**

Gradually introduce new employees to the physical demands of strenuous or repetitive work tasks and include those returning from long absences back to a normal work pace and workload. Job rotation is an effective way to use different muscles, body parts, or postures.

**4) Provide recovery time.**

Recovery periods (i.e., muscle relaxation periods) can help prevent muscle fatigue and injury. Several short breaks can reduce the frequency and duration of physically demanding activities. Ask employees for ideas about the best rotation or break schedules. Their suggestions can help reduce the negative physical impact of strenuous work tasks while maintaining a productive work schedule.

**5) Modify work practices.**

- Pay close attention to how employees do the work. Encourage them to be comfortable, change positions, and stretch during work periods. Supervisors should use positive reinforcement or employee counseling to redirect employees not following established safe work practices. The body is stronger, more efficient, and less prone to injury when it is in midrange postures and within the area that is above the knees, below the shoulders, and close to the body – the power zone.
- Midrange postures do not require bending the joints of the neck, back, legs, arms, and wrists to extreme positions. The power zone reflects the area where workers have the greatest power to perform heavier work tasks with less bending, stooping, or reaching.
- Administrative solutions can help reduce workers' exposure to risk factors by limiting the amount of time on "problem jobs" that are shown to cause employee injuries. The most effective way to eliminate problem jobs is to change them. Do this by implementing the right engineering solutions, outlined below, and modifying work practices.

**B. Engineering solutions** – These include rearranging, modifying, redesigning, providing or replacing tools, equipment, workstations, packaging, parts, processes, products, or materials. Minimize the need for administrative controls and personal protective equipment to reduce potential employee injury.

- 1) Research equipment catalogs, call vendors, or ask other districts for additional assistance and options. (For example: Ask if vendors can package products in smaller loads or provide other options/products.)
- 2) Purchase assistive devices to decrease loads on the body (i.e., lift and trailer gates, mechanical lifts, hand-trucks, carts, lifts, scissor tables, skid loaders, hi-lifts and hundreds of related devices that can reduce the strain on the human body).

- 3) Consult with PDRMA or one of PDRMA's ergonomic experts for insight into improvements, costs, and potential value.

**C. Training** – Training alone is not an ergonomic solution. Combine it with workplace changes, train employees, and include hands-on practice with new tools, equipment, or work practices to ensure employees have the skills to work safely. Interactive training is most effective because it keeps the employee engaged. Be sure to:

- 1) Provide hands-on practice when introducing new tools, equipment, or procedures.
- 2) Use several types of visual aids (e.g., pictures, charts, videos) showing actual tasks in agency work areas. (*Appendix D – Training Resources*)
- 3) Hold small-group discussions and problem-solving sessions.
- 4) Give employees ample opportunity for questions.
- 5) Ask veteran employees what solutions they have learned over the years to reduce ergonomic exposures.

### 3. ACTION PLAN

Supervisors are responsible for establishing and managing an action plan to correct ergonomic problems identified in the assessment. *Use the Ergonomic Action Plan form in Appendix C to record each problem area, determined solutions, and target completion dates.*

- 1) Existing ergonomic assessments should be reevaluated and reviewed every three years. Additional ergonomic assessments should be completed whenever there is a new task, new workstation or an occurrence of an injury/accident.

**APPENDIX A**

- **Ergonomic Risk Assessment Checklist**
- **Computer Workstation Checklist**

## Appendix A

**ERGONOMIC RISK ASSESSMENT CHECKLIST**

Following are guidelines for activities that should be limited or restricted.

**Forceful exertions:** lifting, pinching, grasping, pushing, pulling, and carrying.

*Lifting:*

- Lifting to or from below the knees.
- Lifting to or from above the shoulders.
- Lifting an item that weighs more than 100 pounds.
- Lifting an item that weighs between 50 - 100 pounds.
- Lifting an item that is large or awkwardly shaped.

*Push/Pull:*

- Pushing or pulling a heavy object(s) without use of a cart, dolly, or other mechanical assistance.
- Pushing or pulling a heavy object(s) without use of a handle(s) or secure handholds.

*Carrying:*

- Carrying with one hand
- Two-hand carry for more than 25 feet
- Carrying performed more than five times per day
- Carrying performed while climbing on a ladder or other equipment

**Postures:** awkward or prolonged postures, including bending or twisting at the neck and/or back, reaching overhead or below the knees, or performing tasks away from your body that require overreaching.

- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time
- Working with hands above shoulders for prolonged periods of time
- Looking up or down for prolonged periods of time
- Working with the neck or trunk twisted for prolonged periods of time
- Working with the wrist in a bent position for prolonged periods of time
- Working with the arms extended for prolonged periods of time

**Contact stress:** leaning on fixed objects (kneeling, arms resting on the edge of a desk) or using a hand or foot like a hammer to strike a fixed object.

- Palm of the hand used like a hammer to strike a hard surface
- Sole of the foot used to strike a hard surface
- Knee or other body part used to strike objects
- Kneeling (one or both knees) required on a hard surface like concrete or tile?
- Prolonged bending at the waist
- Kneeling on one or both knees for prolonged periods of time

**Repetition:** performing the same motion, or series of motions, over and over.

- Performing a task more than 100 times per day
- Performing a task between 50-99 times per day
- Performing a task between 25-50 times per day
- Performing a task between 1-24 times per day (heavy objects)

**General Risk Factors:** use of tools that vibrate, use of personal protection equipment

- Employees observed using required PPE while performing the task

- PPE items are in safe, usable condition

### ERGONOMIC RISK ASSESSMENT CHECKLIST

Department: \_\_\_\_\_

Job Task: \_\_\_\_\_ Job Location: \_\_\_\_\_

Completed by: \_\_\_\_\_ Date: \_\_\_\_\_

Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		
<b>FORCEFUL EXERTIONS</b>		
<b>LIFTING</b> (if no lifting is required, proceed to push/pull)	<b>Y</b>	<b>N</b>
Does the task require lifting to or from below the knees?		
Does the task require lifting to or from above the shoulders?		
Does the item lifted weigh more than 100 pounds?		
Does the item lifted weigh between 50 - 100 pounds?		
Does the item lifted weigh less than 50 pounds?		
Does the item lifted have handles?		
Is the item large or awkwardly shaped?		
Does staff demonstrate proper lifting technique?		
Has staff been instructed in proper lifting technique?		
<b>PUSH/PULL</b> (if no pushing or pulling is required, proceed to awkward postures)	<b>Y</b>	<b>N</b>
Can the employee use a cart, dolly, or other mechanical assistance to move the item(s)?		
If mechanical assistance is available, is it used?		
Does the item being pushed or pulled have a handle or handles?		
If mechanical devices are available, are they in safe, working condition?		
<b>CARRYING</b> (if no carrying occurs, proceed to awkward postures)		
Does the task require carrying with one hand?		
Does the task require a two-hand carry for more than 25 feet?		
Is carrying performed more than five times per day?		
Is carrying performed while climbing on a ladder or other equipment?		
<b>POSTURES</b>		
<b>AWKWARD POSTURES</b> (if awkward postures are not common, proceed to contact stress)	<b>Y</b>	<b>N</b>
Identify the awkward postures observed for this task from the list below.		
1. Prolonged bending at the waist		
2. Kneeling on one or both knees for prolonged periods of time		
3. Working with hands above shoulders for prolonged periods of time		
4. Looking up or down for prolonged periods of time		
5. Working with the neck or trunk twisted for prolonged periods of time		
6. Working with the wrist in a bent position for prolonged periods of time		
7. Working with the arms extended for prolonged periods of time		
Have employees been instructed in reversal-of-posture exercises?		
<b>CONTACT STRESS</b>		
(If contact stress is not common, proceed to repetition)		
Is the palm of the hand used like a hammer to strike a hard surface?		
Is the sole of the foot used to strike a hard surface?		
Is the knee or other body part used to strike objects?		
Is kneeling (one or both knees) required on a hard surface like concrete or tile?		

**ERGONOMIC ASSESSMENT CHECKLIST** (Continued)

<b>REPETITION</b>	<b>Y</b>	<b>N</b>
<i>(If repetition is not involved, proceed to personal protective equipment)</i>		
Is the task performed more than 100 times per day?		
Is the task performed between 50-99 times per day?		
Is the task performed between 25-50 times per day?		
Is the task performed between 1-24 times per day?		
<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>		
Is there a policy on the use of PPE?		
Was/were the employee/employees utilizing PPE when the injury occurred?		
Would injury have occurred if PPE had been used?		
If required, are employees observed using required PPE while performing the task?		
Are PPE items in safe, usable condition?		
Using the information above, the supervisor should identify a task that is leading to injuries. Observe this task and interview employees performing the task as needed to answer the questions below. Observe only one task at a time.		



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## Ergonomics-Office/Sitting on the Job

Sitting jobs require less muscular effort, but that does not exempt people from the injury risks usually associated with more physically demanding tasks. Sitting requires the muscles to hold the trunk, neck and shoulders in a fixed position. A fixed working position squeezes the blood vessels in the muscles reducing the blood supply to the working muscles just when they need it the most. An insufficient blood supply accelerates fatigue and makes the muscles prone to injury. Employees who work in a sitting position for long periods may suffer back pain, muscle tenderness and aches, varicose veins, stiff necks, and numbness in the legs.

### What is a "good" sitting body position?

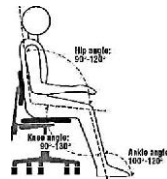
There is no one or single body position that is recommended for sitting. Every worker can sit comfortably by adjusting the angles of their hips, knees, ankles and elbows. The following are general recommendations.

Keep the joints such as hips, knees and ankles open slightly (more than 90°)

Keep the upper body within 30° of an upright position



- Always keep the head aligned with the spine.
- Keep upper arms between vertical and 20° forward.
- Keep elbows at an angle between 90° and 120°.
- Keep forearms between horizontal and 20° up.
- Support the forearms



Keep the wrists straight and aligned with the forearms. Place the working object so that it can be seen at viewing angle of 10° to 30° below the line of sight.

- Keep shoulders low and relaxed.
- Keep elbows tucked in.
- Tuck chin in and do not bend forward when looking down and forward.
- Change positions frequently but remain within recommended ranges.
- Alternate crossed legs.
- Avoid bending to the side.
- Avoid bending forward.
- Do not slouch.
- Do not sit for more than 50 minutes at a time

*This fact sheet is provided for PDRMA's use by Alliant Risk Control Consulting. This information is not intended to be exhaustive. The discussion and best practices suggested herein should not be regarded as legal advice. Readers should pursue legal counsel or contact their insurance providers to gain more exhaustive advice.*

Source: Alliant Insurance Services, Inc. • PHONE (800) 789-5655 • [www.alliantinsurance.com](http://www.alliantinsurance.com)

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### Computer Workstation Checklist

Checklist	Yes	No
1. Can the workstation be adjusted to ensure proper posture by:		
• Adjusting knee & hip angles to achieve comfort & variability?		
• Supporting heels & toes on the floor or a footrest?		
• Placing arms comfortably at the side and hands parallel to the floor (plus or minus two inches)?		
• Holding nearly straight and resting them on a padded surface?		
2. Does the chair:		
• Adjust easily from the seated position?		
• Have a padded seat pan (soft but compresses about 1 inch)?		
• Have a seat that is approximately 18 inches wide?		
• Have a back rest that provides lumbar support and can be used while working?		
• Have a stable base with casters that are suited to the type of flooring?		
3. Does the chair manufacturer offer different seat pan lengths (15 to 17 inches) that have a waterfall design?		
4. Does the seat pan adjust for both height (minimum 4 inches) and angle (plus or minus 5 degrees)?		
5. Is there at least 24 inches of clearance for the feet, 15 inches for the knees, and 20 inches of width for the legs and seat relative to the edge of the work surface?		
6. Is there sufficient space for the thighs between the work surface & the seat?		
7. Are the keyboard height from the floor and the slope of the keyboard surface adjustable?		
8. Is the keyboard prevented from sliding when in use?		
9. Is the keyboard detachable?		
10. Does the keyboard meet ANSI/HFS 100-1988 (or ISO 9241) standards?		
11. Is the mouse, pointing device, or calculator at the same level as the keyboard?		
12. Are the head & neck held in a neutral posture?		
13. Are arm rests provided for intensive or long duration keying jobs?		
14. Is the screen clean & free from flickering?		
15. Is the top of the screen slightly below eye level?		
16. Can the screen swivel horizontally & tilt or elevate vertically?		
17. Does the monitor have brightness & contrast controls?		
18. Is the monitor between 18 & 30 inches from the worker?		
19. Is there sufficient lighting without glare on the screen from lights, windows, & surfaces?		
20. Are the headsets used when frequent telephone work is combined with hand tasks such as typing, use of a calculator, or writing?		
21. Is the job organized so that workers can change postures frequently?		
22. Does the worker leave the workstation for at least 10 minutes after every hour of intensive keying and for at least 15 minutes after every 2 hours intermittent keying?		

<p>23. Is intensive avoided by:</p> <ul style="list-style-type: none"> <li>• Job rotation?</li> <li>• Self pacing?</li> <li>• Job enlargement?</li> <li>• Adequate recovery breaks?</li> </ul>		
<p>24. Is there the possibility of alternating tasks during the shift (e.g., intensive keying or mouse work filing copying, telephone calls, intermittent keying)?</p>		
<p>25. Are employees trained in:</p> <ul style="list-style-type: none"> <li>• Proper postures?</li> <li>• Proper work methods?</li> <li>• How to make adjustments to the workstation?</li> <li>• Awareness of risk factors for musculoskeletal disorders?</li> <li>• How to seek assistance with concerns?</li> </ul>		
<p>26. Are workers able to set their own pace, without electronic monitoring or incentive pay?</p>		

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**APPENDIX B**

- **Task Specific Solutions**

## Appendix B

**TASK SPECIFIC SOLUTIONS**

<b>FORCEFUL EXERTIONS—SOLUTIONS</b>	
<b><i>LIFTING</i></b>	
	Raise or lower starting height of object to waist level
	If unable to raise or lower object to waist level, adjust starting height of object between thigh and shoulder level
	Instruct employee(s) in safe and proper lifting techniques
	Implement mandatory two-person lift
	Investigate mechanical devices for lifting
	Contact vendor to discuss packaging product in smaller quantity
	Contact vendor to discuss availability of packaging with handles
<b><i>PUSH/PULL</i></b>	
	Use a cart, dolly, or other mechanical device to move the object
	Adjust handle to an ideal height – between waist and chest
	Confirm mechanical equipment is available and in safe working condition
	Train employee(s) in use of mechanical device
	Investigate purchase of mechanical device
<b><i>CARRYING</i></b>	
	Use of cart or mechanical device when carrying more than 50 ft.
	Use carrying device such as wheeled case
	Move supplies closer to destination using vehicle to reduce carrying distance
<b>AWKWARD POSTURES</b>	
	Train employees in use of proper body mechanics
	Implement reversal-of-posture exercises following tasks requiring awkward postures
	Use step ladder to bring body closer to work, reducing reaching and looking up while performing overhead work
	Investigate rearranging equipment, product, or process to reduce or eliminate awkward posture
	Raise or lower object to reduce or eliminate forward or backward bent posture
	Implement employee rotation strategy to reduce duration of awkward posture(s)

	<b>CONTACT STRESS</b>
	Use knee/kneeling pads for tasks involving kneeling
	Use proper tools instead of using palm, sole of foot, or knee like a hammer
	Pad sharp corners or edges to reduce contact stress
	<b>REPETITION</b>
	Automate process or task versus manual performance
	Outsource process or task
	Incorporate job rotation into process or task
	Implement reversal-of-posture exercises following tasks requiring repetition
	<b>PERSONAL PROTECTIVE EQUIPMENT (PPE)</b>
	Implement policy on use of PPE for task
	Review policy and procedure on use of PPE for task
	Repair or replace defective PPE items
	Investigate purchase of appropriate PPE items for task

**APPENDIX C**

- **Ergonomic Action Plan**

## Appendix C

### ERGONOMIC ACTION PLAN FORM

Utilizing the results of the ergonomic assessment and solutions analysis, record each area of concern along with the determined solution(s), and target completion date.

Task or workplace problem	Solution(s)	Target completion date
Mixing and preparing field marking paint -bending	Mix paint while bent on 1 knee or elevate the pail to waist level on a hard surface	August 26, 2016
Using power pole-saw for tree trimming -neck and back strain, overhead work	Take frequent breaks and use reversal of posture exercises	August 26, 2016
Bee Apiary Maintenance -lifting, bending	Utilize proper body mechanics when lifting and carrying hive boxes	August 19, 2016
Bee Apiary Maintenance -potential for bee stings	Only trained staff should access the hives for maintenance wearing PPE	August 19, 2016
Snow Shoveling -potential for slips/falls, heart issues, back	Use proper footwear, take breaks, use proper body mechanics, reversal of posture	August 19, 2016
String trimming -twisting, back and shoulder strain	If equipped, use shoulder strap. Take breaks to perform reversal of posture stretching	March 12, 2018
Weeding -bending, stooping, reaching, knee pain	Frequent reversal of posture stretches, use knee pads	August 16, 2022
Raking/shoveling -bending, awkward posture, muscle strain	Frequent reversal of posture stretches, use proper tool techniques to keep back straight	August 16, 2022

**APPENDIX D**

- **Training Resources**

**Appendix D****TRAINING RESOURCES**

1. PDRMA Website ([pdrma.org](http://pdrma.org)): videos, pamphlets, online training courses
2. Ergonomics Overview (Alliant Insurance Services, Inc.)
3. Ergonomics - Back Safety (Alliant Insurance Services, Inc.)
4. Ergonomics - Back Problems – Don't Take Back Problems Sitting Down! (Alliant Insurance Services, Inc.)
5. Ergonomics - Office/Sitting on the Job (Alliant Insurance Services, Inc.)
6. Reversal of Posture Exercises (Accelerated Rehabilitation Centers)

## **16: Facility Use After Public Hours Policy**

The Oak Brook Park District may only be used after public hours under the following conditions:

1. A written request for after public hours use must be submitted to the Facility Manager and written approval must be received. Facility use requests from staff must be approved by the Executive Director.
2. A rental request from a patron or employee must include the name of the contact person. A request for use of the facility after public hours by employees for a District-related function must include the names of all persons in attendance.
3. There must be a CPR/AED certified Oak Brook Park District employee on duty and not participating in the event for the entire duration of the after public hours use.
4. A list of the authorized scheduled rentals shall be provided to the employee on duty.
5. All District facility safety rules must be adhered to at all times.
6. All rental requests must follow the normal rental procedures.
7. Renters will only have access to the spaces listed in the contract.

16: Facility Use After Hours Policy

## 17: Fall Protection Program

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<i>Appendix 1 – Fall Protection Hazard Assessment and Analysis Form</i>	Appendix Page 1

## FALL PROTECTION PROGRAM

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### I. INTRODUCTION

Many people think that falls primarily occur in the construction industry, where workers fall from roofs or scaffolds. The truth is that most falls can and do occur throughout all job occupations and in the home. People fall down stairs, slip down ramps, fall through floor openings, fall off chairs, or trip and fall in their offices.

Although you may not realize it, falls are a leading cause of occupational death in today's workplace, second only to motor vehicle collisions. The reasoning behind this statistic is that nearly every occupation, in one way or another, performs some type of task that puts us at risk of a fall. The task could be as simple as climbing a step ladder to change a light bulb, or as complex as operating a powered lift to change light fixtures at the baseball diamond or ice rink.

It is important to remember that people have fallen from considerable heights and received only broken bones, while others fall to the floor from a standing or sitting position and die from their injuries. That is why it is important to evaluate each situation where a fall could occur and utilize the right tool, step-ladder, ladder or harness for the job.

The following list provides some real-life examples of falls that have occurred within PDRMA member agencies:

- Maintenance worker fell through skylight and dislocated hip and cracked ribs;
- Pro shop cashier fell through attic while retrieving supplies and bruised shoulder and arm;
- Maintenance worker fell off scaffold and fractured leg;
- Theater worker fell through floor lights on stage and sprained ankle;
- Teaching assistant standing on chair to hang Halloween decorations fell spraining wrist;
- Preschool teacher standing on a chair to hang poster fell receiving a concussion and fractured wrist;
- Maintenance worker fell off 15-foot fixed ladder fracturing vertebrae;
- Maintenance worker fell off ladder while painting pipes and fractured arm.

Nearly all falls result from conditions or practices that seem obvious after an accident. However, preventing such accidents requires maintaining safe conditions in the workplace as well as proper planning, supervision, and training to promote safer actions by District employees. The District has a responsibility to prevent these accidents from happening, or at least reducing, fall hazards from the work site or work area. Taking a proactive approach to fall protection will not only keep the District in compliance with OSHA/IDOL, it will provide a safer work and play environment.

### II. MANDATORY REQUIREMENTS

The OSHA Safety Standards establish uniform requirements to make sure that the hazards from

elevated falls in U.S. workplaces are evaluated, and that hazard information to educate workers is provided to all affected workers. OSHA recognizes that such accidents are, generally, complex events, involving a combination of factors. Accordingly, OSHA notes that a number of human and equipment related issues must be addressed to protect employees from fall hazards. Among those issues are the following:

- The need to know where and when fall protection is required;
- The selection of fall protection systems which are appropriate for given situations;
- The proper construction and installation of safety systems;
- The proper supervision of employees;
- The implementation of safe work procedures; and
- The proper training in the selection, use, and maintenance of fall protection systems.

In essence, the fall protection standards require that agencies conduct a **hazard assessment** of their workplace to determine if any fall hazards exist that would require the use of fall protection equipment. Agencies must select and have affected employees use the designated fall protection equipment to protect themselves from fall hazards. Agencies are required to assess the workplace to determine if hazards that require the use of fall protection equipment be present. Agencies must certify in writing that a workplace hazard assessment has been performed (see Appendix 1).

Another mandated aspect of the fall protection compliance program is the **training of employees**. Employees must be trained to know when fall protection equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. Agencies are also required to certify in writing that training has been carried out and that employees understand it. While the fall protection standard will primarily affect maintenance departments, there are still many recreation related activities and hazards that need to be included in your hazard assessment which will require the use of fall protection equipment. For example, employees that utilize an ice skating or gymnastics harness system to assist patrons in performing a specific routine may, on occasion, need to adjust or repair certain component parts at unscheduled times. These individuals must be trained in your fall protection procedures. In addition, there may be times when recreation staff need to use ladders or scaffolding to obtain stored equipment or to prepare scenes for a theatrical group. **All employees and volunteers that are exposed to a fall risk greater than 4 feet should be trained in your fall protection program.**

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor who has jurisdiction in Illinois in the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that effect employees.

It is the responsibility of the District to develop a comprehensive fall protection program which will include specific mandatory documentation that needs to be completed and maintained by the District. This documentation may be requested by the IDOL inspector and reviewed for content

and quality. IDOL inspectors are not to be feared. These inspectors are trained to identify safety related problems at public agencies and assist you in complying with any regulations that need to be addressed. Typically, fines will only be assessed when an agency has been informed of a specific violation and does not respond to correct a violation within a prescribed period set forth by the IDOL inspector. In most cases, the IDOL inspector will provide you with sample materials to assist you in complying with a safety and health regulation. In addition, PDRMA can provide you with additional sample materials to assist you in your compliance efforts.

### III. FALL PROTECTION PROGRAM

#### A. General:

The Oak Brook Park District will ensure that the hazards of all elevated falls over 4 feet, within our facilities are evaluated, and that information concerning their hazards is transmitted to all employees. This policy is intended to address the issues of evaluating potential fall hazards, communicating information concerning these hazards, and establishing appropriate protective measures for employees.

#### B. Responsibility:

The Safety Coordinator and department heads are responsible for the administration of this program and have full authority to make necessary decisions to ensure success of the program. All Park District employees are responsible for safety at all times. The Oak Brook Park District has expressly authorized these individuals to halt any Park District operation where there is danger of serious personal injury due to falls.

#### C. Written Program:

The District will review and evaluate this Fall Protection Policy:

- On an annual basis;
- When changes occur to the OSHA fall protection standards;
- When facility operational changes occur that require a revision of this document;
- When there is an accident or close-call that relates to this area of safety;
- When fall protection procedures fail.

Effective implementation of this program requires support from all levels of management at the Oak Brook Park District. This written program will be communicated to all personnel that are affected by it. It encompasses the total workplace, regardless of the number of workers employed or the number of work shifts. It is designed to establish clear goals and objectives.

#### D. Fall Protection Assessment:

The workplace will be assessed before each assigned job for potential fall hazards. Proper fall arrest equipment will be used for jobs requiring fall protection when elimination of the fall hazard(s) is not possible. The Oak Brook Park District will evaluate the facilities by department to determine fall hazards. This preliminary evaluation will detail the required steps for protecting employees from fall hazards. A fall hazard assessment sheet will be used

to document fall hazard assessments. Each department manager will maintain a complete list of fall hazard locations and protective measures procedures for their work area.

## **E. Training:**

### **1. Training program**

A training program will be provided for all employees who will be exposed to fall hazards in the work area and will be conducted by competent personnel. The program will include but will not be limited to:

- A description of fall hazards in the work area;
- Procedures for using fall prevention and protection systems;
- Equipment limitations;
- The elements encompassed in total fall distance;
- Prevention, control and fall arrest systems;
- Inspection and storage procedures for the equipment.

Generally, workers will be trained to recognize the hazards of falling from elevations and to avoid falls from grade level to lower levels through holes or openings in walking/working surfaces. Training programs will include prevention, control and fall arrest systems. It is required that appropriate fall arrest systems are installed, and that employees know how to use them before beginning any work that requires fall protection.

### **2. Initial training**

Training will be conducted prior to job assignment. The Park District will provide training to ensure that the purpose, function, and proper use of fall protection is understood by employees and that the knowledge and skills required for the safe application, and usage is acquired by employees. This policy will be provided to, and read by all employees receiving training. The training will include, as a minimum the following:

- Types of fall protection equipment appropriate for use.
- Recognition of applicable fall hazards associated with the work to be completed and the locations of such.
- Load determination and balancing requirements.
- Procedures for removal of protection devices from service for repair or replacement.
- All other employees whose work operations are or may be in an area where fall protection devices may be utilized, will be instructed to an awareness level concerning hazards associated with fall protection operations.
- Fall protection equipment identification. Fall protection equipment having identification numbers will be checked for legibility. Fall protection equipment

having illegible identification markings will be turned in to the supervisor for inspection.

- Equipment maintenance and inspection requirements.
- Equipment donning and doffing procedures.
- Equipment strengths and limitations.

### 3. Certification

The Oak Brook Park District will certify that employee training has been accomplished and is being kept up to date. The certification will contain each employee's name and dates of training. Training will be accomplished by competent personnel.

### 4. Refresher training

This policy will be provided to and read by all employees receiving refresher training. The training content will be identical to initial training. Refresher training will be conducted on an annual basis or when the following conditions are met, whichever event occurs sooner:

- Retraining will be provided for all authorized and affected employees whenever (and prior to) a change in their job assignments, a change in the type of fall protection equipment used, or when a known hazard is added to the work environment which affects the fall protection program.
- Additional retraining will also be conducted whenever a periodic inspection reveals, or whenever the District has reason to believe, that there are deviations from or inadequacies in the employee's knowledge or use of fall protection equipment or procedures.
- Whenever a fall protection procedure fails.
- The retraining will reestablish employee proficiency and introduce new or revised methods and procedures, as necessary.

### F. Fall Protection Procedures:

Once a facility or specific job task evaluation has been accomplished, procedures will be developed, documented and utilized for the control of potential fall hazards. Fall prevention plans will be designed by Park District competent individuals or other competent personnel. Oak Brook Park District personnel will be provided with any required specialized training to recognize fall hazards, to understand and address fall prevention techniques, and to become familiar with fall arrest equipment and procedures. It is critical that they consider fall protection design for the safety of operations where employees must work at elevated heights. Safety during access and egress from elevated work sites will also be considered.

The following guidelines will be used when planning work at elevated heights:

- Involve staff familiar with fall protection early in the project planning/job planning so that they can recommend appropriate fall-protection measures and equipment.
- Involve qualified engineers when load rating of anchorage points must be determined or is in doubt.
- Involve maintenance staff when anchorage points must be installed.
- The Park District will be specific in dealing with fall hazards when developing contracts or bid specifications. Contractors will be required to provide a written fall protection program which describes the Contractors' fall protection policies and procedures when they will be working at elevated heights.
- Include your fall protection equipment vendor during training programs and during the fall protection selection process prior to a job task.

**G. Protective Materials and Hardware:**

Appropriate fall protection devices will be provided for potential fall hazards. Selection of the equipment will be based on the fall protection evaluation. Evaluations will be conducted by the supervisor and/or other designated fall protection personnel.

1. *Selection Criteria:*

Fall Protection devices will be singularly identified; will be the only devices(s) used for controlling falls; will not be used for other purposes; and will meet the following requirements:

- Capable of withstanding the environment to which they are exposed for the maximum period of time that exposure is expected.
- Anchor points will not deteriorate when located in corrosive environments such as areas where acid and alkali chemicals are handled and stored.
- Capable of withstanding the ultimate load of 5,000 lbs. for the maximum period of time that exposure is expected.

2. *Standardization within District facilities:*

Fall protection devices will be standardized whenever possible.

#### H. Fall Protection Systems:

When fall hazards cannot be eliminated through any other means, fall arrest systems will be used to control falls. Proper training on the use of fall arrest equipment is essential and will be provided prior to use. These systems and procedures are intended to prevent employees from falling off, onto or through working levels and to protect employees from falling objects. The District may utilize, but not limited to the following fall protection systems:

- Guard rail systems
- Hand rail and stair rail systems
- Safety net systems
- Fall arrest systems
- Scaffolding

#### I. Inspection and Maintenance:

To ensure that fall protection systems are ready and able to perform their required tasks, an inspection and maintenance program will be implemented and maintained. The following as a minimum, will comprise the basic requirements of the inspection and maintenance program:

- Equipment manufacturer's instructions will be incorporated into the inspection and preventive maintenance procedures.
- All fall protection equipment will be inspected prior to each use, and a documented inspection at intervals not to exceed 6 months, or in accordance with the manufacturers guidelines.
- The user will inspect equipment prior to each use and check the inspection date.
- Any fall protection equipment subjected to a fall or impact load, will be removed from service immediately and inspected by a qualified person (sent back to the manufacturer).
- Check all equipment for mold, damage, wear, mildew, or distortion.
- Hardware should be free of cracks, sharp edges, or burns.
- Ensure that no straps are cut, broken, torn or scraped.
- Special situations such as radiation, electrical conductivity, and chemical effects will be considered.
- Equipment that is damaged or in need of maintenance will be tagged as unusable, and ***will not be stored*** in the same area as serviceable equipment.
- Anchors and mountings will be inspected before each use by the user and supervisor for signs of damage.

**J. Contractor Responsibilities:**

In addition to complying with the fall protection requirements that apply to all Oak Brook Park District employees, each contractor who is retained to perform operations that involve fall protection will:

- Obtain any available information regarding fall hazards and protective measures from the Park District.
- Coordinate fall protection operations with the Park District, when both Park District personnel and contractor personnel will be working in or near recognized fall hazard locations.
- Inform the Park District of the fall protection program that the contractor will follow and of any hazards confronted or created in conducting operations involving fall protection within Park District owned facilities through a debriefing immediately prior to the operation.

## TRAINING RESOURCES

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1. PDRMA Library – Booklets  
*Slips Trips and Falls Pamphlet*    *Ladders and Stairways Pamphlet*
2. PDRMA Video Library:  
Safety Matters: Slips, Trips and Falls (Dupont)  
Stairways and Ladders – The First Step (Dupont)

Appendix 1

**OAK BROOK PARK DISTRICT  
FALL PROTECTION  
HAZARD ASSESSMENT AND ANALYSIS**

**Department:** \_\_\_\_\_ **Location:** \_\_\_\_\_

**Completed by:** \_\_\_\_\_ **Date:** \_\_\_\_\_

OSHA requires employers to complete an assessment of all work tasks or activities done at elevated heights (over 4 feet general industry/6 feet construction) and select fall protection methods to protect employees working at these heights. Assessments should be task specific. The process involves:

1. Identifying work tasks or activities that must be done at elevated heights.
2. Selecting options that will protect employees from these fall hazards.
3. Identifying the employees that perform these work tasks and activities.
4. Training these people to recognize the inherent fall hazards and how to implement the Fall Protection options selected by the District.

Use a copy of the Fall Protection assessment form to aid you in evaluating each job task and what forms of fall protection you can use. Once the job task has been evaluated you can use the Fall Protection Summary sheet to record all the individual job tasks and fall protection measures that should be followed.

### FALL PROTECTION ASSESSMENT FORM

Job Task requires the use of:	Fall Protection Measure
Portable ladders: Either wood, metal or fiberglass. Either step or extension ladder.	Train staff to properly select the type of ladder to match the job for which it will be used. Also provide training on inspection, care, maintenance, use and set up. Document all training and inspections.
Fixed ladder	Under the revised 1910.27 (d), all new fixed ladders more than 24 feet and replacement ladder/ladder sections must have a ladder safety or personal fall protection system. For existing ladders, a cage, well, ladder safety system, or personal fall arrest system must be installed that do not have any fall protection. In 2037, all ladders extending more than 24 feet must have a ladder safety or personal fall arrest system.
Scaffolding: Either job built or portable.	All scaffolding must be provided with a guardrail (36-42 inches high), a mid-rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard)
Man-lift or Scissors lift	Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.
Work on roofs	If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof, less than 50 feet in width can use safety monitor system 1926.502(h). If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)
Bucket truck lifts (Tree trimming, etc.)	Outriggers deployed, and use of personal fall arrest system (harness and lanyard)



**OAK BROOK PARK DISTRICT  
CERTIFICATION OF FALL PROTECTION TRAINING FORM**

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PRINT

SIGN

1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____
5.	_____	_____
6.	_____	_____
7.	_____	_____
8.	_____	_____
9.	_____	_____
10.	_____	_____
11.	_____	_____
12.	_____	_____
13.	_____	_____
14.	_____	_____
15.	_____	_____

**Trainer:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## 18: CPR/AED/FIRST AID

All full-time Park District employees as well as part-time employees working in the following positions are required to be certified in CPR/AED and First Aid:

- Before/After School Program Staff
- Camp Staff
- Early Childhood Staff
- Facility Rental Attendants
- Field Supervisors
- ~~Fitness Floor Staff~~
- Group Fitness Instructors
- Lifeguards
- Personal Trainers
- Pool Managers
- ~~Tennis Center~~ Front Desk Staff

**Commented [A55]:** Remove specific protocols, and instead state: Location of AED's, basic steps, and what training plans the district uses

### **BASIC STEPS IN A MEDICAL EMERGENCY**

Basic steps in any medical emergency situation are **recognizing the emergency, deciding to help, and activating Emergency Medical Service (EMS), if necessary.** In any medical emergency, always remain calm and protect yourself.

1. **Assess the physical area – SETUP:**
  - Stop - Pause to identify hazards
  - Environment - Consider your surroundings
  - Traffic - Be careful along roadways
  - Unknown Hazards - Consider things that are not apparent
  - Personal Safety - Use protective barriers
2. **Contact EMS and Retrieve an AED**
  - Adult (Onset of puberty and older)
    - Have bystander call 911 to activate EMS and then retrieve an AED.
    - If alone, do it yourself immediately.
  - Child/Infant (Infant: less than 1-year of age/ Child: 1-year until onset of puberty)
    - Have bystander call 911 to activate EMS and then retrieve an AED.
    - If alone, perform 2 minutes of CPR before leaving the scene to get an AED.
3. **Determine if the person is responsive and if they are breathing.**
  - **Perform CPR if the person is unresponsive and not breathing or gasping for air.**
  - **Perform continuous cycles of 30 chest compressions then 2 rescue breaths** minimizing interruptions until relieved by another responder or if unable to safely continue.
  - **Perform 30 Effective Chest Compressions** (administered at a rate of 100 per minute):
    - Adult (onset of puberty and older): Use two hands and compress at least 2"
    - Child (1 year until onset of puberty): Use one hand and compress at least 1/3 diameter of chest or about 2"
    - Infant (less than 1 year of age): Use two fingers and compress at least 1/3 diameter of chest or about 1.5"
  - **Give Two (2) Effective Rescue Breaths**
    - Tilt head, Lift chin (initially check for obstruction)
    - Rescue breath should cause the rise of the chest.
    - Avoid excessive breaths that could injure the lungs.

**4. Utilize the AED as soon as it is available to assess the cardiac condition of the person and determine the appropriate time to administer a shock to treat them.**

- Turn the AED machine on and follow voice instructions.
- If a shock is advised, deliver the shock and immediately resume CPR.
- If NO shock is advised, immediately continue CPR.
- Follow the AED voice instructions until:
  - Individual clearly moves;
  - Another provider takes over; or
  - EMS assumes control

**CHOKING**

**1. Activate EMS by calling 911.**

**2. Perform the following steps to help clear the obstructed airway:**

Adult (Onset of puberty and older)

- Stand behind the person. Reach around and locate their navel.
- Make a fist with one hand and place the thumb side against person's abdomen, just above the navel and below the ribs. Grab your fist with your other hand.
- Thrust inward and upward.

Child (1-year until onset of puberty)

- Kneel behind the child. Reach around and locate navel.
- Make a fist with your one r hand and place the thumb side against the person's abdomen, just above the navel and below the ribs. Grab your fist with the other hand.
- Thrust inward and upward.

Infant (Less than 1-year of age)

- Lay the infant face down over your forearm with their legs straddled and their head lower than their chest. Support their head with your hand by holding the jaw.
- Using the heel of your other hand, give 5 back blows between the shoulder blades.
- Then turn the infant over, place 2 fingers on breastbone just below the nipple line and give 5 chest thrusts.
- Repeat thrusts until the infant can breathe normally.

**3. If the person becomes unresponsive, place person on a hard surface and begin CPR. Look into their mouth to check for any objects and remove before giving rescue breaths.**

**BLEEDING**

**1. If necessary, contact EMS by calling 911.**

**2. Use a protective barrier, such as gloves.**

**3. Apply direct pressure with a clean pad or cloth.**

**4. If blood soaks through, leave the pad or cloth in place and apply additional coverings.**

**OTHER FIRST AID PROCEDURES**

- Refer to the *Medic First Aid Student Guide* for other first aid procedures.

**For any questions pertaining to First Aid related situations, please contact the Certified CPR/AED/First Aid Instructor at the Park District.**

## 19: Hazard Communication Program

### I. Introduction

Oak Brook Park District has developed a comprehensive Hazard Communication (Hazcom) program to ensure that information on the hazards of chemicals used in our operations is communicated to our employees.

The Hazard Communication Standard requires Oak Brook Park District to train its employees about the health and safety hazards of the chemicals in the workplace. A “hazardous chemical” is any chemical that is classified as a physical hazard or a health hazard, a simple asphyxiant, combustible dust, pyrophoric gas, or hazard not otherwise classified. A few examples of “hazardous chemicals” used in the Oak Brook Park District operations include pool chemicals, custodial supplies, fuels, paints, pesticides, automotive products, compressed gases, and fertilizers.

The Oak Brook Park District Hazcom program applies to all work areas where employees have the potential to be exposed to chemicals during routine operations, non-routine tasks, and chemical spill emergencies. The Hazcom program consists of five basic elements as listed below:

- Written Hazcom program
- Inventory of hazardous chemical products
- Inventory of Safety Data Sheets
- Labeling procedure for hazardous material containers
- Hazcom employee training program

It is Oak Brook Park District’s policy to provide employees a safe and healthy work environment. It is also a management objective to maintain an effective Hazcom program consistent with federal, state, and local health and safety regulations. To attain this objective, all Oak Brook Park District employees must include Hazcom compliance as an essential consideration in all phases of their work. The Oak Brook Park District Hazcom program is a cooperative effort between management and employees.

### II. Definitions

*Health Hazard:* A chemical classified as posing one of the following hazardous effects:

- Acute toxicity (any route of exposure)
- Skin corrosion or irritation
- Serious eye damage or eye irritation
- Respiratory or skin sensitization
- Germ cell mutagenicity
- Carcinogenicity
- Reproductive toxicity
- Specific-target organ toxicity (single or repeated exposure)
- Aspiration hazard

*The criteria for determining whether a chemical is classified as a health hazard are listed in Appendix 1 of this document and in OSHA Standard § 1910.1200, Appendix A – Health Hazard Criteria.*

**Label:** An appropriate group of written, printed, or graphic information elements (pictogram, hazard statement, signal word and precautionary statement) concerning a hazardous chemical that is affixed to, printed on, or attached to the container that holds the hazardous chemical or to the outside packaging.

**Safety Data Sheet (SDS):** Written or printed material concerning a hazardous chemical prepared in accordance with OSHA 1900.1200(g).

**Physical Hazard:** A chemical classified as posing one of the following hazardous effects:

- Explosive
- Flammable (gases, aerosols, liquids, or solids)
- Oxidizer (liquid, solid, or gas)
- Self-reactive
- Pyrophoric (liquid or solid)
- Self-heating
- Organic peroxide
- Corrosive to metal
- Gas under pressure
- In contact with water, emits flammable gas

*The criteria for determining whether a chemical is classified as a physical hazard are listed in Appendix 1 of this document and in OSHA Standard § 1910.1200, Appendix B – Physical Hazard Criteria.*

**Substance:** Chemical elements and their compounds in the natural state or obtained by any production process, including any additive necessary to preserve the stability of the product and any impurities deriving from the process used, but excluding any solvent that may be separated without affecting the stability of the substance or changing its composition.

### III. Written Hazcom Program

#### **Executive Director**

- Designates a Hazcom coordinator for Oak Brook Park District operations
- Approves the written Hazcom program
- Ensures workplace compliance with the written Hazcom program

#### **Department Head**

- Maintains an inventory of all hazardous substances used or stored in the workplace.
- Maintains a SDS binder for inventoried hazardous substances.
- Requests current SDS directly from chemical manufacturers and suppliers.
- Posts in a conspicuous place a list of all hazardous substances present at that location and a notice of where additional information concerning those substances is available.

- Trains new employees on specific hazards and safety precautions for hazardous substances. Trains all employees on hazards of a newly introduced chemical products. Examples of this specific training include:
  - Personal protective equipment to be worn.
  - Health and physical hazards of each chemical products
  - Review of the Oak Brook Park District written Hazcom program.
- Maintains Hazcom training documentation.
- Ensures that all chemical containers have proper labeling.

#### **Employees**

- Follow all chemical safety procedures applicable to their job tasks. If unsure of proper procedures, request instructions from manager/supervisor.
- Report to manager or supervisor any unsafe or potentially unsafe chemical safety problems or issues. Chemical safety suggestions to management are encouraged.

#### **Hazcom Program Coordinator (Safety Coordinator)**

- Coordinates Hazcom Standard compliance activities.
- Ensures that area managers and supervisors are aware of their Hazcom program functional responsibilities.
- Ensures that managers and supervisors are aware of hazardous chemical container labeling requirements.
- Maintains a copy of the OSHA Hazard Communication Standard

The following sections briefly highlight the policies and regulatory compliance program of Oak Brook Park District concerning hazardous chemicals in the workplace.

#### Labeling

Oak Brook Park District is responsible for maintaining the labels on the containers, including, but not limited to, tanks, totes and drums. Each container of hazardous material in the work place must be labeled with the identity of the product and the appropriate hazard warnings. Labels must be maintained on chemicals in a manner that continues to be legible and the pertinent information (such as hazards and directions for use) does not get defaced or removed in any way. Oak Brook Park District will re-label containers if labels are removed or defaced. As a general rule, the label provide by the supplier of the product is sufficient. Re-labeling becomes necessary if a product is transferred to an unlabeled container for intermediate or long-term storage. An unlabeled container may only be used if the employee filling the container uses the entire contents during their immediate work shift.

Pipes, vats, and other fixed containers must also have their contents identified. Batch tickets, tags, placards, or other equally effective means of labeling may be used. Please see Appendix 1 for further information on labeling requirements.

#### Safety Data Sheets (SDS)

Each area manager is responsible for ~~maintaining a binder of~~submitting up-to-date Safety Data Sheets (SDS) for all chemicals used in their department to the Safety Coordinator. All employees should be trained on what a SDS is and where they are located. The SDS binder should be placed in a location that is accessible to employees using the products (i.e., pool

chemicals are found at the aquatic facility;

custodial supplies are in at the dock area; parks maintenance products in the maintenance facility).

A digital SDS Library is also available for access at any time. QR Codes are to be posted alongside the physical binder, as well as on the Intranet.

Employees have the right to obtain SDS for each hazardous material in the work place. SDS must be available to employees and former employees for at least 30 years after the material is no longer used, produced, or stored on the work site. Please see Appendix 2 for further information on how to read and understand a SDS.

#### Chemical Inventories

An inventory of chemical products used or stored is maintained ~~by each area manager and posted~~ in each work area. All inventories are updated as new chemicals are introduced or old chemicals phased-out.

#### Employee Information and Training

Employees are trained when they are first employed during employee orientation and annually thereafter. Employees are also trained whenever any new chemical hazard is introduced in the workplace because of process change or job transfer. The Oak Brook Park District training focuses on the following subjects:

- Details of the written Hazard Communication program, including how employees can obtain copies of the plan and use detailed information on chemical hazards (physical and health effects of the substances, signs and symptoms of overexposure).
- Methods used to identify locations of hazardous chemicals in the workplace and how to detect their presence. Also, how to lessen or prevent overexposure to these hazardous substances.
- Steps employees should take to protect themselves from chemical hazards, including appropriate work practices, personal protective equipment, and emergency procedures for spills and leaks and possible exposures.
- Explanations of the labeling system and Safety Data Sheets.

#### Documentation

Training records for all employees trained will be retained for review by outside regulatory agencies. The training records should be kept on file following the annual training and whenever a new chemical is introduced in the workplace. All training records should be retained for the length of employment. If an employee is exposed to a toxic chemical and receives medical treatment, the medical records should be kept on file for 30 years past employment.

#### Non-routine Tasks and Emergencies

Employees who may be involved with non-routine tasks and emergency situations will be trained regarding special chemical hazards. Records will document this training. Some examples of non-routine tasks include acid washing a pool, resurfacing a gym floor, and

stripping/waxing a tile floor. Emergency situations refer primarily to response to accidental chemical spills and leaks.

#### IV. Notification and Information

##### **On-Site Contractors**

On-site contractors shall be informed of chemical hazards to which their employees could possibly be exposed while working at Oak Brook Park District. The department head has the responsibility for making available to contractors and their subcontractors information normally available to Oak Brook Park District employees. Contractors and subcontractors are responsible for training their own employees on Hazcom.

##### **Oak Brook Park District *Employee Information***

All employees, or their designated representatives, may obtain further information on the Hazcom program, chemical inventory lists, SDS, and the OSHA Hazard Communication Standard by contacting the Oak Brook Park District Hazcom Coordinator.

## Appendix 1

### LABELING REQUIREMENTS










It is the policy of Oak Brook Park District that no container of hazardous chemicals be released for use without the following label information:


- **Product identifier** – Name or number used for a hazardous chemical on a label or in the SDS. It provides a unique means by which the employee can identify the chemical.
- **Signal word** – Word used to indicate the relative level of severity of hazard and alert the employee to a potential hazard on the label. The signal words used in this section are "danger" and "warning." Danger is used for the more severe hazards, while warning is used for the less severe.
- **Pictogram** – Composition that may include a symbol plus other graphic elements, such as a border, background pattern, or color, intended to convey specific information about the hazards of a chemical. Eight pictograms are designated under the Hazcom standard for application to a hazard category.
- **Hazard statement** – Statement assigned to a hazard class and category that describes the nature of the hazard(s) of a chemical including, where appropriate, the degree of hazard.
- **Precautionary statement(s)** – Phrase that describes recommended measures that should be taken to minimize or prevent adverse effects resulting from exposure to a hazardous chemical or improper storage or handling.
- **Name, address and phone number of the chemical manufacturer, distributor or importer.**

## Hazard Communication Standard Pictogram

As of June 1, 2015, the Hazard Communication Standard (HCS) will require pictograms on labels to alert users of the chemical hazards to which they may be exposed. Each pictogram consists of a symbol on a white background framed within a red border and represents a distinct hazard(s). The pictogram on the label is determined by the chemical hazard classification.

### HCS Pictograms and Hazards

<p><b>Health Hazard</b></p>  <ul style="list-style-type: none"> <li>■ Carcinogen</li> <li>■ Mutagenicity</li> <li>■ Reproductive Toxicity</li> <li>■ Respiratory Sensitizer</li> <li>■ Target Organ Toxicity</li> <li>■ Aspiration Toxicity</li> </ul>	<p><b>Flame</b></p>  <ul style="list-style-type: none"> <li>■ Flammables</li> <li>■ Pyrophorics</li> <li>■ Self-Heating</li> <li>■ Emits Flammable Gas</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>	<p><b>Exclamation Mark</b></p>  <ul style="list-style-type: none"> <li>■ Irritant (skin and eye)</li> <li>■ Skin Sensitizer</li> <li>■ Acute Toxicity</li> <li>■ Narcotic Effects</li> <li>■ Respiratory Tract Irritant</li> <li>■ Hazardous to Ozone Layer (Non-Mandatory)</li> </ul>
<p><b>Gas Cylinder</b></p>  <ul style="list-style-type: none"> <li>■ Gases Under Pressure</li> </ul>	<p><b>Corrosion</b></p>  <ul style="list-style-type: none"> <li>■ Skin Corrosion/Burns</li> <li>■ Eye Damage</li> <li>■ Corrosive to Metals</li> </ul>	<p><b>Exploding Bomb</b></p>  <ul style="list-style-type: none"> <li>■ Explosives</li> <li>■ Self-Reactives</li> <li>■ Organic Peroxides</li> </ul>
<p><b>Flame Over Circle</b></p>  <ul style="list-style-type: none"> <li>■ Oxidizers</li> </ul>	<p><b>Environment (Non-Mandatory)</b></p>  <ul style="list-style-type: none"> <li>■ Aquatic Toxicity</li> </ul>	<p><b>Skull and Crossbones</b></p>  <ul style="list-style-type: none"> <li>■ Acute Toxicity (fatal or toxic)</li> </ul>

<b>SAMPLE LABEL</b>	
<p style="text-align: center;"><b>PRODUCT IDENTIFIER</b></p> <p>CODE _____            Product Name _____</p> <p style="text-align: center;"><b>SUPPLIER IDENTIFICATION</b></p> <p>Company Name _____            Street Address _____            City _____ State _____            Postal Code _____ Country _____            Emergency Phone Number _____</p> <p style="text-align: center;"><b>PRECAUTIONARY STATEMENTS</b></p> <p>Keep container tightly closed. Store in cool, well ventilated place that is locked.            Keep away from heat/sparks/open flame. No smoking.            Only use non-sparking tools.            Use explosion-proof electrical equipment.            Take precautionary measure against static discharge.            Ground and bond container and receiving equipment.            Do not breathe vapors.            Wear Protective gloves.            Do not eat, drink or smoke when using this product.            Wash hands thoroughly after handling.            Dispose of in accordance with local, regional, national, international regulations as specified.</p> <p><b>In Case of Fire:</b> use dry chemical (BC) or Carbon dioxide (CO<sub>2</sub>) fire extinguisher to extinguish.</p> <p><b>First Aid</b>            If exposed call Poison Center.            If on skin (on hair): Take off immediately any contaminated clothing. Rinse skin with water.</p>	<p style="text-align: center;"><b>HAZARD PICTOGRAMS</b></p> <div style="text-align: center;">  </div> <p style="text-align: center;"><b>SIGNAL WORD</b>  <b>Danger</b></p> <p style="text-align: center;"><b>HAZARD STATEMENT</b></p> <p><b>Highly flammable liquid and vapor.            May cause liver and kidney damage.</b></p> <p style="text-align: center;"><b>SUPPLEMENTAL INFORMATION</b></p> <p><b>Directions for use</b></p> <p>_____            _____            _____</p> <p>Fill weight: _____ Lot Number _____</p> <p>Gross weight: _____ Fill Date: _____</p> <p>Expiration Date: _____</p>

**Responsibility for Labeling Hazardous Materials**

The responsibility for labeling hazardous materials has been assigned to the Department Head. If at any time the hazardous material was not received with the above information, or the hazardous material is transferred to another carton, container, or drum, the hazardous material will receive a warning label.

The warning label should be an extra copy of the original manufacturer's label or it can be a generic label. If you use a generic label, the label should contain all graphic and information elements required by the Hazcom standard.

All District employees need to be aware of the hazard classifications as defined by OSHA. The classifications are divided into Health and Physical Hazards. (§1910.1200 Appendix A & B)

**Health Hazards**

*Acute toxicity* refers to those adverse effects that occur following oral or dermal administration of a single dose of a substance, or multiple doses given within 24 hours, or an inhalation exposure of four hours.

*Skin corrosion/irritation* is the production of irreversible damage to the skin; namely, visible necrosis through the epidermis and into the dermis. Corrosive reactions are typified by ulcers, bleeding, bloody scabs, discoloration due to blanching of the skin, complete areas of alopecia, and scars. *Skin irritation* is the production of reversible damage to the skin following contact with a substance.

*Serious eye damage/irritation* is the production of tissue damage in the eye, or serious physical decay of vision, following exposure to a substance to the anterior surface of the eye. *Eye irritation* is the production of changes in the eye following exposure to a substance to the anterior surface of the eye.

*Respiratory sensitizer/Skin sensitizer* means a chemical leads to hypersensitivity of the airways following inhalation of the chemical. *Skin sensitizer* means a chemical leads to an allergic response following skin contact.

*Mutation/Genotoxic/Genotoxicity* is a permanent change in the amount or structure of the genetic material in a cell. This hazard class is primarily concerned with chemicals that may cause mutations in the germ cells of humans that can be transmitted to the progeny.

*Carcinogen* means a substance or a mixture of substances that induce cancer or increase its incidence.

*Reproductive toxicity* includes *adverse effects on sexual function and fertility* in adult males and females, as well as *adverse effects on development of the offspring*. *Adverse effects on sexual function and fertility* means any effect of chemicals that interferes with reproductive ability or sexual capacity.

*Specific target organ toxicity – single exposure, (STOT-SE)* means specific, non-lethal target organ toxicity arising from a single exposure to a chemical. Specific target organ toxicity can occur by any route relevant for humans, i.e., principally oral, dermal or inhalation.

*Specific target organ toxicity – repeated exposure (STOT-RE)* means specific target organ toxicity arising from repeated exposure to a substance or mixture.

Specific target organ toxicity can occur by any route relevant for humans, e.g., principally oral, dermal or inhalation.

*Aspiration* means the entry of a liquid or solid chemical directly through the oral or nasal cavity, or indirectly from vomiting, into the trachea and lower respiratory system. Aspiration toxicity includes severe acute effects such as chemical pneumonia, varying degrees of pulmonary injury or death following aspiration.

#### **Physical Hazards**

*Explosive/pyrotechnic chemicals* is a solid or liquid chemical that is, in itself, capable by chemical reaction of producing gas at such a temperature and pressure and at such a speed as to cause damage to the surroundings.

*Flammable gas* means a gas having a flammable range with air at 20°C (68°F) and a standard pressure of 101.3 kPa (14.7 psi).

*Flammable aerosol* means any non-refillable receptacle containing a gas compressed, liquefied or dissolved under pressure, and fitted with a release device allowing the contents to be ejected as particles in suspension in a gas, or as a foam, paste, powder, liquid or gas.

*Oxidizing gas* means any gas which may, generally by providing oxygen, cause or contribute to the combustion of other material more than air does.

*Gases under pressure* are gases which are contained in a receptacle at a pressure of 200 kPa (29 psi) (gauge) or more, or which are liquefied, or liquefied and refrigerated. They comprise compressed gases, liquefied gases, dissolved gases and refrigerated liquefied gases.

*Flammable liquid* means a liquid having a flash point of not more than 93°C (199.4°F).

*Flash point* means the minimum temperature at which a liquid gives off vapor in sufficient concentration to form an ignitable mixture with air near the surface of the liquid.

*Flammable solid* means a solid that is a readily combustible solid or that may cause or contribute to fire through friction.

*Readily combustible solids* are powdered, granular, or pasty chemicals that are dangerous if they can be easily ignited by brief contact with an ignition source, such as a burning match, and if the flame spreads rapidly.

*Self-reactive chemicals* are thermally unstable liquid or solid chemicals liable to undergo a strongly exothermic decomposition even without participation of oxygen (air). This definition excludes chemicals classified under this section as explosives, organic peroxides, oxidizing liquids or oxidizing solids. A self-reactive chemical possesses explosive properties when in laboratory testing the formulation is liable to detonate, to deflagrate rapidly or to show a violent effect when heated under confinement.

*Pyrophoric liquid/solid* means a liquid, which even in small quantities, is liable to ignite within five minutes after coming into contact with air. *Pyrophoric solid* means a solid, which even in small quantities, is liable to ignite within five minutes after coming into contact with air.

A *self-heating chemical* is a solid or liquid chemical, other than a pyrophoric liquid or solid, which, by reaction with air and without energy supply, is liable to self-heat; this chemical differs from a pyrophoric liquid or solid in that it will ignite only when in large amounts (kilograms) and after long periods of time (hours or days). Self-heating of a substance or mixture is a process where the gradual reaction of that substance or mixture with oxygen (in air) generates heat. If the rate of heat production exceeds the rate of heat loss, then the temperature of the substance or mixture will rise and which, after an induction time, may lead to self-ignition and combustion.

*Chemicals, which in contact with water, emit flammable gases* are solid or liquid chemicals, which by interaction with water, are liable to become spontaneously flammable or to give off flammable gases in dangerous quantities.

*Oxidizing liquid/solid* means a liquid, which in itself is not necessarily combustible, can, generally by yielding oxygen, cause, or contribute to, the combustion of other material. *Oxidizing solid* means a solid, which in itself is not necessarily combustible, can, generally by yielding oxygen, cause, or contribute to, the combustion of other material.

*Organic peroxides* are thermally unstable chemicals, which may undergo exothermic self-accelerating decomposition and may have one or more of the following properties: be liable to explosive decomposition; burn rapidly; be sensitive to impact or friction; or react dangerously with other substances.

A *chemical that is corrosive to metals* means a chemical that by chemical action materially damages, or even destroys, metals.

## Appendix 2

### How to Read a Safety Data Sheet

The SDS is the primary document by which health and safety information is provided by the manufacturer to the distributor and ultimately to the worker using the product. The SDS may be in any format and may vary greatly in length, but all must contain the following information:

#### Section 1: Identification

This section identifies the chemical on the SDS as well as the recommended uses. It also provides the essential contact information of the supplier. The required information consists of the product identifier used on the label and any other common names or synonyms by which the substance is known; name, address, phone number of the manufacturer, importer, or other responsible party, and an emergency phone number, recommended use of the chemical (e.g., a brief description of what it actually does, such as flame retardant); and any restrictions on use (including recommendations given by the supplier).

#### Section 2: Hazard(s) Identification

This section identifies the hazards of the chemical presented on the SDS and the appropriate warning information associated with those hazards. The required information consists of:

- The hazard classification of the chemical (e.g., flammable liquid)
- Signal word
- Hazard statement(s)
- Pictograms (the pictograms or hazard symbols may be presented as graphical reproductions of the symbols in black and white or be a description of the name of the symbol (e.g., skull and crossbones, flame)
- Precautionary statement(s)
- Description of any hazards not otherwise classified
- For a mixture that contains an ingredient(s) with unknown toxicity, a statement describing how much (percentage) of the mixture consists of ingredient(s) with unknown acute toxicity. Please note this is a total percentage of the mixture and not tied to the individual ingredient(s)

#### Section 3: Composition/Information on Ingredients

This section identifies the ingredient(s) contained in the product indicated on the SDS, including impurities and stabilizing additives. It also includes information on substances, mixtures, and all chemicals where a trade secret is claimed. The required information consists of:

##### Substances

- Chemical name
- Common name and synonyms
- Chemical Abstracts Service (CAS) number and other unique identifiers
- Impurities and stabilizing additives, which are classified and contribute to the classification of the chemical

##### Mixtures

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Same information required for substances.

- The chemical name and concentration (i.e., exact percentage) of all ingredients classified as health hazards and that are:
  - Present above their cut-off/concentration limits
  - Present a health risk below the cut-off/concentration limits
- The concentration (exact percentages) of each ingredient must be specified except concentration ranges may be used in the following situations:
  - Trade secret claim is made
  - There is batch-to-batch variation
  - SDS used for a group of substantially similar mixtures

Chemicals where a trade secret is claimed: A statement that the specific chemical identity and/or exact percentage (concentration) of composition has been withheld as a trade secret is required.

#### **Section 4: First-aid Measures**

This section describes the initial care to be given by untrained responders to an individual who has been exposed to the chemical. The required information consists of:

- Necessary first-aid instructions by relevant routes of exposure (inhalation, skin and eye contact, and ingestion).
- Description of the most important symptoms, or effects, and any acute or delayed symptoms.
- Recommendations for immediate medical care and special treatment needed, when necessary.

#### **Section 5: Fire-fighting Measures**

This section provides recommendations for fighting a fire caused by the chemical. The required information consists of:

- Recommendations of suitable extinguishing equipment and information about extinguishing equipment that is not appropriate for a particular situation.
- Advice on specific hazards that develop from the chemical during the fire, such as any hazardous combustion products created when the chemical burns.
- Recommendations on special protective equipment or precautions for firefighters.

#### **Section 6: Accidental Release Measures**

This section provides recommendations on the appropriate response to spills, leaks or releases, including containment and cleanup practices to prevent or minimize exposure to people, properties or the environment. It may also include recommendations distinguishing between responses for large and small spills where the spill volume has a significant impact on the hazard. The required information may consist of recommendations for:

- Use of personal precautions (such as removal of ignition sources or providing sufficient ventilation) and protective equipment to prevent the contamination of skin, eyes and clothing.
- Emergency procedures, including instructions for evacuations, consulting experts when needed, and appropriate protective clothing.

- Methods and materials used for containment (e.g., covering the drains and capping procedures).
- Cleanup procedures (e.g., appropriate techniques for neutralization, decontamination, cleaning or vacuuming; adsorbent materials; and/or equipment required for containment/clean up)

**Section 7: Handling and Storage**

This section provides guidance on the safe handling practices and conditions for safe storage of chemicals. The required information consists of:

- Precautions for safe handling, including recommendations for handling incompatible chemicals, minimizing the release of the chemical into the environment, and providing advice on general hygiene practices (e.g., eating, drinking, and smoking in work areas is prohibited).
- Recommendations on the conditions for safe storage, including any incompatibilities. Provide advice on specific storage requirements (e.g., ventilation requirements)

**Section 8: Exposure Controls/Personal Protection**

This section indicates the exposure limits, engineering controls, and personal protective measures to us to minimize worker exposure. The required information consists of:

- OSHA Permissible Exposure Limits (PELs), American Conference of Governmental Industrial Hygienists (ACGIH) Threshold Limit Values (TLVs), and any other exposure limit used or recommended by the chemical manufacturer, importer or employer preparing the safety data sheet, where available.
- Appropriate engineering controls (e.g., use local exhaust ventilation, or use only in an enclosed system).
- Recommendations for personal protective measures to prevent illness or injury from exposure to chemicals, such as personal protective equipment (PPE) (e.g., appropriate types of eye, face, skin or respiratory protection needed based on hazards and potential exposure).
- Any special requirements for PPE, protective clothing or respirators (e.g., type of glove material, such as PVC or nitrile rubber gloves, and breakthrough time of the glove material).

**Section 9: Physical and Chemical Properties**

This section identifies physical and chemical properties associated with the substance or mixture. The minimum required information consists of:

- Appearance (physical state, color, etc.)
- Upper/lower flammability or explosive limits
- Odor
- Vapor pressure
- Odor threshold
- Vapor density
- pH
- Relative density
- Melting point/freezing point
- Solubility(ies)
- Initial boiling point and boiling range
- Flash point
- Evaporation rate
- Flammability (solid, gas)
- Upper/lower flammability or explosive limits
- Vapor pressure
- Vapor density
- Relative density
- Solubility(ies)
- Partition coefficient: n-octanol/water
- Auto-ignition temperature
- Decomposition temperature
- Viscosity

The SDS may not contain every item on the above list because information may not be relevant or is not available. When this occurs, a notation to that effect must be made for that chemical property. Manufacturers may also add other relevant properties, such as the dust deflagration index (Kst) for combustible dust, used to evaluate a dust's explosive potential.

**Section 10: Stability and Reactivity**

This section describes the reactivity hazards of the chemical and the chemical stability information. This section is broken into three parts: reactivity, chemical stability, and other. The required information consists of:

**Reactivity**

- Description of the specific test data for the chemical(s). This data can be for a class or family of the chemical if such data adequately represent the anticipated hazard of the chemical(s), where available.

#### Chemical stability

- Indication of whether the chemical is stable or unstable under normal ambient temperature and conditions while in storage and being handled.
- Description of any stabilizers needed to maintain chemical stability.
- Indication of any safety issues that may arise should the product change in physical appearance.

#### Other

- Indication of the possibility of hazardous reactions, including a statement about whether the chemical will react or polymerize, which could release excess pressure or heat, or create other hazardous conditions. Also, a description of the conditions under which hazardous reactions may occur.
- List of all conditions to avoid (e.g., static discharge, shock, vibrations, or environmental conditions that may lead to hazardous conditions).
- List of all classes of incompatible materials (e.g., classes of chemicals or specific substances) with which the chemical could react to produce a hazardous situation.
- List of any known or anticipated hazardous decomposition products produced because of use, storage or heating. (Include hazardous combustion products in Section 5 (Fire-Fighting Measures) of the SDS.)

#### **Section 11: Toxicological Information**

This section identifies toxicological and health effects information or indicates such data is not available. The required information consists of:

- Information on likely routes of exposure (inhalation, ingestion, skin and eye contact). The SDS should indicate if the information is unknown.
- Description of the delayed, immediate or chronic effects from short- and long-term exposure.
- Numerical measures of toxicity (e.g., acute toxicity estimates such as the LD50 (median lethal dose). Estimated amount [of a substance] expected to kill 50 percent of test animals in a single dose.
- Description of the symptoms. This description includes the symptoms associated with exposure to the chemical from the least to the most severe exposure.
- Indication of whether the chemical is listed in the National Toxicology Program (NTP) Report on Carcinogens (latest edition) or has been found to be a potential carcinogen in the International Agency for Research on Cancer (IARC) Monographs (latest editions) or found to be a potential carcinogen by OSHA.

**Section 12: Ecological Information (non-mandatory)**

This section provides information to evaluate the environmental impact of the chemical(s) if released in the environment. The information may include:

- Data from toxicity tests performed on aquatic and/or terrestrial organisms, where available (e.g., acute or chronic aquatic toxicity data for fish, algae, crustaceans, and other plants; toxicity data on birds, bees, plants).
- Whether there is a potential for the chemical to persist and degrade in the environment either through biodegradation or other processes, such as oxidation or hydrolysis.
- Results of tests of bioaccumulation potential, making reference to the octanol-water partition coefficient ( $K_{ow}$ ) and the bioconcentration factor (BCF), where available.
- The potential for a substance to move from the soil to the groundwater (indicate results from adsorption studies or leaching studies).
- Other adverse effects (e.g., environmental fate, ozone layer depletion potential, photochemical ozone creation potential, endocrine disrupting potential, and/or global warming potential).

**Section 13: Disposal Considerations (non-mandatory)**

This section provides guidance on proper disposal practices, recycling or reclamation of the chemical(s) or its container, and safe handling practices. To minimize exposure, this section should also refer the reader to Section 8 (Exposure Controls/Personal Protection) of the SDS. The information may include:

- Description of appropriate disposal containers to use.
- Recommendations of appropriate disposal methods to employ
- Description of the physical and chemical properties that may affect disposal activities
- Language discouraging sewage disposal
- Any special precautions for landfills or incineration activities

**Section 14: Transport Information (non-mandatory)**

This section provides guidance on classification information for shipping and transporting of hazardous chemical(s) by road, air, rail or sea. The information may include:

- UN number (i.e., four-figure identification number of the substance)
- UN proper shipping name
- Transport hazard class(es)
- Packing group number, if applicable, based on the degree of hazard
- Environmental hazards (e.g., identify if it is a marine pollutant according to the International Maritime Dangerous Goods Code (IMDG Code))
- Guidance on transport in bulk (according to Annex II of MARPOL 73/783 and the International Code for the Construction and Equipment of Ships Carrying Dangerous Chemicals in Bulk (International Bulk Chemical Code (IBC Code))

Any special precautions that employees should be aware of or need to comply with, in connection with transport or conveyance either within or outside their premises (indicate when information is not available).

**Section 15: Regulatory Information (non-mandatory)**

This section identifies the safety, health and environmental regulations specific for the product that are not indicated anywhere else on the SDS. The information may include:

- Any national and/or regional regulatory information of the chemical or mixtures (including any OSHA, Department of Transportation, Environmental Protection Agency, or Consumer Product Safety Commission regulations).

**Section 16: Other Information**

This section indicates when the SDS was prepared or when the last known revision was made. The SDS may also state what changes were made to the previous version. You may wish to contact the supplier for an explanation of the changes. Other useful information also may be included here.

## 20: Hearing Protection Policy

### PURPOSE

The Oak Brook Park District has established the following Hearing Conservation Program required by OSHA (CFR 1910.95). OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL) who has jurisdiction in Illinois for the enforcement of safety and health regulations. This program is required when it has been determined that the eight-hour time weighted average (TWA) noise exposure is greater than or equal to 85 dBA. This program will provide a mechanism to track the progress of the District's efforts to minimize employee noise exposure.

This program consists of the following:

- Sound Level Monitoring
- Audiometric Testing & Audiometric Evaluation
- Hearing Protection for Employees
- Training for Employees
- Record Keeping

#### A. Sound Level Monitoring

**Noise monitoring should be conducted at least biannually to determine if changes in the workplace noise levels have taken place.** Examples of changes include:

- Installation of engineering controls
- Institution of administrative controls
- Equipment changes

#### B. Audiometric Testing

**Any employee exposed to the eight-hour time weighted average (TWA) noise exposure levels greater than or equal to 85 dBA must have a baseline audiogram and a follow-up audiogram every year thereafter.** The annual audiogram will be compared to the baseline to determine if any hearing shift is occurring. The audiogram shall be paid for by the District and conducted by a certified audiologist chosen by the District. **The Oak Brook Park District, based on current assessment and measurement, has no position(s) or operation(s) that exposes any employee to the 8-hour TWA greater than or equal to 85dBA.**

Prior to the baseline audiogram, employees shall be notified that they should not be exposed to any high noise levels (greater than or equal to 85 dBA) during the 14- hour period before the test. This also applies to the annual audiogram, but the employee may use hearing protection, as a means for maintaining the level required.

When the audiogram is obtained, it will be evaluated by an audiologist or physician who has experience interpreting audiograms and evaluating noise induced hearing loss. After the audiogram is evaluated, the audiologist/physician will report the results to the District. Since the audiogram is a graphic picture of an individual's hearing, the report will address whether any loss has occurred in specific frequencies. Although the human ear can respond to frequencies ranging from 20 – 20,000 Hz, the audiogram will test 500Hz, 1000 Hz, 3000 Hz, 4000 Hz, and 6000 Hz.

If a shift in the audiogram has occurred, the employee will be notified in writing within 21 days. A new audiogram can be obtained after 30 days and the results can be made the new baseline. Since the audiogram is stating that the employee has sustained a shift, the District will investigate why this

has occurred. Any shift from the baseline shall be investigated since it is a measure of the effectiveness of the hearing protection program.

C. Hearing Protection

It is very important to note that employees exposed to high noise levels in excess of 85dba for extended periods of time can result in permanent hearing damage that is not medically repairable.

**Equipment use that requires hearing protection is provided in Appendix A.** The operator of the equipment and employees working within the operating area must wear hearing protection as

- Selection of hearing protection

The two most common types of ear protection are moldable earplugs and earmuffs.

Waxed cotton, foam, or fiber glass wool earplugs are self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then thrown away. Other non-disposable type earplugs should be cleaned after each use for proper sanitation and protection. It is important that earmuffs make a perfect seal around the ear to be effective. The use of glasses, long side-burns, long hair or facial movement such as chewing can reduce protection.

**Important notice: Plain cotton is ineffective as protection against hazardous noise levels.**

D. Training

**Oak Brook Park District maintenance employees shall attend a hearing protection training session when they are hired and annually thereafter.** The content of the training program must include the following:

- The effects of noise;
- Purpose, advantages, disadvantages and noise reduction properties of types of hearing protectors to be used;
- Selection, fitting and care of hearing protectors;
- Purpose of and procedures relating to audiometric testing.

**The District must keep a written roster of those attending the training sessions.**

E. Record Keeping

**Records regarding individual's noise exposure and any audiograms shall be kept indefinitely.**

Since noise exposure and audiogram results must be provided to employees and former employees at their request, these **records shall be maintained by the Safety Coordinator, separate from employee personnel records.**

All audiometric test records shall be kept in the same fashion. They must include the following:

- Employee's name
- Job Classification
- Examiner's name
- Date of test
- Date of last audiometric calibration
- Employee's department/facility
- Employee's workplace noise exposure.

**APPENDIX A  
HEARING ASSESSMENT – PARKS & PROPERTIES**

<b>Equipment</b>	<b>Hearing Protection Required</b>	<b>Sound Level Test/ Decibels dBA</b>	<b>Reference Time Allowed (hours)*</b>
Blower	x	100.9	1.0
Brush Cutter	x	90.1	4.0
Chain Saw	x	109.3	.29
Concrete Saw	x	103.7	.7
Gator (John Deere)		84	2.0
Generator	x	88.2	5.3
Hedge Trimmer	x	94.2	2.3
Lawn Mower (Standard)	x	89	1.5 (Max. 3.0/wk)
Pressure Washer	x	90.6	4.0
Roller	x	86.6	7.0
Skid Steer		82.0	
Smithco		81.6	
Sod Cutter	x	89.2	4.6
Weed Trimmer	x	97.4	1.5

\*If an employee is exposed to the level of noise for a period greater than the reference time, they must be included in a hearing conservation program.

This list shall be considered a guideline and not all inclusive of the equipment utilized by Oak Brook Park District personnel. Supervisors shall be consulted when new equipment is placed in service or rented.

## 21: Illinois Department of Labor (IDOL) Inspection Procedure

Effective 9/1/09, the State of Illinois became a Public Employee Only State under Section 18 of the Occupational Safety and Health Act of 1970 and 29CFR 1956. Specifically, each public employer is required to provide a work place free from recognized hazards. Likewise, each employee shall comply with rules and regulations that apply to their own actions and conduct on the job.

The Illinois Public Employee Only State Plan is administered by the Illinois Department of Labor (IDOL) Public Employee Safety and Education Division. The terms of the Plan are enforced through on-site inspections conducted by IDOL inspectors.

The IDOL inspector may or may not call to schedule an appointment. He/she may likely arrive unannounced. The following procedure is to be followed when an IDOL inspector arrives at one of our facilities:

1. Upon entering the workplace, the IDOL inspector should present their credentials and ask to meet with management to discuss the purpose of the visit and scope of the inspection. If they do not automatically present credentials, politely request they do so.
2. Immediately contact one *of the following designated staff members*, in the order listed to let them know the IDOL inspector is present and would like to meet with them:
  - a. Executive Director
  - b. Deputy Director
  - c. Director of Recreation & Communications
  - d. Chief Financial Officer
  - e. Safety Coordinator
3. After referring and accompanying the IDOL inspector to the proper designated staff member, you may return to your workstation.
4. The opening conference with the designated staff will member will most likely include a checklist and the inspector will outline what records will be reviewed:
  - a. Safety training program/hazard communication program (Employee Right to Know)
  - b. Current OSHA 300 log
  - c. Any prior IDOL inspection reports
5. The designated staff member will accompany the inspector throughout the building. During the inspection, the IDOL representative may take photographs or make notations. They may also ask employees for input at any time. Please participate when asked. Please create a cooperative environment during the inspection.

6. During the inspection, minor violations may be cited. If these violations are correctable "on-the-spot" please assist staff in addressing the given corrections.
7. The inspector will conclude their visit by having a closing conference with the accompanying staff member to discuss violations. Violations must be corrected within 30 days of the closing conference date. Citations for violations will be issued in writing by the IDOL within 30 days.

## 22: Lockout/Tagout Program

### A. Purpose

The purpose of this Lockout/Tagout Program is to establish the minimum requirements for the lockout, by *use of a lock, or tagout, or by use of an identification tag to prevent the release of energy whenever maintenance is done on machines or equipment*. It will be used to help ensure that the machine or equipment is stopped or isolated from all potentially hazardous energy sources and locked out before employees do any maintenance. If you are unsure of any specific lockout/tagout procedures, stop work and consult with the Superintendent of Parks & Maintenance or facility manager.

### B. Compliance with this Program

All employees are required to follow the restrictions and limitations imposed upon them during the use of lockout or tagout procedures. **Authorized** employees who are trained to perform lockout procedures are required to follow all aspects of this written program. **Affected** employees, who work in the area of the servicing, must not attempt to start or work with the machine or equipment locked out for maintenance.

### C. Sequence of Lockout

This procedure should be referenced before, during and after a lockout or tagout operation. The following steps provide a general summary of lockout procedures.

1. Notify all **affected** employees that maintenance is taking place on the machine or equipment and that it will be shut down and locked out to do the maintenance.
2. The **authorized** employee will refer to this procedure and specific procedures developed for the machine and determine the type and amount of the energy that the machine or equipment uses (electric, hydraulic, etc.); must understand the hazards of the energy (shock, crushing, etc.); and must know the methods to control the energy (lock, tag, blocking, etc.).
3. If the machine or equipment is operating, shut it down by the normal stopping procedure (depress a stop button, open the switch, close valves, etc.).
4. Deactivate the machine so that it is isolated from its energy source(s). Stored energy must be released or restrained by methods such as bleeding the system, blocking, repositioning, etc.
5. Lock out the energy source(s) with the assigned individual lock(s) or tag(s).

### D. Group Lockout/Tagout

If more than one individual will be doing maintenance on locked out equipment, each will place a separate lock on the energy-isolating device. When an energy isolation device cannot accept more than one lock, a multiple lockout device, such as a group lock box or hasp, will be used. Tagout should not be used for group situations unless used with lockout.

Stored or residual energy (such as that in capacitors, springs, elevated machine members, rotating flywheels, hydraulic systems, and air, gas, steam, or water pressure, etc.) must be removed or

restrained by methods such as grounding, repositioning, blocking, bleeding down, etc. The following steps should be followed:

1. Ensure that the equipment is disconnected from the energy source(s). Verify the isolation of the equipment by operating the on/off switch or other normal operating control(s) to make sure the equipment will not operate.

*Caution: Return operating control(s) to neutral or "off" position after verifying the isolation of the equipment.*

2. The machine or equipment is now locked out.
3. Each person who will be working on the machinery must put their lock on the machine's lockout device(s). Each lock must remain in place until the individual's work is completed or the shift is complete. As the work is completed, each authorized employee is to remove their lockout device from the machine.
4. When one or more employees add or remove themselves from the project or operation, the change will be coordinated by the authorized employee in charge of the group or individual lockout. At every change, each person should check machines for locks, check energy sources, place their lock on machine or energy sources, and talk to outgoing personnel about the project. The last person to remove their lockout device will have primary responsibility to verify that no one is still working on the machine and that all tools have been removed.

#### **E. Restoring Equipment to Service**

When the maintenance is completed and the machine is ready to return to normal operating condition, the following steps should be taken:

1. Check the machine and the immediate area to ensure that unnecessary items, tools, etc. have been removed and the machine components are in working order.
2. Check the work area to ensure that all employees have left the area.
3. Verify that the controls are in the neutral or off position.
4. Remove the lockout devices and start the machine or equipment.

*Note: The removal of some forms of blocking may require restarts of the machine before safe removal.*

5. Notify **affected** employees that the maintenance is completed and the machine or equipment is ready for use.
6. If the individual who did the work is not available and if the lockout/tagout device must be

removed, the following procedure must be followed:

- The persons wishing to remove a lockout device must contact the Superintendent of Parks & Maintenance, facility manager or their designated employee, who is the only person allowed to remove the lockout device.
- The Superintendent of Parks & Maintenance , facility manager, or their designated employee, must verify that contact has been made with the person responsible for applying the lockout device. They will then cut the lockout device off and prepare the equipment or machine for start.

#### **F. Training**

All employees using lockout/tagout devices should receive training prior to using energy isolating devices. Affected employees should also receive general training on the purpose of lockout/tagout procedures. Training will be given by the department head who will authorize employees to conduct lockout/tagout procedures.

#### **G. Periodic Inspections**

Oak Brook Park District will conduct periodic inspections of developed lockout/tagout procedures for each machine or piece of equipment at least annually to ensure that lockout/tagout procedures are being followed. This periodic inspection will be done by a trained employee other than the employee using the procedure for the equipment being inspected.

The periodic inspection should include a hands-on and verbal review with each authorized and affected employee to determine if employees are properly using and understand the lockout/tagout procedures.

#### **H. Inspection Documentation**

The inspections should be documented by using the form found in Appendix B. The documentation must, at a minimum, identify the machine or equipment on which the device was used, the date of the inspection, all employees included in the inspection and the person doing the inspection.

#### **I. Outside Personnel/Non-Employee Personnel (contractors, etc.)**

Whenever outside servicing personnel work on equipment covered by this program, the member and the outside employer will inform each other of their respective lockout or tagout procedures. The department head will ensure that their employees understand and comply with the restrictions and prohibitions of the outside employer's energy control program.

**Appendix A**

**Lockout Tagout (LOTO)  
Hazard Assessment and Analysis**

**Agency:** Oak Brook Park District

(Please print:)

**Location:** \_\_\_\_\_

**Specific Machine Evaluated:**

\_\_\_\_\_  
\_\_\_\_\_

**Completed by:** \_\_\_\_\_

**Date:** \_\_\_\_\_

OSHA requires employers to complete assessments of all work places to determine the need for securing energy sources on equipment prior to performing maintenance, cleaning and adjustment tasks. These assessments must be machine specific and address all energy sources.

Use a copy of the LOTO Assessment Form for each machine or piece of equipment within your agency on which you would perform cleaning, maintenance, or adjustment tasks, that would expose your staff to uncontrolled energy sources. As a result of completing this assessment you can then determine what action is necessary to secure or Lockout Tagout these energy sources prior to performing these tasks.

Once you have completed an assessment form for each machine or piece of equipment, you may elect to transfer your findings to the LOTO Hazard Assessment summary sheet. This is a condensed form on which you can list all equipment and machinery, and what energy sources by machine, that need to be secured or Locked Out Tagged Out.

### LOCKOUT/TAGOUT HAZZARD ASSESSMENT FORM

Energy form	Energy source	Lockout guideline	Notes
Electricity	<ul style="list-style-type: none"> <li>○ Machine power cords</li> <li>○ Motors</li> <li>○ Solenoids</li> <li>○ Capacitors</li> <li>○ Generators</li> <li>○ Batteries</li> </ul>	Shut off power at switch and then at main disconnect switch- lock and tag. Or remove fuses from box- lock and tag.	
Hydraulics	<ul style="list-style-type: none"> <li>○ Hydraulic systems, hoses, rams, cylinders</li> </ul>	Shut off, lock and tag valves. Bleed off fluid and blank lines as necessary.	
Pneumatics	<ul style="list-style-type: none"> <li>○ Pneumatic systems, air lines, pressure reservoirs, rams, cylinders.</li> </ul>	Shut off, lock and tag valves. Bleed off excess air. If pressure cannot be relieved, block any possible movement of machinery.	
Kinetic Energy (energy of a moving object or materials- moving object may be powered or coasting)	<ul style="list-style-type: none"> <li>○ Blades</li> <li>○ Flywheels</li> </ul>	Stop and block machine parts and ensure they do not recycle.	
Potential Energy	<ul style="list-style-type: none"> <li>○ Springs</li> <li>○ Actuators</li> <li>○ Counterweights</li> <li>○ Raised loads</li> </ul>	Lower all suspended parts and loads to the lowest position. Block parts that might move due to gravity. Release or block stored spring energy.	
Pressurized liquids and gases	<ul style="list-style-type: none"> <li>○ Supply lines</li> <li>○ Storage tanks</li> </ul>	Shut off, lock out and tag valves. Bleed off excess liquids or gases. Blank lines as necessary.	

**I certify that I personally performed the above Hazard Assessment on the date indicated.  
This document is a Certification of the Hazard Assessment.**

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_



## Appendix B

## Oak Brook Park District Periodic Inspection Form

Name of authorized employee(s): _____		Date: _____	
Name of affected employee(s): _____			
Machine ID or Type: _____		Department: _____	
Understanding of procedures by authorized employee(s):	None	Partial	Full
Understanding of procedures by affected employee(s):	None	Partial	Full
Name of Inspector: _____		Signature: _____	

## Oak Brook Park District Periodic Inspection Form

Name of authorized employee(s): _____		Date: _____	
Name of affected employee(s): _____			
Machine ID or Type: _____		Department: _____	
Understanding of procedures by authorized employee(s):	None	Partial	Full
Understanding of procedures by affected employee(s):	None	Partial	Full
Name of Inspector: _____		Signature: _____	



## 23: Personal Protective Equipment Compliance Standard

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## PERSONAL PROTECTIVE EQUIPMENT COMPLIANCE PROGRAM

*Personal Protective Equipment: Equipment and clothing that is worn to protect against or minimize workplace risks.*

### Overview

This guide provides an overview of the requirements of the use of Personal Protective Equipment. At all times it is intended that other means of controlling risks should be considered before personal protective equipment. Personal Protective Equipment should only be considered when other control measures are not practical or to increase protection.

It is the responsibility of everyone to maintain safety and health in the workplace.

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### I. INTRODUCTION

OSHA's **Personal Protective Equipment Standard (PPE)** is referenced in the Code of Federal Regulations (CFR), Parts 1910.132 through 1910.138, as published in the Federal Register.

In essence, the PPE Standard requires that park and recreation agencies conduct a hazard assessment of their workplace to determine if any hazards exist that would require the use of personal protective equipment (PPE). Employers must select and have affected employees use PPE suitable for protection from existing hazards to the head, eye, hands, foot, etc. **Employers must certify in writing that a workplace hazard assessment has been performed.**

Another important aspect of the PPE compliance program is the training of employees. Employees must be trained to know when personal protective equipment is necessary; what type is necessary; how it is to be worn; and what its limitations are, as well as proper care, maintenance, useful life, and disposal. **Employers are also required to certify in writing that training has been carried out and that employees understand it.**

While the PPE Standard primarily affects maintenance departments, there are many recreation related work activities that require the use of personal protective equipment and should be included in the hazard assessment. For example, employees who add chemicals to a pool sanitation system or clean-up body fluid spills need personal protective equipment to safely perform these duties. In addition, various art, crafts, SRA and related recreational activities will, at times, require the use of employee personal protective equipment.

While the PPE Standard is a state mandated compliance program for employees at the Oak Brook Park District, good safety practices dictate that assessments could include personal protective equipment needs that arise when providing park and recreation activities to patrons. This may include proper footwear for hiking trips, life jackets for boating activities, helmets to participate in in-line hockey leagues or warm clothing for outdoor winter activities. It is recommended that the Park District's Recreation Supervisors conduct PPE assessments for programs to ensure the safety of our program participants.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL), which has jurisdiction in Illinois over the enforcement of safety and health regulations. IDOL conducts periodic scheduled inspections of park and recreation agencies to determine compliance with safety and health issues that affect employees.

The Oak Brook Park District has the responsibility to develop a comprehensive PPE program that includes the mandatory documentation for PPE assessment and training.

## II. MANDATORY WRITTEN REQUIREMENTS OF THE PPE STANDARD

### A. Written Hazard Assessment

Employers are required to assess the workplace to determine if hazards that require the use of head, eye, face, hand, or foot protection are present or are likely to be present. If hazards are identified that may cause injury to employees, employers must select and have affected employees use properly fitted personal protective equipment suitable for protection from these hazards. For example, power equipment manufacturers strongly recommend eye protection due to the potential for flying materials that can cause serious injury to the eye. Another example is use of a chemical that has toxic effects and requires a properly selected respirator, eye protection, special clothing, gloves, etc. to protect the employee from the chemical hazards.

The Oak Brook Park District has performed the "Certification of Hazard Assessments" and certifies in writing that workplace hazard assessments have been performed. These written hazard assessments contain the following:

1. The specific workplace for which the hazard assessment was performed.
2. The name and function of the person certifying that the assessment has been performed.
3. The date(s) of the hazard assessment.
4. The identification of the document as a certification of hazard assessment.

Appendix A in this compliance packet includes the hazard assessment forms that have been completed which identify areas within the Oak Brook Park District that require the use of personal protective equipment.

### B. Training Requirements

Before performing work requiring the use of personal protective equipment, employees **MUST** be trained in the following:

1. When PPE is necessary.
2. What PPE is necessary.
3. How to properly use and adjust PPE.
4. Limitations of PPE.
5. The proper care, maintenance, useful life and disposal of PPE.

Employees will be required to sign attendance sheets to certify **in writing** that training has been carried out and that employees understand it. Each certification of training shall contain the name of the employee trained, the dates of training, and identify the subject of the training. A sample training outline form is included within this compliance packet in Appendix B. A sample training certification form is included in Appendix C.

The PPE Standard currently only requires that employers show employee understanding through documenting the training which includes the subject and dates. PDRMA recommends that agencies provide a brief 5 to 10 question quiz to employees following training to help ensure that employees understand the most important portions of their training including the use, selection, and related issues concerning specific PPE. Staff will be given a short quiz after training.

### III. SPECIFIC PPE CONSIDERATIONS

There are three basic steps to ensure a safe and healthy workplace:

- **Identify Hazards** – involves recognizing things and duties in the workplace which may cause injury or harm to the health of a person.
- **Assess Risks**- involves looking at the possibility and consequences of injury or harm occurring to a person if exposed to a hazard.
- **Controlling Risks** – by introducing measures to eliminate or reduce the risk of a person being exposed to a hazard. Once hazards have been identified and risks assessed there is a preferred order for controlling risks. The order of control ranges from the most preferred option to the least preferred option:
  - **Elimination**- removing the hazard or hazardous work practice from the workplace. This is the most effective control measure.
  - **Substitution**- substituting or replacing a hazard or hazardous work practice with a less hazardous one. For example, replacing a hazardous cleaning substance with a less hazardous one.
  - **Isolation**- isolating or separating the hazard or hazardous work practice from people not involved in the work or the general work areas, for example installing screens or barriers.
  - **Engineering**- this may include modifications to tools or equipment, or providing guarding to machinery or equipment.
  - **Administrative Control**- includes introducing work practices that reduce the risk. This could include limiting the amount of time a person is exposed to a particular hazard. For example, limiting sun or heat exposure to prevent heat exhaustion.
  - **Personal Protective Equipment**- the last resort. This should be considered when other control measures are not practical or to increase protection.

#### Selection of PPE

Personal protective equipment should be selected which will best protect workers in the circumstances. Consideration should be given of the impact the PPE may have on ability to perform the work. In some cases, personal protective equipment may create a secondary risk not identified in the original assessment, such as restricting the employee's movement. These risks should be evaluated to help select the best PPE for the work involved while providing the best protection for the employee.

To ensure that personal protective equipment is selected appropriately, the Department Manager and

employee should:

1. Familiarize themselves with the potential hazards and the availability of personal protective equipment.
2. Understand the criteria for selecting appropriate PPE that provides adequate level of protection against the risks present.
3. Evaluate the selected equipment to ensure it fits properly, is used appropriately, and does not create secondary health or safety risks.

**Key Point:** When selecting PPE it should be considered whether protection is required for a specific risk or to control multiple risks presented by the same hazard: For example, using a power saw to cut wood presents risks to the eyes (flying chips, dust), lungs (dust), whole of body (electrical, exposure to blade), hands (cuts), and ears (noise).

## Selecting PPE

All PPE clothing and equipment should be of safe design and construction, and should be maintained in a clean and reliable fashion. When selecting PPE it is important to take into consideration the fit and comfort. PPE that fits well and is comfortable to wear will encourage employee use of the PPE.

### A. Head Protection

A survey of the Bureau of Labor Statistics (BLS) of accident injuries noted that most workers who suffered impact injuries to the head were not wearing head protection. Head protection should be required whenever there is the potential to be struck by overhead hazards or flying objects.

For example, at park and recreation agencies employees should be required to wear hard hats whenever working in or around back-hoes, tractors, trenching, overhead loading or when working on a golf course. Head protection resists the penetration of flying objects and also can absorb the shock of a blow.

It is important for staff to note that severe head injuries can be fatal or cause significant impairments that can affect their quality of life.

#### 1. Selection of hard hats

Each type and class of head protector is intended to provide protection against specific hazardous conditions. Department Managers need to assess the conditions your employees will be working under and select the proper hard hat for the particular situation.

For industrial purposes, three classes of hard hats are recognized:

- Class A - General service, limited voltage protection;*
- Class B - Utility service, high voltage protection;*
- Class C - Special service, no voltage protection.*

- All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category.
- All hard hats purchased prior to July 5, 1994 should contain ANSI #Z89.1-1969.

- All hard hats purchased after July 5, 1994 should contain ANSI #Z89.1-1986.

## 2. Inspection and maintenance of hard hats

The common method for cleaning hard hat shells is dipping them in a hot water solution (approximately 140 degrees F) that contains a good detergent. Shells should be scrubbed and rinsed in a clear, hot water solution and inspected for damage. Any hard hats that show signs of dents, cracks or penetration should be discarded.

Helmets should not be stored or carried on the rear window shelf of an automobile since sunlight and extreme heat may adversely affect their degree of protection.

## B. Eye and Face Protection

Eye and face protection is required when there is a reasonable probability of preventing eye injury when working. The Oak Brook Park District shall provide eye protection suitable for the work being performed, and employees must be responsible for using eye and face protection. The use of eye protection pertains to supervisors, management personnel, and should apply to all visitors while they are in the hazardous areas.

A study on eye injury accidents found that about 60% of workers who suffered eye injuries were not wearing eye protective equipment at the time of their injury.

Suitable eye protection must be worn where there is a potential for injury to the eyes or face from flying particles, molten metal, liquid chemicals, acids, caustic liquids, chemical gases or vapors, potentially injurious light radiation or any combination of these hazards. Eye protection must meet the following minimum requirements:

- Provide adequate protection against the particular hazards for which they are designed;
- Be reasonably comfortable when worn;
- Fit snugly without interfering with the movements or vision of the wearer;
- Be durable and capable of being disinfected;
- Be kept clean and in good repair.

OSHA, the National Society to Prevent Blindness and PDRMA recommend that emergency eyewashes be placed in all hazardous locations such as chemical rooms. The Oak Brook Park District has eye wash stations installed in the Family Aquatic Center and Tennis Center facilities.

### 1. Selection of Eye Protection

Each eye, face, or face and eye protector is designed for a particular hazard. In selecting the proper protector, the Department Manager shall consider the type of hazard and degree of hazard and select the protector accordingly. When there is a choice of eye protection sufficient against a particular hazard, worker comfort and styling should be the deciding factor. Employees who feel comfortable with their eye protection are more apt to wear their eye protection when needed. The Oak Brook Park District will also consider providing tinted eye safety glasses when employees will be conducting work outside in the sunlight.

Persons who use corrective eye wear and are required to wear eye protection must wear face shields, goggles or safety spectacles of one of the following types:

- Eyeglasses with protective lenses providing optical correction;
- Goggles or face shields worn over corrective spectacles that do not disturb the adjustment of the spectacles;
- Goggles that incorporate corrective lenses mounted behind the protective lenses.

There is a vast variety of eye protection that comes in many different styles. There are many types of goggles manufactured in different styles for specific uses such as protecting against dusts and splashes, for chipping, welding, and when using chemicals. In addition, some hard hats are designed with face and eye protection incorporated into the helmet

When selecting eye protection, Department Managers need to closely evaluate what specific type of eye protection is needed depending on the task being performed. For example, employees performing welding tasks need special filtered lenses that have a shade number appropriate for the work being performed for protection against injurious light radiation. In addition, employees who handle specific types of chemicals need special goggles that are resistant to these chemicals.

All eye and face protection purchased prior to July 5, 1994 must be in accordance with ANSI Z87.1-1968 USA Standard Practice for Occupational Eye and Face Protection.

Protective eye and face devices purchased after July 5, 1994 must comply with ANSI Z87.1-1989, American National Standard Practice for Occupational and Educational Eye and Face Protection.

Department Managers need to evaluate their department's existing eye protection to ensure that it complies with the above cited standards.

### 2. Eye protection fit

The fitting of goggles and safety glasses should be done by someone skilled in this procedure. The Park District's department managers shall work with their local safety equipment vendor who can provide a wide variety of eye protection types and conduct comprehensive fit testing of this equipment with employees.

Prescription safety glasses should be fitted only by qualified optical professionals.

### 3. Inspection and maintenance of eye protection

The inspection and disinfection of eye protection is essential.

Eye protection that has pitted or dirty lenses, scratches, is slack, worn out, sweat-soaked, or in general disrepair should be discarded. It is very important to store personal protective equipment in eyeglass cases or other containers to keep them clean and to minimize damage. For example, goggles used by numerous operators and located near specific power equipment can be stored in a disinfected metal coffee can with a plastic lid that will keep them from accumulating dust and dirt.

Most eye protection can be cleaned with soap and warm water and rinsed thoroughly. It is recommended that supervisors review specific cleaning instructions provided by manufacturers to ensure that disinfection methods will not damage eye protection.

## C. Ear Protection

It is very important to note that employees exposed to high noise levels in excess of 90dba for extended periods of time can suffer permanent hearing damage that is not medically repairable.

When employees are exposed to noise levels in excess of 85dba, IDOL regulations require employers to provide a comprehensive hearing conservation program that includes the use of baseline audiograms, annual hearing testing, and other related requirements. Examples of employees at park and recreation agencies who may be exposed to levels in excess of 85dba are those who spend the majority of their day on mowing equipment. PDRMA staff may be able to help you determine if your agency needs to implement a comprehensive hearing conservation program. PDRMA has additional detailed compliance information on implementing a hearing conservation program.

### 1. Selection of hearing protection

The two most common types of ear protection are moldable earplugs and earmuffs.

Waxed cotton, foam, or fiber glass wool earplugs are all self-forming and when properly inserted work well to protect employees. Some earplugs are disposable to be used one time and then be thrown away. Other non-disposable earplugs should be cleaned after each use for proper sanitation and protection. Earmuffs are also an alternative to provide hearing protection to employees. It is important that earmuffs make a perfect seal around the ear to be effective. The use of eyeglasses, long side-burns, long hair or facial movement such as chewing can reduce protection. It is important to work with safety equipment vendors to determine which types of hearing protection are most suitable for the noisy work tasks performed at the Park District.

**Important Note: Plain cotton is ineffective as protection against hazardous noise levels.**

#### **D. Respiratory Protection**

Respirators shall be provided by the Oak Brook Park District when such equipment is necessary to protect the health of the employee. Selection of respirators will be based on the hazards identified in the assessment. An excellent resource to determine the proper type of respirator needed when working around various chemicals, dusts, etc. are safety data sheets (SDS). SDS help to identify the exposure level at which respirators are needed and specifically indicate the type of respirator needed to protect employees.

The following is a listing of general circumstances that would require respiratory protection:

- When exposure levels exceed the permissible exposure limit (PEL) of a particular chemical (can be found on SDS sheet).
- When the employer has implemented all feasible engineering and work practice controls and they are not sufficient to reduce exposures to or below the PEL.
- During emergencies such as in a confined space rescue, chlorine leaks, or other emergency response. It is important to note that such emergency response action should only be undertaken by an employee when they have been trained to perform rescues in hazardous environments that would require the use of respiratory protection. Employees who have not received specific training in emergency response procedures that require respiratory protection should contact the local EMS provider in such emergencies.
- When regulated by other state or federal agencies such as when district employees are using restricted pesticides and related chemicals.

#### **E. Torso Protection**

Park and recreation employees are exposed to torso injury in a variety of situations. Examples include liquid chemical handling at swimming pools, exposure to temperature extremes, hot splashes from hot liquids, or the exposure of a park police officer to a gunshot wound. Forms of torso protection include, but are not limited to: bullet-proof vests, welding aprons, special protective coveralls for applying pesticides, and chaps for chainsaw use.

Selection of torso protection will be made after reviewing material safety data sheets when chemicals are used, when employees are exposed to extreme temperatures of heat or cold, and upon evaluation of power tool manufacturer's recommendations.

#### **F. Arm and Hand Protection**

There are numerous types of injuries that can occur to arms and hands including burns, cuts, electrical shock, amputation, and the absorption of chemicals.

Many of these types of accidents can be prevented by maintaining machine guards and through the proper selection of various gloves and sleeves. Hand and arm PPE is available to protect employees when performing specific hazardous activities that would expose them to hand or arm injuries.

During the hazard assessment a determination of what type of hand protection is needed for various activities. In addition, an analysis should be made as to the degree of dexterity that is

required for specific jobs, the duration of such jobs, frequency, and degree of exposure. For example, employees who cut foods at banquet facilities should use cut-resistant gloves to minimize the potential for slicing-type injuries.

Performance-oriented criteria should be used when selecting various gloves and related hand protection. Characteristics to be considered include: chemical use, puncture potential, tear and abrasion resistance, how long the glove can be worn and whether or not it should be re-used.

#### **Care of Protective Gloves**

Protective gloves should be inspected before each use to ensure that they are not torn, punctured or made ineffective in any way. A visual inspection will help detect cuts or tears but a more thorough inspection by filling the gloves with water and tightly rolling the cuff towards the fingers will help reveal any pinhole leaks. Gloves that are discolored or stiff may also indicate deficiencies caused by excessive use or degradation from chemical exposure.

#### **G. Foot and Leg Protection**

The use of foot and leg protection will be determined by the type of job being undertaken by the employee. For example, when conducting forestry-type work, vehicle maintenance, mowing, and related activities where there is the potential for heavy objects to fall upon the foot, employees should wear heavy work boots or safety shoes. Foot protection should also be worn when working with falling or heavy rolling objects, objects that could pierce the sole of the shoe, and when there is an exposure to electrical hazards.

Foot protection should be considered when conducting welding tasks and when operating chainsaws during forestry operations. In addition, heavy leather protective leg wear is available for welding and employees working with chainsaws should use protective Kevlar leg chaps.

When the Park District determines that safety shoes are needed, the shoe should incorporate a sturdy impact resistant toe. In some shoes, metal insoles protect against puncture wounds when hazards relating to stepping on sharp objects exist.

Additional foot protection such as metatarsal guards can be incorporated over existing work boots. These foot guards may be made of aluminum alloy, fiberglass, or galvanized steel. The Park District will work with the local safety supply vendor who will often bring out various types of safety shoes to be tested by employees prior to purchase.

The wide variety of maintenance tasks conducted at park and recreation agencies makes it difficult to require employees to wear safety shoes at all times. In some cases, metal sole inserts or steel toes can make bending and kneeling difficult and can chill feet during winter months. However, it is important that employees have this important foot protection available when specific jobs warrant their use. The Oak Brook Park District may require certain staff with multiple responsibilities in maintenance to have both a standard work boot and safety shoe available so they can wear appropriate foot protection when conducting specific work tasks that present risks from falling or rolling objects.

#### **H. Personal Protective Equipment for Working Near Water**

A Coast Guard approved life jacket should be worn if there is any danger of falling into water while working. Employees who may be working on ponds, installing buoys, setting aerators, and conducting maintenance near pool areas should wear Coast Guard approved life jackets to minimize their potential to be injured and drowned.

Employees working on or near water should wear the life vest at all times, even if they are swimmers. The shock of falling into the water combined with clothing and shoes makes it very difficult to swim. When the maintenance staff are working from boats, it is a requirement that at least one ring buoy be provided with at least 90 feet of line.

#### **I. Traffic Control and Night Maintenance**

Employees who direct traffic or work in a roadway must be fitted with a reflective vest or suit that reflects light so they are visible to moving vehicles.

#### **IV. COST ASSUMPTION FOR PERSONAL PROTECTIVE EQUIPMENT**

In most cases, The Oak Brook Park District will provide and pay for personal protective equipment required by the agency for the worker to do their job in a safe manner and in compliance with IDOL standards. However, where equipment is personal in nature and useable by workers off of the job, the matter of payment may be left to labor-management negotiations.

#### **PPE IS PERSONAL!**

PPE means precisely what it says, personal protective equipment or clothing, which is intended for an individual's use. In most cases the individual is then primarily responsible for the day-to-day use, handling, storage, care and maintenance. In some instances, sharing of PPE is necessary and therefore the sharing of the handling, storage, care and maintenance will also be necessary

#### **V. CONCLUSION**

The Oak Brook Park District's personal protective equipment program will be reviewed on an annual basis by the Park District's Safety Committee and will be coordinated by the safety coordinator and department managers and supervisors.

First-line supervisors and employees shall receive ongoing training and be educated as to when personal protective equipment is necessary, how it should be worn, what its limitations are, as well as its proper care, maintenance, useful life and disposal. In addition, managers/supervisors are responsible for insuring their employees wear personal protective equipment when necessary. Employees who do not comply with the Oak Brook Park District's personal protective equipment procedures will be subject to retraining or discipline.

Please remember that personal protective equipment is the last line of defense in preventing employee injuries. Whenever possible, staff should look to implement engineering controls to reduce hazards resulting in less dependence on personal protective equipment. Please submit all ideas to reduce hazards in the workplace to your immediate supervisor or department manager, likewise, please submit all concerns for hazards to your immediate supervisor or department manager.

**Appendix A**

**OAK BROOK PARK DISTRICT**

**CERTIFICATIONS OF HAZARD ASSESSMENT**



## OAK BROOK PARK DISTRICT Job Hazard Assessment Form

A hazard assessment for specific job duties is conducted to determine whether hazards are present or likely to be present. Once a hazard has been determined a "Hazard Control" shall be identified to counteract the hazard.

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- Engineering Controls include the elimination/minimization of the hazard – designing the facility, equipment, or process to remove the hazard, or substituting processes, equipment, materials to lessen the hazard.
- Administrative Controls include written operating procedures, work permits, and safe work practices, exposure time limits, monitoring the use of highly hazardous materials, alarms, signs and warnings, buddy system, and training.
- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

<b>Job Title:</b> Work involving risk of flying or falling objects	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/17/2013
<b>Task #:</b> 1	<b>Task Description:</b> Working in or around back-hoes, tractors, trenching, overhead loading, other heavy machinery, baseball field when games are in progress at adjacent fields.		
<b>Hazard Type/Hazard Description and Consequences:</b> Potential to be struck by overhead or flying objects.			
<b>Hazard Controls:</b> Hard hats. Class A hard hat will be used for general service and where work involves little or voltage concerns. Class B hard hat will be used when performing utility work where high voltage protection is needed. All hard hats should have embossed on the inside shell of the helmet an ANSI designation and class category. Hard hats should contain ANSI #Z89.1-1969 or ANSI #Z89.1-1986.			
<b>Comment:</b> LRN Document 501; Personal Protective Equipment: Inspect and Respect Video (Dupont 10015/10016); OSHA -- 1910.133 Eye and Face Protection; 1910.135 Head Protection.			



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<b>Job Title:</b> Work with sharp objects, blades or machines for cutting.	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 3/30/15
<b>Task #:</b> 2	<b>Task Description:</b> Work with sharp objects, such as lawn maintenance equipment, hand-held or machine saws or other sharp or blade-type tools used for cutting or trimming.		
<b>Hazard Type/Hazard Description and Consequences:</b> Hand, arm, leg and foot injuries due to penetration or cutting by sharp or rough objects. Eye and Face injuries from flying objects that are being cut such as: grass, sand, dirt, saw dust, etc. Ear injury if machine has a sound level above 85 dBA 8-Hour TWA.			
<b>Hazard Controls:</b> Hands: Leather, cut resistant or general-purpose work gloves. Eyes and Face: Safety glasses with side shields, goggles with face shield, safety goggles. Ears: Ear muffs, ear plugs or ear caps. Feet: Steel toe safety shoes, metatarsal guards, puncture resistant shoes. Legs: Leather chaps.			
<b>Comment:</b> LRN Document 501; Powered Hand Tools: Safety is in your Hands Video (Dupont 3764); Groundskeeping Safety: Be a Pro! Video (Dupont 9076); OSHA -- 1910.133 Eye and Face Protection; 1910.135 Head Protection; 1910.136 Foot Protection; 1910.138 Hand Protection; 1926.101 Hearing Protection			



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<b>Job Title:</b> Work with Chemicals	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/24/2013
<b>Task #:</b> 3	<b>Task Description:</b> Working with chemicals for pool, landscape maintenance, or general cleaning.		
<b>Hazard Type/Hazard Description and Consequences:</b> Potential for eye or skin damage due to direct contact with chemicals or damage to internal organs due to vapor inhalation.			
<b>Hazard Controls:</b> Hands: Chemical resistant gloves. Eyes and Face: Chemical goggles and face shield. Lungs and Respiratory System: Respirator with pesticide, paint spray, organics or organics acids cartridge. Review SDS of particular product prior to use and application.			
<b>Comment:</b> LRN Document 501; OSHA eTool: Eye and Face Protection; Chemical Hazard Identification Video (Dupont); OSHA -- 1910.133 Eye and Face Protection; 1910.138 Hand Protection; 1910.134 Respiratory Protection			



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<b>Job Title:</b> Bucket Truck Lifts	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/16/2013
<b>Task #:</b> 4	<b>Task Description:</b> Work that requires the use of a bucket truck.		
<b>Hazard Type/Hazard Description and Consequences:</b> Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
<b>Hazard Controls:</b> Outriggers must be deployed and a personal fall arrest system (harness and lanyard) must be used.			
<b>Comment:</b> PRDRMA Ladders and Stairways Pamphlet (9041); Stairways and Ladders: A Safe Step Video (Dupont 3802); OSHA – 1910.68 Manlifts Quick Card; 1910.66 Aerial Lifts: Protect Yourself			



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- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

<b>Job Title:</b> Work on Ladders	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/16/2013
<b>Task #:</b> 5	<b>Task Description:</b> General maintenance and cleaning on fixed or portable ladders.		
<b>Hazard Type/Hazard Description and Consequences:</b> Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
<b>Hazard Controls:</b> Working on portable ladder: Staff properly trained to select the appropriate type of ladder. Staff trained on inspection, care, maintenance, and set-up. All trainings documented. Working on a fixed ladder: Provided with fixed cage meeting or equipped with fall arrest system (harness and lanyard) capable of limiting free fall distance to 6 feet or less.			
<b>Comment:</b> OSHA -- Quick Card: Portable Ladder Safety; OSHA Construction eTool: Ladder Safety; 1910.23 Ladders; 1910.27 Scaffolds and Rope Descent Systems			



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- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

<b>Job Title:</b> Work that requires the use of a man-lift or scissors lift.	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/16/2013
<b>Task #:</b> 6	<b>Task Description:</b> General work that requires the use of a man-lift or scissors lift.		
<b>Hazard Type/Hazard Description and Consequences:</b> Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
<b>Hazard Controls:</b> Unit must be outrigger equipped and these must be deployed. Unit must be equipped with guard rail, mid rail and toe board, and possibly the use of a personal fall arrest system (harness and lanyard) by employee, depending on the job being performed.			
<b>Comment:</b> OSHA -- 1910.68 Manlifts; 1910.66 Powered Platforms for Building Maintenance			



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- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

<b>Job Title:</b> Work on Scaffolding	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/16/2013
<b>Task #:</b> 7	<b>Task Description:</b> General work that requires the use of either job built or portable scaffolding.		
<b>Hazard Type/Hazard Description and Consequences:</b> Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
<b>Hazard Controls:</b> Working on portable ladder: All scaffolding must be provided with a guardrail (36 – 42 inches high), a mid rail and toe board around its entire perimeter, and/or use of a personal fall arrest system by employee (harness and lanyard).			
<b>Comment:</b> OSHA -- 1910.28 Duty to Have Full Protection and Falling Object Protection; 1910.29 Fall Protection Systems and Falling Object Protection; 1910.66 Powered Platforms for Building Maintenance			



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- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

<b>Job Title:</b> Work on Roofs	<b>Job Location:</b> Varies	<b>Analyst:</b> Clint Lauderdale Dave Thommes	<b>Date:</b> 5/16/2013
<b>Task #:</b> 8	<b>Task Description:</b> Work on roofs.		
<b>Hazard Type/Hazard Description and Consequences:</b> Fall Protection. Falls are a leading cause of occupational injury and death in today's workplace.			
<b>Hazard Controls:</b> If leading edge of the roof is 6 feet above the lower level use guardrail, safety net, or personal fall arrest system (harness and lanyard). On a low slope roof less than 50 feet in width can use safety monitor system 1926.502(h). If there are skylights must have guardrail around or skylight screen over skylight. 1910.23(a)(4)			
<b>Comment:</b> OSHA -- 1926.502 Fall Protection Systems			



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- Personal Protective Equipment – such as respirators, hearing protection, protective clothing, safety glasses, and hardhats

<b>Job Title:</b> Tasks involving bodily fluids	<b>Job Location:</b> Varies	<b>Analyst:</b> Linda Noonan	<b>Date:</b> 2/19/15
<b>Task #:</b> 9	<b>Task Description:</b> Medical emergency or cleaning where bodily fluids are present.		
<b>Hazard Type/Hazard Description and Consequences:</b> Potential for exposure to and infection by bloodborne pathogens.			
<b>Hazard Controls:</b> CPR mouth piece/shield, latex gloves, eye protection.			
<b>Comment:</b> Communicable Disease Bloodborne Pathogens Program; PDRMA Bloodborne Pathogens on-demand video (English/Spanish)			



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<b>Job Title:</b> Beekeeper	<b>Job Location:</b> Dean Nature Sanctuary Apiary	<b>Analyst:</b> Robert Pechous	<b>Date:</b> 12/15/19
<b>Task #:</b> 12	<b>Task Description:</b> Maintain Honey Bee Hives at the Dean Nature Sanctuary throughout the year.		
<b>Hazard Type/Hazard Description and Consequences:</b> - Allergic reaction to bee venom - Burns and fire hazards from use of the smoker - Improper lifting techniques			
<b>Hazard Controls:</b> Any person with suspected or known allergies to bee venom must seek medical advice from their primary care physician prior to participating in beekeeping activities.  A cell phone must be on site when in the apiary for emergencies.  Proper lifting techniques shall be used when lifting boxes. Medium boxes can weigh around 30-50 pounds when filled with honey.  <b>Equipment</b> - Only dry fuel (e.g. newspaper, pine needles, bark) shall be used while lighting the smoker. - Add a small amount of dry fuel, draw a gentle fire, and pack in more dry fuel.  <i>(Continued on next page)</i>			

- When the smoker is not in use, place the smoker in a space free of combustible material.
- Keep the area around the hive free of combustible materials.
- To avoid burns and irritation of eyes, the hot barrel of the smoker should point away from the operator.
- The smoker should be extinguished after each use.

**Personal Protective Equipment (PPE)**

Personnel participating in beekeeping activities should, at a minimum, wear a beekeeping hat and veil, elbow length gloves that are leather, and closed-toe/closed-heel shoes.

Before entering the beekeeping area, personnel shall wear clean protective clothing/personal protective equipment. The protective clothing should be without holes to prevent bees from entry.

*Beekeeping hat and veil:* The ventilated hat should keep its shape and be firm enough to support the veils that fit over them and provide space that keeps the veil away from the face.

*Beekeeping gloves:* Gloves need to be strong and with elbow length cloth sleeves attached to the gloves should be worn when gaining access to the inside of the hive.

*Footwear:* Closed-toe and closed-heel shoes should be worn.

**Comment:**

Refer to the Bites and Stings section in the Media First Aid Handbook for full first aid procedures.

If stung remove yourself from the vicinity of the hive. If a stinger is present in the skin, remove it as quickly as possible. A severe allergic reaction can occur, contact EMS if necessary.



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<b>Job Title:</b> Snow shoveling	<b>Job Location:</b> Various park locations	<b>Analyst:</b> Bob Johnson	<b>Date:</b> 8/19/16
<b>Task #:</b> 11	<b>Task Description:</b> Work that involves pushing and shoveling snow.		
<b>Hazard Type/Hazard Description and Consequences:</b> Potential for slips, trips, and falls. Potential for back injuries. Higher cardio-pulmonary risk from exertion.			
<b>Hazard Controls:</b> Proper foot wear should be worn in addition to traction cleats when slippery conditions exist. Use proper body mechanics when pushing or shoveling snow. Limit exertion and take additional short breaks. Use reversal of posture exercises throughout the task to reduce back fatigue.			
<b>Comment:</b> PDRMA Video 1579 Snow Shoveling and Removal; PDRMA Snow Shoveling and Removal Training Guide 1555; PDRMA Snow Shoveling Task Guide 1554; Reversal of Posture Exercises Guide 1541			

**Appendix B**

**OAK BROOK PARK DISTRICT  
PERSONAL PROTECTION EQUIPMENT  
EMPLOYEE TRAINING OUTLINE**

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This outline is intended to serve as a checklist and provide structure to employee PPE training. Check off each topic as it is covered.

**Introduction/Overview**

- Why is PPE so important?
- When is PPE necessary?
- What type is necessary?
- How should PPE be worn?
- What are the limitations of PPE?
- How PPE should be maintained?

**The Employee Handbook**

- Go through contents
- Emphasize safety information pertaining to your department

**Workplace Hazards**

- Discuss what hazards are apparent
- Review the hazards identified in the "PPE Hazard Assessment"
- The importance of noting new hazards
- Imminent Danger/Employee rights
- The use of SDSs

**PPE Selection Criteria**

- Matching up PPE with hazards
- If they are not certain, ask!

**How PPE Should be Worn**

- The importance of proper fit
- Fit tests (i.e., respirators)

**Maintenance of PPE**

- Your PPE storage system
- Cleaning and Inspection  
(Emphasize: If damaged, PPE is useless)
- Disposal and Replacement

**Administer Quiz**

- Go through questions and correct answers
- **Fill out training forms and return them to:** \_\_\_\_\_

Appendix C

**OAK BROOK PARK DISTRICT  
CERTIFICATION OF PERSONAL PROTECTION EQUIPMENT (PPE)  
TRAINING FORM**

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The employees listed below received training regarding the use of the following PPE:

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<u>PRINT</u>	<u>SIGN</u>
1. _____	_____
2. _____	_____
3. _____	_____
4. _____	_____
5. _____	_____
6. _____	_____
7. _____	_____
8. _____	_____
9. _____	_____
10. _____	_____
11. _____	_____
12. _____	_____
13. _____	_____
14. _____	_____
15. _____	_____

Trainer: \_\_\_\_\_ Date: \_\_\_\_\_

Safety Coordinator: \_\_\_\_\_ Date: \_\_\_\_\_

## SOURCES

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1. U.S. Department of Labor, Occupational Safety and Health Administration.  
*Personal Protective Equipment Pamphlet OSHA 3077, Revised 1995.*
2. Compliance information provided by the Illinois Department of Labor.
3. *Personal Protective Equipment Program, Supervisor Edition.*  
American Family Insurance Co.
4. *COMPIWARE*, P. O. Box 49670, Dayton, OH (513/866-6164)
5. *Personal Protective Equipment Hazard Assessment – Video*
6. *Personal Protective Equipment: Danger Zone – Video*
7. *Personal Protective Equipment: The Right Choice! - DVD*

## **24. Protecting Children and Vulnerable Adults Oak Brook Park District Boundary Violations Policy**

The Oak Brook Park District (the “Park District”) is committed to implementing systems for monitoring and reporting behavior that violates physical, emotional and behavioral boundaries of minor and vulnerable adult participants and volunteers.

The behaviors outlined in this policy are a non-exhaustive list of examples which, among others, may trigger intervention, corrective and/or disciplinary action and possible termination of employment or ending of a volunteer opportunity at the Agency.

### **Application**

This policy applies to all employees and volunteers of the Agency. While this policy is intended to regulate the behavior of the Park District’s employees and volunteers toward minor children and vulnerable adult participants in programs or facilities as well as minor child- and vulnerable-adult volunteers of the Park District, the prohibited conduct can also serve as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

### **Reporting Obligations**

#### **Minor Child under the age of 18**

*(Also review Safety Manual Section 3 “Abused & Neglected Child Reporting and Procedures.”)*

As mandated reporters, it is essential to understand what constitutes abuse and neglect. Safety Manual Section 3 provides additional information which should be referenced as part of this policy.

If an employee or volunteer of the Park District suspects a minor child under the age of 18 (a “minor”) is being physically or sexually abused or neglected, they must contact their adult supervisor, or department director, and report their concerns.

The supervisor/department director shall be the point person for an investigation. A mandated reporter is not responsible for investigating the situation.

The supervisor/department director shall document the incident in accordance with the reporting procedure listed in the Oak Brook Park District Safety Manual Section 3: *Abused and Neglected Child Reporting*.

The supervisor/department manager shall provide information to the Human Resource & Risk Manager.

The Human Resource & Risk Manager shall call the Child Abuse Hotline to make a report to the Illinois Department of Child and Family Services (DCFS) via the DCFS 24-hour reporting hotline 800.25.ABUSE (1-800-252-2873).

If an employee or volunteer believes a minor is in immediate danger of harm, they must first contact 911 and then report to their supervisor/department director, who will then notify the Human Resource & Risk Manager so that a report can be made to DCFS.

**VULNERABLE ADULT – ADULT WITH DISABILITIES.**

If an employee or volunteer of the Park District suspects an adult with disabilities above the age of 18 (a “vulnerable adult”) is a victim of physical or sexual abuse or neglect, they must contact their adult supervisor/department director.

The supervisor/department director shall perform an investigation. A mandated reporter is not responsible for investigating the situation.

The supervisor/department director shall document the incident.

The supervisor/department manager shall provide information to the Human Resource & Risk Manager.

The Manager of Human Resource shall report the concerns to the Illinois Adult Protective Services (IAPS) via the IAPS 24-hour reporting hotline: 866.800.1409.

If an employee or volunteer believes a vulnerable adult is in immediate danger of harm, they must first contact 911 and then report to the appropriate individuals within the Agency and IAPS.

The Oak Brook Park District Boundary Violations Policy prohibits a broader range of conduct than applicable laws to help the Park District prevent sexual abuse and avoid the opportunity for or the appearance of employee/volunteer impropriety. If an employee or volunteer suspects an employee or volunteer of any of the boundary violations provided below – *even if they do not have a reasonable belief that sexual abuse is actually happening* – the employee or volunteer should still report that conduct to the appropriate supervisory staff within the Park District, so the Park District can investigate and take remedial action when warranted regarding the boundary violation. Report boundary violation-related concerns to your Department Manager/ Superintendent/Director, Human Resource & Risk Manager, Deputy Director, or Executive Director.

### **Prohibited Conduct**

The conduct prohibited under this policy includes, but is not limited to:

#### **Physical Boundary Violations (absent critical/urgent circumstances).**

- Shoulder, neck, feet or other types of massages, whether from adult to a minor/vulnerable adult or from a minor/vulnerable adult to adult).
- Wrestling or roughhousing with a minor or vulnerable adult, including but not limited to piggyback rides, hands in the minor's or vulnerable adult's pockets or similar physical activities.
- Tickling or poking a minor or vulnerable adult.
- Placing a hand on a minor's or vulnerable adult's thigh or other intimate location of the body for any period of time.
- Placing a hand on any part of a minor's or vulnerable adult's body for an extended period unless part of the clearly defined job duties of the position (e.g., gymnastics or figure skating coach positioning an arm, etc.). Even when job duties involve necessary physical contact with minors or vulnerable adults, employees and volunteers must be mindful of trying to first use verbal coaching and then, only if still needed, keeping the touch professional, witnessed and to the minimum length needed to complete the task.
- Kissing, cuddling, lengthy hugs or holding a minor or vulnerable adult in an extended embrace or similar physical activities.
- Violence intentionally directed toward a minor or vulnerable adult.
- Taking minors or vulnerable adults to remote areas, one-on-one, or engaging in other forms of seclusion (e.g., into an office away from others, in another room unwitnessed

and/or with a closed door, vehicle rides not in compliance with Park District protocols or policies, 1:1 in a bathroom stall, etc.).

It is understood that individuals with special needs may need the assistance of one-on-one aides. Such assistance may involve certain physical interactions, such as for bathroom assistance, feeding, or other accommodations. Upon registration of the individual with special needs, the program manager shall work with the individual, or if a minor, with the minor's family or guardian, to determine how assistance may be provided.

The program manager may assign and authorize Park District employee(s) to be an aide to the individual.

All other employees working in the program with the individual of special needs shall be informed of the specialized care needed and to be aware of the scope of the assigned aide's roles, responsibilities and location while working with participants one-on-one.

Additionally, the department/program manager should maintain activities and staffing levels to eliminate altogether, or minimize, one-on-one activities, or provide a second staff member to witness physical or behavioral care that may place the staff/volunteer and the participant in a vulnerable situation.

#### **Emotional Boundary Violations**

- Possessiveness of a particular minor or vulnerable adult, such as not allowing others to work with the minor or vulnerable adult and/or insisting on work tasks that involve or are with the minor or vulnerable adult.
- Private texting, calling or emailing with the minor/vulnerable adult outside of program protocols and policies. For more information, please see the Park District's Policy on Electronic Communication with Minors and Vulnerable Adults.
- Flirting with minors or vulnerable adults (e.g., compliments or comments about physical appearance, asking about dating history or sex life, calling pet names, etc.).
- Disclosing private information to minors or vulnerable adults.
- Seeking to gain emotional support for oneself from a minor or vulnerable adult.
- Demanding minors or vulnerable adults reveal private information.
- One-on-one meetings and/or off-site meetings with minors or vulnerable adults.

### Behavioral Boundary Violations

- Favoritism of one minor or vulnerable adult and/or being more lenient with that individual (e.g., giving gifts to one minor or vulnerable adult but not others, accepting gifts from a minor outside the context of group or program celebrations, etc.).
- Cursing in the presence of a minor or vulnerable adult or allowing them to curse.
- Sexually explicit conversations or humor with minors or vulnerable adults.
- Telling inappropriate jokes or making rude remarks to minors/vulnerable adults or in the presence of minors or vulnerable adults.
- Talking negatively and in a nonconstructive manner about matters of a minor's or vulnerable adult's life, their relationships, etc.
- Allowing or encouraging a minor or vulnerable adult to look at pornography and/or inappropriate materials (e.g., adult themed social media, movies, video recordings, video games, magazines, cards, or other materials that portray violence, drug use, nudity, horror, crime, sexual situations, vulgar language or clothing, etc.).
- Allowing or encouraging a minor or vulnerable adult to drink alcohol, smoke cigarettes or use drugs, or doing so in front of a minor or vulnerable adult.
- Violating the Park District's Electronic Communication with Minors and Vulnerable Adults Policy or other policies of the Park District to prevent sexual abuse or the appearance of impropriety with minors or vulnerable adults.

### Vehicle Boundary Violations

- Employees with **no** transportation duties for the Park District (i.e., non-drivers) and all volunteers of the Park District are prohibited from transporting participants, including but not limited to minors and vulnerable adults, as part of Park District programs, whether in Park District vehicles or personal vehicles.
- Employees **with** transportation duties of patrons for the Park District (i.e., Park District drivers) should only use Park District vehicles (not personal vehicles) to transport participants and must endeavor to have a second Park District employee or volunteer in the vehicle when transporting minors or vulnerable adults at all times. **NOTE:** All minors and vulnerable adults being transported as part of Park District programs should have a Transportation Waiver on file with the Park District.
- Employees and volunteers of the Park District are strongly discouraged from giving rides to minor or vulnerable adult participants or volunteers outside of Park District programs (such as in personal vehicles to/from Park District programs) unless those minors or

vulnerable adults are family members. If an employee or volunteer of the Park District does give rides to minor/vulnerable adult participants or volunteers outside of Park District programs, the parents/guardians of that minor or vulnerable adult need to give written permission to the Park District regarding the private transportation arrangement. **NOTE:** The Park District should inform all parties in writing that such rides are not part of the Park District program and are at the parents'/guardians' sole discretion.

- If parents/guardians give written permission to a Park District employee or volunteer to give personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat and the driver in the front seat (with all required safety devices).
- Employees and volunteers of the Park District must also follow all rules, policies and procedures related to vehicles and transportation as outlined in the Park District's Personnel Policy Manual.

### **Boundary Violations Discipline**

The Park District will evaluate each situation on a case-by-case basis, considering all factors for that unique situation. Violation of this Policy may lead to intervention, corrective action and/or discipline up to and including termination of employment pursuant to the Park District's Personnel Policy manual Section V: *Discipline Process & Grievances*; or the revocation of volunteering opportunities for volunteers. The steps available may vary depending on whether the individual engaging in the prohibited conduct is an employee or volunteer, and the Park District reserves the right to exercise its discretion within this and other applicable Park District policies.

## **24. Code of Conduct Acknowledgment Form for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers**

Employees and volunteers of the Oak Brook Park District are responsible for protecting children and vulnerable adults that attend the Park District's facilities, parks, programs, and events. With this responsibility comes a minimum set of expectations included in this Code of Conduct for all employees or volunteers who work with minor participants or volunteers under the age of 18 ("minors") or adults with disabilities ("vulnerable adults") as part of their roles with the Oak Brook Park District (the "Park District"). The prevention of child and vulnerable adult sexual abuse begins with informed, aware and caring individuals, including Park District employees and volunteers. All interaction with minor or vulnerable adult participants and volunteers should be in a manner that a reasonable person would not interpret as inappropriate. Employees and volunteers of the Park District should make every effort to avoid the appearance of impropriety with minors and vulnerable adults.

Your signature on this acknowledgement form, indicates you agree to follow these rules and guidelines.

### **As an employee/volunteer, I WILL:**

- Treat all program participants and volunteers with respect and dignity, including, but not limited to, minor/vulnerable adult participants and volunteers.
- Use positive reinforcement with minor and vulnerable adult participants and volunteers through verbal praise.
- Work in open environments, avoid seclusion and work in teams when with minor or vulnerable adult participants and volunteers.
- Use appropriate physical contact, such as high fives, handshakes, fist bumps, pats on the back or shoulder, or short side/shoulder hugs.
- Be familiar with and comply with the Agency's Boundary Violations Policy.
- Be familiar with and comply with the Agency's Overnight and Travel Abroad Events and Programs Policy, as well as all other policies and requirements imposed by the Agency to prevent sexual abuse of minors or vulnerable adults.
- Be familiar with and comply with all applicable mandated reporter laws, policies and requirements when applicable.
- Cooperate fully with any investigation when requested.
- Participate in all required training on sexual abuse prevention and, when applicable, mandated reporting.
- Refrain from conduct that could be interpreted as sexual in nature toward minor/vulnerable adult participants or volunteers.

**As an employee/volunteer, I WILL NOT:**

- Touch or speak to a minor or vulnerable adult participant or volunteer in a sexual, flirtatious, or inappropriate manner.
- Engage in tickling, rough-housing, wrestling, sitting on laps, piggybacks, kissing, cuddling, putting hands in pockets of participants or volunteers, or other similar physical activities.
- Inflict any physical or emotional abuse or violence, such as striking, spanking, shaking, slapping, humiliating, ridiculing, targeted or repeated teasing, threatening or degrading a minor/vulnerable adult participant or volunteer.
- Use profanity, engage in constant and/or nonconstructive criticism, name call, bully or scapegoat minor/vulnerable adult participants or volunteers.
- Give vehicle rides to minor or vulnerable adult participants or volunteers at all during or as part of Park District programs, unless I am specifically trained by, and given permission by, the Park District to do so.
- Give vehicle rides to minor or vulnerable adult participants or volunteers outside of Agency programs, if those individuals are not family members, unless I have the written permission of the parents/guardians of that individual, and I provide proof of the written permission to my immediate supervisor at the Agency.
- Use personal communications (e.g., mobile phone, phone apps, social networking sites, email, write letters, etc.) for contact with minor or vulnerable adult participants or volunteers, unless specifically agreed to by the Park District. For more information, please see the Park District's Electronic Communication with Minors and Vulnerable Adults Policy.
- Accept gifts, give gifts or single out a minor or vulnerable adult participant or volunteer in any way other than for group/program celebrations.
- Use or provide alcohol, tobacco, drugs or anything prohibited by law to minor/vulnerable adult participants or volunteers.

I understand and agree this Code of Conduct for Individuals Working with Minors and/or Vulnerable Adult Participants and Volunteers is in addition to any other policies, rules and regulations established by the Agency, and I will abide by those policies, rules and regulations.

\_\_\_\_\_  
Employee/Volunteer Name

\_\_\_\_\_  
Employee/Volunteer Signature

\_\_\_\_\_  
Parent Name and Signature (if employee/volunteer is a minor)

\_\_\_\_\_  
Date

## 24.1 Electronic Communication with Minors and Vulnerable Adults Policy

### Purpose

The Oak Brook Park District (the “Park District”) commits to establishing and being a leader in preventive measures regarding issues surrounding the safety and well-being of minor and vulnerable adult participants in its programming and facilities, as well as minors and vulnerable adults who volunteer with the Park District. The Park District is aware that issues of unfettered electronic communication can lead to the opportunity for miscommunication, and that the perception of malfeasance can occur even in innocent situations. As a result, and for all involved, the Park District has instituted this policy regarding electronic communications with minor/vulnerable adult participants and volunteers.

### Application

This policy applies to all employees and volunteers of the Park District. While this policy is intended to regulate the behavior of Park District employees and volunteers toward minor children and vulnerable adult participants in Park District programs or facilities, as well as toward minor child- and vulnerable-adult volunteers of the Park District, the prohibited conduct also serves as a guide regarding what is not a professional interaction with minor or vulnerable adult employees at the Park District. Nothing in this policy restricts the Park District’s right to intervene as appropriate or enforce its other policies, including those on preventing discrimination, harassment or retaliation in the workplace.

### Definitions

For the purposes of this policy:

- A “Minor Participant” is a registrant or participant in a Park District program who is under the age of 18 years old.
- A “Minor Volunteer” is an unpaid volunteer for the Park District who is under the age of 18 years old.
- A “Vulnerable Adult” is a registrant or participant in, or an unpaid volunteer for, the Park District who is 18 years of age or older and who has a disability(ies).
- Collectively, Minor Participants and Minor Volunteers are referred to as “Minors.”
- “Employees” refers to paid Park District employees, whether in full-time, part-time or seasonal capacities.
- “Volunteers” refers to unpaid Park District volunteers, such as volunteer coaches, parent volunteers and similar roles.

- “Electronic Communication” includes, but is not limited to, email, text messages, phone calls/voicemail, video conferencing, direct messaging, communications through applications, WhatsApp, Facebook, Instagram, Snapchat, Twitter, TeamSnap, TikTok, YouTube and all other social media platforms, unless otherwise noted.
- The term “Open and Transparent” means employees and volunteers must copy or include a parent/guardian of the Minor or Vulnerable Adult, another adult family member of the Minor or Vulnerable Adult or an adult member of the Park District’s management team on all Electronic Communication with Minors or Vulnerable Adults.

### Policy Requirements

- The requirements of this Policy apply to all electronic communications with a minor/vulnerable adult, whether initiated by an adult or a minor/vulnerable adult or not.
- All electronic communications between employees/volunteers and minors/vulnerable adults must relate solely to and be solely for the purpose of communicating information about Park District activities.
- All electronic communications between employees/volunteers and minors/vulnerable adults sent as part of Park District business constitute public records, and employees and volunteers must maintain them in a format and location so the Park District has timely access to the communications for the purposes of complying with IL Freedom of Information Act (“FOIA”), record retention laws and other applicable laws.
- No electronic communication may utilize any format that does not allow for the permanent retention of the full content of the electronic communication (e.g., WhatsApp, SnapChat, etc.).
- All electronic communications between employees/volunteers and minors/vulnerable adults must always be professional and respectful in nature and must refrain from unprofessional messaging, including, without limitation, sexual comments, name-calling, embarrassing the minor/vulnerable adult, harassment, bullying and similar conduct. For more information, please see the Park District’s Boundary Violations Policy.
- All electronic communications to a sports team/program on which minors/vulnerable adults participate or from an employee/volunteer to a minor/vulnerable adult must copy or include at least one parent/guardian of the minor/vulnerable adult or member of the Agency’s management team. When possible, if the parent/guardian of one team member is included on a team-wide electronic communication, then employees/volunteers should include the parents/guardians of all team members.
  - Employees/volunteers approved by the Park District to communicate electronically with minors or vulnerable adults can do so by creating a separate account (e.g., “TitansFootballCoach@service.com”) as long as the account is

public-facing and/or includes a copy of the communication to a parent/guardian or a member of the Park District's management team.

- Employees/volunteers must save copies of communications with minors/vulnerable adults (and all Park District business) for compliance with record-keeping obligations, among other reasons. If employees/volunteers need assistance in saving such records, please contact the Superintendent of Communications and IT.
- To the fullest extent possible, the person approved to provide electronic communication on behalf of the Park District should use privacy settings to block private direct communication for nongroup discussion, such as private chat.
- No private channels (e.g., private Facebook groups or invite-only YouTube channels) are acceptable in helping to administer the Park District's programs unless approved in writing by the Executive Director.
- Other than those assigned by the Park District, employees/volunteers should not utilize social media to communicate with minors or vulnerable adults. When the Park District assigns an employee/volunteer a duty that uses social media to communicate with minors or vulnerable adults, those assigned employees/volunteers can only use electronic platforms that allow open and transparent communication (e.g., no SnapChat, WhatsApp or similar platforms).
- If an employee/volunteer receives an electronic communication from a minor or vulnerable adult, they should proceed to include a parent/guardian, another adult family member of the minor/vulnerable adult or a member of the Park District's management team in compliance with the open and transparent concept. However, if the employee/volunteer determines from the electronic communication that an emergency exists, the employee/volunteer may respond directly to the minor/vulnerable adult for the limited purpose of addressing the emergency situation before immediately including the minor's parent/guardian, other adult family member(s) and/or Park District management. Employees/volunteers should immediately report to a supervisor any emergency, inappropriate communication and/or repeated efforts by a minor/vulnerable adult to communicate outside the scope of this policy.
- Employees/volunteers shall not take or post photographs of minors or vulnerable adults unless specifically assigned to do so as part of their duties by Park District management. Even when assigned, such photographs and videos are for use only by the Park District and in no case shall employees/volunteers post such photos or videos on their personal texts, emails, social media or other personal electronic communications.
- Video conferencing platforms such as Skype, Zoom, GotoMeeting, Microsoft Teams, Google Meet, etc. are acceptable virtual learning platforms when live "in-person" programming/communication cannot take place.

#### 24.1 Electronic Communications with Minors and Vulnerable Adults

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- Employees/volunteers must receive authorization from the Park District to lead such a session.
- Parents/guardians must maintain any account for their minor/vulnerable adult.
- Video conferencing/virtual learning activities must have Park District preapproval.
- Dates and times of video conferencing/virtual learning will be either (a) published and available to parents/guardians to attend and/or (b) available for a Park District management member to attend.
- Virtual learning should only take place in a group setting; the Park District prohibits one-on-one sessions except when the parent/guardian or another Park District member of management is physically available and present with the minor/vulnerable adult.
- Authorized employees/volunteers hosting video conferencing should dress appropriately as they would for in an in-person session.
- Private chatting during a session is prohibited; public chatting is encouraged.

### **Policy Exceptions**

If one of the following exceptions exists with appropriate consent, the Park District does not require electronic communications to be open and transparent:

- Emergency – However, employees/volunteers must limit the communication to the least amount of information needed to tend to the emergency until they can reasonably reestablish open and transparent communication.
- Dual Relationship – The employee/volunteer has an existing relationship with the minor/vulnerable adult outside of the program, such as a familial relationship. However, even when a dual relationship exists, employees/volunteers must comply with the Park District’s expectation regarding open and transparent communications for all electronic communications sent on behalf of the Park District and must comply with the Park District’s Boundary Violations Policy at all times.
- Nonsubstantive Communication – It is not a violation of this policy for an employee/volunteer to “follow” a minor’s or vulnerable adult’s social media feed or to “like” a post.
  - However, employees/volunteers should be mindful of the perception of doing so, and the Park District encourages employees/volunteers to refrain from doing so.
  - Employees/volunteers should be mindful that nonsubstantive communications may violate other policies (e.g., “liking” photos of minors or vulnerable adults in

swimsuits on the beach could be a violation of the Park District's anti-harassment policy).

- o For purposes of this policy, posting to, sending a message within or similar communication with the minor/vulnerable adult through a minor's/vulnerable adult's social media feed constitutes substantive communication and is not excepted from this Policy.

### **Request to Discontinue Electronic Communication to a Minor or Vulnerable Adult**

The parents or guardians of a minor or vulnerable adult may request in writing that their child/ward not be contacted by employees/volunteers through any form of electronic communication or through only limited forms of electronic communication. In such instance, the parents/guardians should make the request in writing to the Executive Director, Oak Brook Park District, 1450 Forest Gate Road, Oak Brook, IL 60523. Such a request should include contact information for the adult responsible for receiving any electronic communications for the program/volunteer opportunity on behalf of the minor/vulnerable adult.

### **Other**

To ensure the efficient operation of the Park District, this policy does not apply to electronic communications between employees/volunteers and other Park District employees who are under the age of 18 or vulnerable adults. However, the Park District expects employees/volunteers to use reasonable efforts to keep another member of Park District management on electronic communications with minor employees (i.e., employees under the age of 18) and vulnerable adult employees, particularly when the communication is not to a group.

## 24.2 Overnight and Travel Abroad Events and Programs Policy

Oak Brook Park District's policy strives to promote safe travel to and from activities sponsored and/or organized by the Oak Brook Park District (the "Park District") for minor and vulnerable adult participants, as well as those where minor and vulnerable adults serve the Park District as volunteers. The Park District also strives to provide safe, healthy and rewarding experiences to minor and vulnerable adult participants and volunteers engaged in overnight and travel abroad programs and events. The Park District intends the guidelines below to work within the Agency's mission and ensure the events surrounding minor and vulnerable adult participant travel meet those same mission goals.

### Application

This policy applies to all Park District employees and volunteers.

### Transporting Minor and Vulnerable Adult Participants

When possible, the Park District will strive to have the parents or guardians of minor and/or vulnerable adult participants provide transportation to and from overnight events and travel abroad programs.

When the Park District provides transportation for an overnight or travel abroad program or event, the Park District should communicate that information to the parents/guardians in writing and in advance. The Park District requires the parent/guardian of the minor or vulnerable adult to sign a Transportation Waiver prior to the commencement of the program/event. The Park District prohibits all volunteers, as well as any employees with no transportation duties for the Park District (i.e., non-drivers), from transporting participants or volunteers during or for Park District programs. The Park District assigns driving duties and responsibilities to employees with transportation duties for the Park District (i.e., drivers) and endeavors to have a second Park District employee or volunteer in the vehicle when transporting minor or vulnerable adult participants or volunteers.

Outside of extenuating circumstances, to avoid the appearance of impropriety and the opportunity for sexual or other abuse, Park District employees and volunteers should avoid transporting individual minor or vulnerable adult participants/volunteers other than their own family members in their personal motor vehicles, even outside of Park District programs and events. In the unusual circumstance that a Park District employee or volunteer opts to transport minor/vulnerable adult participants or volunteers other than their own family members in personal motor vehicles outside of Park District programs or events, the Park District requires the employee or volunteer to have written permission from the parent/guardian of the minor/vulnerable adult participant or volunteer to tell all parties involved clearly that such

transportation is in no way affiliated with the Agency. Even if parents/guardians give written permission to a Park District employee or volunteer to provide personal rides to minors/vulnerable adults outside of Park District programs, the ride should not be 1:1 and/or the minor or vulnerable adult should be in the back seat with the driver in the front seat (with all required safety devices).

All Park District employees and volunteers must follow all guidelines set in the Agency's Transportation and Vehicle Use Policy as well as the Boundary Violations Policy and other policies and procedures regarding sexual abuse prevention.

### **Supervising Overnight and Travel Abroad Programs and Events**

The Park District strives to communicate with parents/guardians of minor and vulnerable adult participants and volunteers in writing and in advance when the Park District begins and ends supervision for the participants/volunteers in overnight or travel abroad programs, so parents/guardians can arrange for supervision outside of the program or event as needed and in their sole discretion. For example, if the Park District plans to supervise minor or vulnerable adult participants during the practice and tournament of a basketball event, the Park District should communicate with parents/guardians that the parents/guardians need to arrange for supervision during the overnight and other portions of the trip.

Employee/volunteer to participant supervision ratios must be appropriate for the situation and program, but at least two adults should always be present during overnight and travel abroad programs, regardless of the number of minor or vulnerable participants in attendance.

### **Sleeping and Showering Arrangements**

The Park District strives to communicate clearly, in advance and in writing, to the parents/guardians of minor/vulnerable adult program participants and volunteers the sleeping arrangements for an overnight or travel abroad event or program (e.g., single or double occupancy rooms, whether Park District employees/volunteers will provide door-to-door check-ins, etc.).

The goal for all overnight trips is for employees/volunteers and participants to use separate sleeping quarters and showering facilities, so Park District overnight programs should design and budget with this standard in mind. If an adjoining room is not an option, and an employee/volunteer must stay in the same room as minor or vulnerable adult participants (or an employee in the same room as a minor or vulnerable adult volunteer), the Park District prohibits sharing beds with participants and requires two adults in the room. Adults also must not use showering facilities at the same time as minors or vulnerable adults unless specifically required by federal, state or local laws as described below. Employees/volunteers should respect the

privacy of minor or vulnerable adult participants and volunteers in situations that are private in nature, such as when they are using the bathroom, changing clothes and showering; adults must also protect their own privacy in similar situations. When possible, employees/volunteers and minor/vulnerable adult participants should enter and exit general sleeping, changing or other quarters as a group, with the goal being to prevent any scenario that leaves any individual minor or vulnerable adult participant or volunteer alone with a Park District employee/volunteer.

Nothing in this Policy shall prevent the Park District from providing adequate supervision during changing clothes, showering, toileting or similar private situations; rather staff should take measures to ensure privacy is given to the minor or vulnerable adult participant or volunteer (e.g., an adult employee/volunteer can stand at the entrance of the public bathroom to do headcounts and supervise but will not go into the bathroom stall with a minor participant or go into a single-use bathroom with a minor participant). Nothing in this Policy shall prevent the Park District from adhering to federal, state or local laws regarding reasonable accommodations for individuals with disabilities as discussed in the section **Interplay with the ADA** below.

### **Prohibited Activities**

All employees/volunteers participating in travel and overnight programs and events must review the Agency's policy and procedures regarding the prevention of sexual abuse, including, but not limited to, the Agency's Boundary Violations Policy and Code of Conduct for Individuals Working with Minor and Vulnerable Adult Participants. The policies, procedures and guidelines apply to programs and events on Park District property as well as all off-agency-property, overnight or travel abroad programs and events hosted, organized or participated in by the Agency.

In addition to prohibited activities discussed in the above-mentioned policies, the following acts are strictly prohibited, including when traveling:

- Use/consumption of drugs or alcohol by any minor participants or vulnerable adults, under any circumstances, regardless of the legal drinking age.
- Attending any establishments that involve nudity or areas characterized as a "red light" district, regardless of the legality of such activity.
- Any other activity in violation of the Agency's policies and procedures regarding the prevention of sexual abuse and misconduct.

### **Interplay with ADA**

Overnight and travel abroad programs and events include both planned and impromptu activities. The Park District provides reasonable accommodations when doing so does not create an undue hardship, does not fundamentally alter the nature of the program and does not pose a direct threat

of safety to the participant(s), employees/volunteers or to others. Nothing within this policy shall be interpreted to prohibit the Park District from compliance with all applicable federal, state and local laws and policies regarding reasonable accommodations.

For example, some minor or vulnerable adult participants with disabilities may need Park District staff/volunteer assistance with toileting, changing clothes or other sensitive personal services. The Park District will review and approve or deny requests for accommodations on a case-by-case basis, considering all factors, including among others the prevention of sexual or other abuse. If the Park District grants such an accommodation, a combination of two Park District background-screened employees/volunteers should be present when sensitive personal services occur. Employees/volunteers should take measures to prevent 1:1 or unobserved interactions when at all feasible, including (as examples only) propping open the door to the bathroom, having another employee/volunteer in the room or at the door during personal services, or taking other measures, so the second employee/volunteer can visually monitor the assisting employee/volunteer.

## **25: Service Animals**

### **1. Definitions**

- a. Service Animal – specific animals that are individually trained to do work or perform tasks for people with disabilities.
  - i. Dogs, any breed (regardless of Village ordinance)
  - ii. Miniature Horses, generally ranging in height, to the shoulder, from 24 - 34 inches and typically weigh between 70 - 100 pounds.
    - 1. Must be housebroken
    - 2. Must be under the owner's control
    - 3. The facility must be evaluated to determine if it can accommodate the miniature horse's type, size and weight.
    - 4. An assessment must be done to determine whether the miniature horse's presence will not compromise legitimate safety requirements necessary for safe operation of the facility.
- b. Please note the difference of a Therapy Animal – An animal that provides affection and comfort to members of the public, typically in facility settings such as hospitals, assisted living, and schools. A therapy animal has no special rights of access as noted in the Americans with Disabilities Act (ADA) and may therefore be denied entry to Park District parks and facilities.

### **2. Requirements**

- a. Service animals are working animals, not pets. The work or task the animal has been trained to provide must be directly related to the person's disability.
- b. Examples of Work or Tasks:
  - i. Guiding someone who is blind.
  - ii. Diabetic alert
  - iii. Alerting someone who is deaf.
  - iv. Pulling a wheelchair.
  - v. Calming someone with Post Traumatic Stress Disorder (PTSD) during an anxiety attack.

Note: Animals whose sole function is to provide comfort or emotional support do not qualify as service animals under the ADA.

### **3. Confirming a Service Animal**

- a. When it is not obvious what service an animal provides, only two questions may be asked.
  - i. Is the animal a service animal required because of a disability? And
  - ii. What work or task has the animal been trained to perform?
  - iii. Staff cannot ask about the person's disability, require medical documentation, require a special identification card/vest or training documentation for the animal, or ask that the animal demonstrate its ability to perform the work or task.

### **4. Guidelines and Limitations**

- a. Under the ADA, local governments that serve the public generally must allow service animals to

accompany people with disabilities in all areas of the facility where the public is normally allowed to go.

- b. Service animals must be harnessed, leashed, or tethered, unless these devices interfere with the service animals' work, or the individual's disability prevents using these devices. The animal must not be aggressive toward other people such as growling, barking, lunging etc. In this instance, the individual must maintain control of the animal through voice, signal, or other effective controls.
- c. A person with a disability cannot be asked to remove his/her service animal from the premises. Exceptions include 1) The animal is out of control and the handler does not take effective action to control it. 2) The animal is not housebroken. If the animal has to be removed, the person must still be able to use the park or facility without the animal's presence.
- d. Service animals must be allowed on a pool deck and other public areas, which may include the presence of an animal inside a swimming pool.

#### 5. ADA Compliance Reminders

- a. The handler is responsible for caring for and supervising the service animal, which includes toileting, feeding, grooming, and veterinary care. Covered entities are not obligated to supervise or otherwise care for a service animal.
- b. People with disabilities who use service animals cannot be isolated from other patrons, treated less favorably than other patrons, or charged fees that are not charged to other patrons without animals.
- c. Allergies or fear of animals are not acceptable reasons to deny access to a person with a service animal. In the case of an allergy, accommodations must be made to both parties, assigning different locations within the room or facility.
- d. Service animals are allowed to accompany their handlers in public areas of establishments that sell or prepare food, even if health codes prohibit animals on the premises (i.e. self-service food lines).
- e. Local regulations can require vaccinations, registration, and licensing of the animal in general, but the animal does not need to be registered as a service animal.

## 265: Respiratory Compliance Policy

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Available Resources

Sources Consulted

## RESPIRATORY PROTECTION COMPLIANCE TRAINING PROGRAM

### I. OVERVIEW

OSHA's **Respiratory Protection Standard** is referenced in the Code of Federal Regulations (CFR) part 1910.134 as published in the Federal Register.

It is important to note that OSHA Standards are directly adopted by the Illinois Department of Labor (IDOL). Each employee who is expected to wear a respirator must be trained in these procedures. In the Parks and Recreation environment, the use of respirators could be applicable in many situations including painting, pesticide spraying, grinding and handling pool chemicals.

OSHA estimates that approximately 32 million workers are potentially exposed to one or more chemicals on a daily basis. To date, PDRMA member agencies fortunately have not suffered any catastrophic injuries due to chemical or particulate inhalation or ingestion; however, several serious and minor injuries have occurred. These injuries include:

- Several employees have been treated for inhalation of chlorine while changing gas chlorine tanks.
- An employee passed out after inhaling carbon monoxide when pumping water out of a filter room.
- An employee suffered breathing difficulties after spraying golf course chemicals without using a respirator.
- While an employee was painting, a gust of wind caused inhalation of paint.

This program will help ensure that respirators accompany the use of certain chemicals. **The Oak Brook Park District's responsibility is to ensure that all employees needing respirators use this program to control chemical and particulate inhalation or ingestion.**

### II. USING THIS PROGRAM

Each department manager is responsible for identifying hazards that require the use of a respirator in their department and coordinating the agency's respiratory protection program for their department. Supervisory level staff at each location must also be knowledgeable and trained in respiratory procedures to manage use at their facility.

A review of the Safety Data Sheets (SDS) and job tasks shall be done to determine the need for respirator use. In addition, employees are required to attend periodic trainings, and to conduct inspections and maintenance of the equipment and notify their supervisor if the respirator equipment needs to be replaced.

Appendix D of this respiratory protection compliance program is a short, written procedure to be used as a practical guide for employees in using respirators. It is, however, very important that specific respirator manufacturers' instructions be closely followed at all times.

### III. RESPIRATOR PROTECTION GENERAL REQUIREMENTS

#### A. Agency and Employee Responsibility

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1. It is the responsibility of the Oak Brook Park District to ensure that respirators are provided when they are needed to protect the employee's health. Each department head shall be responsible for identifying the areas and jobs requiring the use of the respirator. The respirator must be suitable for the type of work being done. The chart in Appendix A and the SDS can be used to help determine which type of canister should be used with the applicable hazard.
2. The employee's responsibility includes the proper use of the respirator or procedures according to the instructions and training received from the agency and manufacturer. Other areas of employee responsibility include:
  - Regular cleaning and disinfecting of the respirator.
  - Storing respirators in a clean, convenient and sanitary location.
  - Notifying a supervisor of any change in medical condition that could be complicated by using a respirator.
  - Reporting any trouble with or malfunction of the respirator to supervisor.

#### **B. Medical Evaluation**

Employees will not be assigned tasks using a respirator unless it has been determined by a physician that they are physically able to perform work using respiratory equipment. The physician should be trained in occupational medicine or pulmonary medicine.

#### **IV. RESPIRATORY SELECTION PROCEDURES**

Selection of respirators should be made according to the specific hazard identified on the Safety Data Sheet (SDS). Requirements for respirators may be determined by OSHA or American National Standards Institute (ANSI) Standards or the National Institute for Occupational Safety and Health (NIOSH) recommendations. For a description of the different types of respirators, see Appendix E.

The department head manager who supervises the respiratory program in their department should determine the correct respirator for each job task. The individual responsible for issuing respirators must be adequately trained to ensure that the correct respirator is issued.

#### **A. Dangerous Atmospheres**

Written step by step procedures or checklists for specific routine tasks should be reviewed. These procedures cover the safe use of respirators in dangerous atmospheres that might be encountered in normal operations or in emergencies. Personnel should become familiar with these procedures and the available respirators. These situations may include aquatic confined spaces or other types of confined spaces.

In areas where the employee, with failure of the respirator, could be overcome by a toxic or oxygen deficient atmosphere (an atmosphere containing less than 19.5 percent oxygen by volume), at least one additional person should be present. Communications (visual, radio, voice, or signal line) should be maintained among all individuals present. Planning should be such that one individual will be unaffected by any potential incident and have the proper

rescue equipment to be able to help the other(s) in case of an emergency. Oak Brook Park District's space programs and procedures should be reviewed prior to using a respirator in a confined space.

When a self-contained breathing apparatus (SCBA) is used in atmospheres immediately dangerous to life or health, standby personnel must be present with suitable rescue equipment. These persons must also be certified rescuers if in a confined space. If working in a confined space, the employee using SCBA should be equipped with safety harnesses and safety lines for lifting or removing the employee from hazardous atmospheres.

## **V. RESPIRATOR TRAINING**

For safe use of any respirator, it is essential that employees are properly trained in the selection, use, and maintenance of the respirator. Training will provide the opportunity to handle the respirator, have it properly fitted, test its face-piece seal, wear it in normal air for a long familiarity period and finally, to wear it in a test atmosphere

Every employee wearing a respirator should receive fitting instructions including demonstrations and practice in how the respirator should be worn, how to adjust it, and how to decide if it fits properly.

### **A. Training Program**

The Oak Brook Park District has a standardized training program to meet the requirements of the respiratory protection standard. This program must be provided to each employee who may be expected to use a respirator. The training shall be completed:

- Before the employee is first assigned duties that require respiratory protection.
- Before a change in assigned duties.
- Whenever there is a change in operations that presents a hazard for which an employee has not previously been trained.
- Whenever the member thinks that there are deviations from established respiratory procedures.

The training should be performance based to better measure the employee's understanding of respiratory rules. The agency shall certify that respirator training required by IDOL has been accomplished. The employee shall sign the training roster.

### **B. Fit Testing**

The fit check of the face piece should be checked each time that the wearer puts on the respirator. This should be done by following the manufacturer's face piece testing instructions. Periodic checks shall be conducted while employees are wearing the respirators to assure proper protection. This typically involves covering the inhalation or exhalation valve to ensure a proper seal.

If hair growth interferes with a satisfactory fit, the hair should be moved or shaven to eliminate interference and allow a satisfactory fit. If a satisfactory fit is still not attained, the

employee must not enter an area or perform a duty requiring the use of the respirator.

**Qualitative Fit Test:**

Each employee wearing a respirator shall perform a qualitative fit test. The qualitative fit test uses a hood (to eliminate outside interference), saccharine or smoke (depending on the type of filter), and the respirator to verify the quality of the fit. The qualitative fit test should be done at the time of initial fitting and at least every six months afterwards. The qualitative fit test materials may be obtained from any equipment manufacturer or safety supplier. All filters used for qualitative fit testing should be replaced weekly, whenever increased breathing resistance is identified, or when the user can easily detect the test agent. The manufacturer specifications should be followed for qualitative fit testing equipment. It is recommended that the agency contact the local manufacturer representative for this fit testing and the fit testing equipment

The employee shall be given the opportunity to wear the assigned respirator for a one-week trial period. If the respirator does not provide a satisfactory fit during actual use, the employee may request another fit test that should be done immediately. If an employee exhibits difficulty breathing during the test, they should be referred to a physician trained in respiratory diseases or pulmonary medicine to decide whether the employee can wear a respirator while doing their duties.

A summary will be kept of all employee fit test results for a period of three years. The summary will include the name of the employee, date, the name of the tester and the fit factors obtained from each respirator tested and will list manufacturer, model and size.

**C. Corrective Eye Wear**

Where full face respirators are needed, the use of optical inserts may be needed and used in accordance with manufacturers' instructions. When employees must wear optical inserts as part of the face piece, the face piece and lenses should be fitted and tested to provide good vision, comfort, and a gas-tight seal. The district shall provide corrective lenses for respirators based on optometry recommendations. Conventional eyeglasses cannot be used with full face respirators since a proper seal cannot be established if the temple bars of eyeglasses extend through the sealing edge of the full face piece.

Wearing contact lenses in a contaminated atmosphere with a respirator will not be allowed.

## VI. INSPECTION, MAINTENANCE, AND STORAGE EQUIPMENT

### A. Inspections

Equipment shall be regularly inspected and maintained to retain its original effectiveness by following the manufacturer's guidelines. The inspection shall include a check of tightness connections (eyepieces, canisters, etc.); conditions of the face piece, headbands, valves, connecting tube, canisters, and check for signs of deterioration. See the Appendix B for a Respirator Inspection Record Form.

#### 1. Routine Use Respirators

All routine use respirators should be inspected before and after each use. The respirator manufacturer inspection criteria will be used as the basis for the inspection content and frequency. Routinely used respirators should be collected, cleaned, and disinfected as frequently as necessary to ensure that proper protection is provided for the wearer.

#### 2. Emergency Use Respirators

A respirator that is for **emergency use** (i.e., aquatic facility chlorine rooms or chemical applications) shall be inspected after each use and at least monthly to ensure that it is in satisfactory working condition. Documented inspection records and findings should be kept for emergency use respirators. Emergency use respirators should be cleaned and disinfected after each use.

#### 3. Random Inspections

Random inspections should be done to verify that respirators are properly selected, used, cleaned, and maintained. The respirator manufacturer's inspection criteria will be used as the basis for a random inspection to ensure that established procedures are being followed. A list of personnel qualified to do respirator inspections should be compiled after completion of the in-house respirator training program.

### B. Replacement or Repairs

Only the original manufacturer or their designated vendor shall do replacement or repairs, with parts designed for the respirator. No attempt should be made to replace parts or to make adjustments or repairs beyond the manufacturer's recommendations.

### C. Storage Requirements

After inspection, cleaning, and necessary repair, respiratory protection equipment shall be carefully stored to protect against dust, sunlight, heat, extreme cold, excessive moisture, or damaging chemicals. Respirators should be packed or stored so that the face piece and exhalation valve will rest in a normal position, without being damaged.

#### 1. Emergency Use Respirators

Respirators placed in gas chlorine rooms for emergency use should always be easily accessible and will be stored in areas designed for that purpose. These areas are clearly marked. Instructions for proper storage of emergency respirators are found in "use and care" instructions usually mounted inside the equipment carrying case lid.

## 2. Routine Use Respirators

Routinely used respirators, such as dust respirators, may be placed in plastic bags. Respirators that use removable cartridges should have the cartridges removed so they are not damaged in storage. Respirators should not be stored in lockers or toolboxes unless they are in carrying cases or protective cartons. These respirators should be stored and marked to reduce confusion with equipment belonging to other employees.

## VI. IDENTIFICATION OF CHEMICAL CARTRIDGES

The primary means of identifying a chemical respirator cartridge is by using labels, with the secondary way being color code or letter. All cartridges purchased and used by the Oak Brook Park District shall be properly labeled, color-coded or identified by letter before use. The labels, colors and/or letters will be identifiable at all times until disposal. Cartridges having labels, colors or letters that are not identifiable will be discarded.

All colors used are clearly identifiable by the user and clearly distinguishable from one another. The color coating offers a high degree of resistance to chipping, scaling, peeling, blistering, fading, and the effects of the ordinary atmospheres to which they may be exposed under normal conditions of storage and use.

## Appendix A

**COLOR CODES FOR CARTRIDGES/CANISTERS**

<b><u>Atmospheric Contaminants</u></b>	<b><u>Colors Assigned</u></b>
Acid gases	White
Hydrocyanic acid gas	White with 1/2 inch green stripe completely around the canister near the bottom.
Chlorine gas	White with 1/2 inch yellow stripe completely around the canister near the bottom.
Organic vapors	Black
Ammonia gas	Green
Acid gases and ammonia gas	Green with 1/2 inch white stripe completely around the canister near the bottom.
Carbon monoxide	Blue
Acid gases and organic vapors	Yellow
Hydrocyanic acid gas and chloropicrin vapor	Yellow with 1/2 inch blue strip completely around the canister near the bottom.
Acid gases, organic vapors, and ammonia gases	Brown.
Radioactive materials, excepting tritium and noble gases	Purple (Magenta)
Particulate (dusts, fumes, mists, fogs, or smokes) in combination with any of the gases or vapors	Canister colors are no longer used for particulate matter. The new method deals with oils. N - Not resistant to oils R - Resistant to oils                      P - Oil proof
All of the above atmospheric Contaminants	Red with 1/2-inch gray stripe completely around the canister near the top.

Note: Gray is not assigned as the main color for a canister designed to remove acids or vapors.

Note: Orange is used as a complete body, or stripe color, to represent gases not included in this table. The user will need to refer to the canister label to determine the degree of protection the canister will afford.

Note: Canisters for particulate matter deal with resistance to oil. These types of canisters are tested by NIOSH

Appendix B

Oak Brook Park District

**RESPIRATOR INSPECTION RECORD**

- 1. **OWNER (if individually issued):** \_\_\_\_\_
- 2. **TYPE:** \_\_\_\_\_
- 3. **NUMBER:** \_\_\_\_\_
- 4. **DEFECTS FOUND:**
  - A. Face piece: \_\_\_\_\_
  - B. Inhalation valve: \_\_\_\_\_
  - C. Exhalation valve Assembly: \_\_\_\_\_
  - D. Headbands: \_\_\_\_\_
  - E. Cartridge holder: \_\_\_\_\_
  - F. Cartridge/Canister: \_\_\_\_\_
  - G. Filter: \_\_\_\_\_
  - H. Harness assembly: \_\_\_\_\_
  - I. Speaking Diaphragm: \_\_\_\_\_
  - J. Gaskets: \_\_\_\_\_
  - K. Connection: \_\_\_\_\_
  - L. Other Defects:
    - 1. \_\_\_\_\_
    - 2. \_\_\_\_\_
    - 3. \_\_\_\_\_

Inspector: \_\_\_\_\_ Date: \_\_\_\_\_

Appendix C

Oak Brook Park District

**RESPIRATOR TRAINING ROSTER**

Name of Trainer: \_\_\_\_\_

Title: \_\_\_\_\_ Date of Training: \_\_\_\_\_

Type of Training:

- Initial
- Duties Change
- Change in Operations
- Retraining

Name	Department
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

**Appendix D**

Oak Brook Park District

**Respiratory Protection Practical Guide****A. Purpose**

This practical guide establishes the minimum requirements for the respiratory protection program. The Oak Brook Park District will designate all areas where respirator use is required by using the SDS.

**B. Compliance with the Program**

All employees are required to follow the restrictions and limitations imposed upon them during the use of the provided respirators. Employees who are trained to wear respirators are required to follow all aspects of this written program and manufacturer instruction.

**C. Medical Evaluation**

All employees who use a respirator will undergo a medical evaluation to verify their ability to use a respirator safely. If any employee is experiencing difficulty during use, they should discontinue using the respirator until they are able to see a physician trained in occupational medicine or pulmonary medicine. The physician will determine whether the employee may wear the respirator while at work.

**D. Sequence of Respirator Use**

This procedure should be referenced before and after respirator use. The following steps provide a general summary of respiratory procedures.

1. The inspection of the respirator will always be the first step in the procedure. Inspections should check for defects in the face piece, inhalation valve, headbands, cartridge and its holder, filters, harness and other straps.
2. Ensure that the cartridge type is correct for the hazard being protected against - see Appendix A.
3. The respirator should be placed on the head of the wearer and cleared according to the manufacturer guidelines. It is important to remember that the wearer must always cover the exhalation valve and blow out first, followed by covering the cartridges and inhale.
4. If the respirator makes a complete seal on the face it may be used. If a complete seal is not made, check to see that there is no facial hair, eyeglasses, missing dentures or other articles that could be blocking the seal. Please note that contacts may not be worn in a contaminated environment.
5. Before work requiring the respirator be started, the employee should wear the respirator for approximately five minutes to get used to breathing with the respirator.
6. When finished with the task, the respirator should be taken apart and cleaned with an alcohol wipe or the equivalent, per manufacturer guidelines.
7. Store the respirator per manufacturer's guidelines, in a location where it will not get damaged and can stay dry.

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8. If the employee has difficulty breathing, replace the filter first. If this does not resolve the issue, the employee may need to seek medical evaluation to verify their ability to continue use of the respirator.

**E. Training**

Training will be given by the Superintendent of Parks & Maintenance or a manufacturer's representative. The trainer will fit test employees and train them to do these procedures. Training will be done before the employee uses the respirator, when their duties change, when the operation changes, and for retraining.

## Appendix E

### Respirator Type Selection

#### **A. Disposable Respirators**

The disposable respirator is the most basic type of air filtration system. The disposable respirator is often mistaken for the “dust mask” although the disposable respirator does filter out mists and vapors where the dust mask does not filter these contaminants out. The disposable respirator is intended for limited use and not intended for use in oxygen deficient atmospheres.

#### **B. Half Mask Respirators**

Half mask respirators utilize filters and cartridges and are the most common for parks and recreation applications. Employees are permitted to wear their eyeglasses with this type of respirator but should not wear contact lenses in contaminated environments. These masks cover the mouth and nose but do not provide protection of the eyes. This is a concern if the chemical, mist, vapor, etc., causes eye irritation. If there is a concern of splashing or contact with the eyes, a half mask may be used with eye protection. The half mask respirators are not intended to be used in oxygen deficient atmospheres.

#### **C. Full Mask Respirators**

Full mask respirators are necessary when there is a concern of absorption into the eye or other irritation of the eye. Full mask respirators may not be worn with prescription eyeglasses; however, there is the option of optical inserts. Full mask respirators use the filter and cartridges in order to filter out hazardous contaminants. The full mask respirators are not intended to be used in oxygen deficient atmospheres.

#### **D. Supplied Air Respirators & SCBA**

The supplied air respirator or SCBA is used most commonly in oxygen deficient atmospheres. These respiratory devices should always be used in conjunction with another employee present in case of an emergency. Each type of SCBA or supplied air system has requirements regarding corrective eyewear, for this reason the manufacturer’s recommendation should be followed.

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**Appendix F****OSHA Respirator Medical Evaluation**

OSHA requires a medical evaluation to be completed for staff whose job responsibilities may require the use of respirators. The medical evaluation is conducted in two segments, Part A & Part B. The first segment requires staff to complete the OSHA Respirator Medical Evaluation Questionnaire. To maintain confidentiality, your Department Head or supervisor must not look at or review your answers, and will inform you how to deliver or send the questionnaire to the healthcare professional who will review it.

A health care professional with the Park District's Occupational Health Provider, currently Elmhurst Memorial Healthcare, will evaluate your completed questionnaire. After reviewing the questionnaire, the doctor may require you to receive a physical examination to determine if it is medically safe for you to use the respirator. The Park District will pay for the physical evaluation.

The Park District's Human Resources Manager will receive a report, which will inform the Park District if it is medically safe for you to use a respirator. This report will be kept strictly confidential. The doctor's evaluation will be the final determination if it is medical safe for your use of a respirator. The determination will in no way affect your employment with the Oak Brook Park District.

If you have questions or comments in regards to your use of the respirator please discuss with your Department Head.

## Appendix G

### Program Summary - Employees Using a Respirator with Cartridges

The following full-time job positions will be performing duties requiring the use of a respirator with cartridges. Employees in these positions must undergo a medical evaluation to determine fitness to use the respirator, be fitted for the equipment, and attend in-depth training (*conducted by a District designated outside vendor*) prior to performing any work requiring this type of equipment:

- ~~Superintendent of Aquatic and Maintenance Operations~~
- ~~Superintendent of Parks & Maintenance~~
- Lead Aquatic Supervisor
- Aquatic Supervisor
- Building Engineer
- Building Technician
- Tennis Center Lead Custodian
- Landscape Specialist
- Park Specialist
- Park Technician

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#### **Department Manager is responsible for:**

- Identifying hazards that require the use of a respirator in the department and coordinating the agency's respiratory protection program for the department;
- Determining the correct respirator for each job task;
- Contacting the Safety Coordinator to arrange medical evaluation for the employee through the District designated Occupational Health Provider;
- Contacting the Superintendent of Parks & Maintenance to schedule respirator equipment training and fit testing for staff in the department;
- Regularly inspecting respirator equipment in the department;
- Keeping accurate and complete records of respirator inspections (Appendix B: Respirator Inspection Record Form), and required fit testing and training (Appendix C: Respirator Training Roster Form); and
- Ensuring staff using respirator equipment follow proper procedures.

**Employee using respirator equipment with cartridges is responsible for:**

- Submitting to a medical evaluation to determine fitness to use the respirator equipment;
- Attending the required fit testing, training, and retraining;
- Notifying their supervisor of any change in medical condition that could be complicated by using a respirator;
- Following proper equipment use procedure;
- Inspecting, cleaning and disinfecting the respirator;
- Reporting any trouble with or malfunction of the respirator to their supervisor.
- Storing respirator equipment in a clean, convenient, and sanitary location; and
- Completing and submitting required paperwork to their supervisor.

**Safety Coordinator is responsible for:**

- Providing the medical evaluation questionnaire to the employee and submitting the completed form to the designated Occupational Health Provider;
- Notifying the employee if a physical exam is required to assess fitness to use the respirator; and
- Notifying the Department Manager when the employee is/is not cleared to use the respirator.

**District Designated Training Vendor**

The following vendor shall be used for initial and refresher in-depth Respirator training:

FullLife Safety LLC (Phone: 630-671-1140)  
 177 W. Irving Park Road  
 Roselle, IL

**PROGRAM REQUIREMENTS**

Medical Evaluation: Employees will not be assigned tasks using a respirator with cartridges unless it has been determined by a physician that they are physically able to perform the work using respiratory equipment. All employees who use this type of respirator must undergo a medical evaluation to verify their ability to use a respirator safely. The evaluation is to be

performed by a physician trained in occupational medicine. Elmhurst Occupational Health will perform the medical evaluation and issue an OSHA Respirator Clearance Form indicating whether or not the employee is fit to use a respirator. The OSHA Respirator Clearance Form will be kept in the employee's medical file in the Human Resource Department. Contact the Human Resource & Risk Manager for the questionnaire and for further instructions.

Employee training is to be coordinated by the Director of Parks & Planning with Full Life Safety (Phone: 630-671-1140). The trainer will fit test employees and train them in proper procedures before the respirator is used, when duties or the operation changes, and when refresher training is deemed necessary. Re-training is required every year. Training session sign-in sheets must be kept (see Respirator Training Roster Form – Appendix C). The Director of Parks & Planning will maintain training, certification, and fit test records for use during the PDRMA Loss Control Review.

Fit test results must be kept for a period of 3 years and include:

- name of employee
- date of fit test
- name of the tester
- fit factors obtained from each respirator tested (manufacturer, model, size)

Inspection records are to be completed at least once/month for each respirator (see Respirator Inspection Record Form – Appendix B). Each employee must clean, inspect and maintain inspection records for their mask. Inspection records for each mask are to be kept in the employee's department and made accessible during the PDRMA Loss Control Review.

**AVAILABLE RESOURCES**

## PDRMA Subject Files:

*Training Blueprint, Focus on Respirators*  
OSHA Safety Training Newsletter

*Respirator Fit Testing*  
Occupational Safety and Health

## PDRMA Library Resource:

*Guide for Proper Selection of Filters, Cartridges, and Respirators*  
Willson Safety Manual

**SOURCES CONSULTED**

Code of Federal Regulations, Part 29, Section 1910.134  
Code of Federal Regulations, Part 42, Section 84  
Willson Safety, 42 CFR 84 Compliance Video and training materials

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## **276: Slip, Trip & Fall Prevention Program**

The purpose of this program is to prevent injuries caused by slips, trips and falls in the workplace. The risk of injury from these hazards can be minimized by wearing the proper footwear, good housekeeping, properly entering/exiting equipment, and climbing ladders or stairs in a safe manner.

**Supervisors are responsible for** communicating this program to employees/volunteers and reinforcing it through training, observing day-to-day operations, and providing coaching and positive feedback. Any exceptions to the following policies shall be in writing and approved by the Safety Committee and Executive Director.

### **FOOTWEAR**

Wearing appropriate footwear for specific job tasks both minimizes the likelihood of injury to the foot, and provides the stability and traction necessary when performing tasks.

Medical reasons to waive any of the following requirements must be supported by a doctor's certificate and presented to the Executive Director. A review of the doctor's documentation and determination of potential alternatives will then be considered.

Closed toe/heel and properly fitted shoes are required in the following job classifications: *(Bare feet, flip flops, clogs, sandals and other similar open-toe footwear are not permitted.)*

- Front Desk Staff
- Preschool Staff
- Camp Staff
- Fitness Center Staff
- Recreation Program and Sports Instructors
- Theme Party Staff
- Maintenance Staff (custodial and parks)\*
- All Staff in the Aquatic Center Pump Room

\* All staff performing maintenance activities are required to wear a traditional shoe or boot as footwear. In addition, some maintenance tasks may require steel toe shoes or other special footwear (i.e., ice cleats for outdoor winter job tasks). A supervisor should advise staff as to specific maintenance job tasks which may have special footwear requirements.

Aquatic staff shall wear rubber soled, aquatic footwear or bare feet while on the pool deck.

Administrative Staff working in an office setting may wear dress shoes, dress sandals, loafers, or flat leather shoes. Athletic footwear or flip-flops are not allowed.

## **HOUSEKEEPING**

Even the simplest of tasks can cause injury when performed improperly or amid unsafe conditions. A 30-second Site Safety Walk-Through will reduce or eliminate potential safety hazards.

All full-time, part-time and seasonal employees in all departments shall conduct a 30-second Site Safety Walk-Through prior to beginning work at any job site or job task. **Note:** Any hazards or safety concerns observed during the 30-Second Safety Walk-Through should be eliminated or minimized. Consult with your supervisor if you are unsure of how to address a hazard or do not have the proper personal protective equipment.

### **Before beginning a job:**

- ***Pause before you approach :***
  - Ask yourself: “Are there any obvious potential safety hazards?”
  - Generally, your first impression will be correct.
- ***Observe your surroundings:***
  - What is there about the location, terrain, ground or flooring that could create a hazard or cause an injury?
- ***Observe the traffic in or around the work site:***
  - Will vehicle or pedestrian traffic cause a safety hazard or concern?
- ***Protect yourself!***
  - Should you be wearing personal protective equipment?
  - Do you have the proper personal protective equipment?
- ***Consider the unknown:***
  - What is unique about the site that may cause a safety concern?
  - Will the equipment, materials or job task introduce safety concerns?

## **3 POINTS OF CONTACT**

Improperly entering/exiting (or mounting/dismounting) vehicles, trucks, tractors, trailers, ladders, scaffolding, stairs or other pieces of equipment can increase the potential for injury. The 3 Points of Contact method provides maximum stability and support, thereby reducing the likelihood of slipping and falling.

This policy applies to all full-time, part-time, and seasonal employees in all departments and volunteers.

The 3 Points of Contact method is maintaining contact with **one hand and two feet or two hands and one foot at all times** when climbing stairs or ladders and entering/exiting any vehicle or equipment. The 3 Points of Contact method forms a stabilizing triangle of contact.

## **TRAINING**

- **Scan your work area for potential hazards and take immediate action to correct or secure the area and report the hazard.** Examples of hazards include: wet and slippery surfaces, debris and clutter in walkway, wrinkled rugs, uneven walking surfaces, cables and electrical cords, open drawers, poor lighting, obstacles around corners, poorly maintained equipment.
  - Look on the ground for debris, uneven surfaces and other hazards in your walking path and before entering/exiting a vehicle or equipment.
  - Slow down and shorten your steps on icy, wet, and slippery surfaces.
  - Use floor mats to remove moisture from the soles of your shoes upon entering a building.
  - Route cables and electrical cords so they don't cross walkways.
  - Use the necessary lighting to safely do the job.
- **Wear appropriate shoes for the job and work environment.**
- **Maintain 3 points of contact (two hands and one foot or two feet and one hand) when climbing stairs or ladders and when entering/exiting a vehicle or equipment.**
  - Use the right ladder for the job and inspect it to ensure it is good working condition and not in need of repair or replacement.
  - Use parts designed by the manufacturer for mounting and dismounting — steps, running boards, traction strips, footholds, handgrips, etc. Report damage immediately. Keep parts clear of mud, snow, grease and other hazards that can cause slips, trips, or falls.
  - Break 3 points of contact only when you reach the ground, the vehicle, or a stable platform. Do not let go with your hand(s) until your foot is firmly on the ground.
  - Mount and dismount facing the vehicle.
  - Climb on and off only when the vehicle or equipment is stationary.
  - Never jump from a vehicle or equipment.
  - Do not rush out of a vehicle or equipment after a prolonged period of sitting.
  - Don't climb with something in your free hand. Set it down and get it after entering or have someone hand it to you.
  - Always use the stairs at the dock. Do not climb up or jump down.

**PDRMA Training Resources:**

- *Safety Matters: Slips, Trips and Falls video (Dupont 3767)*
- *Safety Matters: Strains and Sprains video (Dupont 3799)*
- *Slip, Trip & Fall Prevention 10-minute training guide (English)*
- *Maintenance 3-Points of Contact video download (English)*
- *Parks 3-Points of Contact video download (English/Spanish)*
- *Recreation 3-Points of Contact video download (English)*
- *Winter Walking: Avoiding Slips and Falls video (PDRMA 9040) (English)*
- *Walking Safety video (Dupont 3766)*
- *Housekeeping Safety: A Team Approach video (Dupont 3790)*

## APPENDIX A SPILL CLEAN UP PROCEDURE

Once a spill has been observed or reported, it is very important to attend to the situation immediately to prevent an accident. Use the following clean up procedures to ensure the area becomes secure:

1. Cordon off the area to prevent access by employees or the public. This can be accomplished by placing appropriate protective measures, including caution cones, signs, and, when feasible, a staff member assigned to “guard” the area during the process.
2. If you are trained on how to clean-up the spill, begin to do so. If not, contact the appropriate staff or supervisor.
3. Determine the correct equipment needed to clean the spill.
4. Wear the proper Personal Protective Equipment to protect yourself from exposure to cleaning chemicals. Gloves, masks, goggles, or a face shield will help prevent chemical splashes from contacting your skin and eyes.
5. Practice Universal Precautions by wearing the applicable personal protective equipment when cleaning any blood or body fluid spills, or soiled materials that could contain these or other potentially infectious substances. If the spill may contain biohazardous materials, utilize the biohazard clean up kit provided within each District facility. Refer to the Park District Bloodborne Pathogen Policy for more information.
6. If the spill is dry, collect the material with a broom and dustpan. Place the material in a separate and appropriate container for disposal. When dealing with glass or sharp materials, always handle with care. It is best not to use your hands, even with gloves on. Use a dustpan or shovel and broom to pick up the sharp objects. It may be necessary to also use a vacuum cleaner or shop vac. If so, be careful to not create a tripping hazard with the power cord.
7. Using a clean dust mop, apply an approved Dust Mop Treatment and go over the spilled area to remove any additional particulates that remain.
8. For wet spills, first identify the content of the spill. Follow applicable safety and disposal procedures for hazardous chemical spills. Next, attempt to contain the spill with an absorbent material. This can be done by utilizing the biohazard spill kit, which contains the absorbent material to be dispersed directly over the region of the wet spill. Do not use cardboard to soak up spills.

9. Following manufacturer's instructions, mix an appropriate cleaning solution and/or disinfectant with water in a mop bucket. It is important to note that the type of cleaning solution/disinfectant is dependent upon the type of spill.
10. Read all directions on the cleaner and refer to the facility Safety Data Sheets (SDS) for appropriate safety procedures and protective equipment.
11. If the spill is wet and does not contain biohazard waste, mop the remaining liquid, ringing the mop frequently. Make sure to ring the mop tightly to avoid excess moisture on the floor. Note: Use caution when cleaning up spills on carpeting or special floor surfaces such as gymnasiums, finished concrete, carpet or synthetic safety surfaces. Follow the appropriate clean-up procedures as indicated by the flooring manufacturer. Failure to do so may cause damage to the flooring surface and/or cause the floor surface to become very slick.
12. Allow the area to dry completely before removing any posted signs and opening the area for traffic. Slide your foot over the area to determine that the floor is no longer slippery. If in doubt, contact your supervisor. If needed, repeat the preceding steps with fresh cleaner.
13. Once the floor is safe for use, remove the barriers and signs.
14. Properly dispose of any debris and empty the mop bucket in the appropriate area.
15. Perform the proper equipment cleanup; rinse, and if necessary, disinfect the mop and bucket. Place all equipment and supplies in their proper locations for the next spill or cleanup. Replace any used supplies so the kit is ready for the next use.
16. Properly remove and dispose of all Personal Protective Equipment used, ensuring contaminants are contained in proper waste containers. Thoroughly wash hands and any other exposed skin with soap and water to ensure all contaminant is eliminated.
17. If the spill is contained, low levels of blood borne pathogen/biohazard waste may be disposed of within the standard waste receptacles. **\*\*Exception:** If a large volume of contaminated waste is generated (for example in a severe injury) the use of biohazard red bags may be necessary. In some cases, the local fire department or medical clinic may need to be contacted to dispose of waste on the behalf of the District. If this is the case, the appropriate management team member must be immediately contacted for support throughout this process.

## 27: Stretching Policy & Program

Stretching is an important component of Oak Brook Park District's effort to reducing the effects of ergonomic risk factors on and off the job. Over time excessive stress and strain on tendons, muscles, ligaments, cartilage, blood vessels, and nerves resulting from ergonomic risk factors can lead to injury. Stretching, as an ergonomic intervention, can be a useful method to providing a safer working environment for Oak Brook Park District staff. It is the policy of the Oak Brook Park District to engage in a proactive, sustained program to reducing or eliminating ergonomic-related injuries to employees by educating and implementing an agency-wide policy of simple reversal of posture and stretching exercises that are intended to increase worker flexibility and range of motion, improve circulation, relieve stress, and enhance coordination, both on and off the job.

The Oak Brook Park District adopts the following Stretching Program utilizing a hybrid program design. This policy applies to all full-time, part-time and seasonal employees in all departments at the District. Parks maintenance employees, lifeguards and swim instructors are required to perform assigned stretching exercises at the start of their shifts. All other job positions are encouraged to incorporate stretching exercises into their workday. Managers/supervisors will promote stretching by incorporating it into regular staff meetings and by conducting annual training with staff to reinforce proper technique and the importance of stretching. Each department will maintain training sign-in sheets.

Just as athletes warm up and stretch before beginning activities and cool down afterwards, employees should incorporate these same principles into their workday to increase flexibility and joint range of motion, and decrease the risk of injury and muscle soreness.

Reversal-of-posture exercises offer micro-breaks throughout the workday for muscles to recover. These brief sessions of simple exercises offset microscopic wear and tear (micro trauma) that can result in injury.

### What are the Benefits of Stretching?

- **Increased Flexibility and Joint Range of Motion**  
Flexible muscles make it easier to do daily tasks, both on and off the job. Lifting heavy or awkward objects or patrons, or bending to tie your shoes becomes easier and less tiring. Flexibility tends to diminish with age, but you can improve and maintain it at any age.
- **Improved Circulation**  
Stretching increases blood flow, provides nourishment, and removes waste byproducts from working muscles. Improving circulation helps decrease muscle fatigue and enhances endurance.

- **Better Posture**  
Frequent stretching helps muscles stay loose, encouraging good posture. In turn, good posture minimizes discomfort and keeps aches and pains at a minimum.
- **Stress Relief**  
Mental stress often leads to physical tension in muscles. Stretching can relax tight, tense muscles that often accompany mental stress.
- **Enhanced Coordination**  
Maintaining full range of motion in joints helps improve balance. Coordination and balance keeps the body mobile and less prone to injury from falls, especially as people age.

### Recommended Stretching Guidelines

- **Medical Clearance**  
Be sure to obtain medical clearance if you are unsure whether or not to engage in stretching activities based on a pre-existing health condition.
- **Warm up First**  
If you are stretching on the job during a lunch hour or a scheduled break – or at home – remember to warm up if you were not previously active. Walk while gently pumping your arms or do a favorite exercise at low intensity for two-to-five minutes. Stretching is more effective when you warm up your muscles first.
- **Hold Each Stretch for at Least 30 Seconds**  
It takes time to lengthen muscle tissue safely. Hold your stretches for at least 30 seconds — and up to 60 seconds for a really tight muscle or problem area. This may seem like a long time, so keep an eye on the clock to make sure you hold your stretches long enough. For most of your muscle groups, doing three repetitions of a 30-second stretch is enough. Due to the longer hold times, you usually perform these stretches before a strenuous work task or activities at home.
- **Focus on a Pain-Free Stretch**  
A gentle pull on the muscle is good. If you feel pain as you stretch, you've gone too far. Back off to the point where you don't feel any pain, then hold the stretch.
- **Stretch Both Sides**  
Make sure your joints on both sides of your body share an equal range of motion.
- **Do Not Bounce**  
Bouncing as you stretch can damage muscles and tendons, leaving scar tissue as the muscle heals. Scar tissue tightens a muscle even further, making you even less flexible — and more prone to pain.
- **Relax and Breathe Freely**

Avoid holding your breath while stretching. Count out loud, even if quietly, to assure you breathe while stretching.

- **Reversal-of-Posture Exercises**

Do reversal-of-posture exercises only for 5-15 seconds at a time to restore circulation and reverse possible micro trauma resulting from static postures. You can do reversal-of-posture exercises before, during, or after an activity or job task. Reversal-of-posture exercises differ from traditional stretching exercises in the relatively short hold-times. For that reason, they are more practical to do during the work day.

## 298: Vehicle Policy

Park District vehicle drivers shall be accountable for their driving actions, therefore drivers should understand that in certain instances driving is a condition of employment and these established driving rules and standards are provided to promote a safer driving environment for employees, patrons, and the community. The following general rules apply to the use of motor vehicles on park district business. These rules are meant to encompass both park district owned vehicles and personal vehicles operated on park district business and property.

1. Employees operating any vehicle for park district business must have a valid driver's license with the proper classification for the type of vehicle being operated. Upon request, employees must show proof of this license. Employees must also notify their immediate supervisor of the status of their driver's license changes and report traffic offenses as outlined in Appendix A.
2. Employees operating any vehicle for park district business must meet the driving record qualifications as established in Appendix A. Driver's abstracts will be requested from the Secretary of State on an annual basis for all agency drivers.
  - a. Employee driving records not meeting district qualifications will be subject to review by the Executive Director. Discipline may include, but is not limited to:
    - Revocation of an employment offer
    - Termination of employment
    - Suspension from driving agency owned vehicles
    - Attend driver safety training
    - Be subject to periodic check rides and other forms of driver monitoring
3. Use of any vehicle for park district business must be authorized by your immediate supervisor.
4. Employees using their personal vehicle for park district business are required to carry liability insurance on their vehicle in accordance with applicable law. Employees will be required to provide proof of automobile insurance upon request. The park district's liability insurance is secondary to the employee's own coverage.
5. Employees are required to obey all applicable federal, state and local traffic regulations. These regulations include, without limitation, the use of seat belts and mandatory use of headlights when the vehicle's windshield wipers are operated.
6. All vehicle accidents with park district vehicles and/or while on park district business in a personal vehicle must be immediately reported to the Executive Director and your direct supervisor. A copy of the police report and accident reports must be included.

7. Employees who received a citation for any Illinois Traffic Offense while operating a District vehicle, or operating a personal vehicle in the course of their employment with the District, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Additionally, employees who receive an immediate action offense or points assigned offense, whether on-duty or off-duty, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Failure to report a citation or to provide a copy of the citation may be grounds for discipline up to and including termination.
8. No employee may be under the influence of alcohol, illegal substances or legal drugs while operating any vehicle for park district business. Further, no employee may be under the influence of alcohol, illegal substances or legal drugs while operating any park district owned vehicle at any time, irrespective as to whether the use is for personal or park district business. "Under the influence" means that the employee is affected by alcohol or drugs in a determinable manner. For purposes of this policy, a determination of being "under the influence" can be established by professional opinion, a scientifically valid test, a layperson's opinion, or the statement of a witness.
9. For positions requiring full time driving duties, the employee must be at least 18 years of age. Further, the Illinois Vehicle Code requires a driver of at least 21 years of age with one year of driving experience when transporting school age children or senior citizens.
10. Park District vehicles will not be used to transport park district patrons unless the vehicle and employee are authorized to do so or in the case of an emergency.
11. Using your personal vehicle to transport participants in any park district programs is strictly prohibited.
12. Employees on duty are prohibited from physically assisting a patron or fellow employee with a vehicle problem. Park district assistance is limited to contacting a repair service provider, family member or friend designated by the patron or employee in need.
13. Any employee who is required to have a commercial driver's license (CDL) as a condition of employment is subject to random drug and alcohol testing in accordance with the Department of Transportation regulations. Please review the park district's complete CDL drug and alcohol policy in the *Oak Brook Park District Safety Policy Manual*.
14. The park district has the right to search any park district vehicle at any time with or without notice or consent.

15. Employees are specifically prohibited from accessing electronic mail or the Internet, text messaging, or instant messaging while driving. This includes composing, sending, or reading an electronic message while operating a vehicle on a roadway. However, this prohibition does not apply to employees engaging in electronic communications via their cellular telephones in hands-free or voice-activated mode; reporting an emergency using one button to start and end a call; while parked safely on the shoulder of a roadway; or when the vehicle is stopped due to normal traffic being obstructed and the driver has the motor vehicle transmission in neutral or park.
16. Employees, regardless of age, may not use a wireless telephone at any time while operating a motor vehicle on a roadway in a school zone, or on a highway in a construction or maintenance speed zone, except for emergency purposes.

### **29.1 Vehicle Reversing and Backing Procedure:**

Reversing and backing vehicles adds risks to driving operations that include less visibility, more blind spots, fixed objects, and moving vehicles, people and objects. This can be costly in terms of bodily injury and property damage – and most are preventable. This District can minimize and/or prevent reversing incidents by following agency policies, providing training and using appropriate equipment.

Many vehicles now have the following reversing/backing safety equipment as a standard feature or as after-market items you can install on existing vehicles:

- Backup camera.
- Backup alarms.
- Convex mirrors.

### **RESPONSIBILITY AND GUIDELINES**

- A. Driver.
  - a. Avoid backing up, whenever possible.
  - b. Look for pull-through parking before choosing to park where you must back up. Always try to position your vehicle, so you can pull forward easily out of a parking spot.
  - c. Complete a 360 walk-around of the vehicle to check blind spots before making a move, if you must back up.
  - d. Ensure mirrors are properly adjusted.
  - e. Use available back-up cameras, mirrors and/or alarms.
  - f. Have a partner be a spotter if you must back up.
  - g. Establish signals with spotter before reversing.
  - h. Do not start to back up when unsure of the area.
  - i. Ensure visual and verbal contact with spotter.
  - j. STOP IMMEDIATELY if you lose sight of your spotter.

k. Back slowly in short intervals.

B. Spotter/Partner.

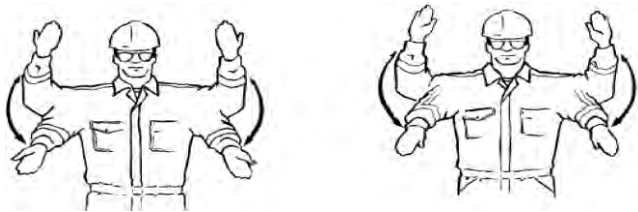
- a. Get out of the vehicle and survey the sides, ground and rear of vehicle for obstacles and/or hazards.
- b. Be familiar with the hand signals to use and review them with the driver.
- c. Stand in the driver's line of sight but far enough behind the vehicle to allow a safe stopping distance. Line of sight is defined as being in view of the driver's side mirror. Be familiar with the vehicle's blind spots and be sure to avoid them.
- d. Never step into the path of the backing vehicle.
- e. Signal the driver verbally and with hand signals to stop immediately if an object or person is in the vehicle's path.

C. Driver Responsibilities in a No-spotter Situation.

- a. Take precautionary steps to minimize the need to back up.
- b. Reverse without a spotter only as a last resort. When not using a spotter, walk completely around the vehicle to survey the area.
- c. Check overhead clearance.
- d. Check ground for softness, pedestrian/vehicle traffic and hidden hazards.
- e. Back up very slowly and if necessary, in intervals.
- f. Consider rechecking the area before reversing the full distance.

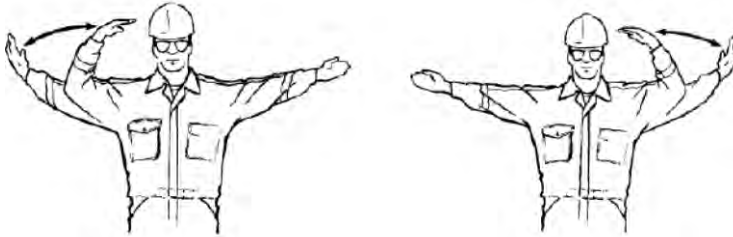
Spotter Signals and Practices

STRAIGHT BACKWARD or FORWARD – To move the vehicle in a straight line either forward or backward.



Actions: Both arms extended forward and slightly wider than the body, parallel to the ground. Palms shall face the direction of desired travel. Together, bend both arms repeatedly toward the head and chest then extend.

TURN – To move the vehicle or trailer to the right or left while the vehicle is moving.



Actions: Both arms pointing the same direction with index fingers extended. (Driver will advise the spotter which way they will turn. If turning a trailer, the spotter direction will apply to the trailer. When backing a trailer, the driver may need to turn the vehicle in the opposite direction of the trailer. The spotter then assists the driver in backing the vehicle and trailer. The driver must communicate their intentions to the spotter.)

DISTANCE TO STOPPING POINT – To provide the driver a visual reference for the distance to the stop point.



Actions: Both arms extended sideways with elbows bent upward at 90 degrees. Palms face forwards. Keep hands above head, bringing elbows forward as the distance narrows. As the elbows reach the straightforward position, continue moving the hands above the head to indicate the driver is reaching the stop point. Upon reaching the stop point, give the “STOP” signal.

STOP – Stop all movement of the vehicle and await further instructions.



Actions: Both arms crossed with hands in fists. Be sure to yell the stop order loud enough that the driver can hear the warning.

Oak Brook Park District will evaluate vehicle reversing/backing risk and do the following on an annual basis:

- Conduct staff training on policy and procedures as well as on equipment they will operate.
- Standardize hand signals throughout your agency.
- All new vehicles purchased must require a backup camera or be equipped with an after-market camera.

## Appendix A

### Employee/Applicant Motor Vehicle Record Review Illinois Traffic Offenses

The Illinois Secretary of State maintains a listing of Illinois Traffic Offenses, available online at [https://www.ilsos.gov/publications/pdf\\_publications/dsd\\_dc19.pdf](https://www.ilsos.gov/publications/pdf_publications/dsd_dc19.pdf) and incorporated into this Appendix A by this reference. To the extent the Secretary of State amends the listing of Illinois Traffic Offenses in the future, the amended Illinois Traffic Offenses as adopted by the Secretary of State and posted on the Secretary of State's website will automatically be deemed incorporated into this Appendix A.

Illinois traffic offenses are generally defined in three categories:

- **Immediate Action Offenses:** offenses that result in suspension or revocation of driver's license and/or privileges (*see "\*" items in Illinois Traffic Offenses*).
- **Point-Assigned Offenses:** result in suspension or revocation of driver's license and/or privileges for multiple offenses depending on the driver's age and the severity of the offenses (*see "Points Assigned" column in Illinois Traffic Offenses*).
- **Non-Point Assigned Offenses:** traffic offenses which do not result in suspension or revocation of driver's license and/or privileges, but may be issued in conjunction with Immediate Action Offenses or Point-Assigned Offenses

Employees and Applicants are responsible for familiarizing themselves with the listed Illinois Traffic Offenses, including, without limitation, understanding whether offenses are designated as Immediate Action Offenses, Point-Assigned Offenses, or Non-Point Assigned Offenses.

#### **State Motor Vehicle Record Review for Employees/Applicants**

For positions requiring driving as part of the position's job duties, the District will conduct a pre-employment State Motor Vehicle Record review for Applicants, and an annual State Motor Vehicle Record review for Employees, based on records for the last 48 - 60 months in the State Motor Vehicle Record, to determine if the Employee or Applicant has been found liable for any Immediate Action Offenses or Point-Assigned Offenses (or equivalent offenses in other states).

The District will not approve, or may, in its sole discretion, conditionally approve subject to a probationary period, a State Motor Vehicle Record for an Employee or Applicant who drives as part of their job duties or drives an agency vehicle that includes the following offenses:

Not approved State Motor Vehicle Record :

One or more Immediate Action Offenses in preceding 36 months  
 Three or more Point-Assigned Offenses in the preceding 36 months

Approved State Motor Vehicle Record, with 6 month probationary period:

Two Point-Assigned Offenses in the preceding 36 months

Nothing in this Policy shall require the District to adhere strictly to the guidelines above. Rather, the District retains sole discretion at all times to evaluate the Applicant's and/or Employee's drivers' record, job position, etc. as a whole and make decisions regarding whether the individual will be allowed to drive a District vehicle or a personal vehicle on behalf of the agency.

If the driving record of an Applicant or Employee is not approved, or if an Employee receives a citation for an Immediate Action Offense or Point-Assigned Offense while operating a District vehicle or other authorized vehicle in the course of performing their job responsibilities for the District, the District may take the following actions in its sole discretion, which may include, but are not limited to:

Applicants

- Revocation of an employment offer or disqualification from further consideration for employment.

Employees

- Discipline, up to and including termination of employment.
- Temporary or permanent suspension from driving agency-owned vehicles and/or from driving as part of an employee's job duties for the District.
- Attendance and completion of driver safety training program(s).
- Participation in periodic check rides and other forms of driver monitoring.

**Employee Requirement to Report Traffic Offenses**

Employees who receive a citation for any Illinois Traffic Offense while operating a District vehicle, or operating a personal vehicle in the course of their employment with the District, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Additionally, employees who receive an Immediate Action Offense or Points Assigned Offense, whether on-duty or off-duty, must report the citation to their supervisor and provide the supervisor with a copy of the citation as soon as possible. Failure to report a citation or to provide a copy of the citation may be grounds for discipline up to and including termination.

**Criminal Convictions**

Some Illinois Traffic Offenses also involve related or concurrent criminal convictions (e.g., DUI, negligent homicide, etc.). In the event an Illinois Traffic Offense also involves a criminal conviction, an Applicant or Employee is expected to follow both policies and procedures for Traffic Offenses and Criminal Convictions. For all criminal convictions, the District will comply with applicable laws, including but not limited to the Illinois Human Rights Act.

## Appendix A

### ILLINOIS TRAFFIC OFFENSES Revised 8-2017

Upon receipt in the Secretary of State's office, convictions for violations such as those listed in this information guide will be recorded on the respective driver's record. These violations can generally be defined as:

#### **\*IMMEDIATE ACTION**

Will result in suspension or revocation of driver's license and/or privileges.

#### **\*\*NON-POINT ASSIGNED**

May be utilized in conjunction with other factors relating to the driver's privilege to operate a motor vehicle, e.g., violation issued during a period of suspension or revocation.

#### **POINT ASSIGNED**

- Will result in suspension or revocation of driver's license and/or privileges when three or more offenses are committed within any 12-month period. The action is determined by the severity "points" of the violations and the driver's past record.
- Will result in suspension or revocation of driver's license and/or privileges when a driver under age 21 commits two or more offenses within any 24-month period. This action is determined by the severity "points" of the violations and the driver's past record.
- Code numbers refer to corresponding sections of The Illinois Vehicle Code, the Criminal Code, the Cannabis Control Act, the Controlled Substance Act, Liquor Control Act of 1934 and Chapter 27 of the Municipal Code of Chicago. Further explanation of codes is given on the reverse of a driver's record.

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
3-413(g)	10	Operating a motor vehicle equipped with registration covers
6-107(e)	10	Violation of GDL — passenger limitation for drivers under age 18
6-107(f)	10	Violation of GDL — child restraint violation for drivers under age 18
6-107(g)	10	Violation of GDL — first 6 months after issuance of driver's license on passenger limitation for drivers under age 18
6-501	50	Violation of more than one driver's license
6-507(a)(1)	50	Driving without a commercial driver's license (CDL) in possession
6-526(a)	20	Texting while driving a commercial motor vehicle
6-527(a)	20	Using a hand held mobile telephone while driving a commercial motor vehicle
7-255	10	Negligent driving (Chicago Traffic Code)
11-203	10	Failure to obey lawful order of authorized officer
11-305	20	Disregarding official traffic-control device
11-306	20	Disregarding traffic-control light
11-308	20	Disregarding lane-control signal
11-309	20	Disregarding flashing traffic signal
11-402(a)	25	Collision involving damage to vehicles only — failure to stop, exchange information and make report
11-403	25	Failure to stop and exchange information after motor vehicle collision — property damage only
11-403	50	Failure to stop and exchange information or give aid after motor vehicle collision — personal injury or death involved
11-404	15	Failure to notify owner after collision with unattended vehicle or other property
11-502(a)	25	Illegal transportation, possession, or carrying any alcoholic liquor within the passenger area of any motor vehicle
11-503	55	Reckless driving
11-505	10	Squealing or screeching tires
11-507	20	Supervising minor driver while under the influence
11-601(a)	10	Speeding too fast for conditions

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-601(b)(01)	5	1-10 mph above limit
11-601(b)(03)	15	11-14 mph above limit
11-601(b)(05)	20	15-25 mph above limit
11-601(b)(07)	50	More than 25 mph above limit
11-601.5(a)	50	26-34 mph above limit
11-601.5(b)	50	35 mph or more above limit
11-605	20	Exceeding the maximum speed limit in a school zone
11-605(a)	20	Exceeding speed limit in school/construction zone
11-605(b)	20	Exceeding maximum speed limit in construction zone
11-605(e-5)1	55	Aggravated speeding in a school zone
11-605(e-5)2	55	Aggravated speeding in a school zone
11-605.1	20	Exceeding maximum speed limit in construction zone (workers present)
11-605.1(a-5)	20	Exceeding maximum speed limit in construction zone (workers <u>not</u> present)
11-605.1(d-5)1	55	Aggravated speeding in a construction zone (26-34 mph)
11-605.1(d-5)2	55	Aggravated speeding in a construction zone (35 mph or more)
11-605.3(b)	20	Exceeding maximum speed limit on a park zone street
11-605.3(c)	20	Failure to obey stop sign or red light on a park zone street
11-606(a)	5	Driving below minimum speed limit
11-606(b)	20	Driving below minimum speed limit on Illinois Tollway
11-608	10	Exceeding maximum speed limit on bridge or elevated structure
11-701	20	Failure to drive on right side of roadway
11-702	20	Improper passing upon meeting an approaching vehicle
11-703(a)	20	Improper passing on the left
11-703(b)	20	Failure to yield right-of-way to vehicle passing
11-703(c)	20	Improper passing with a two wheeled vehicle 11-
703(d)	20	Improper passing of bicycle or individual
11-703(e)	20	Driving too close to bicyclist, pedestrian, or person riding horse or driving an animal drawn vehicle
11-704	20	Improper passing on the right 11-
705	20	Improper passing on the left
11-706	20	Driving on the left side of roadway where prohibited 11-
707(b)	20	Driving on left side of roadway in a no-passing zone
11-707(d)	10	Passing in a no-passing zone
11-708	5	Driving wrong way on one-way street or highway or around traffic island
11-709(a)	20	Improper traffic lane usage — single lane
11-709(b)	20	Improper center lane usage
11-709(c)	20	Improper traffic lane usage — traffic light
11-709(d)	20	Improper traffic lane usage
11-709.1	20	Passing on shoulder while merging into traffic
11-710	25	Following too closely
11-711(a)	10	Improper entry or exit from controlled access roadway
11-711(b)	10	Operating an improper vehicle on a controlled access roadway
11-801	10	Improper turn at intersection
11-802	20	Improper U-turn
11-803	15	Unsafe movement of vehicle from parked position
11-804	15	Failure to give stop or turn signal
11-805	15	Improper stop or turn signal
11-806	15	Improper arm signal
11-901	15	Failure to yield right-of-way at intersection
11-901.1	15	Failure to yield right-of-way at T-intersection
11-902	25	Improper left turn with oncoming traffic

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-903	20	Failure to stop or yield right-of-way to pedestrians at intersections or crosswalks with traffic control devices
11-904	20	Failure to observe stop or yield right-of-way sign
11-905	20	Improper merging into traffic
11-906	20	Failure to yield right-of-way upon emerging from private road or driveway
11-907	15	Failure to yield right-of-way to emergency vehicle
11-907(c)	15	Failure to yield right-of-way or drive with due caution upon approaching a stationary emergency vehicle
11-907.5(a)	15	Failure to reduce speed/change lane for disabled vehicle
11-908(a)	15	Failure to yield right-of-way to authorized vehicle or pedestrian engaged in work within any highway construction or maintenance area
11-908(b)	15	Failure to yield right-of-way to authorized vehicle displaying flashing lights engaged in work upon a highway
11-908(c)	15	Failure to stop at highway construction sign
11-1002(a)	20	Failure to yield right-of-way to pedestrians at crosswalks without traffic control devices
11-1002(d)	20	Passing vehicle stopped for pedestrian
11-1002(e)	20	Failure to yield right-of-way to a pedestrian at an intersection
11-1002.5	20	Failure to yield to a pedestrian in school zone
11-1003.1	10	Failure to exercise due care for pedestrian or bicyclist
11-1004	20	Failure to yield right-of-way to blind or hearing impaired pedestrian
11-1008	20	Failure to yield to a pedestrian on a sidewalk
11-1101	10	Improper passing of street car on the left
11-1102	20	Improper passing on the right or failure to stop for a street car
11-1103	5	Obstructing street car traffic
11-1104	20	Driving through safety zone
11-1201	20	Failure to stop for approaching railroad train or signal
11-1201(a)	20	Failure to stop before reaching railroad crossing if tracks are not clear
11-1201(a)2	20	Failure to obey a traffic control device or the direction of an enforcement official at the railroad crossing
11-1201(a-5)	20	Failure to slow down and check that tracks are clear of approaching train
11-1201(d-1)	20	Failure to negotiate a railroad-highway grade crossing because of insufficient under-carriage clearance
11-1202	20	Failure to stop at railroad grade crossing
11-1203	5	Improper movement of heavy equipment across railroad grade crossing
11-1204	20	Disregarding stop or yield sign at an intersection
11-1205	20	Failure to yield right-of-way upon emerging from alley or driveway
11-1402(a)	10	Limitations on backing
11-1402(b)	20	Limitations on backing upon controlled access highway
11-1403	5	Motorcycle operating violation or passenger equipment violation
11-1403.1	5	Motorized pedal cycle operating violation
11-1403.2	55	Operation of motorcycle on one wheel — reckless driving
11-1404	5	Motorcycle glasses, goggles, or shield violation
11-1405	5	Motorcycle equipment violation
11-1412.1	20	Driving upon sidewalk
11-1414(a)	25	Passing a school bus receiving or discharging children
11-1418	10	Illegal operation of farm tractor upon highway
11-1426.2g	15	Operating a low speed vehicle without a valid license
11-1505	10	Improper position of motorized pedal cycle on roadway
11-1505.1	10	Riding motorized pedal cycle more than two abreast on roadway
11-1507.1	10	Violation of lamps on motorized pedal cycle
11-1510(b)	10	Improper left turn on pedal cycle
12-201(b)	10	Head, tail or side light violation

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
12-208(a)	5	No stop lights
12-208(b)	5	No turn signal lights
12-208(c)	5	No turn signal lights on trailers or semitrailers
12-301	20	Defective brakes
12-604.1(a)	15	Abuse of use of a video device
12-604.1(a-5)	30	Abuse of use of a video device (personal injury)
12-610.1(b)	10	Under age 19 using cell phone while driving
12-610.1(b-5)	30	Under age 19 aggravated cell phone use while driving (personal injury)
12-610.1(e)	15	Using a wireless phone in a school or construction zone or within 500 feet of an emergency scene
12-610.1(e-5)	30	Aggravated use of a wireless phone in a school or construction zone or within 500 feet of an emergency scene
12-610.2b	20	Using an electronic communications device (second or subsequent violation)
12-610.2(b-5)	30	Aggravated use of electronic communication device.
12-610.5b	5	Unlawful use of registration plate covers.
12-804	5	School bus identification and warning light violation
15-106	15	Failure to fasten or secure any protruding component of a vehicle
15-109	15	Spilling or unsafe load
15-110	10	Improper towing of a vehicle
15-114	10	Improper pushing of another vehicle
3-413(j)	*	Violation of modification of rear license plate
3-707(c-1)	*	Driving without liability insurance
4-102	*	Motor Vehicle Anti-Theft Law, misdemeanor
4-103	*	Motor Vehicle Anti-Theft Law, felony
4-103.1	*	Motor Vehicle Anti-Theft Law, felony
6-101	*	Operating a motor vehicle without a valid driver's license or permit
6-104(a)	*	Violation of license classification for first and second division vehicles
6-104(b)	*	Violation of classification for transporting persons for hire
6-104(c)	*	Violation of classification for transporting property for hire
6-104(d)	*	Violation of school bus driver permits
6-104(e)	*	Violation of religious bus driver classification
6-104(f)	*	Violation of classification for transportation of the elderly
6-105	*	Violation of instruction permit
6-107.1(a)	*	Violation of instruction permit
6-107.1(b)	*	Violation of nighttime driving restrictions — under age 18
6-110(a-1)	*	Violation of nighttime driving restrictions
6-113(e)	*	Violation of restriction on driver's license, special restricted license or permit
6-205(a)3	*	Any felony under the laws of any state or federal government in the commission of which a vehicle was used
6-205(a)5	*	Conviction of perjury or the making of false affidavit or statement to Secretary of State
6-205(b)1	*	Violation of Juvenile Court Act, Section 4-103 — minor committed offense relating to motor vehicles
6-205(b)2	*	When any other law of the State requires either the revocation or suspension of such license or permit
6-206.2(a)	*	Operating a vehicle without interlock device when one is required
6-206.2(a-5)	*	Allowing an unauthorized person to blow into an interlock device
6-206.2(c)	*	Tamper or circumvent a BAID
6-210(1)	*	Driving during period of suspension
6-210(2)	*	Driving during period of revocation
6-301(1)	*	Displaying or causing to be displayed or having in possession any cancelled, revoked, suspended license or permit

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
6-301(2)	*	Lending a driver's license or permit to another person or knowingly allowing the use thereof by another
6-301(3)	*	Displaying or representing as one's own any driver's license or permit issued to another
6-301(4)	*	Failing or refusing to surrender to the Secretary of State, or his agent or any peace officer upon his lawful demand, any driver's license or permit that has been suspended, revoked or cancelled
6-301(5)	*	Allowing any unlawful use of a driver's license or permit issued to them
6-301(6)	*	Submitting to an examination or obtaining the services of another person to submit to an examination for the purpose of obtaining a driver's license or permit for some other person
6-301.1(b)1-11	*	Possessing/displaying/altering a fictitious driver's license or permit 6-
301.2(b)1-12	*	Possessing/displaying a fraudulent driver's license or permit
6-301.2(b-1)	*	Possessing, using or allowing to be used any material to obtain information from the bar code or magnetic strip
6-302(a)1	*	Presenting false information on an application for driver's license or permit
6-302(a)2	*	Accepting false information or identification on an application for driver's license or permit
6-302(a)3	*	Making false affidavit, swearing or affirming falsely
6-303(a)1	*	Driving during suspension
6-303(a)2	*	Driving during revocation
6-303(a)(3)	*	Second or subsequent conviction of driving during a suspension/revocation (personal injury)
6-303(d)	*	Second conviction of driving during a suspension or revocation
6-303(d)2	*	Third conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-303(d)3	*	Fourth or subsequent conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-303(d)4	*	10th through 14th conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-303(d)5	*	15th or subsequent conviction of driving during a revocation for a violation of 11-401, 11-501, 9-3 or similar provisions of a local ordinance
6-507(a)2	*	Driving a commercial vehicle without obtaining a commercial driver's license
6-507(a)3	*	Driving without the proper class of commercial learner's permit or commercial driver's license or endorsements
6-507(b)1	*	No person may drive a commercial motor vehicle while driving privileges, license or permit is suspended, revoked, cancelled or disqualified
6-507(b)2	*	No person may drive a commercial motor vehicle while driving privileges, license or permit is subject to or in violation of an out-of-service order
6-507(b)3	*	No person may drive a commercial motor vehicle while driving privileges, license or permit is subject to or in violation of an out-of-service order while transporting passengers or hazardous material
6-507(b)5	*	Driving commercial motor vehicle in violation of out-of-service order
8-101	*	Failure to show proof of financial responsibility pursuant to 8-101; 8-101.1; and 9-101 of the IVC
11-204	*	Fleeing or attempting to elude a peace officer
11-204.1	*	Aggravated fleeing and eluding a peace officer
11-401	*	Leaving the scene or failure to report an accident involving death or personal injury
11-402(b)	*	Leaving the scene of an accident involving damage to a vehicle in excess of \$1,000
11-406(a)	*	Failure to make a report of vehicle accident
11-406(b)	*	Failure to make a report of school bus accident
11-501(a)1	*	Driving while BAC is above .08 percent
11-501(a)2	*	Driving while under the influence of alcohol

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-501(a)3	*	Driving while under the influence of any intoxicating compound or combination of intoxicating compounds
11-501(a)4	*	Driving while under the influence of any other drug or combination of drugs
11-501(a)5	*	Driving under the combined influence of alcohol and other drug or drugs or intoxicating compound or compounds
11-501(a)6	*	Driving under the influence of any other drug, substance or compound
11-501(a)7	*	Tetrahydrocannabinol concentration within 2 hours of driving
11-501(b)	*	Initial conviction of violating Section 11-501(b)
11-501(b-3)	*	Second conviction of violating 11-501(a) committed within 5 years of previous violation
11-501(b-4)	*	Third or subsequent violation of 11-501(a) committed within 5 years of previous violation
11-501(c)	*	A violation of Section 11-501(c)
11-501(c-1)1	*	Driving under the influence while revoked for 11-501, 11-401, 9-3 or suspended for a Statutory Summary Suspension under 11-501.1
11-501(c-1)2	*	Third violation of driving under the influence while revoked for 11-501, 11-401, 9-3 or suspended for Statutory Summary Suspension under 11-501.1
11-501(c-1)3	*	Fourth or subsequent violation of driving under the influence while revoked for 11-501, 11-401, 9-3 or suspended for Statutory Summary Suspension under 11-501.
11-501(c-4)1	*	Convicted of violating Section 11-501(a) for the first time when blood breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-4)2	*	Second conviction within 10 years for violating Section 11-501(a) when blood, breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-4)3	*	Third conviction within 20 years of violating Section 11-501(a) when blood, breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-4)4	*	Fourth or subsequent conviction for violating Section 11-501(a) when blood, breath or urine was .16 or more, or convicted of 11-501 while transporting a child under age 16
11-501(c-5)1	*	Violation of 11-501(a) while transporting a person under age 16
11-501(c-5)2	*	Second violation of 11-501(a) while transporting a person under age 16
11-501(c-5)3	*	Second violation of 11-501(a) or similar provision within 10 years while transporting a person under age 16
11-501(c-5)4	*	Second conviction of 11-501(a) or similar provision within 5 years while transporting a person under age 16
11-501(c-5)5	*	Third conviction of 11-501(a) or similar provision while transporting a person under age 16
11-501(c-5)6	*	Third conviction of 11-501(a) or similar provision within 20 years while transporting a person under age 16
11-501(c-5)7	*	Fourth or subsequent conviction of 11-501(a) or similar provision and at the time of violation was transporting a person under age 16, three prior violations of transporting a person under age 16, or had a BAC of .16 or more
11-501(c-6)1	*	Conviction of 11-501(a) or similar provision and had a BAC of .16 or more
11-501(c-6)2	*	Second conviction of 11-501(a) or similar provision within 10 years and at the time had a BAC of .16 or more
11-501(c-6)3	*	Third conviction of 11-501(a) or similar provision within 20 years and at the time of violation had a BAC of .16 or more
11-501(c-6)4	*	Fourth or subsequent conviction for violating 11-501(a) or similar provision and at the time of violation had a BAC of .16 or more, had three prior convictions of transporting a person under age 16, or had a BAC of .16 or more
11-501(d)	*	A violation of 11-501(d)
11-501(d)1A	*	Conviction of 3 or more 11-501(a) DUI
11-501(d)1B	*	Committing 11-501(a) while driving a school bus with children on board
11-501(d)1C	*	Committing 11-501(a) accident involving great bodily harm or permanent disability or disfigurement to another

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
11-501(d)1D	*	Conviction of DUI and previously convicted of reckless homicide
11-501(d)1E	*	Conviction of violation of 11-501(a) accident in a school zone involving bodily harm
11-501(d)1F	*	Driving under the influence resulting in a fatality (includes motor vehicle, snow mobile, all-terrain vehicle or watercraft)
11-501(d)1G	*	Conviction of 11-501(a) and driver did not possess a valid driver's license or permit
11-501(d)1H	*	Conviction of 11-501(a) and driver knew the vehicle being driven was not covered by liability insurance
11-502.1(a)	*	Illegal possession of medical cannabis within the passenger area of any motor vehicle in the State
11-502.1(b)	*	Illegal possession of medical cannabis by an agent in a non-sealed medical cannabis container
11-502.1(c)	*	Illegal possession of medical cannabis by passenger within passenger area of any motor vehicle in the state
11-503(b)1	*	Reckless driving causing bodily harm to a child or school crossing guard when performing their official duties
11-503(c)	*	Aggravated reckless driving
11-503(d)	*	Violated 11-503(a) causing bodily harm/permanent disability or disfigurement to a child or school crossing guard performing their official duties
11-504	*	Drag racing
11-506(a)	*	Street racing
11-907(c)	*	Failure to yield to a stopped emergency vehicle
11-908(a)1	*	Failure to yield and proceed with due caution when entering a construction zone when workers are present
11-1301.3(a-1)	*	Unauthorized use of disability placard or device
11-1301.3(a-2)	*	Unauthorized use of deceased person's disability placard or device
11-1301.5(b)1-7	*	Possessing/altering fictitious Persons with Disabilities license plates or placard
11-1301.6(b)1-5	*	Possessing/manufacturing and/or distributing fraudulent Persons with Disabilities- license plates or placard
11-1414(a)	*	Passing a school bus receiving or discharging children
11-1425(b)	*	Failure to have space to drive through railroad crossing
11-1431	*	Violation of solicitation of towing
12-215(g)	*	Conviction of 12-215 without lawful authority to stop
12-604.1(a-5)	*	Aggravated use of video device (accident involving death)
12-610.1(b-5)	*	Under age 19 aggravated wireless phone (accident involving death)
12-610.1(e-5)	*	Aggravated use of wireless phone school/construction zone (accident involving death)
12-610.2(b-5)	*	Aggravated electronic communication device (accident involving death)
11-407(a)	**	Failure of driver to give notice of an accident
11-407(b)	**	Failure of passenger to give notice of an accident
11-506(b)	**	Vehicle owner permitting street racing
11-1412	**	Crossing fire hose
11-1420	**	Funeral procession violation
12-201(c)	**	Registration light violation
12-203	**	Lamps on parked vehicle
12-207	**	Spotlight or auxiliary light violation
12-209	**	Other light violation
12-211(a)	**	Headlight violation
12-211(b)	**	Front light violation
12-212	**	Front red or flashing light violation
12-214	**	Special lighting equipment on rural mail delivery vehicle
12-218(b)	**	Motorcycle auxiliary light violation
12-603.1	**	Violation of Seat Belt Act
12-610.2(b)	**	Using an electronic communication device (first violation)

Illinois Vehicle Code	Points Assigned	DESCRIPTION OF OFFENSE
12-613(a)	**	Violation of possession and use of radar or laser jamming devices
12-714(a)	**	Possession of radar detector in CMV
12-715(a)	**	Possession of radar jamming device in CMV
1104	**	Violation of Child Passenger Protection Act, children under age 4
1104(a)	**	Violation of Child Passenger Protection Act, children over age 4 but under 6
25/4	**	Unrestrained child under age 8
25/4a	**	Unrestrained child age 8 but under 16
25/4b	**	Unrestrained child age 8 but under 18
<b>Cannabis Control Act</b>		
550/4(b)	*	Violation of Cannabis Control Act concerning possession of more than 2 1/2 grams but not more than 10 grams of any substance containing cannabis
550/4(c)	*	Violation of Cannabis Control Act concerning possession of more than 10 grams but not more than 30 grams of any substance containing cannabis
550/4(d)	*	Violation of Cannabis Control Act concerning possession of more than 30 grams of any substance containing cannabis
550/4(e-g)	*	Violation of Cannabis Control Act concerning possession of more than 500 grams of any substance containing cannabis
550/5	*	Conviction of Cannabis Control Act violation — manufacture and delivery while using a motor vehicle
550/7	*	Unauthorized delivery of a controlled substance while using a motor vehicle
<b>Criminal Code</b>		
9-3	*	Reckless homicide resulting from operation of a motor vehicle
11-15.1	*	Soliciting for a juvenile prostitute while using a motor vehicle
11-19.1	*	Juvenile pimping while using a motor vehicle
12-5	*	Conviction of reckless conduct
12-13	*	Criminal sexual assault while using a motor vehicle
12-14	*	Aggravated criminal sexual assault while using a motor vehicle
12-15	*	Criminal sexual abuse while using a motor vehicle
12-16	*	Aggravated criminal sexual abuse while using a motor vehicle
16-25(a)(1)	*	Theft of motor fuel
18-3	*	Vehicular hijacking
18-4	*	Aggravated vehicular hijacking
21-2	*	Criminal trespass to motor vehicle
2103 or 600/3	*	Sale or delivery of instruments used for illegal drug use or abuse while using a motor vehicle
22-51 or 635/2	*	Sale or exchange of instruments used for illegal drug use or abuse while using a motor vehicle
24-1(a)3	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1(a)4	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1(a)7	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1(a)9	*	Conviction of unlawful use of weapons while using a motor vehicle
24-1.2	*	Conviction of aggravated discharge of a firearm
24-1.5(b)	*	Reckless discharge of a firearm
<b>Controlled Substance Act</b>		
1401(a thru g) or 401(a thru g)	*	Unauthorized manufacture or delivery of a controlled substance while using a motor vehicle
1401.1(a) or 401.1	*	Controlled substances trafficking

<b>Illinois Vehicle Code</b>	<b>Points Assigned</b>	<b>DESCRIPTION OF OFFENSE</b>
1402(a)1-11 or 402(a)1-11	*	Conviction for possession of a controlled or counterfeit substance while using a motor vehicle
1402(b) or 402(b)	*	Conviction for possession of a controlled or counterfeit substance while using a motor vehicle
1407 or 407	*	Unauthorized manufacture or delivery of a controlled substance while using a motor vehicle
1407.1 or 407.1	*	Unauthorized manufacture or delivery of a controlled substance while using a motor vehicle
<b>Liquor Control Act</b>		
43-131(a)	*	Violation of 6-16 of the liquor Control Act
6-20(a)	*	Violation of 6-20(a) of the Liquor Control Act
6-20(c)	*	Violation of 6-20(c) of the Liquor Control Act
6-20(d)	*	Violation of 6-20(d) of the Liquor Control Act
6-20(e)	*	Violation of 6-20(e) of the Liquor Control Act
<b>Identification Card Act</b>		
335-14A 1-7	*	Unlawful use of ID card
335-14(a-1)	*	Possess or use materials to obtain information from an identification card
335-14Ab 1-11	*	Possessing/displaying/altering a fictitious ID card
335-14Bb 1-10	*	Possessing/displaying a fraudulent ID card
335-14Ca 1-3	*	Presenting or accepting false information for issuance of an ID card

**Appendix B**

**DRIVER ABSTRACT AUTHORIZATION FORM**

To further improve our risk management program, we annually require a check of employee driving records. All new or current full-time and part-time employees responsible for operating agency vehicles or who drive in the course of employment will have their driving record abstract requested through the Secretary of State's office.

We appreciate your cooperation by completing the following and returning it to your supervisor.

\_\_\_\_\_

I authorize the Oak Brook Park District to review my driving record through the Secretary of State's office. I have read the Vehicle Policy, and understand that a poor driving record may disqualify me from operating agency vehicles or driving as a part of my employment.

\_\_\_\_\_  
Signature of Employee

\_\_\_\_\_  
Date

Employee's Complete Name:

\_\_\_\_\_  
(Last) (First) (Middle)

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

City, State, Zip Code: \_\_\_\_\_

Drivers License, State, and License #: \_\_\_\_\_

Driver's License Classification: \_\_\_\_\_

## **29: Violence and Aggressive Behavior Policy**

### **Statement of Policy:**

The safety and security of all employees is of primary importance at the Oak Brook Park District (the "District"). Threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damages to employees, visitors, customers, or District facilities or property, by anyone on District property, on a District-controlled site, or in connection with District employment, facilities, programs or services will not be tolerated. This includes words or actions made in jest.

Perceptions and circumstances vary; therefore, each situation must be assessed on a case-by-case basis, and considerable judgment and discretion must be exercised by each employee, as well as by the District as an organization, in determining if a violation of this policy has occurred, and what consequences may be appropriate. Pending the outcome of an investigation, a person who is initially determined to have violated this policy shall be removed from the District's premises as quickly as safety permits, and shall remain off the District's premises until the investigation is completed.

### **Employee Responsibilities:**

All employees are responsible for notifying their Department Head or the Executive Director of any violations of this policy. "Reportable Behavior" includes, but is not limited to, threats, stalking, threatening and abusive behavior, or acts of violence, including any threat of or action to cause bodily harm or property damages, and also includes a series of seemingly minor offenses that appear to be a pattern of acts that can be interpreted as an intention or attempt to intimidate or interfere with the duties of District employees or with the District's facilities, programs, or services.

If a situation or incident is currently ongoing, or if the incident involves a threat of bodily harm, actual bodily harm or property damage, a call should be made to 911 immediately.

Even without a specific threat, all employees should report any behavior they have witnessed that they regard as potentially threatening or violent, or that could endanger the health or safety of an employee or customer.

Supervisors and Department Heads are required to notify the District's Executive Director and Safety Committee of all Reportable Behavior. Documentation of any incident shall be completed on an Accident/Incident Report (PDRMA Form 01) and, if an employee is injured, on Employee Injury/Illness Report (PDRMA Form 04). A copy of such report(s) shall be provided to the Safety Coordinator within twenty-four (24) hours, for transmission to PDRMA.

Employees are responsible to report all Reportable Behavior regardless of the relationship, including family relationships, between the individual who initiated the behavior and the person or persons being threatened or harmed.

**Investigation:**

The Executive Director, Department Heads, and Safety Committee shall give top priority to all reported incidents of workplace violence and will work with PDRMA, local law enforcement officials, or other resources as appropriate to safeguard employees, protect the District's resources, conduct any needed investigations, and assist in ensuring that the appropriate administrative or criminal action is initiated.

Following investigation, the District will initiate a prompt and appropriate response, which may include, but is not limited to, suspension or limitation of any business or customer relationship; access to District facilities, programs or services; reassignment of an employee's job duties, suspension or termination of employment; referral to appropriate law enforcement agencies for arrest; or civil or criminal prosecution of the person or persons involved. The District reserves the right to take any necessary legal action to protect its employees and customers. Investigation results shall be conveyed, in writing, to the reporting employee, the Executive Director and the Safety Committee.

**Confidentiality:**

The District has developed confidentiality procedures that recognize and respect the privacy of the reporting employee with respect to sensitive information; however, the District cannot promise absolute confidentiality. A report to a law enforcement agency or other governmental agency may be necessary depending on the circumstances but, in any case, the District will seek to maintain the anonymity of the reporting individual when and to the extent reasonably possible.

**Employee Assistance Programs:**

Various assistance programs are available to employees who are exposed to a workplace violence incident. Department Heads shall offer formal assistance via available programs to any employee who has been a victim of or has witnessed an incident of violence.

**Discipline of An Employee Who Perpetrates Violence:**

Department Heads shall initiate appropriate disciplinary action against any employee who has perpetrated violence, in consultation with the Executive Director and Safety Committee.

**Parent Code of Conduct as to District Programs Involving Minor Participants:**

The District seeks to provide successful and positive experiences in developmental sports and recreational activities for minors, by offering fundamental skill and social skill development and fun for all participants.

Parents and adult guardians of minor participants in District programs shall refrain from harassing, berating, insulting, or otherwise engaging in any inappropriate conduct toward staff, volunteers and, when applicable, coaches, participants, other parents, guests, and officials. Appropriate discussion of concerns regarding a parent's child, a program or activity with the appropriate staff, coach or league supervisor is welcomed, so long as the discussion is undertaken in a courteous, constructive, and respectful manner. To this end, parents and adult guardians shall follow these guidelines:

- Encourage good sportsmanship and appropriate behavior by demonstrating mature and respectful behavior; by communicating and dealing with conflict in a polite, courteous, and constructive manner; and by serving as a positive role model.
- Place the emotional and physical well being of minor participants ahead of any personal desire.
- Reinforce to their own child the importance of conducting oneself in a safe and respectful manner, and of treating other children, staff, volunteers, coaches and officials with respect, regardless of race, gender, creed, disability, religion, sexual orientation or ability.
- Support and show a positive attitude toward staff, volunteers, coaches and officials.
- Remember that District activities and programs involving minor participants are for their benefit and not for the benefit of adult spectators.
- Use best efforts to make programs and activities involving minor participants a fun experience for them.
- Inform the District of any special need, impairment or ailment that may affect the safety of their own child or others.

Violation of these guidelines may be cause for suspension of access to District facilities, programs and services for the parent or adult guardian and, potentially, for thier child.

**Right of Access to District Facilities, Programs and Services:**

The District recognizes that, in the absence of good reasons to the contrary, members of the public have a right of access to District facilities, programs and services, and it welcomes and responds to constructive criticism from the public. Nevertheless, there are circumstances in which access to District facilities, programs and services will be limited or suspended as to certain individuals, by notice sent to the individual in writing. Such circumstances shall include, but not be limited to, the following:

- Where an individual engages in personal abuse of an employee or customer, or makes inflammatory, threatening or intimidating statements or comments.
- Where an individual has engaged in violent behavior causing bodily harm or property damage.
- Where full access would be likely to compromise the District's obligations as an employer to its employees.
- Where full access would be likely to compromise any statutory obligations to which the District is subject.
- Where full access would be likely to be wasteful of the District's resources.
- Where full access would be likely to encourage or allow rude and abusive behavior.
- Where an individual fails to reply to written communications from the District, or sends a written communication that contains substantially and clearly inappropriate content, such as abusive or threatening language or personal attacks.
- Where an individual telephone caller uses inappropriate language such as abusive or threatening language or personal attacks to District employees.

If an individual who violates the foregoing policy appears to have impaired mental capacity, any action to limit or suspend access to District facilities, programs or services shall be undertaken only after consultation with the Executive Director. If an individual who violates the foregoing policy is under the age of eighteen (18), any action to limit or suspend access to District facilities, programs or services shall be coordinated with a parent or adult guardian.

If limits on or suspension of access to District facilities, programs and services have been imposed for a period over six (6) months, the individual may apply to the Executive Director, in writing, to have any or all of the limitations or any suspension reviewed and potentially lifted. Such an application may be made no more frequently than every six (6) months.

A list shall be maintained of all customers whose access to District facilities, programs and services has been suspended or limited, and the specific limitations imposed. Such list shall be kept in strict confidentiality, except that District personnel who accept registrations, memberships or daily use fees shall be provided with such list. If a customer appears at any District facility or program after being informed of a suspension or limitation on their use of District facilities, programs and services, and refuses to leave, the local police authorities shall be called to assist in removing such customer.

**The Safety Committee:**

The Safety Committee shall provide training to Department Heads and staff to ensure they are familiar with this policy, procedures for dealing with a hostile employee or customer, and techniques for defusing volatile situations and aggressive behavior.

The Safety Committee shall also conduct an audit or survey of potential hazards at all District facilities, programs and work locations, with special emphasis on remote locations.



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: 2026 AMENDMENT TO THE OAK BROOK PARK DISTRICT EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

**AGENDA No.: 9 E**

**MEETING DATE: APRIL 20, 2026**

**STAFF REVIEW:**

Chief Financial Officer, Marco Salinas:

*Marco Salinas*

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

*Laure Kosey*

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Board of Commissioners conducted the annual review of the Executive Director during the closed session of the March 16, 2026 Board Meeting.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

As directed by the Board of Commissioners, the attached 2026 Amendment to the Oak Brook Park District Executive Director Employment Agreement is presented for review and possible approval.

**ACTION PROPOSED:**

A Motion (and a Second) to approve the 2026 Amendment to the Oak Brook Park District Executive Director Employment Agreement as Presented.

**2026 AMENDMENT TO OAK BROOK PARK DISTRICT  
EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT**

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THIS 2026 AMENDMENT TO OAK BROOK PARK DISTRICT EXECUTIVE DIRECTOR EMPLOYMENT AGREEMENT ("2026 Amendment") is made this \_\_\_\_\_ day of April, 2026, by and between the OAK BROOK PARK DISTRICT, an Illinois unit of local government (hereinafter referred to as "District") and Laure L. Kosey, Executive Director for the District (hereinafter referred to as "Director").

WHEREAS, District and the Director entered an "Oak Brook Park District Executive Director Employment Agreement" on February 5, 2010 (the "Employment Agreement"), to establish the terms and conditions of the Director's employment as the District's Executive Director; and

WHEREAS, the District and the Director amended the Employment Agreement on June 13, 2011, April 9, 2012, March 18, 2013, May 1, 2016, May 1, 2018, May 1, 2019, and May 1, 2020, May 1, 2021, May 1, 2022, April 24, 2023, April 15, 2024, and April 21, 2025 to modify certain terms and conditions including but not limited to compensation and benefits and term length; and

WHEREAS, the District and the Director have determined that it is necessary and desirable to further amend the Employment Agreement in accordance with the terms of this 2026 Amendment, to modify the Director's compensation and the remaining term of the Employment Agreement.

NOW, THEREFORE, in consideration of the foregoing premises and the mutual agreements herein contained, it is agreed by and between the parties hereto as follows:

**SECTION 1. 2026 AMENDMENT TO EMPLOYMENT AGREEMENT.** The District and the Director hereby agree to the following amendments to the Employment Agreement:

(A) Delete Section 4 of the Employment Agreement and all previous amendments thereof, and replace with the following:

4. COMPENSATION.

a. The Director's base compensation from May 1, 2026 through April 30, 2027, shall be payable bi-weekly in the amount of Eight Thousand One Hundred Ninety-Nine Dollars and Twenty-Four Cents (\$8,199.24), less customary withholdings, annualized to Two Hundred Thirteen Thousand, One Hundred Eighty Dollars and Fifteen Cents (\$213,180.15), less customary withholdings, payable biweekly. Payment of compensation based on the above annual gross amount shall commence on May 1, 2026.

b. The Director shall receive a performance bonus in the gross amount of Thirteen Thousand Dollars (\$13,000.00), less customary withholdings, on May 1, 2026, and shall be eligible to receive a bonus on or before April 30 of each subsequent year of the Employment Agreement.

c. The Director shall receive an automobile allowance in the amount of Four Hundred Twenty Dollars (\$420.00) per month for the term of the Employment Agreement as amended.

d. Nothing herein shall preclude the District from offering the Director additional bonuses or increases as the Board may deem appropriate, in its sole discretion, during the term of the Employment Agreement, as amended.

(B) Delete Section 13 and all previous amendments thereof, and replace with the following:

13. RENEWAL OF AGREEMENT. This Employment Agreement is hereby renewed by the Parties for the period May 1, 2026 through April 30, 2029 (“Renewal Term”). The Director shall be entitled to an annual increase for each year of the Renewal Term, as determined by the Board in its sole discretion based on the Director’s performance. The Board shall endeavor to notify the Director of the approved annual increase on or before April 1 of each year of the Renewal Term.

**SECTION 2. CONTINUED EFFECTIVENES OF OTHER TERMS AND CONDITIONS OF THE EMPLOYMENT AGREEMENT.** Except as provided in Section 1 of this 2026 Amendment, all other terms and conditions of the Employment Agreement, as heretofore amended, shall continue in full force and effect for the remaining term of the Employment Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals the day above first written.

**OAK BROOK PARK DISTRICT**

**EXECUTIVE DIRECTOR:  
LAURE L. KOSEY**

By:

\_\_\_\_\_  
Sharon Knitter  
Its President

\_\_\_\_\_  
Laure L. Kosey



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: RESOLUTION 26-0422: A RESOLUTION REGARDING THE REVIEW OF MINUTES FOR CLOSED MEETINGS FROM JANUARY 1989 THROUGH FEBRUARY 28, 2026**

**AGENDA No.: 9 F**

**MEETING DATE: APRIL 20, 2026**

#### STAFF REVIEW:

RECOMMENDED FOR BOARD ACTION: Executive Director, Laure Kosey:

#### **ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The District is required to review closed session minutes semi-annually to determine what minutes or portions of minutes no longer require confidentiality.

The attached resolution was drafted by the Park District's attorneys and contains the recommendation to not release any closed session meeting minutes at this time.

#### **ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

It is recommended that copies of the closed session minutes be kept to a minimum and the Commissioners are encouraged to review the closed meeting minutes while in the Administration Office of the Park District. Please contact the Executive Director to set up an appointment if you wish to review the closed session minutes. The closed session minutes are locked in the fireproof safe and will be removed from the safe for Commissioner review at the administration office.

The Resolution will be presented for final reading during the April 20, 2026 Regular Meeting and may be adopted upon the Board's approval at that meeting.

#### **ACTION PROPOSED:**

A Motion (and a Second) to Approve Resolution 26-0422: A Resolution Regarding the Review of Minutes For Closed Meetings From January 1989 Through February 28, 2026.

**RESOLUTION NO. R26-0422**

**A RESOLUTION REGARDING THE REVIEW  
OF MINUTES FOR CLOSED MEETINGS  
FROM JANUARY 1, 1989 THROUGH FEBRUARY 28, 2026**

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**WHEREAS**, in compliance with the Illinois Open Meetings Act, 5 ILCS 120/1 *et seq.* (the "Act"), the Oak Brook Park District Board of Park Commissioners (the "Board") has completed its semi-annual review of the minutes of all closed meetings which remain on file and closed to public view; and

**WHEREAS**, the Board has determined that the need for confidentiality still exists as to all of those minutes that were reviewed; and

**WHEREAS**, the Act requires that the Board make a public recital of its findings.

**NOW, THEREFORE, BE IT RESOLVED**, by the Oak Brook Park District Board of Park Commissioners, DuPage and Cook Counties, Illinois, as follows:

**Section 1.** The Board has determined that a need for confidentiality still exists as to the closed meeting minutes reviewed. The closed meeting minutes reviewed will therefore remain closed to the public until the Board determines that the need for confidentiality no longer exists.

**Section 2.** This Resolution shall be in full force and effect from and after its passage and approval as required by law.

**PASSED AND APPROVED THIS 20<sup>th</sup> DAY OF APRIL, 2026.**

**AYES:** \_\_\_\_\_

**NAYS:** \_\_\_\_\_

**ABSENT:** \_\_\_\_\_

\_\_\_\_\_  
**Sharon Knitter, President**

**ATTEST:**

\_\_\_\_\_  
**Laure Kosey, Secretary**

New Business



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM – HISTORY/COMMENTARY

**ITEM TITLE: ORDINANCE 26-0518: AN ORDINANCE  
DECLARING SURPLUS PERSONAL PROPERTY AND  
AUTHORIZING THE SALE OR CONVEYANCE THEREOF**

**AGENDA No.: 10 A**

**MEETING DATE: APRIL 20, 2026**

**STAFF REVIEW:** Valerie Louthan, Superintendent of Facilities: 

**RECOMMENDED FOR BOARD ACTION:** Executive Director, Laure Kosey: 

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Park District Code (70 ILCS 1205/8-22) provides that whenever a Park District owns any personal property that in the opinion of three-fifths (3/5) of the Board members then holding office, is no longer necessary, useful to or for the best interests of the District, three-fifths (3/5) of the Board members then holding office may, by ordinance, authorize the conveyance or sale of that personal property in any manner they may designate.

Items that have been recently identified as surplus property are listed in the attached Ordinance 26-0518.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

The recommended manner of conveyance for each item is provided in the ordinance.

**ACTION PROPOSED:**

For Review and Discussion Only



**WHEREAS**, the District's staff has recommended that the Property, except for the Property designated to be recycled/discarded or traded-in, can best be sold directly by the District's Executive Director to a municipality, school district, or park district, or may be sold indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street, Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of such Property, with a minimum acceptable price as determined by the District's Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

**WHEREAS**, the Board hereby accepts and adopts the recommendation of the District's staff with respect to the Property.

**NOW, THEREFORE, BE IT ORDAINED** by the Board of Park Commissioners of the Oak Brook Park District, DuPage and Cook Counties, Illinois as follows:

**Section 1:** The Property is hereby declared, by a three-fifths (3/5) vote of the Board members now holding office, to be no longer necessary or useful to or for the best interests of the District, and the Board hereby finds that it is in the best interest of the District to dispose of the Property as set forth in Section 2 of this Ordinance.

**Section 2:** The Board hereby authorizes:

a) The sale of the Property, not designated to be discarded or traded-in, may be sold directly by the District's Executive Director to a municipality, school district, or park district, or indirectly by utilizing the services of Obernauf Auction Services, Inc., 118 N. Orchard Street,

Round Lake, IL 60073, (an Illinois Auction Firm; License # 444.000105), who shall post the availability of the Property, with a minimum acceptable price as determined by the District’s Executive Director, and shall conduct the auction on behalf of the District by accepting bids for the purchase of the Property to the highest bidder; provided that, in the event that no bid is received for any portion of the Property to be sold by Obernauf Auction Services, Inc., any remaining Property shall be donated or disposed of as determined by the Executive Director; and

b) All other Property to be discarded.

**Section 3:** All ordinances or parts of ordinances in conflict with this Ordinance are hereby repealed to the extent of the conflict.

**Section 4:** This Ordinance shall be in full force and effect from and after its passage and approval as provided by law.

**PASSED AND APPROVED THIS 18th DAY OF MAY 2025.**

Ayes: \_\_\_\_\_

Nays: \_\_\_\_\_

Absent: \_\_\_\_\_

**OAK BROOK PARK DISTRICT**

By:

\_\_\_\_\_  
Sharon Knitter, President

**ATTEST:**

By:

\_\_\_\_\_  
Laure L. Kosey, Secretary



## Oak Brook Park District

### BOARD MEETING

#### AGENDA ITEM –HISTORY/COMMENTARY

**ITEM TITLE: GENERAL USE REGULATIONS CHAPTER 1**

**AGENDA NO: 10 B**

**MEETING DATE APRIL 20, 2026**

**STAFF REVIEW:**

Deputy Director, Bob Johnson:

Handwritten signature of Bob Johnson.

**RECOMMENDED FOR BOARD ACTION:**

Executive Director, Laure Kosey:

Handwritten signature of Laure Kosey.

**ITEM HISTORY (PREVIOUS PARK DISTRICT BOARD REVIEWS, ACTIONS RELATED TO THIS ITEM, COMMITTEE ACTION, OTHER PERTINENT HISTORY):**

The Oak Brook Park District maintains General Use Regulations to establish and maintain control over District property and its uses by the public. The District is in the process of evaluating and updating the nine chapters and sub-sections of the regulations.

**ITEM COMMENTARY (BACKGROUND, DISCUSSION, KEY POINTS, RECOMMENDATIONS):**

Chapter one is the General Provisions of the regulations which primarily focus on key terms and definitions. A red-lined draft of proposed updates is included for Board review.

**ACTION PROPOSED:** For Review and Discussion Only.



Oak Brook Park District  
Administrative Policies and Procedures

## Chapter 1. General Provisions

### Sec. 1.1 Control Over District Property

Control over District property shall be vested in the Board of Park Commissioners, which has established these Regulations, and may establish other rules and regulations from time to time in its sole discretion, as well as penalties for violations thereof.

### Sec. 1.2 Designation and Citation of Regulations

The regulations embraced in this and the following chapters and sections shall constitute and be designated as “The General Use Regulations of the Oak Brook Park District” and may be so cited.

### Sec. 1.3 Definitions

When used in these General Use Regulations, the following terms shall have the meanings set forth below:

**“Board”**

Means the Board of Park Commissioners of the District.

**“Court”**

Means the Circuit Court of the 18<sup>th</sup> Judicial Circuit, DuPage County, which has jurisdiction over District legal disputes.

**“District”**

Is the Oak Brook Park District of DuPage and Cook Counties, Illinois.

**“District property”**

Is all of the property, real and personal, of every kind and description located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District, including, without limitation, every building, shelter, street, sidewalk, trail, path, beach, park, playground, minerals, overhead air rights, easements, wilderness or open space, or other structure or public place or facility, and all District waters located on or adjacent to or flowing over property located within the jurisdiction of, or owned, administered, leased or licensed by, or otherwise in the possession or under the control of the District.



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Administrative Policies and Procedures

**“District waters”**

Includes all water located on or adjacent to or flowing over land located within the jurisdiction of, owned, leased or licensed by, in the possession of, under the control of, or generally administered or operated by the District, including, without limitation, all natural or manmade lakes, rivers, creeks, streams, ponds, and drainage ways.

**“Executive Director”**

Is the Executive Director of the District.

**“Permit”**

Is the written authorization issued by or under the authority of the District, by a District officer or employee empowered to grant said authorization, to a Person to do or engage in a particular act or acts on District property. Said authorization is subject to the terms and conditions specified in the Permit, as well as these Regulations and any applicable federal, state, local, and/or other District laws, ordinances, rules, and regulations.

**“Person(s)”**

Means any individual, natural person, firm, partnership, association, corporation, company, trust, organization or any other group acting as a unit, or any manager, lessee, agent, servant, partner, member, director, officer or employee of any such group, or any of them, including any executive administrator, treasurer, receiver or other representative appointed according to law. This definition shall not include the District and any authorized officer, employee (full or part-time, regular or short-term), or agent of the District when acting within the scope of his authority.

**“Regulations”**

Means the General Use Regulations of the District approved by the Board and all amendments and supplements thereto.

**“State”**

Means the State of Illinois.

**Sec. 1.4 Rules of Construction and Scope**

In interpreting these Regulations, the following rules of construction shall be observed.



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- a). Words and Terms:

**And/Or**

“And” may be read “or” and “or” may be read “and” if the sense requires it.

**Gender**

Words in any section importing the masculine gender shall include the feminine and neuter as well as the masculine. All references to gender in this document are intended to be inclusive. Terms appearing in masculine, feminine, or neutral form should be understood to encompass all genders.

**May**

The word “may” is permissive and discretionary.

**Shall**

The word “shall” is mandatory.

**Singular/Plural**

Any term in the singular shall include in the plural.

- b). These Regulations are in addition to and supplemental to all applicable state, federal, local, and District laws, ordinances, rules, and regulations including without limitation the Park District Code (70 ILCS 1205/1-1 *et seq.*).

- c) The meaning of any term, phrase, or word not otherwise defined in these Regulations shall be construed and interpreted to mean the same as said term, phrase, or word is otherwise defined, construed or interpreted in such applicable federal, state, local, or District laws, ordinances, rules, or regulations. The meaning of any term, phrase, or word not otherwise defined in these Regulations or in such applicable federal, state, local, or District laws, ordinances, rules, or regulations, shall retain its ordinary and properly understood meaning.

- d) An attempt to commit an act or engage in an activity prohibited under these Regulations shall likewise be deemed prohibited in the same manner as the commission of such act or the engaging in such activity and subject to the same penalties.

- e) These Regulations shall apply to and be enforceable within and upon all



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District property, and shall regulate the use thereof by all Persons. However, no



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provision hereof shall make unlawful any act necessarily performed by any officer, employee or agent of the District, when acting within the scope of his authority or in his line of duty, or any other Person summoned by such person to assist him.

**Sec. 1.5 Regulations to be Liberally Constructed**

All general provisions, terms, phrases and expressions contained in these Regulations shall be liberally construed in order that the true intent of the District may be fully carried out.

**Sec. 1.6 Designations and Headings; Construction**

All designations and headings of chapters, articles, divisions and sections are intended only for convenience in arrangement and as mere catchwords to indicate the contents of such chapters, articles, divisions or sections, whether printed in boldface type or italics and shall not affect the meaning or construction, nor be used in the interpretation, of any provision of these Regulations.

**Sec. 1.7 Conflicting Provisions**

- a) If the provisions of different chapters, articles, divisions or sections of these Regulations conflict with or contravene each other, the provisions of each chapter, article, division or section shall prevail as to all matters and questions most closely arising out of the subject matter of that chapter, article, division or section.
- b) If clearly conflicting provisions are found in different sections of the same chapter, the provisions of the section last enacted shall prevail unless the construction is inconsistent with the meaning of that chapter.
- c) Notwithstanding the foregoing, in the event of any conflict in the provisions of these Regulations, the more specific or more stringent provision shall govern.

**Sec. 1.8 Amendments and References to Regulations**

Any additions or amendments to these Regulations, when passed in such form as to indicate the intention of the Board to make the same part of these Regulations, shall be deemed to be incorporated in these Regulations so that a reference to the General Use Regulations of the District shall be understood to include them.

Oak Brook Park District  
Administrative Policies and Procedures**Sec. 1.9 Severability**

It is declared to be the intention of the Board that the sections, subsections, paragraphs, sentences, clauses and words of these Regulations are severable. If any sections, subsections, paragraphs, sentences, clauses or words are declared unconstitutional or otherwise invalid by the lawful judgment or decree of any court or competent jurisdiction, its unconstitutionality or invalidity shall not affect the validity of any of the remaining sections, subsections, paragraphs, sentences, clauses and words of these Regulations, since such remaining sections, subsections, paragraphs, sentences, clauses and words would have been enacted by the Board without and irrespective of any unconstitutional or otherwise invalid section, paragraph, sentence, clause or word being incorporated into these Regulations.

The Board did not enter Closed Session.

11. ENTER CLOSED SESSION: For the purpose of the selection of a person to fill a public office, as defined in this Act, including a vacancy in a public office, when the public body is given power to appoint under law or ordinance, or the discipline, performance or removal of the occupant of a public office, when the public body is given power to remove the occupant under law or ordinance, pursuant to 5 ILCS 120/2(c)(3) of the Open Meetings Act.

12. ARISE FROM CLOSED SESSION AND RESUME THE OPEN SESSION

The next Regular Meeting of the Oak Brook Park District Board of Commissioners will be held on May 18, 2026, 6:30 p.m.

Adjournment