

**OPERATORS ROUND TABLE
DU PAGE PUMPING STATION
July 21, 2017
9:00 AM**

Status of DuPage Water Commission

The Commission's sales for the month of June were a total of 2.6 billion gallons. This represents an average day demand of 85.9 million gallons per day (MGD), which is higher than the June 2016 average day demand of 82.0 MGD. The maximum day demand was 106.4 MGD recorded on June 11, 2017, which is higher than the June 2016 maximum day demand of 93.8 MGD. The minimum day flow was 71.5 MGD.

The Commission's recorded total precipitation for the month of June was 3.4 inches compared to 2.9 inches for June 2016. The level of Lake Michigan for June 2017 is 580.3 (Feet IGLD 1985) compared to 580.2 (Feet IGLD 1985) for June of 2016

Water Conservation

Around 20 DuPage County teachers attended a SCARCE Teacher Tour on June 19th. A memo regarding this has been posted on the Commission's website (dpwc.org).

Ongoing: Staff is working with SCARCE to earn their Earth Flag. The process consists of a green audit, staff training in recycling and conservation, an action that involves the Commission in the community (i.e. a book drive, cleaning a creek, adopting a highway, etc.), and finally presenting the Earth Flag to the Board Members. Staff has completed the green audit and is working with SCARCE to set up a date for staff training.

Bartlett Water Service

The Commission continues to hold meeting with Bartlett, Roselle, and Hanover Park to discuss route options for the Bartlett supply line. The Commissions Engineers are working with several regulatory agencies to obtain necessary permits for the project. Additionally, staff is working with our attorney and engineers to finalize easement agreements with local land owners.

Water service is scheduled for May 2019

Pipeline Maintenance

Staff has found it necessary to postpone the installation of the 60" butterfly valve at Butterfield Road and Marshall in Oakbrook Terrace from April to September or October of this year. An existing 60" valve that is known to be passing water while in the fully closed position, and is the reason for the installation of the new valve, was planned to be used as part of the system isolation for the installation of the new valve. However, this valve is passing significantly more water than was anticipated rendering it useless to isolate the system. Thus, a larger part of the system must now be isolated to install the new valve. Field testing of the additional isolation resulted in a considerable impact to normal system operations. Therefore, Staff will be looking at various hydraulic modeling scenarios with the intent of maintaining normal operations while the system is partially down for the installation of the valve now tentatively scheduled after demand has decreased sometime in late summer/early fall of 2017.

Contract QR-11/17 was entered into with John Neri Construction Co. Inc. and Rossi Contractors, Inc. on June 30, 2017. This Contract is to provide labor, material and equipment for work that the Commission is unable to perform through its own personnel and with its own equipment, for a 2-year period beginning July 1, 2017 through June 30, 2019 with the option of extending the contracts through June 30, 2021.

Instrumentation / Remote Facilities Overview

Quick Response Electrical Contract QRE-7/15

Work Authorization Order No. 9. This work order allows for the reinstallation of electrical equipment, at the recently replaced 60-inch diameter valve in Lombard, necessary to operate the valve remotely. The remaining work includes the reinstallation of electrical equipment and the installation of power, control, and SCADA wiring. This work has begun and is expected to be completed by mid-July.

Work Authorization Order No. 12 for electrical upgrades at various remote facilities is complete.

Work Authorization Order No. 14 to test condition of buried 7/8" antenna cable and replace if required. Install new antenna on side of Willowbrook's standpipe and remove temporary antenna system. This work is being scheduled.

Work Authorization Orders No. 15 is to replace two damaged electrical disconnects and J-Box at Tank Site 4. This work is being scheduled.

Facility Construction

Standpipe Rehabilitation

Interior coating rehabilitation has been completed for the Contract for the Rehabilitation of Coating Systems and Fall Protection Systems for Tank Sites No. 3 (Contract SS-8/17) with Era-Valdivia Contractors, Inc. The exterior sandblasting and prime coat is near completion, which will be followed by exterior final coating and logo application. The Contractor envisions full completion by the end of July if the ambient conditions are favorable. The original Contract Completion Date was July 7th however due to weather related delays incurred in May, June, and July, the actual Contract Completion Date must be pushed back to a date to be determined by the Engineer.

Security

The Commission is continuing to update its Emergency Response Plan (ERP) and its Vulnerability Assessment as our system grows.

It is imperative that all Commission's padlocks at the metering stations are not locked out of the loops. The Water Purchase Agreement requires the Commission to have access to all metering stations at any time.

Summer Operations

Now that the summer is here we need to start thinking about preparing our systems for the high flows of summer.

Make sure the overflow drains and vents are clean and drain properly to prevent any flooding problems.

You cannot exceed the 1.7 times allocation.

You must take water at a constant rate.

If you need to take additional water, you can exceed the 1.7 times allocation between 00:00 and 06:00. Try to have your storage reservoirs filled by 06:00.

Manhole lids and frames are in place and at the correct elevation. Catch basins are clean.

Make sure your employees take the proper safety precautions when working in summer conditions, (Heat, Sunburn, Weeds, stinging or biting Insects, Sudden Storms, and Dehydration)

Meter Testing

Annual Customer Meter Calibration Program

The Annual Customer Meter Calibration program is complete. The Commission will not be calibrating meters in 2018, as we are preparing to switch our meters out with the Sensus Omni Meters and incorporating a new reading system that will allow the Commission to share meter data with our customers through a dedicated web portal.

Rick Nolan Meter Technician and should be contacted with any questions or concerns.

The Commission is available to test the large customer meters. We can test 6" 8" and 10" turbine meters. Please contact John Schori at (630) 834-0100 if you have any questions concerning this service.

Regulations

Consumer Confidence Report (CCR) needs to be sent to customers by July 1, 2017, Certification of CCR's need to be sent to the IEPA by October 1, 2017. Please send a copy of your CCR to the Commission.

Water Quality

The Commission is not feeding chlorine at this time.

Water Rates

Water rate for 2017 \$4.88/1000 gallons

The City will inform us of their proposed rate the end of the year. They are working under the premise that the rate will follow the Consumer Price Index or 5% whichever is lower, but there are no guarantees.

Other

The Commission invites you to view all Committee and Commission Agendas which can be found on our website at www.dpwc.org.

Please contact the Commission with any changes in water department personnel, phone and/or pager numbers. This is an important part of our ERP for system emergency purposes.

Please provide the Commission with a valid e-mail address. All meeting minutes will be distributed via e-mail.

The next Operators Round Table will be October 20, 2017 at 9:00 A.M. or before if events warrant.

AWWA

08/15/17 - Water Loss and Hands-On Meter Testing & Leak Detection (Mundelein) IEPA#10918

8/15/2017

Location: Mundelein, Illinois **Time:** Registration begins at 7:30am

08/17/17 - Breakpoint Chlorination (Libertyville) IEPA # 11061

8/17/2017

Location: Libertyville, Illinois **Time:** Registration begins at 7:30am

08/22/17 - Certified Flagger (Bolingbrook) IEPA#11165

8/22/2017

Location: Bolingbrook, Illinois **Time:** Registration begins at 7:30am

Women in Water Book Club - Lean In

8/23/2017

08/24/17 Understanding Electrical Drawings (Park Forest) IEPA#11166 IDEM#PWSG17-5995

8/24/2017

Location: Park Forest, Illinois **Time:** Registration begins at 7:30 am

08/29/17 - Water Operator Exam Refresher for Class C & D (Elgin) IEPA#11149

8/29/2017

Location: Elgin, Illinois **Time:** Registration at 7:30 AM

08/30/17 - SCADA 201 (Mundelein) IEPA#11545

8/30/2017

Location: Mundelein, Illinois **Time:** Registration at 7:30 AM

09/14/17 - SCADA 202 (Mundelein) IEPA#11065

9/14/2017

Location: Mundelein, Illinois **Time:** Registration at 7:30 AM

Illinois Potable Water Operators' Assn Conference-Springfield IL

9/20/2017 » 9/21/2017

9/20/17-11/8/17-Water Distribution Sys O&M for Class C/D 8-week Night Class (Westmont) IEPA#10920

9/20/2017 » 11/8/2017

Location: Westmont, Illinois **Time:** Registration at 6:00 pm; Class from 6:30-8:30 pm

Questions & Answers

If you have any comments concerning these issues or would like to have a topic discussed at the next Round Table Meeting, please feel free to email me at mcghee@dpwc.org.

Handouts:

1. DuPage Laboratory Bench Sheet for April, 2017, May, 2017, and June, 2017.
2. Illinois Public Risk fund Newsletter July 2017 (*Using Drone Technology to Reduce Risk for Employees – Safety in your Workplace with Fire Extinguishers*)

Operations/Minutes/Ort170720.doc

OPERATORS ROUND TABLE

Village of Addison

Rick Russo

Village of Itasca

Absent

Argonne National Laboratory

John Daum

Village of Lisle

John Valiniti

OPERATORS ROUND TABLE

Village of Addison	Absent	Village of Itasca	Absent
Argonne National Laboratory	Absent	Village of Lisle	Absent
Village of Bensenville	Absent	Village of Lombard	Luke Sharp Brian Jack
Village of Bloomingdale	Elias Vega	City of Naperville	Pat O'Malley Tony Conn
Village of Carol Stream	Brian Evans	Village of Oak Brook	Absent
Village of Clarendon Hills	Joe Ferrel Joe Coons	City of Oakbrook Terrace	Absent
City of Darien	Absent	Village of Roselle	Mike Schultz Mike Bills
City of Downers Grove	Absent	Village of Villa Park	Tom Venchus Dan Corlter
County of DuPage	Jim Joers	Village of Westmont	Brian Beusse Dan Chorney
City of Elmhurst	Absent	City of Wheaton	Absent
Village of Glendale Heights	Absent	Village of Willowbrook	Absent
Village of Glen Ellyn	Absent	Village of Winfield	Bob Orlando
Village of Hinsdale	Absent	City of Wood Dale	Absent
Illinois American Water Works Company	Absent	Village of Woodridge	Mike Kaczmark
Village of Schaumburg	Brian Wagner		

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR APRIL 2017

LEXINGTON SUPPLY

DUPAGE DISCHARGE

DAY	FREE CL ₂	TURBIDITY	PO ₄	FREE CL ₂	TURBIDITY	TEMP	pH	Fluoride	PO ₄	P.A.C.	ANALYST
	mg/l	NTU	mg/l	mg/l	NTU	°F		mg/l	mg/l	LBS/MG	
1	0.95	0.09	0.51	0.95	0.09	43	7.4	0.8	0.57	0	KD
2	0.98	0.09	0.57	0.92	0.09	43	7.3	0.8	0.52	0	RC
3	1.00	0.09	0.58	0.98	0.09	43	7.4	0.7	0.58	0	KD
4	0.97	0.09	0.58	0.96	0.09	44	7.4	0.8	0.57	0	KD
5	0.99	0.10	0.57	0.97	0.09	44	7.3	0.8	0.55	0	AM
6	0.92	0.10	0.58	0.95	0.09	44	7.4	0.8	0.57	0	AM
7	0.93	0.10	0.52	0.92	0.09	44	7.4	0.7	0.54	0	AM
8	0.92	0.09	0.54	0.98	0.09	44	7.4	0.7	0.55	0	AM
9	0.96	0.09	0.54	0.93	0.08	44	7.3	0.7	0.55	0	CT
10	0.95	0.09	0.55	0.94	0.08	46	7.4	0.7	0.56	0	AM
11	0.93	0.10	0.57	0.96	0.08	45	7.3	0.8	0.54	0	AM
12	0.95	0.09	0.56	0.94	0.07	45	7.4	0.8	0.55	0	KD
13	0.90	0.10	0.56	0.94	0.07	46	7.4	0.8	0.56	0	KD
14	0.95	0.10	0.53	0.91	0.09	46	7.4	0.8	0.59	0	KD
15	0.97	0.08	0.55	0.92	0.09	46	7.4	0.7	0.57	0	CT
16	0.98	0.10	0.50	0.93	0.09	46	7.4	0.7	0.56	0	CT
17	0.90	0.08	0.53	0.94	0.09	46	7.4	0.7	0.53	0	RC
18	0.90	0.10	0.53	0.93	0.09	46	7.4	0.8	0.55	0	RC
19	0.90	0.10	0.56	0.94	0.08	47	7.4	0.8	0.54	0	RC
20	0.93	0.10	0.57	0.95	0.07	47	7.5	0.8	0.57	0	CT
21	0.97	0.10	0.54	0.96	0.07	47	7.4	0.6	0.54	0	CT
22	0.99	0.08	0.58	0.97	0.07	48	7.4	0.8	0.54	0	RC
23	0.94	0.10	0.54	0.94	0.09	49	7.5	0.8	0.56	0	RC
24	0.92	0.10	0.56	0.96	0.07	49	7.5	0.8	0.55	0	CT
25	0.91	0.09	0.54	0.94	0.08	49	7.4	0.7	0.54	0	CT
26	0.93	0.10	0.54	0.95	0.08	49	7.4	0.8	0.55	0	RC
27	0.93	0.10	0.56	0.95	0.09	49	7.4	0.8	0.57	0	RC
28	0.96	0.10	0.55	0.94	0.09	49	7.3	0.8	0.58	0	RC
29	0.94	0.10	0.58	0.95	0.09	49	7.4	0.8	0.56	0	CT
30	0.97	0.09	0.52	0.91	0.08	49	7.4	0.8	0.55	0	CT
31										0	
AVG	0.94	0.09	0.55	0.94	0.08	46	7.4	0.8	0.56	0	
MAX	1.00	0.10	0.58	0.98	0.09	49	7.5	0.8	0.59	0	
MIN	0.90	0.08	0.50	0.91	0.07	43	7.3	0.6	0.52	0	



Terrance McGhee
Manager of Water Operations

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR MAY 2017

LEXINGTON SUPPLY

DUPAGE DISCHARGE

DAY	FREE CL ₂ mg/l	TURBIDITY NTU	PO ₄ mg/l	FREE CL ₂ mg/l	TURBIDITY NTU	TEMP °F	pH	Fluoride	PO ₄ mg/l	P.A.C. LBS/MG	ANALYST INT
1	0.95	0.10	0.56	0.94	0.09	49	7.6	0.8	0.55	0	RC
2	0.99	0.10	0.54	0.94	0.08	49	7.7	0.8	0.56	0	RC
3	0.97	0.10	0.54	0.97	0.08	49	7.6	0.8	0.56	0	RC
4	0.99	0.10	0.55	0.97	0.09	49	7.6	0.8	0.59	0	KD
5	0.99	0.10	0.55	0.98	0.07	49	7.6	0.8	0.57	0	KD
6	0.95	0.10	0.55	0.97	0.07	49	7.6	0.8	0.55	0	RC
7	0.94	0.10	0.56	0.95	0.07	49	7.5	0.8	0.55	0	RC
8	0.96	0.10	0.56	0.94	0.08	50	7.6	0.8	0.55	0	RC
9	0.96	0.10	0.56	0.95	0.08	50	7.6	0.8	0.55	0	KD
10	0.96	0.10	0.54	0.95	0.07	50	7.6	0.8	0.55	0	RC
11	0.94	0.10	0.56	0.95	0.07	51	7.6	0.7	0.58	0	RC
12	0.97	0.10	0.54	0.96	0.07	51	7.6	0.8	0.56	0	RC
13	0.98	0.10	0.54	0.96	0.07	53	7.6	0.8	0.56	0	AM
14	1.00	0.10	0.52	0.97	0.07	54	7.6	0.8	0.54	0	AM
15	0.97	0.11	0.53	0.98	0.08	54	7.6	0.7	0.57	0	KD
16	0.99	0.10	0.57	0.99	0.08	54	7.7	0.8	0.54	0	KD
17	0.98	0.10	0.57	0.97	0.07	54	7.6	0.8	0.53	0	AM
18	0.99	0.11	0.54	0.98	0.07	55	7.6	0.8	0.53	0	AM
19	1.00	0.12	0.52	0.99	0.07	55	7.6	0.8	0.54	0	AM
20	1.00	0.10	0.54	0.99	0.08	54	7.6	0.8	0.59	0	KD
21	0.98	0.10	0.56	0.98	0.07	54	7.6	0.8	0.53	0	KD
22	0.97	0.10	0.57	0.97	0.08	55	7.5	0.8	0.56	0	AM
23	0.96	0.10	0.55	0.97	0.09	56	7.6	0.8	0.54	0	AM
24	1.00	0.10	0.56	0.99	0.08	56	7.6	0.8	0.55	0	AM
25	1.00	0.09	0.54	0.99	0.07	56	7.7	0.8	0.54	0	CT
26	0.97	0.10	0.55	1.00	0.08	56	7.6	0.8	0.56	0	CT
27	0.98	0.10	0.55	0.96	0.08	57	7.6	0.8	0.54	0	AM
28	1.00	0.10	0.57	0.98	0.08	57	7.7	0.8	0.54	0	AM
29	1.00	0.10	0.58	0.98	0.08	57	7.6	0.8	0.56	0	KD
30	1.02	0.10	0.56	0.99	0.08	57	7.6	0.8	0.57	0	KD
31	1.00	0.10	0.53	0.99	0.08	57	7.5	0.8	0.55	0	AM
AVG	0.98	0.10	0.55	0.97	0.08	53	7.6	0.8	0.55	0	
MAX	1.02	0.12	0.58	1.00	0.09	57	7.7	0.8	0.59	0	
MIN	0.94	0.09	0.52	0.94	0.07	49	7.5	0.7	0.53	0	



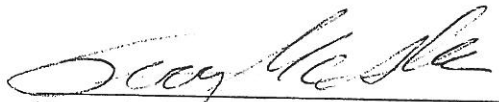
Terrance McGhee
Manager of Water Operations

DUPAGE WATER COMMISSION LABORATORY BENCH SHEET
MONTHLY REPORT FOR JUNE 2017

LEXINGTON SUPPLY

DUPAGE DISCHARGE

DAY	FREE CL ₂ mg/l	TURBIDITY NTU	PO ₄ mg/l	FREE CL ₂ mg/l	TURBIDITY NTU	TEMP °F	pH	Fluoride	PO ₄ mg/l	P.A.C. LBS/MG	ANALYST INT
1	1.00	0.09	0.54	0.98	0.08	57	7.6	0.8	0.55	0	AM
2	0.99	0.09	0.53	0.98	0.08	57	7.6	0.8	0.54	0	AM
3	0.99	0.09	0.56	0.98	0.08	58	7.6	0.8	0.55	0	KD
4	0.97	0.09	0.58	0.98	0.09	59	7.5	0.8	0.58	0	KD
5	0.98	0.09	0.57	0.99	0.08	58	7.5	0.8	0.55	0	AM
6	0.99	0.09	0.54	0.98	0.08	58	7.5	0.7	0.58	0	AM
7	1.00	0.09	0.56	1.00	0.08	59	7.5	0.7	0.57	0	KD
8	1.00	0.09	0.55	1.00	0.08	60	7.5	0.7	0.56	0	KD
9	1.00	0.10	0.57	1.02	0.08	59	7.5	0.7	0.58	0	KD
10	1.00	0.10	0.56	0.99	0.07	60	7.5	0.9	0.58	0	CT
11	1.00	0.10	0.57	0.99	0.07	61	7.5	0.8	0.55	0	CT
12	1.00	0.10	0.54	1.00	0.08	61	7.5	0.9	0.55	0	CT
13	1.19	0.10	0.55	0.99	0.09	60	7.5	0.8	0.56	0	RC
14	1.10	0.10	0.54	0.99	0.08	61	7.5	0.8	0.56	0	CT
15	1.10	0.08	0.56	0.97	0.09	60	7.5	0.7	0.55	0	CT
16	1.20	0.08	0.54	1.00	0.09	60	7.5	0.8	0.55	0	CT
17	1.10	0.09	0.54	1.00	0.07	60	7.6	0.9	0.55	0	RC
18	1.10	0.09	0.55	1.00	0.09	60	7.5	0.9	0.57	0	RC
19	1.20	0.09	0.55	1.10	0.08	61	7.6	0.8	0.53	0	CT
20	1.00	0.09	0.55	1.10	0.09	61	7.6	0.8	0.56	0	CT
21	1.14	0.09	0.53	1.10	0.08	62	7.6	0.8	0.56	0	RC
22	1.19	0.10	0.52	1.05	0.08	62	7.5	0.8	0.57	0	RC
23	1.10	0.10	0.56	1.05	0.07	64	7.5	0.8	0.53	0	RC
24	1.13	0.10	0.55	1.00	0.08	67	7.5	0.9	0.53	0	CT
25	1.00	0.10	0.51	1.00	0.07	67	7.5	0.8	0.53	0	CT
26	1.09	0.09	0.51	1.01	0.07	67	7.5	0.8	0.51	0	RC
27	1.05	0.09	0.51	1.05	0.07	67	7.5	0.8	0.58	0	RC
28	1.00	0.09	0.51	0.99	0.07	67	7.5	0.7	0.55	0	CT
29	1.00	0.09	0.55	0.99	0.07	69	7.5	0.7	0.55	0	CT
30	1.10	0.09	0.57	1.00	0.08	69	7.5	0.8	0.55	0	CT
31										0	
AVG	1.06	0.09	0.55	1.01	0.08	62	7.5	0.8	0.55	0	
MAX	1.20	0.10	0.58	1.10	0.09	69	7.6	0.9	0.58	0	
MIN	0.97	0.08	0.51	0.97	0.07	57	7.5	0.7	0.51	0	


 Terrance McGhee
 Manager of Water Operations

USING DRONE TECHNOLOGY TO REDUCE RISKS FOR EMPLOYEES

IPRF members are using drones to help employees do more with less risk of injury. Drones, aka unmanned aircraft systems (UAS), are being used in a variety of ways to help get the job done with less risk for humans.

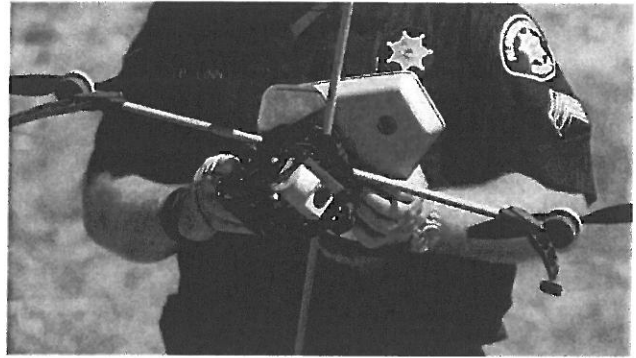


They can be used to access confined spaces or hard to access areas, check a roof, observe a structure fire or a Hazmat spill, aid law enforcement in tracking a suspect or finding a missing person. They can travel faster than a dog and can 'see' as an 'eye in the

sky'. Other uses include flood assessment and accident scene observation. But before you run out to buy one, be advised that, while OSHA has no drone regulations, the FAA does regulate their use under 14 CFR Part 107, which went into effect in August 2016. Here's the online link to learn more: <https://www.faa.gov/uas/media/faa-uas-part107-flyer.pdf>

These regulations include:

- Operators must pass an aeronautical knowledge test, administered for a fee at an FAA-approved center, to obtain a remote pilot certificate w/a small UAS rating.
- The UAS must weigh less than 55 pounds and remain in the line of sight of the operator or a visual observer.



- The UAS must be flown less than 400 feet above ground level; if that elevation is exceeded, the UAS must remain within 400 feet of a structure.
- Operators must fly at or below 100 mph while yielding the right of way to any nearby manned aircraft.
- Operators cannot fly drones over unprotected individuals on the ground who are not part of the operation, are under a covered structure or are inside a covered stationary vehicle.

Remember, while drones are readily available for purchase, they are not a toy. Before you consider obtaining one for your entity, consider the possible uses and risks of ownership.

We invite you to visit the new *IPRF Community Forum Page* and post your experience, suggestions or questions regarding drone usage for public entities.

WELLNESS PROGRAMS & WORKERS' COMPENSATION

Organizations have realized the benefits of having an active wellness program working along with their workers' compensation programs. Historically wellness programs have been designed to benefit non-occupational disabled persons by developing proactive programs that employees can get involved in to help reduce illness and prevent more serious injuries. There has been much interest from employers to try and capture some of those proactive methods of reducing not only work related injuries, but also Workers' Compensation cost.

Employers are looking to maximize employee usage of established wellness programs in hopes of creating a more educated and healthier work force. The idea is that a healthier, more educated work force will be less likely to suffer work related injuries. Even injuries that do take place will be less severe than those suffered by lesser informed employees. Employers are looking to programs like weight-loss and smoking-cessation programs. They are also looking to offer exercise programs into the normal work



day in hopes of engaging workers and create greater awareness regarding health.

The method of introducing and integrating this practice, however, is going to require



employers to move away from the traditional corporate methods that generally separates risk management and workers' compensation departments from those administering health benefits and non-occupational disability plans.

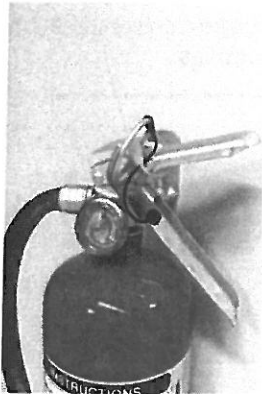
The idea is to combine the risk side with workers' compensation. In doing so the hope is to get disability and workers' compensation claimants engaged in the process. Communicating to them about the resources that are available on the health care side will help the overall aspect of the company's enterprise risk management program.

Employers that have looked into this process understand that the program can only be as good as their employees and the vendors that help to administer the program such as nurse case managers, TPAs who speak with injured workers and involved family members.

The idea is new and growing worldwide. Changing times require progressive innovation and the ability to adapt.

SAFETY IN YOUR WORKPLACE WITH FIRE EXTINGUISHERS

One way to help keep employees safe and be in compliance with Illinois OSHA regulations is to follow 1910.157 regarding fire extinguishers. The most common fire extinguisher is the ABC type which uses monoammonium phosphate, a powder, to extinguish fires by smothering the burning object. It can be used on wood and paper (Class A), grease and petroleum (Class B) or electrical fires (Class C). Fire extinguishers are to be mounted and identified so they are readily accessible. This means on a wall, and near a doorway with a sign overhead. They should be mounted on brackets or in wall cabinets with the carrying handle placed **3½ to 5 feet** above the floor. Do not allow fire extinguishers to sit on the floor or a table. They must be located within 50 feet of a class B (flammable liquids) and 75 feet of a class A (combustible solids like paper and wood) hazard.



In addition to annual maintenance checks by the service company, employers are required to inspect them monthly. The back of the tag on the extinguisher is set up for the date and initials of the person conducting the inspection.

The inspector needs to look at the gauge to be sure it is in the green section, not over or under charged. Also the hose should be in good condition,

free of cracks or holes. The pin must be in place with the plastic tamper tie through it. This is also a good time to test the emergency lighting over exits.

If employees are to use a fire extinguisher at work, they must be trained annually on how to properly use them. IPRF offers **free, onsite training** using a simulator to assure training is done with no risk due to heat or smoke. Plus it's done indoors so training isn't affected by the weather. Employees will be taught the **P-A-S-S** system of using a fire extinguisher and reminded that in the event of a fire, the first thing to do is to call **9-1-1**.

Along with fire extinguishers, employers are required to have a written *Fire Prevention Plan* and an *Evacuation Plan*. IPRF has a sample *Emergency Action Plan* on the Loss Control Section of the website, www.iprf.com you can use it to formulate your entity's plan.

Contact your Loss Control Representative to request training or assistance with written plans.



ANNOUNCES NEW CLAIMS REPORTING SERVICE

The **Illinois Public Risk Fund (IPRF)** is committed to quick and accurate claims management and has implemented a new claims reporting service to accommodate our members.

The **First Notice of Loss** intake phone number **1-844-522-6082** will be **available 24/7/365** and will be dedicated solely to IPRF.

This service will feed data directly into the IPRF claim system. Translation services will be available to accommodate all languages. Next step instructions will be provided to the caller at the close of each claim.

STAY CONNECTED TO IPRF



The **Illinois Public Risk Fund (IPRF)** is committed to staying connected to our staff, members and brokers through the *IPRF Community Forum* and social media channels. We will be posting to these outlets regularly regarding workers' compensation legislation, loss prevention tips, legal updates and more!



"I've decided to micro-praise instead of micro-manage. Everything you've done for the last 30 seconds is outstanding."