

MASCOUTAH CLARITY GROUP

A citizen public-records effort • mascoutah-clarity.org • foia@mascoutah-clarity.org

DATE July 8, 2026

TO Melissa Schanz, City Clerk / Freedom of Information Act Officer
City of Mascoutah
3 West Main Street
Mascoutah, IL 62258

FROM Mascoutah Clarity Group
foia@mascoutah-clarity.org

RE Public records request — City of Mascoutah Fire Department operations, policies, and personnel administration (**File MCG-2026-001**)

Dear FOIA Officer:

Pursuant to the Illinois Freedom of Information Act (5 ILCS 140), I request copies of the public records described below. This request is made for a **non-commercial purpose**. Please do not treat it as a request for a commercial purpose under 5 ILCS 140/3.1.

To assist your search, the records are grouped by category. Where a category specifies a date range, please apply it; where none is specified, please provide records from **January 1, 2019 to the present**. All requests are for records **in whatever form they exist** (paper, electronic, email, database entries). **If no single record contains the information described, please produce the existing records from which it can be derived; I am not asking the City to create new records.**

Priority items. I ask that **Sections 1 through 3 be treated as priority** and produced first if the remaining categories require additional time. Rolling / partial production is welcome and preferred over delaying all records to the latest date.

1. Standard Operating Guidelines / Procedures (SOG / SOP) — PRIORITY

- 1.1. All Standard Operating Guidelines (SOGs) and Standard Operating Procedures (SOPs) currently in effect for the Mascoutah Fire Department, **including every prior version or draft that was issued to members**, together with any records showing the adoption, revision, or effective date of each.
- 1.2. All records reflecting the **review, drafting, approval, or adoption** of any SOG/SOP, including minutes, motions, memoranda, or resolutions by the Mayor, City Council, City Manager, or any committee.
- 1.3. Communications, January 1, 2021 to present, in which a member of the Fire Department **requested the creation, completion, or revision** of SOGs/SOPs, and any responses. To keep this search manageable, it may be limited to the mailboxes and files of the **Fire Chief, Assistant Chief, Deputy Chief, City Manager, and City Clerk**, using search terms such as “SOG,” “SOP,” “standard operating,” “guideline,” and “procedure.”

- 1.4. Records showing **when the current SOG was distributed or issued to department members** — e.g., the transmittal email or memorandum, meeting minutes announcing it, or training/acknowledgment sign-off sheets (member signatures may be redacted).
- 1.5. Records identifying the **individuals who drafted, contributed to, edited, reviewed, or approved** the current SOG/SOP and any prior version, including: (a) drafts and working versions, including any showing tracked changes, comments, or author attribution; (b) communications transmitting drafts for review or comment among the Fire Chief, command staff, the Fire Department Administrative Assistant, the City Manager, or the City Clerk; (c) any signature page, approval memorandum, resolution, or sign-off record showing who authorized the SOG/SOP for issuance and in what capacity; and (d) records showing whether any **outside consultant, template service, another department's document, or model SOG** was used as the basis for the document, including any related contract, invoice, or license. The names and titles of public officials and employees acting in their official capacities are not exempt and should not be redacted.

2. ISO / Public Protection Classification (PPC) — PRIORITY

- 2.1. All ISO Public Protection Classification (PPC) reports, rating letters, classification notices, and grading worksheets received by the City for the Mascoutah Fire Department or its service area.
- 2.2. Correspondence, January 1, 2021 to present, between the City (or the Fire Department) and the Insurance Services Office / Verisk regarding the department's PPC classification, including any notice of a change in classification. This search may be limited to the custodians identified in item 1.3, using search terms such as "ISO," "PPC," "Public Protection," "Verisk," and "classification."

3. Apparatus and vehicle inspection, maintenance, and testing — PRIORITY

This section requests the records that routine apparatus readiness programs generate. If no responsive records exist for any item, please state so expressly in your response.

- 3.1. **Routine apparatus checks.** All daily, weekly, or monthly **apparatus/vehicle check sheets, inspection checklists, or readiness logs** for each piece of Fire Department apparatus (including but not limited to engines/pumpers, rescue, tanker, aerial/ladder, and brush units), January 1, 2023 to present, in whatever form they exist (paper sheets, logbooks, or electronic records).
- 3.2. **Required periodic testing.** For each apparatus, January 1, 2021 to present: (a) **annual pump service test** records and results; (b) **aerial device/ladder inspection and test** records and results; (c) records of any **third-party apparatus inspection or testing** (including the vendor, date, and result); and (d) **ground ladder** and **fire hose** testing records.
- 3.3. **Maintenance and repair.** Maintenance and repair records, work orders, and invoices for Fire Department apparatus, January 1, 2023 to present, including any records showing apparatus placed **out of service** and the reason and duration.
- 3.4. **Responsibility and program.** Records identifying **the officer, member, or position assigned responsibility for apparatus inspection and maintenance** (e.g., an assignment memo, duty roster, SOG/SOP section, or job description), and any **schedule, program document, or SOG/SOP establishing how often apparatus checks are to be performed**, currently or at any time from January

1, 2021 to present. If no person or position has been assigned this responsibility, or no schedule or program exists, please state so expressly.

- 3.5. Oversight of the program.** Any reports, summaries, or communications to the Fire Chief, the City Manager, or the City Council concerning **apparatus condition, readiness, inspection compliance, or maintenance deficiencies**, January 1, 2022 to present.

4. Complaints and grievances (redacted)

- 4.1. Complaint or grievance logs, indexes, or the complaints and grievances themselves**, filed by department members concerning workplace conduct, harassment, or leadership, 2019 to present, in whatever form they exist. Names and identifying details of complainants and private individuals may be redacted; I am seeking the existence, dates, and general subject matter, not identities.
- 4.2.** Any final, non-exempt reports or findings resulting from an investigation into department leadership or workplace conduct.

5. Fire Department Administrative Assistant position

- 5.1.** For the City's full-time **Fire Department Administrative Assistant** position (however titled — e.g., administrative assistant, fire clerk, or department secretary): the **job description, position classification, and statement of duties and responsibilities**; the **job posting or announcement** under which the position was most recently filled; any records showing **to whom the position reports** and who supervises and evaluates it; and any records reflecting the **creation or authorization of the position** (e.g., budget line, Council action, or personnel resolution). This request is for position-level records only; I am not requesting the incumbent's personnel file, and any private personal information may be redacted.

6. Oversight of the Fire Department by the City Manager and the Board of Fire & Police Commissioners

This section requests records reflecting the frequency and substance of administrative oversight of the Fire Department. If no responsive records exist for any item, please state so expressly in your response.

- 6.1. Reports to the City Manager.** All periodic reports (monthly, quarterly, or annual), briefings, or memoranda submitted by the Fire Chief or Fire Department to the City Manager concerning department operations, staffing, training, or performance, January 1, 2022 to present.
- 6.2. Meetings and communications.** Records sufficient to show meetings held between the City Manager (or their office) and Fire Department leadership concerning the department — including calendar entries, meeting notices, agendas, or minutes — January 1, 2022 to present; and communications between the City Manager and the Fire Chief or command staff concerning department **staffing, morale, retention, member complaints, resignations, or working conditions**, January 1, 2022 to present, using search terms such as “morale,” “retention,” “resign,” “quit,” “complaint,” “harassment,” and “climate.”
- 6.3. Goals and objectives.** Any records establishing, communicating, or reviewing **goals, objectives, performance expectations, strategic plans, or work plans** for the Fire Department or its leadership — whether set by the City Manager, the City Council, or the department itself — January 1, 2021 to

present.

- 6.4. Evaluation activity.** Records sufficient to show **whether and when performance evaluations or reviews of the Fire Chief or Fire Department command staff were conducted**, and by whom, January 1, 2021 to present. I am requesting the fact, dates, and authorship of any evaluations — not their contents — and this item may be satisfied by a log, cover page, transmittal, or written confirmation.
- 6.5. Morale and climate.** Any **survey, questionnaire, climate assessment, exit interview form or summary, or study** concerning Fire Department member morale, satisfaction, retention, or workplace climate, January 1, 2021 to present, in aggregate or redacted form.
- 6.6. Board of Fire & Police Commissioners — jurisdiction and activity.** Records sufficient to show the Board's **jurisdiction over the Fire Department** (its rules, ordinance provisions, or enabling documents); its **current membership and appointment dates**; and all **agendas, minutes, notices, and attendance records** for any Board meeting at which Fire Department appointments, promotions, discipline, examinations, or rules were addressed, January 1, 2021 to present. If the Board has taken no action concerning the Fire Department in that period, or if its jurisdiction does not extend to the Fire Department, please state so expressly.

Format, fees, and handling

Format. Please provide all records **electronically** (PDF or native electronic format) delivered to the email address above, which will eliminate copying charges. If any records exist only on paper, please advise before copying so I may inspect them or limit the scope.

Partial production and exemptions. If you withhold any record or portion of a record, please: (a) produce all **reasonably segregable non-exempt portions** with the exempt material redacted, as required by 5 ILCS 140/7(1); and (b) cite the **specific statutory exemption** for each withholding and briefly explain why it applies, as required by 5 ILCS 140/9.

I acknowledge that certain private personal information may be exempt under 5 ILCS 140/7(1)(b) and (c). Where that is the only basis for withholding, please **redact the private information and produce the remainder** rather than withholding entire records.

Statutory deadline. I understand the public body must respond **within 5 business days** of receipt (5 ILCS 140/3(d)), and that any extension must be in writing and limited to the grounds and time permitted by 5 ILCS 140/3(e).

If any category would be unduly burdensome as written, please contact me **before denying** so we can narrow or sequence it, as contemplated by 5 ILCS 140/3(g). I am happy to discuss reasonable scoping, and I welcome rolling production.

Thank you for your time and assistance.

Sincerely,

Mascoutah Clarity Group

foia@mascoutah-clarity.org

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