

Agreement for Ground Rules  
Between  
City of Park Ridge  
And  
International Association of Firefighters, Local 2697

The undersigned representatives of the City of Park Ridge and IAFF Local 2697 (Local 2697) hereby agree to the following ground rules to govern the procedural aspects of the meet and confer process between the parties. As used herein, meet and confer process includes any and all impasse procedures.

1. Both the City of Park Ridge and Local 2697 agree to meet and confer in good faith pursuant to State law.
2. The meet and confer sessions shall be scheduled by the Chief Negotiators of each party through mutual agreement. The Chief Negotiator for each party shall be responsible for notifying their respective negotiating team members as to the meeting times, dates, locations, etc. Appropriate meeting sites that also allow each side to hold a confidential caucus shall be agreed to by the parties at the first meeting. Sites may be changed from time to time as the need arises by mutual agreement of the parties.
3. Attendance at the meet and confer sessions shall be limited to the two bargaining teams. Any resource people or guest shall be invited or allowed to attend by mutual agreement of the parties. Requests by either party to invite anyone other than the declared negotiating team members shall be made in advance of scheduled meetings whenever possible.
4. Local 2697 shall be represented by Mike Isom as Chief Negotiator, who shall have the authority to present, amend and receive proposals for discussion and to reach tentative agreement. Other members of the Local 2697 negotiating team will be identified at the first formal meeting.
5. The City of Park Ridge will be represented by Michael Zywanski, who has the authority to present, amend and receive proposals and to reach tentative agreement. Other members of the City of Park Ridge's negotiating team will be identified at the first formal meeting.
6. Once formal negotiating teams have been established, all members of both teams should be present to conduct formal negotiations. Every effort will be made by both parties to have all members present at each meeting. In the event unforeseen circumstances prevent a member from attending a scheduled meeting, the meeting shall be held with that member absent. If any member misses two scheduled meetings, they shall automatically and permanently be dropped as a member of the negotiating team. No new members may be

added after the second meeting. It is the intent of the parties to include members on the negotiating teams who are committed to good faith bargaining and who are committed to being involved in the entire process. The parties acknowledge that the free exchange of complete and accurate information, ideas and opinions can only occur if team members of both parties attend each and every negotiating session.

7. All proposals from either side shall be in writing. Any verbal proposals offered during the course of negotiations shall be committed to writing prior to the response from the responding party. Counter proposals shall also be in writing and any verbal counter proposal offered during the course of negotiations shall be committed to writing prior to the next formal meeting.
8. Each side shall take their own notes and keep their own records and meeting minutes. No mechanical recording devices such as a tape recorder shall be allowed.
9. Both parties agree to the best of their abilities that the confidentiality of the bargaining process will be maintained until such time as a total agreement has been reached or a formal declaration of impasse has been made. Specifically, no press releases, TV or radio ads shall be made, or interviews conducted until either party declares that an impasse has been reached and a discussion on procedures for attempting to resolve the impasse has been held.
10. The parties agree that they will sign off on tentative agreements as they are reached. No proposal shall be binding until an overall agreement is reached and ratified by the parties. Once a total tentative agreement has been reached, each party shall have the obligation to recommend adoption of the total package to their respective constituents.
11. When a total agreement is ratified the parties will enter into a written Memorandum of Understanding (MOU). Each side shall make a good faith effort to obtain ratification/approval of their respective constituents. The MOU shall be submitted to the Union membership and upon ratification shall be submitted to the City of Park Ridge's City Manager. No MOU shall be binding or in effect until it has been approved by the City Manager for the City of Park Ridge.
12. These ground rules shall remain in effect until an agreement has been reached or until an impasse resolution procedure or arbitration hearing, if any, is completed. Any and all of the ground rules may be modified by mutual agreement of the parties.