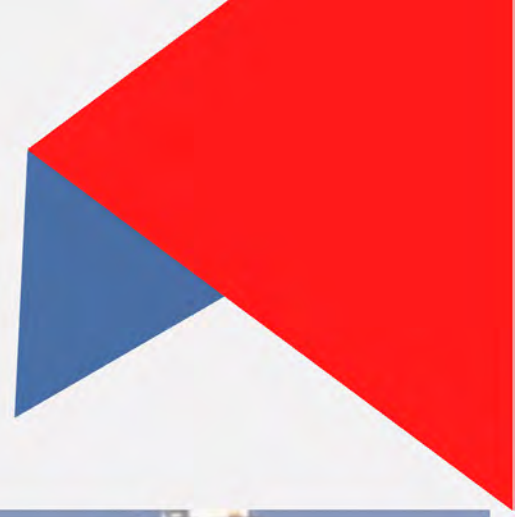




West Dundee Board
of Fire and Police
Commissioners



2025

Firefighter / Paramedic Orientation Packet



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Welcome from the Fire Chief



Michael Spiro
Fire Chief
West Dundee Fire Department

I appreciate your interest in the West Dundee Fire Department's (WDFD) 2025 Firefighter/Paramedic eligibility process! The personnel of the WDFD are dedicated to providing the highest quality of EMS, Fire Suppression, and Technical Rescue services to the citizens and visitors of the Village of West Dundee. We are looking for people who put others' concerns above their own and want to advocate for the citizens they serve.

Being the Fire Chief of the West Dundee Fire Department is an honor, and I wish you all the best with the 2025 Firefighter/Paramedic eligibility process.



MISSION

The West Dundee Fire Department is committed to providing professional and compassionate services to exceed the expectations of those within the community.

VISION

The West Dundee Fire Department will provide excellent service to our community through well-prepared, trained, and educated professionals to meet the demands of a growing community.



VALUES

The values of the West Dundee Fire Department are teamwork, Integrity, and pride.

- **Teamwork** - The foundation of what we do is work together through training and mentorship
- **Integrity** - Do the right thing all the time
- **Pride** - Caring for our community, our people, and our Department

DEPARTMENT at a GLANCE



Personnel

The West Dundee Fire Department has 3 shift Lieutenants, each leading a 24-hour shift of 3 career firefighter/paramedics. In addition, the Department has 25 Part-time firefighters, that comprise a daily staff minimum of 5, with a goal of 6 personnel daily. The administrative staff includes the Fire Chief, Deputy Fire Chief, Fire Marshal, and Training Officer.



Stations and Apparatus

The West Dundee Fire Department operates out of two fire stations from which it deploys 2 jump companies making up 2 engine companies, a truck company, a squad company, and two Advanced Life Support (ALS) ambulances. All fire apparatus are ALS equipped.



Special Teams

The Department is home to 4 special teams: Water Operations, Hazardous Materials, Fire Investigations, and Special Rescue. All four special teams are part of the Mutual Aid Box Alarm System (MABAS) Division 2 team, have access to cutting-edge equipment and technology, and actively seek new members.



Call Volume

West Dundee is a full-service public safety agency responsible for responding to and mitigating incidents involving fires, medical emergencies, hazardous materials, and technical rescues. West Dundee's call volume is growing, averaging approximately 6 calls per day and an average of 2,400 calls per year. The vast majority of the Department's calls are EMS related.

SALARY and BENEFITS



Competitive salary ranging from \$71,834.01 - \$95,526.83 (Effective 5/1/24-4/30/25)

- Start at the pay step and receive benefit time based on years of previous full-time experience



Paid vacations and holidays



College tuition reimbursement



Comprehensive benefits package including medical, dental, and life insurance



Required pension fund participation and other optional retirement savings opportunities



Modern workout facilities



Numerous active special rescue teams seeking new members



75 Mile Residency Requirement within 1 year of hire



EMPLOYMENT REQUIREMENTS

21+

Age

Minimum of 21 years of age and under 35 years of age, except as allowed by Illinois State Statute, at the date of the written examination. Proof of birth date will be required at the time of application.



EMT Certification

All applicants must be licensed by Illinois Department of Public Health (IDPH) as an EMT at the time of the oral interview and licensure as an EMT-P by the time of a conditional offer of appointment.



Education

All applicants must have a minimum of a high school diploma or the equivalent.



CPAT

All candidates must successfully, within the twelve (12) months immediately preceding a conditional offer of employment, pass the Candidate Physical Ability Test (CPAT) with ladder climb, as licensed and approved by the International Fire Chief's Association and the International Association of Fire Fighters.



Citizenship

All applicants must hold United States citizenship.



Driver's License

All firefighter/paramedics must possess or be able to obtain a valid class B non-CDL or equivalent driver's license



Language

All applicants must have the ability to understand the English language, both written and spoken.



Background Process

All employees must undergo and successfully complete a rigorous background investigation, including a polygraph examination.

HIRING PROCESS OVERVIEW

The process to become a firefighter/paramedic is governed by Illinois statute. All West Dundee firefighter/paramedics are hired from an Eligibility Roster developed by the West Dundee Board of Fire and Police Commissioners. To be eligible for the roster, all elements of the testing process must be completed successfully, starting with the application, where minimum requirements will be verified.



The Final Eligibility Roster is valid for a period of two years from the date of certification by the Board of Fire and Police Commissioners. As vacancies occur, applicants will be invited, in ranked order, to participate in the Department's background investigation process.

APPLICATION PROCESS



Before applying, thoroughly read the Orientation Packet to ensure you understand the required steps and your eligibility.



Complete the online application at www.applytoserve.com by 4:00 PM CST on Friday, January 3, 2025.



Complete the Online Written Exam from January 14 - January 21. Applicants will receive an email with further instructions following the application submission.

REQUIRED TESTS and LICENSES

CPAT and Ladder Test

All applicants are required to have passed the CPAT physical ability test and a ladder test through an IAFC/IAFF-certified testing agency within the twelve months prior to a conditional offer of hire. A complete listing of certified agencies can be found at <https://www.iaff.org/cpat/#licensing>.

To take the CPAT and ladder test, applicants must make an appointment with one of the certified agencies. Locally, CPAT and ladder tests can be completed at the Northeastern Illinois Public Safety Training Academy (www.nipsta.org) or at the Southwest United Fire District (www.sufd.org).

The CPAT and ladder tests must have been passed 12 months before the conditional offer of hire. Proof of passage must be printed and provided during the background process. Failure to provide a certificate will result in the candidate not continuing in the hiring process.

EMT License

All applicants must have a valid EMT licensure with the Illinois Department of Public Health at the time of the oral interview.

In addition, all applicants must have an EMT-Paramedic license at the time of the conditional offer to hire.

Proof of your EMT license, such as your EMT card, must be brought to the oral interview. Without an IDPH EMT or Paramedic license, you will not be allowed into the interview and will not be eligible for the Final Eligibility Roster.

Basic Operations Firefighter

All candidates must complete the Basic Operations Firefighter Academy upon hire, if not currently certified by the State of Illinois.



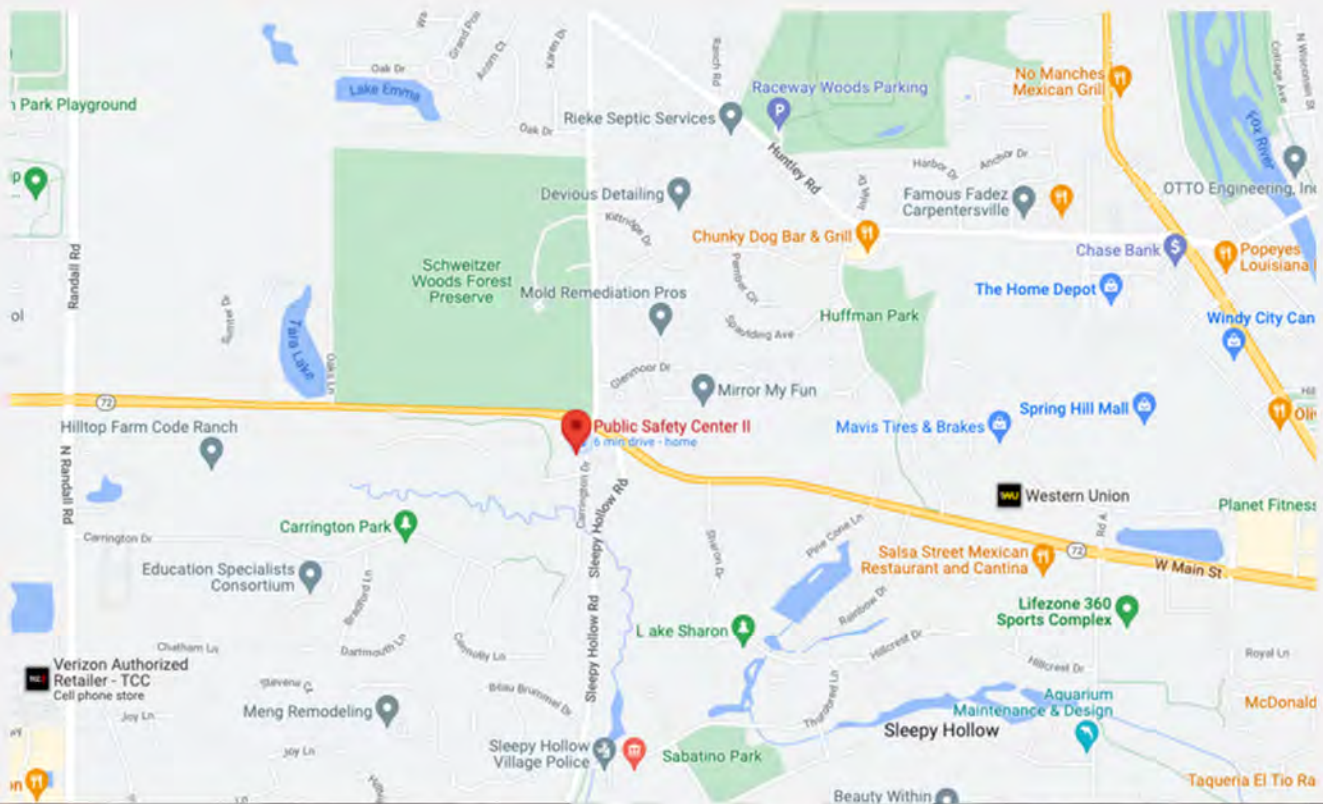
WRITTEN EXAMINATION

The written exam will be an online remote testing option where candidates may take the exam at their home provided they have a computer and internet connection. All candidates will need to acknowledge the security agreement terms before being able to view any test content. All candidates will receive an email approximately one week prior regarding their status in the process, along with further instructions for taking the on-line written exam.

The written examination assesses cognitive ability and behavioral characteristics, including scenario-based skills assessments designed to gauge job-related skills. You do not need any firefighting experience, training, or knowledge to complete this exam successfully. Written exams are scored by the Board of Fire and Police Commissioners following the conclusion of the test. A 70% or greater score is required to pass the written examination successfully. These scores account for 70% of the Preliminary Eligibility Roster (not including preference points). The top 25 scoring individuals, including ties, will be invited to proceed to the oral interviews.

ORAL INTERVIEW

The oral interviews will take place from February 10 - February 21, 2025. Interviews are conducted by the Board of Fire and Police Commissioners at West Dundee Public Safety Center 2, located at 100 Carrington Drive, West Dundee, IL 60118. Eligible candidates will be notified after the written examination of their scheduled interview time. The scores resulting from the oral interviews comprise 30% of the ranking within the Preliminary Eligibility Roster (without Preference Points).



PREFERENCE POINTS

After the conclusion of the oral interviews, applicants will have the opportunity to apply for preference points. Applications for preference points, including relevant documentation, is due by Thursday, March 13, 2025. Preference points are broken down into the following categories:

- Military preference - five (5) points. Awarded to applicants who have served a minimum of twelve (12) months on active duty in the service of the U.S. military and who have either been honorably discharged or, in place of an honorable discharge, are still serving in an active or inactive reserve status.
- Education preference – (2.5) points. Candidates must have an associate's degree in fire science or emergency medical services from an accredited community or junior college or a bachelor's degree in any field from an accredited college or university.
- Paramedic preference - Paramedic (2.5) - Current EMT-P license by the Illinois Department of Public Health.
- Additional points - one to ten (10) points. Candidates currently employed by the West Dundee Fire Department or who were employed by the West Dundee Fire Department in a part-time capacity and left the department in good standing within 18 months before the application deadline shall be awarded one point for one full year of cumulative service; three (3) total points for two (2) full years of cumulative service; or five (5) total points for three (3) or more full years of cumulative service. The Chief of the Department will verify eligibility.
- Additional Certifications (5) - 2.5 points for certification by the Illinois State Fire Marshal's Office as a Basic Operations Firefighter (Firefighter 2); an additional 2.5 points for certification by the Illinois State Fire Marshal's Office as an Advanced Technician Firefighter (Firefighter 3).

No preference points will be awarded to a candidate without proper documentation or who does not fully satisfy the requirements of the category. A ranked Final Eligibility List will be posted after awarding applicable preference points.



HELPFUL HINTS

1

Deadlines will not be extended.

2

The application must be completed entirely and honestly.

3

No exceptions will be made for the written examination or oral interview testing dates except under extreme circumstances

APPLICATION CHECKLIST

Complete the application at www.applytoserve.com by January 3, 2025.

Prepare for the written exam. The exam will be online from January 14, 2025, to January 21, 2025. Applicants will receive an email with further instructions.

Prepare for an Oral Interview from February 10, 2025, to February 21, 2025. Interview times will be provided following the written exam.

All applicants shall furnish a copy of the following:

- Social Security Card
- Birth Certificate
- High School Diploma or GED Certificate
- EMT-B or EMT-P License

to the commission at the oral interview.

Contact Us

All inquiries will only be addressed by the contacts listed below.



Postal Address

West Dundee Fire Department
100 Carrington Drive
West Dundee, IL 60118



E-Mail Address

bfpc@wdundee.org



Website

www.wdundee.org



Phone

(847)551-3805



The Village of West Dundee is an Equal Opportunity Employer. It is the continuing policy of the West Dundee Fire Department to afford equal employment opportunities to qualified individuals, regardless of race, color, religion, gender, age, national origin, sexual orientation, or disability, and to conform to applicable laws and regulations. Equal opportunity encompasses all aspects of employment practices to include, including but not limited to recruitment, hiring, training, compensation, benefits, promotions, transfers, and discipline.