

**FIREFIGHTER/PARAMEDIC APPLICANT
TESTING
JUNE 23, 2007**

*Joint Fire Recruitment and Testing
A Municipal Project of the Morton Grove, Niles,
and Wilmette Fire and Police Commissions*

MORTON GROVE

NILES

WILMETTE

**FIREFIGHTER/PARAMEDIC APPLICANT
INFORMATION MANUAL**

- READ COMPLETELY -

JOINT TESTING PROGRAM

CANDIDATE FIREFIGHTER/PARAMEDIC ORIENTATION FACT SHEET

COMPLETED APPLICATIONS MUST BE SUBMITTED, ALONG WITH PROOF OF CPAT COMPLETION, MONDAY THROUGH FRIDAY , 8:30 a.m. TO 5:00 p.m., JUNE 4 THRU JUNE 8 AND JUNE 11 THRU JUNE 15. ALL COMPLETED APPLICATIONS ARE TO BE SUBMITTED TO NILES FIRE STATION 2, 8360 DEMPSTER ST, NILES, IL 60714. NO APPLICATIONS WILL BE ACCEPTED AT ANY OTHER TIME.

CANDIDATE PHYSICAL ABILITY TEST (CPAT) INFORMATION

All applicants are required to submit proof of successful completion of the CPAT with their application. The test must have been successfully completed after June 23, 2006 for the proof to be valid. Applications will not be accepted without this proof. The CPAT process can take up to 3 months to complete, but there is sufficient time from application pick-up to application submission for this process. There are certified CPAT sites throughout North America. The closest local site is at NIPSTA in Glenview, IL. For information on the CPAT call NIPSTA at 847-998-8090 or go to <http://www.nipsta.org/CPAT/Main.aspx>

An administration fee of \$99 is assessed by NIPSTA to each candidate who registers for the CPAT. Upon successful completion of the test, candidates will receive a CPAT identification card, which must be presented to the fire department. The department may, at its own discretion, independently verify the CPAT identification card issued by NIPSTA.

Candidates who endure a financial hardship are eligible to apply for a waiver of the \$99 fee upon request to the NIPSTA Foundation - an Illinois not-for-profit corporation.

WRITTEN EXAMINATION INFORMATION

Written examination will take place on Saturday, June 23, 2007 at the NIPSTA Training Center, 2300 Patriot Boulevard, Glenview, Illinois. Candidates shall present their valid driver's license and their original, no photocopies, proof of current successful CPAT completion during check-in. Candidates shall check in at NIPSTA at 0800 hours. The actual written test begins promptly at 0900 hours. Depending on the number of candidates an afternoon exam may be scheduled. Candidates must score a 70 or better to continue in the process. Successful candidates shall be notified in writing.

Upon completion of the above testing procedures a list of successful candidates is forwarded to the individual Fire and Police Commissions to complete the selection process in accordance with the rules adopted by the individual municipalities.

**PLEASE REVIEW THE ATTACHED PROCEDURES FOR THE MUNICIPALITY(S)
YOU HAVE APPLIED FOR.**

ORIENTATION

Village of Morton Grove Firefighter/Paramedic Overview

The Community: The Village of Morton Grove is an established suburban community which had its 100th anniversary in 1995. The community has a population of 22,451 in 8,211 households, a median age of 44, and a median income of \$63,511. Morton Grove is located in northeastern Cook County, and is near the Edens Expressway, Tri-State Tollway, and is intersected by a Metra line.

Of the village's five square miles, 20 percent of the area is forest preserve, and the 12 parks cover an area of 65 acres. There are two park pools, a golf course, two riding stables, and horse and bicycle trails. The Village maintains a favorable balance between healthy commercial and industrial establishments, and a "small town" residential environment. The Village has a Class III ISO fire protection rating.

The Government: Morton Grove, incorporated in 1895, has a council-manager form of government to combine the effectiveness of an elected president and a six member board of trustees with the efficiency of a professional administrator and staff. It is a home rule unit of government, as defined by the 1970 Illinois State Constitution.

The Department: The Morton Grove Fire Department staffs 43 Firefighters and Firefighter/Paramedics, and maintains two fire stations. The Department is part of the Regional Emergency Dispatch Center (RED). RED is comprised of eleven area fire departments that cooperate to provide the most cost effective and efficient fire and paramedic services to their respective communities. Member departments benefit their communities through centralized communications, closest station response regardless of jurisdictional boundaries, and participation in cost sharing programs. In addition to providing fire protection and emergency medical services, the Department engages in fire prevention, investigation, special rescue, and hazardous materials programs.

A Collective Bargaining Agreement with a comprehensive benefit package exists between members of the Morton Grove Firefighter's Association and the Village. All firefighters and lieutenants are required to become affiliated either through membership or fair share agreement.

The Process: The written examination will be administered on June 23, 2007. All applicants are required to submit proof of successful completion of the CPAT (physical agility) with their application. The CPAT must have been successfully completed after June 23, 2006 for the proof to be valid. Applications **will not** be accepted without this proof. The CPAT process can take up to 3 months to complete, but there is sufficient time to complete this process. There are certified CPAT sites throughout North America. The closest local site is at NIPSTA in Glenview, IL. For information on the CPAT call NIPSTA at 847-998-8090 or go to <http://www.nipsta.org/CPAT/Main.aspx>. An administration fee of \$99 is assessed by NIPSTA to each candidate who registers for the CPAT. Upon successful completion of the test, candidates will receive a CPAT identification card, which must be presented at the time of the written exam. **Candidates who endure a financial hardship are eligible to apply to the NIPSTA Foundation for assistance.** Proof of successful CPAT completion and valid drivers license, are required to be presented on the day of the written examination. The written examination scores and application forms of all applicants passing the written and CPAT tests are forwarded to the Morton Grove Board of Fire and Police Commissioners. Successful applicants will then be forwarded a Morton Grove Fire Department "long application form" to be completed and returned to the Morton Grove Fire Department. Responding applicants may then be invited to participate in an oral interview in descending order of written test scores. The actual number of candidates interviewed will be based upon the anticipated need of the department. Candidates will be notified as to the date, time and place of the oral interview. Those persons passing the oral

interview will be placed on the eligibility list (valid for two years) with the ranking being determined based on their final scores and the application of any preference points, pursuant to current statutes. To maintain an eligibility list, the Commission may choose to review and process additional candidates.

Further participation in the selection process will take place as vacancies occur, with final hiring based on the successful completion of a background investigation, polygraph examination, final oral interview, psychological evaluation, and medical examination including drug screening.

All rules and regulations of the Morton Grove Board of Fire and Police Commissioners can be viewed at the Morton Grove Fire Department, Station 4, 6250 Lincoln Ave., Morton Grove, Illinois, 60053, Monday through Friday between the hours of 8:30 AM and 5:00 PM.

Firefighters must complete a two year probationary period, during which time the following must be attained: Firefighter II level as prescribed by the Illinois Administrative Code; EMT-A certification as prescribed by the Illinois Department of Public Health; completion of paramedic school, as well as paramedic certification through the Morton Grove Fire Department and the State of Illinois. Additionally, firefighters are required to sign an "Employee's Reimbursement of Training Expenses to Employer as a Condition of Employment" agreement, which is a 2.5 year contract with the village.

Requirements

Requirement	Morton Grove F.D.
Age	21 years old by date of written exam and under 35 years of age when placed on the eligibility list, except as otherwise provided by law.
Citizenship	U.S. citizen or an alien admitted for permanent residence or lawfully admitted for temporary residence and who produces evidence of intention to become a citizen of the U.S.
Driver's License	Valid drivers license
Education	High school diploma or GED equivalent
Residency	No restrictions
Vision	Able to identify red, green and yellow colors. Far visual acuity: 20/30 binocular each eye (corrected); 20/100 uncorrected unless corrected with soft contact lenses. Peripheral vision 140 degrees or better. Case by case review: radial keratotomy, repaired retinal detachment, optic neuritis.
Physical Requirement	All applicants are required to submit proof of successful completion of the CPAT (physical agility) with their application.

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FIRE AND POLICE COMMISSION
OF THE
VILLAGE OF NILES, ILL.

FIREFIGHTER/PARAMEDIC ENTRY LEVEL
EXAMINATION FACT SHEET

This "Fact Sheet" shall be considered a Policy Statement for Entry Level Firefighter/Paramedic Recruitment, covering the process, procedures, and guidelines for the Entry Level Examination.

The Fire and Police Commissioners have adopted this "Fact Sheet Policy Statement" at their Regular Monthly Meeting of the Commission on February 12, 2007.

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Niles Fire and Police Commission **Orientation Fact Sheet**

REGISTERED MAIL

All successful candidates will be notified by registered mail regarding pertinent information as to your score. This will be **registered mail** and you will be required to sign to receive these mailings from the letter carrier. If no one is home you will be advised that a certified letter for you should be picked up at the post office.

It is your responsibility to pick up your letter at the post office.

PRELIMINARY ELIGIBILITY REGISTER

Following the calculation of your composite Written Test, a Preliminary Eligibility Register, which is a list of candidates and their score in the order of Relative Excellence attained, will be posted in the Fire and Police Commission Office, 1000 Civic Center Drive, Niles, Illinois.

VETERANS MILITARY OR NAVAL SERVICE PREFERENCE POINTS

Persons who are veterans of the United States Military or Naval Services and have had at least one (1) year of active duty are eligible for Military Credit Points to be added to their scores, as provided for in the Illinois Compiled Statutes, Chapter 65ILCS-5/10-2.1.8 and 5/10-2.1.9. Candidates eligible for Military Credit Points must declare their intent to apply for these points, in writing, to the Niles Fire and Police Commission, 1000 Civic Center Drive, Niles, Illinois. **This declaration must be made within ten (10) days from the posting date shown on the Preliminary Eligibility Register, or such claim shall be deemed waived.** You must supply the Fire and Police Commission with a copy of your Honorable Discharge Certificate and Form DD 214.

AMENDATORY ACT OF 1993 – CERTIFIED FIREFIGHTERS II, III, AND PARAMEDICS PREFERENCE POINTS

Also, as stated in the Illinois Compiled Statutes, Chapter 65ILCS-5/10-2.1.9b, all persons who, on or after the effective date of this Amendatory Act of 1993, have been paid on call Certified Firefighter II, /Paramedics, or any combination of those capacities, of the municipality, shall be awarded 0.5 points for each year of successful service in one or more of these capacities up to a maximum of 5 points at the time of examination for original appointment of the classified service of the Fire Department. Certified Firefighters III shall be awarded one (1) point per year up to a maximum of 5 points. Applicants from outside the municipality who were employed as full time Firefighters or Firefighter/Paramedics by a fire protected district or another municipality for at least 2 years shall have the same preference as paid-on-call personnel.

These additional points presuppose a rating scale of totaling 100 points available for the eligibility list. If more or fewer points are used in the rating scale for the eligibility list, the points awarded of this subsection shall be increased or decreased by a factor equal to the total points available for the examination divided by 100.

To qualify for the preference credit points, you must notify the Commission in writing within 10 days from the posting date of the Preliminary Eligibility Register list, or the claim will be deemed waived.

You must supply the Fire and Police Commission a copy of your Military Honorable Discharge Certificate and Form DD214, Educational Diploma, Certificates of Certification of Firefighter II, III, or Firefighter/Paramedic. The letter and documents should be mailed or delivered to Fire and Police Commission, 1000 Civic Center Drive, Niles, Illinois 60714.

The Award of aforementioned Preference Points cannot, in total, exceed five (5) points – i.e., they are specifically non-cumulative.

A candidate will not receive Preference Credit Points if the amount awarded places the candidate ahead of a veteran on the Eligibility Register List, in accord with State Statutes, Statutes, 65ILCS-5/10-2.1.8 and 5/10-2.1.9b.

PERMANENT ELIGIBILITY REGISTER:

Following the receipt of declared eligible Military or certified Firefighter II, III and Paramedics Preference Points from the candidates, the scores will be adjusted by adding the Eligible Preference Points to the initially attained Written Score. At this point, the Permanent Eligibility Register shall be posted.

TIE SCORE

Candidates shall be listed in descending order of excellence based upon their final composite score including any earned Preference Points. In the event that two(2) or more candidates have the same score on the permanent eligible list, the tie shall be broken by giving preference to the candidate who has obtained the highest score on the written test. Should a tie occur after this, then the order of position on the Permanent Eligible Register List will be determined by the flip of a coin or other lottery.

Candidates will be notified by mail their permanent placement position on the Permanent Eligibility Register which will remain in effect for a period of two years from the date shown on the Eligible Register.

GENERAL INFORMATION

Applicants must notify the Commission, in writing, of a change of address and/or phone number within five (5) days of such change. If you do not notify the Commission, we will not know how or where to contact you should you be Eligible to fill the vacancy that occurs in the Fire Department.

Failure to do so will be cause to have your name stricken from the preliminary and/or permanent eligibility registers.

PRIOR TO APPOINTMENT

Appointment to the Niles Fire Department shall be subject to the applicant completing a Polygraph Test, In-Depth Background Investigation, and successfully completing an Individual Oral Interview, Psychological and Medical Examinations.

In order to comply with the Fire and Police Commissioners Act, we must make a Background Investigation of each candidate, and a determination of any past record of a felony or certain misdemeanor convictions as defined in the Illinois Compiled Statutes under Chapter 65-5/10-2.1 “Board of Fire and Police Commissioners”, Section 1 through 29. No one shall be appointed to the Niles Fire Department who has been convicted of a felony, or misdemeanor described in Chapter 65-5/10-2.1-6.

Upon notification by the Fire Chief of a vacancy within the Fire Department, the Fire and Police Commission shall contact the candidate(s) at the top of the Permanent Eligibility Roster by letter. This letter will inform the candidate(s) when and where to report for the Polygraph Test. Along with this letter, the candidate(s) will receive a long form application which must be filled out in its entirety.

You must return the completed application in person within ten (10) days of receipt of your letter, to the Niles Police Department at which time you will be fingerprinted.

Upon completion of the Polygraph Test and In-depth Background Investigation, the applicant will be notified, in writing, when to report before the board of Fire and Police Commissioners for an Individual Oral Interview, which is on a “Pass” or “Fail” basis.

Upon successful completion of the Individual Oral Interview, a conditional offer of employment will be given, subject to the candidate’s successful completion of the Psychological Examination. A Medical Examination will then follow. The Individual Oral Interview, Psychological and Medical Examinations are each on a “Pass” or “Fail” basis. Applicants will be informed by mail if they Pass or Fail.

The candidate must confirm the date and time of all Examination appointments as indicated in the Commission letter you receive explaining when and where to report for your scheduled appointments. **Failure to confirm or show up for any of the interviews (group or individual), polygraph, psychological or medical examinations will be cause for your name to be stricken from the preliminary and/or permanent eligibility registers.**

Upon passing the Individual Oral Interview, the Psychological and Medical Examinations, the eligible candidate to be appointed will be notified, in writing, when and where to appear before the Board of Fire and Police Commissioners to be Sworn-in and given the Oath of Office to fill the existing vacancy in the Fire Department.

PROBATIONARY PERIOD DUTIES

Persons hired to be a Probationary Firefighter/Paramedic will serve a twenty-four (24) month probationary period. During this period, you will be required to obtain, but not limited to, the following State of Illinois and St Francis Hospital certifications: Firefighter II, Emergency Medical Technician - Paramedic, Hazardous Materials Operations, Technical Rescue Awareness, Fire Service Vehicle Operator. Failure to obtain all required certifications will result in your termination from the Fire Department. Additionally, failure to meet all the standards of the Niles Fire Department will result in your termination, with concurrence of the Fire and Police Commission.

Additionally, firefighter/paramedics are required to sign a "Pre-employment Contract and Agreement for the Reimbursement of Unreimbursed Training and Testing Expenses", which is a three (3) year contract with the Village.

Village of Niles
Firefighter/Paramedic Overview

The Community: The Village of Niles is an established suburban community incorporated in 1889. The community population is 30,100, with 12,002 households, a median age of 46.8, and a median income of \$58,215. Niles is located in northeastern Cook County, immediately adjacent to Chicago, 6.5 square miles in area and is centrally intersected by Milwaukee Avenue (Route #21).

The Village contains a balance between industrial and commercial establishments and a mixture of residential areas including single family, apartments, town houses and condominiums. Also included are 15 parks, 2 park pools, ice rink, golf course, and a municipal Senior and Fitness Center complex. The Village has a Class III ISO fire protection rating.

The Government: Niles has a counsel – manager form of government. There is an elected president and six-member board of trustees with the efficiency of a professional administrator and staff. It is a home rule unit of government, as defined by the 1970 Illinois State Constitution.

The Department: The Niles Fire Department has a staff of 55 firefighter/paramedics and officers maintained in two fire stations. The department is part of the Regional Emergency Dispatch Center (RED). RED is comprised of eleven area fire departments that cooperate to provide the most cost effective and efficient emergency services to their respective communities. Member departments benefit their communities through centralized communications, closest station response, regardless of jurisdictional boundaries, and participation in a cost-sharing program. Niles is a member of MABAS Division III, which provides pre-planned mutual aid assistance to 18 departments in our division, and the state wide MABAS plan. In addition to providing emergency medical services, fire suppression, fire investigation, technical rescue, and hazardous materials mitigation, the department engages in fire prevention and public education programs.

The Process: The advertisement, application, and written examination steps in the selection process are conducted jointly by Wilmette, Morton Grove, and Niles Fire & Police Commissions. Successful applicants will be notified, in writing, that they will be continuing in the Niles testing process.

The Niles Fire and Police Commission will request, in writing from each candidate, information regarding military active duty and documentation regarding Illinois state Certified Firefighter II, Certified Firefighter III, and Certified Paramedic that the candidate may currently be holding. Along with the certification documentation, the candidate must provide documentation of their work as a Paid or Paid-On-Call (POC) firefighter/paramedic with a municipal fire department or a fire protection district. Appropriate credit points will be added to the candidates written examination scores, ranking them in order of excellence, forming an eligibility roster valid for two years. To maintain the eligibility roster, the commission may choose to review and process additional candidates.

For information on the probationary period, such as time length of such period and responsibilities, refer to the **“Niles Fire and Police Commission Orientation Fact Sheet”**.

All firefighter/paramedics are required to sign a “Pre-employment Contract and Agreement for the Reimbursement of the Village’s Costs Incurred for Training and Testing Expenses”, which is a three (3) year contract with the Village.

REQUIRMENTS

Requirement	Niles F.D.
Age	21 years old by date of written exam and under 35 years of age
Citizenship	U.S. citizen or Applied for citizenship contemplating residing in the U.S.
Driver's License	Valid driver's license
Education	High school diploma or GED equivalent
Physical	CPAT certification
Residency	Required within six months after completing probation of two years. Boundary limits - Wisconsin state line on the north, the shoreline of Lake Michigan and the Indiana state line on the east, state highway 30 on the south and route 47 on the west.
Vision	Correctable to 20/20 and free from color blindness
	Hiring for position of Firefighter/Paramedic. The starting salary range is \$54,021 to \$62,536

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VILLAGE OF WILMETTE

Fire Department, 1304 Lake Ave.
WILMETTE, ILLINOIS 60091-0040

General Requirements

- Age 21 upon application and under 35
- U.S. Citizen.
- High school graduate or GED
- Vision correctable to 20/30
- Pass a medical exam
- Valid driver's license
- Proof of completed Candidate Physical Ability Test (CPAT) dated after June 23, 2006
- One of the Following:
 - Sixty hours of college from an accredited university
 - State of Illinois certified firefighter II
 - Minimum of two years of military service
 - State of Illinois certified Emergency Medical Technician -Paramedic

Hiring Process

Fire Department applicants obtain a position on a preliminary eligibility list based upon their written examination score. Those who qualify continue in the selection process which includes:

- Psychological Evaluation
- Polygraph
- Background Investigation
- Oral Interviews
- Medical Examination

Eligibility List

The final eligibility list is established by the Board of Fire & Police Commissioners and remains in effect for one year. Applicants, not selected for further evaluation after the written examination, may be contacted to continue the process if the final eligibility list is exhausted of candidates within two years.

Basic Training

Following successful completion of basic firemanship (Firefighter I & II) training at a certified fire academy, recruits are schooled in hazardous materials and emergency medicine. Initial training, to the level of EMT-P (Emergency Medical Technician – Paramedic) status, is attained during the probationary period.

Probation

Recruits are subject to a two-year probationary period during which overall job performance is under intense scrutiny. The following certifications/licenses must be attained during this period:

- Firefighter II
- Hazardous Materials Awareness
- Hazardous Materials Operations
- EMT-P
- Technical Rescue Awareness



VILLAGE OF WILMETTE

Fire Department, 1304 Lake Ave.
WILMETTE, ILLINOIS 60091-0040

Career Development

Additional certifications and duties may become available or be assigned during the course of employment in the following areas:

- Fire Apparatus Engineer
- Advanced Firefighter (Firefighter III)
- Fire Inspection
- Fire Investigation
- Public Education
- Hazardous Materials Response
- Technical Rescue
- Underwater Rescue and Recovery



VILLAGE OF WILMETTE

Fire Department, 1304 Lake Ave.
WILMETTE, ILLINOIS 60091-0040

Village of Wilmette/Fire Department Profile

The Village of Wilmette was incorporated in 1872 and operates under the council manager form of government. The Village Board is composed of a President and six Trustees elected in at-large elections. The Trustees are elected to office for a term of four years with no Trustee serving more than two full four-year terms.

The Wilmette Fire Department has provided fire, emergency medical and other life safety services to those that reside, work, and travel through the Village of Wilmette since February 1894.

Wilmette is located on the shores of Lake Michigan, encompassing nearly five and a half square miles. The Village is one of the Chicago suburban communities collectively referred to as the "North Shore". The Village is primarily residential with tree-lined neighborhoods, parks, a recreational center, an aquatic center, two golf courses, and a library, with a population of 27,500. There are more than 10,000 families living in Wilmette, plus 620 businesses, schools, churches, and retirement/nursing facilities within the corporate limits of Wilmette.

There are two mall type shopping centers and over 40 schools or religious structures. The community is divided by the Union Pacific commuter train line. Interstate 94 runs along the Village's western border.

The Wilmette Fire Department's mission statement is:

"The Mission of the Wilmette Fire Department is to provide a selfless organization of people who hold devotion to duty above personal risk, who count sincerity of service above personal comfort and convenience, and who strive unceasingly to find better ways of protecting the lives, homes and property of their fellow citizens. The Wilmette Fire Department will achieve its mission through the effective and efficient delivery of services including, Public Education, Community Service, Fire Prevention, Rescue, Training, Emergency Medical Service and Fire Suppression."

The Wilmette Fire Department has 47 employees, 44 of which are sworn, two administrative employees and one part time employee. The Department operates from two stations with the following apparatus: three fire engines, three ambulances, one aerial ladder, one squad truck, one utility vehicle, one command van, one rescue watercraft, one administrative vehicle and two chief's vehicles.

A three-shift platoon system is used to provide 24 hour staffing under the supervision of a Duty Chief and two Lieutenants.

In 2006, the department responded to 3,181 calls. 1,587 of those were for Emergency Medical Services.