



2023

FIREFIGHTER/PARAMEDIC RECRUITMENT PACKET



Table of Contents

Fire Chief's Message	1
Mission, Values, and Organizational Assets	2
Fire District at a Glance	3
Benefits Package	4
Employment Requirements	5
Hiring Process Overview	6
Registration Process	7
Orientation & Written Examination	8
Oral Interviews	9
Preference Points	10
Frequently Asked Questions & Informational Statements	11
Eligibility Process Preparation Resources	12
Applicant Checklist	13
Why We Made Our Career as a Channahon Firefighter/Paramedic	14
Contact Us	15

FIRE CHIEF'S MESSAGE



We are honored that you have expressed interest in serving with our evolving emergency and public services organization. The personnel of the Channahon Fire Protection District are committed to providing high quality services across a diverse response area. We are a traditional fire service organization also providing advanced life support ambulance transport, water rescue, technical rescue, hazardous materials, public education, and fire prevention. We seek individuals who are driven, energetic, customer service oriented, and are prepared to lead the evolution of the fire district. If you feel you can support what we have worked hard to develop, we look forward to meeting you!



It is with great enthusiasm, I pass along my well wishes and grant you the best of luck as you challenge the eligibility process!

Do your best, give it your all, and embrace the journey you are about to experience.

Best Wishes,

Chief Petrakis

MISSION

The Channahon Fire Protection District and its members provide a unique service in the areas of emergency response, life safety education, and public awareness with professionalism, dedication, and pride to the community and those in need.



VALUES

Family

- * *Embrace and cherish the gift of family and all that encompasses our commitment to our spouses and children at home and brothers and sisters within the firehouse*

Teamwork

- * *Foster relationships that strive to collaboratively seek solutions by engaging the talents of the group*

Pride

- * *Stand-in dignity embraced by the culture of the fire service and the esprit de corps that represents the Channahon Fire Protection District*

Community

- * *Instill that community is not a place in which we serve; it is a communal of people who place their lives and safety before us and unconditionally trust our abilities*

Responsibility

- * *Remain accountable for who and what we represent and uphold our duty to ensure that our actions and those of our peers does not fall short of the expectation to serve skillfully*

ORGANIZATIONAL ASSETS

- * Our People
- * Cohesion of Staff
- * Community Support & Perception
- * Broad Service Spectrum
- * Operational Ability of Staff



FIRE DISTRICT AT A GLANCE

STAFF



Organizationally, staff is comprised of twenty-one District Firefighter/ Paramedics, Fire Chief, Deputy Chief, Executive Fire Support Manager, Fire Inspector, Cooperative Community Life Safety Educator (shared with Minooka Fire Protection District), part-time Cooperative Information Technology Specialist, and volunteer Community Support Services Coordinator. We are governed by a Board of Trustees appointed by Will County Officials.

STATIONS AND APPARATUS



Fire suppression and emergency medical services are delivered using one staffed engine and ambulance at Station #1 and a jump company of firefighter/paramedics that staff two vehicles based on incident type at Station #2. The District has two staffed stations. Station #1 is located at 24929 S. Center Street, and Station #2 is located at 23341 W. McClintock Road. These stations are staffed 24/7 with Firefighter/Paramedics.

RESPONSE AREA



District serves about 14,000 residents within approximately 35 square miles covering areas primarily in the Village of Channahon and areas in the Village of Minooka. Areas of Interstate 55, Des Plaines River, and DuPage River are protected as well.

SPECIAL OPERATIONS



Members serve on specialty teams such as Technical Rescue, Water and Dive Rescue and are active within our mutual aid agreements. In addition, the fire district has entered into several automatic aid and mutual aid agreements within our MABAS group to broaden the available resources and establish rapid deployment to various specialized emergencies.

CALL VOLUME



Channahon Fire Protection District is a all-hazards response organization with the duty of responding to and mitigating a variety of non-emergency and emergency incidents including but not limited to fires, field medical and trauma care, special hazards, and public service requests. Annual call totals have increased over 30 percent in the last 10 years. The district has averaged over 1,700 requests for service over the last 3 years.

BENEFITS PACKAGE



Competitive salary ranging starting at \$68,625.00 with current top out at \$97,577.00

Effective Agreement 1/1/2023-12/31/2025

Work Reduction Days

- * 7 Days Annually

Paid Vacation Days



- * 0-11 Months 2 Days
- * 12-59 Months 7 Days
- * 60-119 Months 12 Days
- * 120-179 Months 11 Days
- * 180+ Months 14 Days

Volunteer Employment Benefit Contribution



- * \$1,500 contribution made by the fire district annually

* Employee must have at least 72 + Accrued Sick Hours



Retirement

- * Article IV Fire Pension

Uniforms



- * Uniform and personal protective equipment provided

Professional Development



- * Paid certification and on-going training opportunities
- * Advanced education tuition reimbursement



Paid Sick Time

- * Employees accrue 6 - 24 hour shifts of sick leave annually (144 hours)
- * Employees earn sick time leave from the first day of their employment and shall continue to accumulate sick leave to a maximum of sixty (60) days, or 1,440 hours.

- * Sick Leave Buy Out Upon Retirement

- * \$20% of sick bank after 20 years at straight time rate



Holiday Pay

- * 96 Hours @ Straight Time Annually

Longevity Pay



- * 10 years but less than 15 \$1,000.00
- * 15 years but less than 20 \$1,500.00
- * 20 years but less than 25 \$2,000.00
- * 25 years but less than 30 \$2,500.00

Health & Life Insurance



- * Blue Cross/Blue Shield PPO/HMO (20% Paid by Employee)

- * Health, Dental, & Vision

- * Optional AFLAC subscription
- * \$50,000.00 Life Insurance Policy
- * Access to three mental health and wellness resources which include family members

Physical Fitness



- * Modern workout equipment and facilities for use on and off duty

EMPLOYMENT REQUIREMENTS

AGE

- * Applicants must be 21 years of age to under 35 years of age by date of hire, unless otherwise exempt by statute .

CERTIFICATION

- * Applicant must have a valid and current Illinois Department of Public Health (IDPH) Paramedic License at time of appointment .
- * Applicants must be an Illinois Certified Basic Operations Firefighter with the Illinois Office of the State Fire Marshal (OSFM) at time of appointment.

EDUCATION

- * High School Diploma or Equivalent .

CPAT

- * Applicant must have proof of a valid CPAT and Ladder Climb certificate no more than 12 months old at time of conditional offer of employment.

CITIZENSHIP

- * Applicant must be a legal citizen of the United States.

DRIVER'S LICENSE

- * Applicant must possess a valid driver's license and be able to obtain a Class "B" Non-CDL or equivalent driver's license within 1 year of appointment.

RESIDENCY

- * Applicant must reside in Illinois or contiguous state.

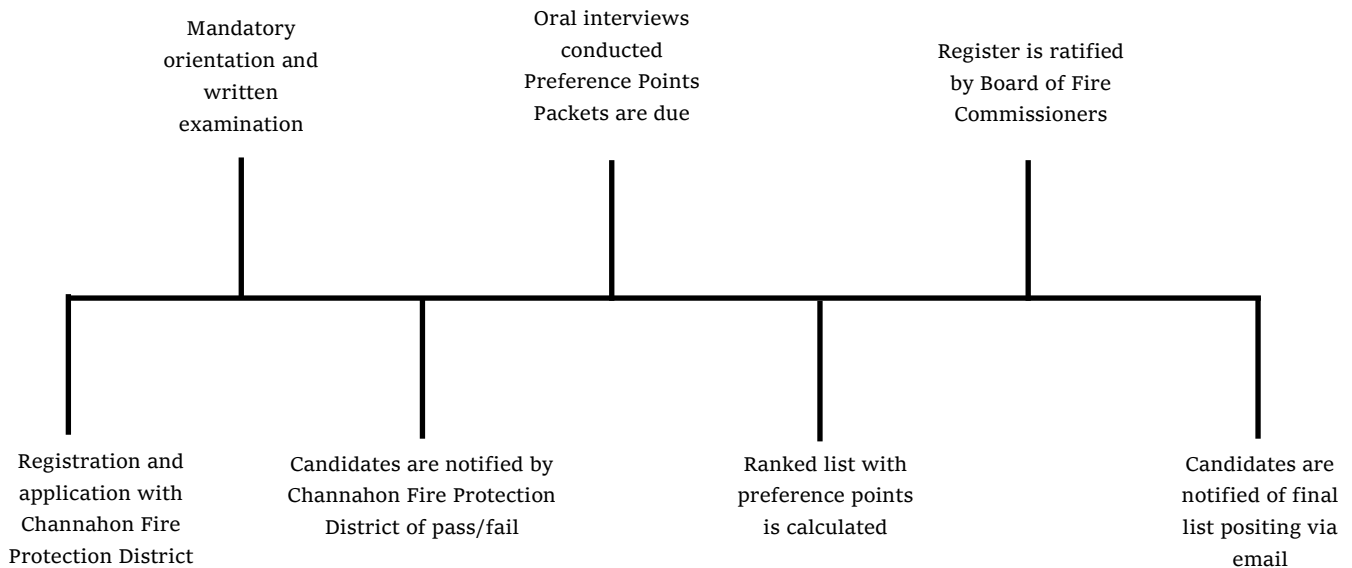
BACKGROUND PROCESS

- * Applicant must undergo and successfully complete an in-depth background investigation including a polygraph examination and fingerprinting.
- * Applicants must submit to an NFPA 1582 pre-employment medical examination and be certified to function as a firefighter and wear a respirator.



HIRING PROCESS OVERVIEW

The process to become a firefighter/paramedic is governed by Illinois statute. Candidates are placed on an eligibility roster following a written examination, oral interview, and calculation of eligible preference points. All components of the process are mandatory in order to remain active in the process, including the orientation prior to the examination.



The eligibility roster is valid for 2 years from the date it is posted. As vacancies occur, eligible candidates will be invited in numerical order to participate in the pre-employment background investigation process. All offers are conditional until approved by the Board of Fire Commissioners for appointment.



REGISTRATION PROCESS

If you meet the application requirements, you are encouraged to complete the following steps to apply and register for the orientation and written examination. Applications will be available at www.channahonfire.com beginning August 1, 2023. The application is due on Friday, September 1, 2023 at 3:00 PM.

1

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

2

Visit <https://www.channahonfire.com/careers/> download, and complete the application. Please read the application carefully to ensure it is completed accurately.

3

A \$35.00 non-refundable registration fee is due with the submission of the application. Applications along with the registration fee can be mailed or hand-delivered at 24929 S. Center Street, Channahon, Illinois. Ensure all required documents are included with the application. Missing documents or signatures will exclude an application from being accepted.

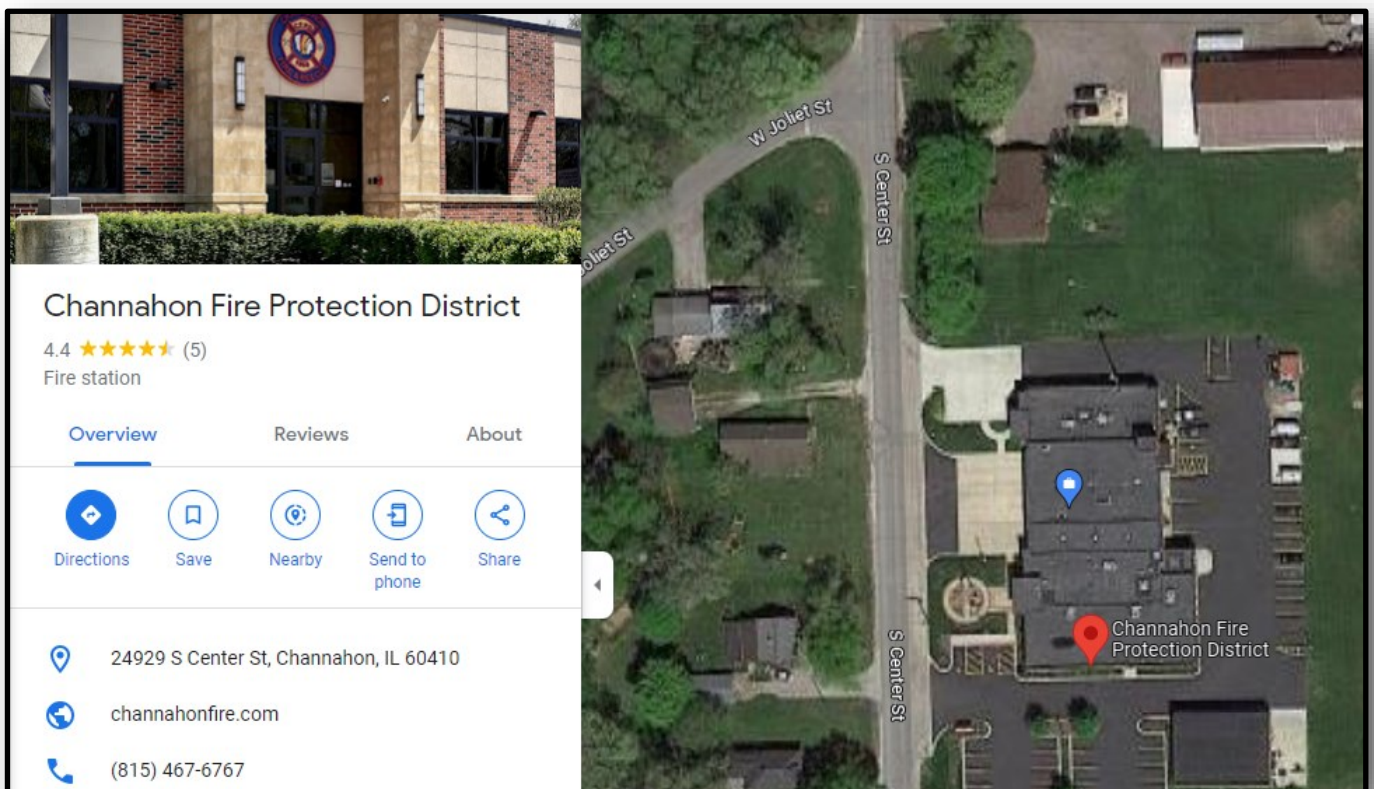
4

Arrive at the testing site on September 18, 2023 at 24929 S. Center Street, Channahon, Illinois no later than 8:30 AM to check-in. You must have a valid form photo identification in your possession to be admitted to the test. No late attendees will be permitted to participate in orientation and take the examination.



ORIENTATION & WRITTEN EXAMINATION

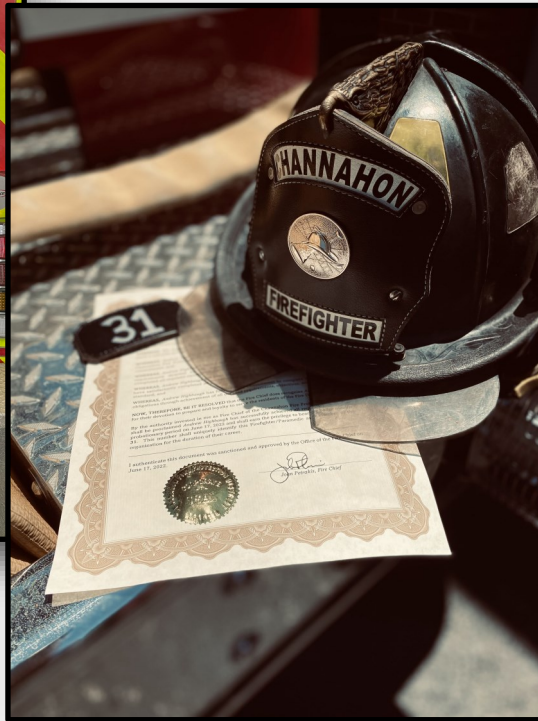
The orientation and written examination will be hosted at the Channahon Fire Protection District Headquarters Station #1 located at 24929 S. Center Street, Channahon, Illinois, 60410 on September 18, 2023. Reception will begin promptly at 8:30 AM with orientation to follow at 9:00 AM. No late attendees will be permitted to the examination after 9:00 AM. Failure to appear or arrive at the specified times will disqualify the candidate and they will not be eligible to continue with the process.



The written examination assesses basic cognitive ability and behavioral attributes, including mathematics, reading, comprehension,, and scenario based skills. Written examinations are scored by I/O Solutions and results are disclosed to the Board of Fire Commissioners for review. Results typically take 5-7 business days to score and submit to the Fire Commissioners. A score of 70% or better is required to successfully pass the written examination. Any persons who attain a passing score will be invited to participate in the oral interview process.

ORAL INTERVIEWS

The oral interviews will be conducted at the Channahon Fire Protection District Headquarters Station #1 located at 24929 S. Center Street, Channahon, Illinois, 60410. Interviews are scheduled for October 5, 2023. Eligible candidates will be notified after the written examination of their scheduled interview time. Failure to appear or arrive at the assigned interview time will disqualify the candidate and they will not be eligible to continue with the process.



PREFERENCE POINTS

Applicants will have the opportunity to apply for preference points. Applications for preference points along with relevant documentation are part of the employment application. The preference points applications are due the day and time of your scheduled interview, no exceptions. Failure to return your preference points will exclude the opportunity to claim any eligible preference points.

Preference points will be awarded for the following categories:

⇒ **Experience Points**

Applicants currently employed as a full-time firefighter/paramedic at another fire district or municipal fire department for more than 2 consecutive years and hold Basic Operations Firefighter certification are may received one-half (1/2) point for each year of employment for up to five (5) points

Applicants currently employed as a full-time firefighter/paramedic at another fire district or municipal fire department for more than 2 consecutive years and hold Advanced Technician Firefighter certification are may received one (1) point for each year of employment for up to five (5) points

⇒ **Veteran's Points**

Applicants who served in the United States military actively for at least one year and who were honorably discharged or are now on inactive or reserve duty shall receive five (5) points.

⇒ **Educational Points**

Applicants who have successfully obtained an advance degree from accredited college or university shall be awarded the following receive the following points:

Associate's Degree (Non-Field Related)	1 pt.
Associate's Degree (Field Related)	2 pts.
Bachelor's Degree (Non-Field Related)	3 pts.
Bachelor's Degree (Related)	4 pts.
Master's Degree	5 pts

⇒ **Residency Points**

Any applicant whose principal residence is located within the District's jurisdiction shall be awarded up to five (5) preference points. Candidates will receive one (1) point for each year of completed residency. No prorated points will be awarded for partial years

⇒ **Fire Cadet Points**

Applicants who have successfully completed two (2) years of study in fire techniques or cadet training within a cadet program established under the rules of the Joint Labor and Management Committee shall receive two (2) points.

NO preference points will be awarded to a candidate without proper documentation or required notary signatures. Lacking or incomplete documentation will be not be accepted and no points will be earned.

FREQUENTLY ASKED QUESTIONS & INFORMATIONAL STATEMENTS

How do I know if I passed the written examination?



- ◇ *You will be contacted by a representative from Channahon FPD with your result via email.*

Do I get to choose my interview time?



- ◇ *No. You will be assigned an interview time by the Board of Fire Commissioners. No exceptions to move the appointment will be made except under extreme circumstances to be granted by the Board.*

◇ If you have changes in your residence and contact information during the testing process or life of the eligibility list, it is YOUR responsibility to contact us with your updated information.



- ◇ *If correspondence cannot reach you, we will not go out of our way to reach you.*
- ◇ *A reasonable attempt will be made with an email and phone call to your last listed contact information. Failure to respond in a reasonable timeframe, 24-48 hours after contact was initiated, will disqualify your eligibility.*

◇ Separation During Processing or Probationary Period



- ◇ *If you leave within the first year of your employment, you shall be responsible for the administrative costs to employ you.*
- ◇ *If you accept a conditional offer of employment and decline the conditional offer prior to your full extended offer, you shall be responsible for the administrative costs to complete your pre-employment processing.*



ELIGIBILITY PROCESS PREPARATION RESOURCES



I/O Solutions NFSI Examination Study Guide Resources

<https://iosolutions.com/product/nfsi-elite-study-package-online/>



CPAT and Ladder Test Certification

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 the written examination. A complete listing of certified agencies can be found at <https://www.iaff.org/cpat/#licensing>.

In order 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). There is a fee in order to schedule a CPAT. Check the NIPSTA and SUFD websites for additional information.

Once the CPAT and ladder tests have been passed, proof of passage within 12 months of the orientation session must be printed and brought to the mandatory orientation and written examination taking place on MM DD YY. Without proof, you will not be allowed into the orientation and will not be eligible for the Final Eligibility Roster.

To learn how you can physically prepare for the CPAT, visit:

https://www.chicago.gov/city/en/depts/cfd/supp_info/cpat_candidate_preparationguide.html



Test Taking Strategies

We understand that examinations can cause candidates anxiety and stress. Not everyone is a “test-taker”. A link that was composed by school teachers helping individuals overcome the emotions that are brought on by formal testing is listed below for your review. Even if you do not mind a written examination here and there, it is a still a good resources to review for basic test taking strategies.

<https://www.weareteachers.com/test-taking-strategies/>

APPLICANT CHECKLIST

- Complete the application at <https://www.channahonfire.com/careers/>
- Register for the mandatory Orientation and Written Exam and pay the required registration fees by Friday, September 1, 2023.
- Complete the CPAT and Ladder Climb Certification through a certified CPAT administration site within 12 months preceding the date of the Orientation and Written Examination.
- Attend the mandatory Orientation and Written Examination on Monday, September 18, 2023 with valid photo identification.



WHY WE MADE OUR FIRE SERVICE CAREER AS A CHANNAHON FIREFIGHTER/PARAMEDIC



“I knew when I was testing for this department, that this is where I was going to stay. If you talk to any surrounding department all you hear is good things about the people and the Chiefs. I walked into welcoming arms and an amazing shift to work with. A fire house is supposed to be a second home and at Channahon I had no hesitation since day one to call this place home.”

Shelby Fals, Firefighter/Paramedic

Serving Since 2022

“I'd be lying to you if I said when I took Channahon's test I thought this would be my forever home. I always had the dream of going to a department like Joliet. When I got the call to be hired, I was excited and heard nothing but good things. In the back of my mind though I still thought about Joliet. That all changed when I started here. I was welcomed with open arms by both Chief's and my fellow FF/PMs. Everyone was welcoming and helpful with whatever I needed. I was then assigned to Black Shift and I was beyond nervous to start, afraid I wouldn't fit in with any of them, especially after seeing how close they all were. About a week in I realized this isn't a shift it's a family. I was sold. They make work enjoyable and fun. I would've never thought I'd make Channahon my forever home but here I am today, with no plans on leaving.”

Noah Ciarlette, Firefighter/Paramedic

Serving Since 2022



“What drew me to Channahon FPD was the small town atmosphere, yet a district that has the space and opportunity for growth as a community, department, and a firefighter.

This is my home, just down the street from home, and the personnel are very family oriented.”

Jeff Kazak, Firefighter/Paramedic

Serving Since 2023

I chose Channahon as my forever home, because the work I do here feels like more than just a job. Being a part of this district truly means being a part of a family. The family I have here, both in the station and in the community demonstrates a true sense of commitment, gratitude and genuine support. There are great opportunities here for growth, which keeps me engaged and always leaving shift feeling fulfilled! I feel a great sense of pride serving the Channahon Community and I look forward to spending the rest of my career here.

Jessica Schumacher, Firefighter/Paramedic

Serving Since 2022



CONTACT INFORMATION

All inquiries will only be addressed by the contacts listed below. Questions and clarifications regarding the eligibility process are welcome.



POSTAL ADDRESS

Channahon Fire Protection District
24929 S. Center Street
Channahon, Illinois 60410



WEBSITE

www.channahonfire.com



EMAIL ADDRESS

contact@channahonfire.com



PHONE

815-467-6767

