



2024

*FIREFIGHTER/PARAMEDIC RECRUITMENT PACKET*



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# ***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,

*[Handwritten signature]*

# 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 families 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 do 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 69,998.00 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 10 Days
- \* 120-179 Months 12 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 earn 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 (Paid by District)
- \* Access to 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.
- \* Must obtain OSFM Fire Apparatus Engineer certification within 1 year of hire date, if not already certified.

## 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.

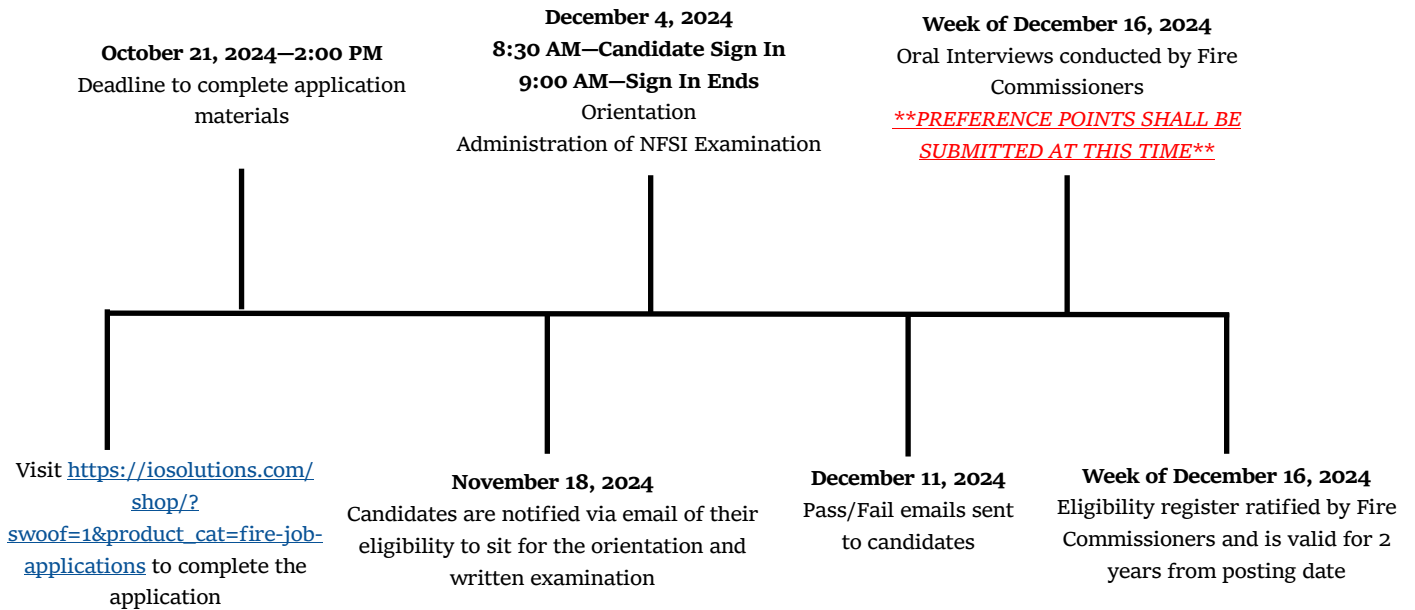
## BACKGROUND PROCESS

- \* 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.

1

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

2

Visit [https://iosolutions.com/shop/?swoof=1&product\\_cat=fire-job-applications](https://iosolutions.com/shop/?swoof=1&product_cat=fire-job-applications) to download and complete the application. Please read the application carefully to ensure it is completed accurately.

3

There is **no** registration fee due with the submission of the application. Missing documents or signatures will exclude an application from being accepted and the candidate will not be eligible to sit for the examination.

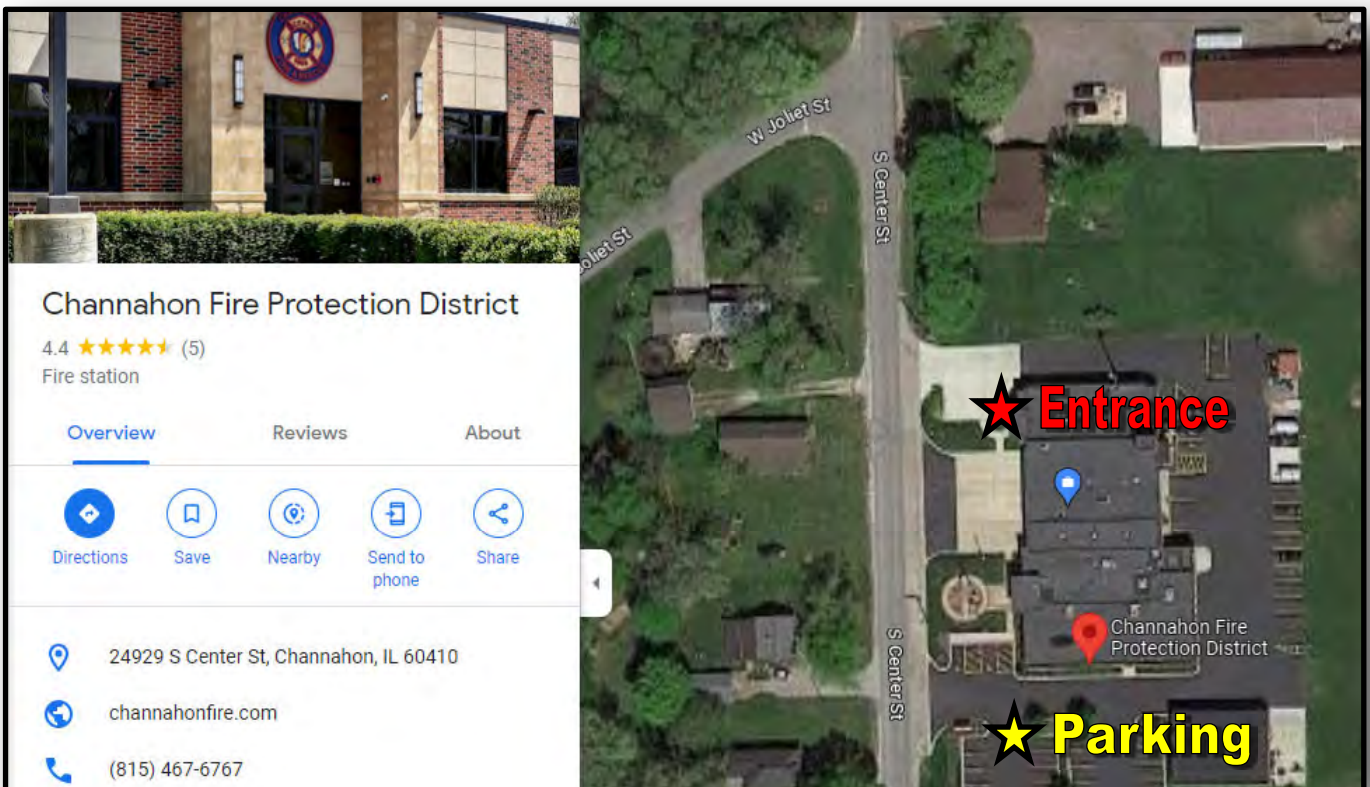
4

Arrive at the testing site at 24929 S. Center Street, Channahon, Illinois no later than 8:30 AM to check-in. You must have a valid 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 December 4, 2024. Registration 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. Parking is available at the south lot of the fire house. Entry to the examination area is located at the north entrance next to the ambulance bay. 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 the week of December 16. 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. Interviews are pre-scheduled. Interviews times may be moved at the Fire Commissioner's discretion for extreme circumstances.



# ***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 will be distributed during the orientation. Completed 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 may receive 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 may receive 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 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 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 via email by a representative of I/O Solutions with a pass or fail notice.*

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. Requests due to extreme circumstances maybe granted by the Board. The Board reserves the right reject any and all requests.*

◇ 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.

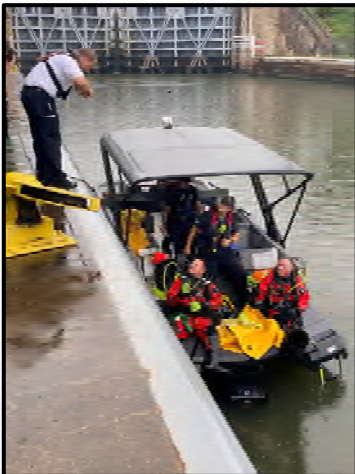


- ◇ *We will attempt to reach you by an email and a phone call to your last listed contact information. Failure to response in a reasonable timeframe, 24-48 hours after contact was initiated, will disqualify your eligibility.*

◇ 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**

Upon conditional offer of employment, proof of passage within 12 months of the orientation session is required.

In order to take the CPAT and ladder test, applicants must make an appointment with one of the certified agencies. There is a fee in order to schedule a CPAT. Check the following locations and websites for additional information.

NIPSTA CPAT: <https://www.nipsta.org/240/CPAT-Schedule>

MABAS Division 24 CPAT: <http://cpat.mabas24.org/>

Huntley Fire Protection District CPAT: <https://www.huntleyfpd.org/cpat-testing>

Central Illinois Fire Chief's Association: <https://centralillinoisfirechiefs.com/CPAT/CPAT.aspx>

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](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. If you do not experience testing anxiety, it is still a good resource to review for basic test taking strategies.

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



# 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](http://www.channahonfire.com)



## EMAIL ADDRESS

[contact@channahonfire.com](mailto:contact@channahonfire.com)



## PHONE

815-467-6767



**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job-related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in the application process will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.