

**ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT
FIRE COMMISSION AGENDA
July 16, 2015**

CALL TO ORDER 6:00 p.m.

ROLL CALL

PUBLIC COMMENTS

AGENDA APPROVAL Addition of items for discussion only

SPECIAL PRESENTATION Oath of Office – Tim Moss

SECRETARY'S REPORT Approve and Release April 16, 2015 Regular Meeting Minutes
Approve and Release April 16, 2015 Closed Session Minutes
Approve and Release June 11, 2015 Special Meeting Minutes
Approve and Release June 11, 2015 Closed Session Minutes

CORRESPONDENCE

FIRE CHIEF'S REPORT Update on District activities

OLD BUSINESS:

Mullen Full-Time Firefighter Eligibility Testing

Corless

Miner

Harper

NEW BUSINESS: Personnel Status Report for June 2015

Mullen

Corless

Miner

Harper

CLOSED SESSION (if necessary) (1) – Collective Negotiation matters; (2) – Review Closed Session minutes; (3) - Probable or Imminent Litigation; (4) - Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body

ACTION ITEMS Arising Out of Closed Session

ADJOURN



AGENDA ITEM EXECUTIVE SUMMARY

Title:

FIRE COMMISSIONER TIM MOSS – OATH OF OFFICE

Presenter:

Fire Commission Chairman Jeff Harper

Please check appropriate box:

| | | | |
|--|------------------------|-------------------------------------|-----------------------------|
| | Board of Trustees | <input checked="" type="checkbox"/> | Board of Fire Commissioners |
| | Committee of the Whole | | Special Meeting |

Estimated Cost:

Budgeted:

YES

NO

If NO, please explain how item will be funded:

Executive Summary:

At the regular monthly Fire District Board meeting of June 24, 2015, the Trustees voted unanimously to appoint Mr. Tim Moss to serve as a member of the Board of Fire Commissioners of the Algonquin-Lake in the Hills Fire Protection District for a three-year term beginning July 1, 2015. Mr. Moss previously served as a Trustee for the ALFPD. He is employed as a Business Development Executive for A-TEC Ambulance service. Licensed as an EMT-Paramedic, he has actively worked in Emergency Medical Services for the past 24 years. He also attended Central Texas University and has served as a military police officer. Mr. Moss resides in Algonquin with his wife and three children. Fire Commission Chairman Jeff Harper will administer the oath of office to Commissioner Moss.

Attachments: (please list)

None

Recommendation / Suggested Action (briefly explain):

Administer Oath of office to Commissioner Moss.

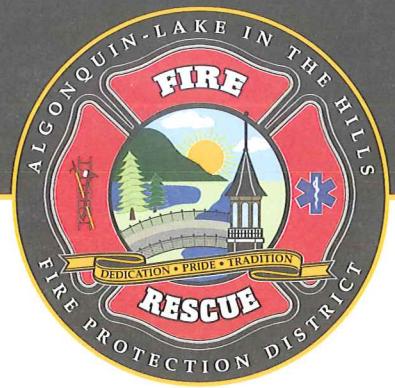
For office use only:

Agenda Item Number:

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

1020 West Algonquin Road
Lake in the Hills, IL 60156
847.658.8233 | fax 847.854.2609

WWW.ALFPD.ORG



FIRE COMMISSION Algonquin-Lake in the Hills Fire Protection District Regular Meeting Minutes of April 16, 2015

The meeting was called to order at 6:00 pm. in the Conference Room at 1020 West Algonquin Road, Lake in the Hills, Illinois.

I. ROLL CALL

The meeting opened with Commissioner Harper, Commissioner Corless and Commissioner Miner. Also present Chief Mullen, A/C Van Dorpe, Director of Management Services Cris Randall and Recording Secretary Michele Bauer.

II. PUBLIC COMMENTS – None

III. AGENDA APPROVAL

On a motion made by Commissioner Miner and seconded by Commissioner Corless:
“To approve the Agenda as presented.”
Motion carried 3/0.

IV. SECRETARY’S REPORT

On a motion made by Commissioner Miner and seconded by Commissioner Harper:
“To approve the March 23, 2015 Regular Meeting Minutes.”
No discussion. Motion approved unanimously.

V. CORRESPONDENCE

Commissioner Miner received the Presidential Report from Elgin Community College.

VI. CHIEF’S REPORT

Update on Fire District Activities:

- The District is still in negotiations with Union Local 3985.
- The Fiscal Year Budget for 2015/2016 is on the Board of Trustees Agenda for approval; this is a balanced budget.
- A Firefighter in Training Orientation was held earlier today, 4/16/15.
- Kristy Hopkins was awarded a non-duty disability pension on 4/15/15.
- Two part time employees were released due to not working enough hours.

- Devin Lampasona is returning to part-time employment.
- FF Daniel Pressler's first day is 4/20/15; his swearing in is scheduled for the 4/29/15 Board of Trustee meeting.
- Matt Berg is also scheduled for promotional swearing in to Training Captain on 4/29/15.
- Scott Olsen will be sworn in as Lieutenant at the May Board of Trustee meeting.
- There was a building fire at Cunat Court on April 14.

VII. OLD BUSINESS

VIII. NEW BUSINESS

Personnel Status Report: FF Caskey continues on PEDA; there are 15 Part Time employees.

Full Time Firefighter Eligibility Testing: With the expiration of the Firefighter Eligibility Register effective November 22, 2015, the District must look to conducting an eligibility testing process this year. The Board of Fire Commissioners previously directed Staff to research options for eligibility testing and presents that information for discussion and evaluation. As directed, Staff consulted with several private testing vendors and polled a number of neighboring departments in regards of type and cycle of full-time Firefighter testing.

Staff presented the results of their research to the Commission and seek further direction.

Commissioner Harper indicated he would like some time to review the options.

Approval of Firefighter Appointment: Subsequent to previous action by the Fire Commission (03/23/2015) and the Board of Trustees (03/25/2015) Staff began the process of contacting individuals on the Firefighter Eligibility Register with the purpose of conducting additional screening in order to identify one individual willing to accept appointment to replace the vacancy created by the retirement of Captain Joe Teson. After candidates #1 and #2 on the eligibility register passed on the offer, and to proceed further with the screening process, Staff will present candidate #3 to the Commission for consideration and appointment. This individual has undergone further background evaluation, accepted the conditional offer of employment, and has completed an additional medical examination. Pending Commission approval, the candidate will be available to begin employment with the District as soon as May 4, 2015.

Tabled until after Closed Session.

IX. CLOSED SESSION

On a motion made by Commissioner Miner and seconded by Commissioner Corless:

"To move to Closed Session at 6:45 p.m. for the purpose of #1 Collective Negotiation Matters and #4 Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the Public Body".

Motion approved unanimously.

X. RETURN TO OPEN SESSION

Returned to Open Session at 7:08 p.m.; all still present with no decisions made.

XI. ACTION ITEMS

On a motion made by Commissioner Miner and seconded by Commissioner Corless:
"To approve the appointment of Rick Kempe Jr. to the position of Full-Time Firefighter".
Roll call vote: Corless-aye; Harper-aye; Miner-aye. Motion approved.

XII. ADJOURN

Commissioner Harper moved to adjourn the meeting at 7:10 p.m. Commissioner Corless seconded the motion and it was approved 3/0.

Michele Bauer, Recording Secretary

ATTEST:

Jeff Harper, Chairperson

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FIRE COMMISSION

Algonquin-Lake in the Hills Fire Protection District Closed Session Minutes of April 16, 2015

Conference Room – 1020 West Algonquin Road, Lake in the Hills, IL

Closed session was called to order at 06:45 p.m. Present were Commissioner Harper, Commissioner Corless, Commissioner Miner, Chief Mullen, Assistant Chief Van Dorpe, and Director of Management Services Cris Randall.

#1 Collective Negotiation matters:

- Chief Mullen gave a status update on negotiations.

#4 Appointments, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body:

- Discussion regarding Full-Time Firefighter candidate Rick Kempe Jr.

With no further business to discuss, motion by Commissioner Corless, seconded by Commissioner Harper to return to open session at 7:08 p.m. Motion passed 3/0.

Date approved: _____

Date released: _____

Tamara Miner, Secretary

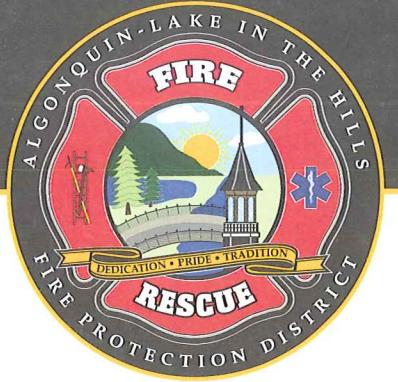
ATTEST:

Jeff Harper, Chairperson

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

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FIRE COMMISSION Algonquin-Lake in the Hills Fire Protection District Special Meeting Minutes of June 11, 2015

The meeting was called to order at 6:00 pm. in the Conference Room at 1020 West Algonquin Road, Lake in the Hills, Illinois.

I. ROLL CALL

The meeting opened with Commissioner Harper, Commissioner Corless and Commissioner Miner. Also present Chief Mullen, A/C Van Dorpe, Director of Management Services Cris Randall and Recording Secretary Michele Bauer.

II. PUBLIC COMMENTS – None

III. NEW BUSINESS

Review/Approve Full-Time Firefighter Hiring: The candidate has undergone all necessary testing. Discussion to be continued in Closed Session.

Review/Approve Full-Time Firefighter Testing Process: At the last Regular Commission meeting, the Commissioners were given documents comparing several vendor options for the Full-Time Firefighter testing process for review. Director Randall confirmed that if NTN is chosen, IPSP would still be used for the Oral Interview process because NTN does not provide that service. Given that, the combination of NTN and IPSP would still provide the most economical option for the District's needs.

On a motion made by Trustee Miner and seconded by Trustee Corless:

“To approve the selection of NTN as the recruitment vendor, along with IPSP for the Oral Interview portion of the process.”

Roll call vote: Corless-aye; Miner-aye; Harper-aye. Motion approved unanimously.

IV. CLOSED SESSION

On a motion made by Commissioner Miner and seconded by Commissioner Corless:

“To move to Closed Session at 6:14 p.m. for the purpose of #1 Collective Negotiation Matters and #4 Appointment, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the Public Body”.

Motion approved unanimously.

V. RETURN TO OPEN SESSION

Returned to Open Session at 6:24 p.m.; all still present with no decisions made.

VI. ACTION ITEMS

On a motion made by Commissioner Corless and seconded by Commissioner Harper:
"To approve the appointment of Robert Chapman to the position of Full-Time
Firefighter".

Roll call vote: Corless-aye; Harper-aye; Miner-aye. Motion approved.

VII. ADJOURN

Commissioner Corless moved to adjourn the meeting at 6:25 p.m. Commissioner Miner
seconded the motion and it was approved 3/0.

Michele Bauer, Recording Secretary

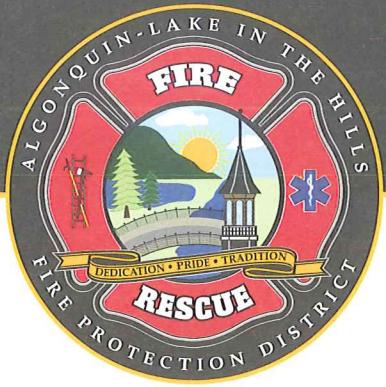
ATTEST:

Jeff Harper, Chairperson

ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT

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FIRE COMMISSION

Algonquin-Lake in the Hills Fire Protection District Closed Session Minutes of June 11, 2015

Conference Room – 1020 West Algonquin Road, Lake in the Hills, IL

Closed session was called to order at 06:14 p.m. Present were Commissioner Harper, Commissioner Corless, Commissioner Miner, Chief Mullen, Assistant Chief Van Dorpe, and Director of Management Services Cris Randall.

#4 Appointments, Employment, Compensation, Discipline, Performance or Dismissal of Employees of the public body:

- Discussion regarding Full-Time Firefighter candidate Robert Chapman.

With no further business to discuss, motion by Commissioner Corless, seconded by Commissioner Miner to return to open session at 6:24 p.m. Motion passed 3/0.

Date approved: _____

Date released: _____

Tamara Miner, Secretary

ATTEST:

Jeff Harper, Chairperson



AGENDA ITEM EXECUTIVE SUMMARY

Title:

Full-Time Firefighter Eligibility Testing

Presenter:

Director of Management Services – Cris Randall

Please check appropriate box:

| | | | |
|--|------------------------|---|-----------------------------|
| | Board of Trustees | X | Board of Fire Commissioners |
| | Committee of the Whole | | Special Meeting |

Estimated Cost:

N/A

Budgeted:

YES

X

NO

If NO, please explain how item will be funded:

Executive Summary:

The Commission has previously discussed the recruitment process for full-time Firefighter at the April 2015 and June 2015 Commission meetings. The Commission directed staff to utilize National Testing Network (NTN) to collect applications and conduct written exam and the Institute for Public Safety Personnel (IPSP) to develop and administer the interview process. The cost for the development, implementation and training of structure interview is \$1,400 for the first 20 applicants. There are no additional costs for the collection of application with NTN as the District already has a current annual subscription to their services and the written exam fee is paid by the applicant directly to NTN. Based on the direction by the Commission, staff developed a recruitment timeline and job announcement packet.

Attachments: (please list)

IPSP Entry-Level Testing Services Description and Costs

NTN Annual Subscription (01/27/2015 – 01/26/2016)

Job Announcement Packet

Recommendation / Suggested Action (briefly explain):

Update for the Fire Commission

For office use only:

Agenda Item Number:

INSTITUTE FOR PUBLIC SAFETY PERSONNEL, INC.
ALGONQUIN - LAKE IN THE HILLS FIRE PROTECTION DISTRICT
Applicant Oral Interview Testing

Exhibit A

Process Steps

- I. Identify potential structured oral interview questions based on knowledge, skills and abilities (KSAs) identified in transportability study.
- II. Meet with structured oral interview rating board to finalize selection of structured oral interview questions, to review associated anchors and to train board on interview procedures.
- III. Provide IPSP monitor for first day, sufficient materials and supplies to administer structured oral interviews to applicants.
- IV. Score results of structured oral interview, combine with aptitude test results, and produce rank order list (within 10 working days of administration).
- V. Provide department with phone and written consultation as to use of test results for selection decisions.

Costs

- A. \$1,400.00 for first 20 applicants. Cost includes training of interview board.
- B. \$25.00 for each additional applicant over 20.
- C. \$350.00/day for interview monitoring unless a monitor is provided by department. (Department may monitor interviews.)
- D. \$200.00 per day requiring overnight accommodations
- E. **DISCOUNT OFFERED - \$400.00 deducted if Cris Randall, Director of Management Services, conducts the interview training or if training is provided via GoToMeeting. (IPSP will prepare Cris Randall for the training, and a training guide will be provided.)**

IN WITNESS WHEREOF, the parties have executed this Agreement.

INSTITUTE FOR PUBLIC SAFETY
PERSONNEL, INC.

By: _____

Date: _____

ALGONQUIN - LAKE IN THE HILLS FIRE
PROTECTION DISTRICT

By: 
Date: 7/16/2015

NTN Signup for Algonquin Hills Fire Protection District

National Testing Network, Inc. (NTN) provides professional testing and recruitment services for public safety departments, including but not limited to fire, law enforcement, communications and corrections. NTN services go far beyond the current state of testing through the use of national testing facilities, high attention to customer service, experience and expertise in all issues surrounding public safety employment testing, high quality simulations and a fully integrated process that provides candidate information always available to participants.

National Testing Network is owned and operated by professional testing experts with Ph.D.'s in Industrial/ Organizational Psychology and over six decades of combined public sector testing experience. NTN is fully integrated with its parent company, Ergometrics and Applied Personnel Research, Inc. and uses Ergometrics' high quality simulations. Ergometrics is a nationally recognized leader in test development. Established in 1980, Ergometrics has designed the most comprehensive video testing and job simulation testing programs in the nation. Ergometrics has provided personnel testing services to thousands of clients and millions of applicants in the United States and Canada.

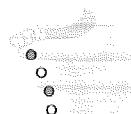
NTN offers full time testing centers and satellite testing centers across the country. **The annual membership cost for a department to utilize NTN's applicant testing and recruitment services is \$500.00 per year for all available job classifications.**

| Annual Membership | Each Job Category Membership Fee |
|-------------------|----------------------------------|
| Annual Membership | \$500.00 |

NTN WILL PROVIDE

NTN will provide the testing services at designated testing facilities for the sole purpose of testing candidates for the specific job classifications stated in the scope of the agreement. NTN, at its sole discretion, may make changes to the tests materials, including, but not limited to alternate forms, scoring keys, additional sections, different test items, different tests and/or test administration strategy, including location.

NTN will provide an applicant website for test scheduling, testing facility, test administration, database of applicant scores and consultation regarding scores and services. NTN will provide access to candidate information for candidates that submit scores to the Member. This information will include basic application information as defined by NTN. NTN recruitment services will include, but are not limited to, internet advertising on job posting services.



The candidate information collected will be determined by NTN and reported to the Member. Member job description information and logo will be posted on the NTN website. Any additional application materials and assessments will be the responsibility of the Member to collect.

MEMBER WILL PROVIDE

The Member will provide information regarding Member's organization and applications for use on the NTN website, including organization logos. The Member will also provide links on Member's websites to direct candidates to the NTN website for test sign-up. The Member will also engage in reasonable recruitment and advertising measures to bring candidates both to the NTN website and Member's website for pre-employment purposes. Member is required to inform NTN when a candidate has been hired using NTN. NTN will remove this candidate from consideration from other departments.

MARKETING MATERIALS

The Member grants NTN permission to use its name, logo and other identifying information for the purposes of marketing NTN services. This permission may be revoked by Member at any time.

National Testing Network sincerely appreciates the opportunity to earn your business and help support an efficient, cost effective applicant recruitment and screening process.



Signature

Cris Randall – Director Management Services

Primary Contact Name (*Please print*)

01/27/2015

Date

crandall@alfpd.org

email

847-658-6133

Phone

Algonquin-Lake in the Hills Fire Protection District

Agency Name

1020 W Algonquin Road

Physical Address

Lake in the Hills

City

Illinois

State

60156

Zip Code

Other Authorized Contacts

Please list anyone who is authorized to receive materials, scores or discuss scores with NTN.

Fire Chief Patrick Mullen

Authorized Contact Name (*Please print*)

pmullen@alfpd.org

email

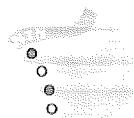
847-658-8233

Phone

Authorized Contact Name (*Please print*)

email

Phone





Algonquin-Lake in the Hills Fire Protection District
Invites Applications for the position of:

**Full-Time
FIREFIGHTER / PARAMEDIC**

Application Deadline: **September 04, 2015**

ALFPD MISSION:

We provide quality emergency response, prevention and education services, to ensure community well-being and delivery of compassionate help in time of need.

DEPARTMENT OVERVIEW:

The Algonquin-Lake in the Hills Fire Protection District operates as an Illinois special district unit of local government. The District provides fire prevention, fire suppression, rescue, special unit response, and emergency medical services. A five-member Board of Trustees elected at large from the community serves as the governing corporate authority.

The ALFPD encompasses a 22 square-mile jurisdiction located in parts of McHenry (75 percent) and Kane (25 percent) Counties along the Fox River. It operates out of three stations, serving a residential population of approximately 40,000, and protects a mix of residential, light industrial and commercial development. The District employs 66 commissioned and non-commissioned firefighting personnel and 4 civilian staff members, who responded to 3,845 emergency incidents in 2014.

COMPENSATION AND BENEFITS:

| | | |
|---------------|--------------|---|
| Salary Range* | Nov 01, 2015 | *Certified Paramedics will receive six (6) percent of their base pay, after becoming fully certified with the EMS system under which the District operates. |
| Start | 54,231.91 | |
| After 1 year | 55,858.88 | |
| After 5 years | 73,302.69 | |

| Educational Incentives | Longevity Pay |
|---|---|
| <ul style="list-style-type: none">- After 5 years of full-time service with ALFPD- Attaining Fire Science / EMS degrees- Compensation ranging from \$400/yr to \$1,200/yr | <ul style="list-style-type: none">- After 05 yrs of service – \$500/yr- After 10 yrs of service – \$750/yr- After 15 yrs of service – \$1,000/yr- After 20 yrs of service – \$1,500/yr |

| Vacation | Other Paid Leave |
|---|--|
| <ul style="list-style-type: none">- First yr of service – 3 shift days- 2 yrs through 4 yrs – 5 shift days- 5 yrs through 9 yrs – 7 shift days- 10 yrs through 14 yrs – 9 shift days- 15 yrs through 19 yrs – 11 shift days | <ul style="list-style-type: none">- Sick Leave: 144 hrs/yr- Personal Day: 24 hrs/yr- Funeral Leave |

| Other Benefits | |
|--|--|
| <ul style="list-style-type: none"> - Health Insurance (PPO, HSA) - Optional buy-out for employees with dual coverage - Dental and Vision Insurance - Life Insurance - Article 4-Fire Pension (9.455% of regular earnings) | <ul style="list-style-type: none"> - Deferred Compensation Plan (457)– Nationwide - Annual Medical Evaluation - Employee Assistance Program (EAP) - Optional cancer, intensive care, accident insurance, etc. policies (AFLAC) |

SELECTION PROCESS:

The selection process includes application, written exam, oral interview, fingerprinting, background investigation and polygraph exam. Psychological and medical exams are completed upon conditional job of employment.

MINIMUM REQUIREMENTS:

| <u>MINIMUM REQUIREMENTS AT TIME OF APPLICATION:</u> | <u>ADDITIONAL MINIMUM REQUIREMENTS AT TIME OF CONDITIONAL OFFER OF EMPLOYMENT:</u> |
|---|---|
| <ul style="list-style-type: none"> • At least 21 years of age and under 35 years of age as of July 29, 2011, unless the individual falls under one of the exceptions to the statutory maximum hiring age detailed in 70 ILCS 705/16.06 or 65 ILCS 2/10-2.1-6. Proof of date of birth is required; • No felony convictions and good moral character; • Must be of sound mental and physical health and meet all established application guidelines; • A Citizen of the United States; • Valid Driver's License; • Must provide copy of high school diploma or GED diploma OR College Transcripts; • Candidate Physical Ability Test (CPAT) with Ladder Climb Certification conducted by a licensed agency* within 12 months prior to application deadline (09/04/2015); • Firefighter Basic Operations (Firefighter II) certification as issued by the Illinois Office of State Fire Marshal; • No residency requirements | <ul style="list-style-type: none"> • Candidate Physical Ability Test (CPAT) with Ladder Climb Certification conducted by a licensed agency within 12 months preceding date of conditional offer of employment ; • Current Illinois or National Registry EMT-P (Paramedic); • Valid Illinois Driver's License; • Must pass psychological and medical examinations. |

* Licensed CPAT testing agencies:

- NIPSTA, Glenview, IL - 847.998.8090 - www.nipsta.org/CPAT/info.aspx
- Southwest United Fire Districts, Darien, IL - 630.910.2087 - www.sufd.org

HOW TO APPLY & SCHEDULE WRITTEN EXAM:

1. To fill out an application and schedule your written test, go to www.nationaltestingnetwork.com, select Firefighter Jobs and sign up for the ALFPD test. Only ONLINE applications will be accepted. **Application AND written exam deadline, Friday, September 04, 2015.**

What to expect at the www.nationaltestingnetwork.com website:

- Completion of the application process;
- Review all information related to the position and details about the testing process;
- Opportunity to take online practice tests;
- Schedule your own convenient test time. Tests are offered multiple times a week, including Saturdays;
- Take high quality job simulation tests in a standardized, fair testing environment;

Upon completion of the written test, all candidate scores will be automatically forwarded to the ALFPD hiring officials. Candidates who attain a passing score will be placed on the department's pool of eligible candidates to continue to participate in other stages of the selection process.

2. Return the signed Release Forms and Other Required Documents (See CHECKLIST) to Algonquin-Lake in the Hills Fire Protection District (1020 W Algonquin Rd, Lake in the Hills, IL 60156) **no later than 12 noon on Friday, September 04, 2015.**
 - a. Documents received after the deadline will NOT be accepted.
 - b. Faxed and/or postmarked release forms will NOT be accepted.
 - c. Sending release forms and other required documents via traceable carrier is suggested to ensure timely delivery.
 - d. Documents may also be delivered personally at ALFPD Station 1 (1020 W Algonquin Rd, Lake in the Hills, IL 60156) during the following hours (Mon–Fri 8:30a-4:30p; Closed Holidays and Weekends).

TO APPLY:

www.nationaltestingnetwork.com

Only online applications will be accepted.

Questions about online application and/or written test?

Please call: National Testing Network – 1 (866) 563-3882

Applications AND Written Exam due:

Friday, September 04, 2015

ALFPD is an Equal Opportunity Employer.

APPLICATION/TESTING TIMELINE AND IMPORTANT DATES TO REMEMBER:

| | |
|---------------------------------------|---|
| Monday, August 03, 2015 | <u>FIRST DAY APPLICATION AVAILABLE</u> Only online applications will be accepted. To apply: www.nationaltestingnetwork.com |
| Friday, September 04, 2015 | <u>APPLICATION SUBMITTAL DEADLINE</u> Applications must be completed |
| Friday, September 04, 2015 | <u>SUPPORTING DOCUMENTS SUBMITTAL DEADLINE</u> All supporting documentations MUST be received by 12:00 noon at: ALFPD – Station 1 – Attn: Full-time Firefighter Recruitment 1020 W Algonquin Road - Lake in the Hills, IL 60156 |
| Friday, September 04, 2015 | <u>WRITTEN EXAM</u> Written exam must be completed |
| September/ October, 2015 | <u>PRELIMINARY ELIGIBILITY REGISTER POSTED</u> A candidate is eligible to be placed on this register based upon passage of the written examination. The cut-off score for the written examination will be based on the recommendations of the developer of the written examination and will be consistent with minimally qualified performance in the firefighter position. |
| October, 2015 | <u>ORAL INTERVIEWS</u> Location: ALFPD – Station 1 – 1020 W Algonquin Road - Lake in the Hills, IL 60156 Dates and times: to be determined. The top twenty (20) candidates placed in the Preliminary Eligibility Register will be invited to participate in the oral interview. If in the event the 20 th place is a tie score, all candidates that achieve a 20 th place tie score will advance to the oral interview. Those eligible to participate will receive e-mail notification with interview schedule. The ALFPD Board of Fire Commissioners may consider the remainder of candidates that have achieved a passing score on the written examination as a “reserve list” of candidate that may be called, based upon their ranking score on the written examination, for an additional round of oral interviews. |
| October/ November, 2015 | <u>INITIAL ELIGIBILITY REGISTER POSTED</u> An initial Eligibility List of applicants will be established in numeric order based on a minimum passing score on the written examination and oral interview (written exam 50%, oral interview 50%). |
| November | <u>SUBMISSION OF PREFERENCE POINTS CLAIM FORM</u> Eligible candidates must submit preference points form with proof thereof within ten (10) days of posting of Initial Eligibility Register or such claim shall be waived. <ul style="list-style-type: none"> - Military (5 pts.): Minimum of one year active military duty with honorable discharge; - Fire Cadet (0 pts); - Education (3 to 5 pts.): 3 pts. for AA in Fire Science or EMS; 4 pts. for BA in any field; 5 pts. for BA in Fire Science or EMS; 5 pts. for Master's degree in any field. A diploma or official transcript from an accredited college or university indicating a degree has been obtained, must be submitted with preference Points application. - Paramedic (5 pts.): Illinois or National Registry EMT-P (Paramedic). Must submit valid and current copy of IDPH or National Registry Paramedic license. |

If you do not attend or do not complete any portion of the testing process by its deadline, you will not be eligible for employment.

| | |
|-------------------|--|
| | <ul style="list-style-type: none"> - Experience (0 pts); - Residency (1 pt.): primary residence within the ALFPD jurisdiction. Proof must include at least 2 documents. Accepted documents include documents accepted by State of IL while requiring a DL or State ID; - Additional (2 to 5 pts.): 2 pts. for FF Basic or Advanced Certification; 2 pts. for current ALFPD Part-time Firefighter; 1 pt. for current ALFPD FIT (Firefighter Internship Training) student; 1 pt. for Spanish speaking language fluency (proven by ALFPD assigned test). <p>Detailed description of preference points and application will be provided to qualified candidates.</p> |
| November/December | <p><u>FINAL ELIGIBILITY REGISTER POSTED</u></p> <p>A Final Eligibility List which includes all preference points will be established. The eligibility list is valid for a period of two (2) years from the date of certification by the ALFPD Board of Fire Commissioners.</p> <p>Further participation in the selection process will take place as vacancies occur. Applicants will be invited, in rank order, as law permits, to participate in and successfully advance through the following steps:</p> <p>Additional minimum requirements at time of conditional offer of employment are:</p> <ul style="list-style-type: none"> - Must provide proof of successful completion of the Candidate Physical Ability Test (CPAT) with Ladder Climb Certification conducted by a licensed agency within the prior 12 months of conditional offer of employment. - Current Illinois or National Registry EMT- P (Paramedic); - Fingerprinting, Background investigation, Integrity exam and polygraph; - In-depth psychological evaluation after conditional offer of employment (Pass/Fail basis); - NFPA 1582 based on Medical examination including drug screen after conditional offer of employment (Pass/Fail basis). |

CHECKLIST:

Please submit this checklist with your release forms and documents. Keep a copy for your records.

| | |
|--|--|
| <u>Online Application</u> | Deadline: SEPTEMBER 04, 2015 |
| <input type="checkbox"/> APPLIED at www.nationaltestingnetwork.com . | |
| <input type="checkbox"/> Scheduled Written Exam www.nationaltestingnetwork.com | |
| DATE & TIME of Exam: ____/____/____ ____: | |
| <u>Release Forms</u> | Deadline: Noon on SEPTEMBER 04, 2014 |
| *No photocopies or fax copies will be accepted. You must submit the ORIGINAL DOCUMENTS WITH ORIGINAL SIGNATURES. Acceptable witness signatures include <i>adult</i> family members and friends. | |
| <input type="checkbox"/> Consumer Reports | |
| <input type="checkbox"/> Credit Report | |
| <u>Other Required Documents</u> | Deadline: Noon on SEPTEMBER 04, 2014 |
| <input type="checkbox"/> COPY CPAT Identification Card | (MUST REFLECT SUCCESSFUL COMPLETION OF THE CPAT BY A LICENSED AGENCY WITHIN 12 MONTHS <u>PRIOR</u> TO SEPTEMBER 04, 2015) |
| <input type="checkbox"/> COPY of Firefighter Basic (II) Certification | |
| <input type="checkbox"/> COPY High School Diploma or GED | (Copy of High School Transcripts with Graduation Date, Dated GED, or Signed Letter on High School letterhead stating graduation date is acceptable, <u>COLLEGE DIPLOMA/TRANSCRIPTS NOT ACCEPTABLE</u>) |
| <input type="checkbox"/> COPY valid Driver's License | (copy of front and back if you received a renewal sticker) |
| <input type="checkbox"/> COPY Birth Record | READ CAREFULLY: Must contain the applicant's full name and date of birth and must be verifiable. Copy must be notarized. |
| <u>ONE OF THE FOLLOWING IS ACCEPTABLE AND REQUIRED TO FULFILL THE BIRTH RECORD REQUIREMENT:</u> | |
| <input type="checkbox"/> Copy of US Birth certificate | - Copy of original or certified by a Board of Health or Bureau of Vital statistics within the U.S. State Department or U.S. territories (i.e.: State or County issued birth certificate). <u>Hospital copy NOT accepted.</u> |
| <input type="checkbox"/> Copy of VALID US Passport | |
| <input type="checkbox"/> Copy of Naturalization Papers | |

Applications will not be verified until after the deadline has passed. Candidates who submit applications lacking proper documentation as indicated above will be eliminated from employment consideration. The Algonquin-lake in the Hills Fire District is not responsible for late, misdirected or incomplete application submissions. You must submit all required documents by the deadline in order to be eligible to attend any portion of the recruitment process. You may drop your application documents off in person or by mail; however, all documents including your online application and the completion of the written exam are due by the deadline as indicated.

YOU MUST SUBMIT RELEASE FORMS & OTHER REQUIRED DOCUMENTS TO:

**ALGONQUIN-LAKE IN THE HILLS FIRE PROTECTION DISTRICT
ATTN: FULL-TIME FIREFIGHTER RECRUITMENT
1020 W ALGONQUIN RD
LAKE IN THE HILLS, IL 60156**

Personnel Status Report

JUNE 2015

Status Change:

Retired / Resigned

Released

Light Duty

Work Comp - PEDA (1)

Extended Leave

Returned to Active Duty

Monthly Employee Totals

Total employees = 64

Officials = 8

Trainees = 0

Full time = 48

Firefighter/Paramedic = 38

Firefighter/EMT = 4

Firefighter = 0

Salary = 4

Civilian = 2

Part-time = 16

Firefighter/Paramedic = 4

Firefighter/EMT = 12

Firefighter = 0

Paramedic = 0

Civilian = 0

Battalion Chief Register – expires December 16, 2017

Fire Captain Register – expires December 16, 2017

Lieutenant Register – expires January 20, 2017

Firefighter Eligibility Register – expires November 21, 2015