



EAST DUNDEE FIRE DISTRICT

401 DUNDEE AVE
EAST DUNDEE, IL 60118
webmail@edfire.com

RECRUITMENT PACKET

Firefighter/ Paramedic

Please take the time to go through our packet. We appreciate your consideration in joining our department, and we hope to see you through our eligibility process!



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Welcome Message



Jason Parthun
Fire Chief

Your role is crucial in helping us build and maintain the mission of our growing combination fire department. We are excited about your interest in East Dundee Fire Protection District and taking our '23 Firefighter/Paramedic test. We wish you great success with the eligibility and hiring process here at East Dundee Fire Protection District.

Within our one station, East Dundee Fire's personnel consists of one fire chief, one deputy chief, one administrative assistant, two fire inspectors, three lieutenants, seven career, and fifteen part-time firefighters/paramedics.

East Dundee Fire staffs 5-6 personnel per shift in addition to the fire chief and deputy chief who are assigned to days. The district takes pride in having state-of-the-art water rescue/dive teams and members who are a part of the MABAS Division 2 Hazardous Materials response team and Technical Rescue Team.

As our community continues to develop, we must grow with them too! As we bring more personnel to our team, we would appreciate your help and taking this role for us to succeed.

If you have any questions, please get in touch with me, Deputy Chief Joe Schwab, or our Admin Assistant, Sarah Sekulich. We look forward to having you be a part of our team!

East Dundee Fire District

Department Culture



To achieve the highest level of community service and protection by delivering excellence in all that we do as a combination fire department.

Our History

EDFD began as a volunteer municipal department in 1890, providing services to the Village of East Dundee, established only 20 years earlier. The department was converted into a Fire Protection District in 1954. Celebrating 133 years of services in 2023, East Dundee Fire District is a combination career/part-time fire department responsible for emergency response calls like fire, rescue, and medical to residents and non-residents. We protect approximately an 11 square mile response area split between Kane and Cook counties.

Our Mission

Through emergency services and engagement, we are devoted to our community and to each other. We are to safeguard the lives and property of our Fire District while returning our personnel safely to their families.

Department

Personnel

East Dundee Fire consists of one fire chief, one deputy chief, one administrative assistant, 2 fire inspectors, 3 lieutenants, 7 career and 15 part-time firefighters/paramedics. We staff 5-6 personnel per shift in addition to the Fire Chief and Deputy Chief who are assigned to days.

Apparatus

East Dundee Fire operates out of one fire station from which it deploys two engines, one tender, one squad, one UTV/Brush truck, one boat, and three ALS ambulances. All fire apparatus are ALS equipped and staffed with a minimum of three personnel.

Special Teams

Our department has four special teams: Water Operations, Hazardous Materials, and Technical Rescue a part of the MABAS Division 2 teams and has access to advanced equipment and technology and actively seeks new members.

Call Volume

East Dundee Fire District (EDFD) responded to 1,745 incidents during 2022, with a total of 3,500 apparatus responses (including aid agencies).

Benefits



Salary Ranging from
\$67,046 - \$83,552
(Contract ending December 2023)



Comprehensive benefits
package including medical,
dental, vision and life insurance



Paid Vacation, Sick, and
Personal with Holiday pay



Required pension fund
participation and other
optional retirement savings
opportunities



Active special rescue
teams and numerous
internal committees
seeking new members



College reimbursement



Modern workout facilities



No residency requirement

Requirements

Age

Minimum of 21 years of age and under 35 years of age, unless exempt according to Illinois Statute. **(by application deadline)**

Citizenship

All applicants must be U.S. citizen and/or legally allowed to work within the United States.

EMT/Medic

All applicants must be licensed by IDPH as an EMT at the time of online examination and licensure as an EMT-P. **(at the time of hire)**

Education

All applicants must have a minimum of a high school diploma or G.E.D. equivalent.

CPAT

Provide a valid CPAT (Candidate Physical Ability Test Card) with Ladder Climb. **(at the time of hire)**

BOF

Certification by the State Fire Marshal's office as a Basic Operations Firefighter (Firefighter II) (at time of application);

Driver's License

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

Background

All employees must undergo and successfully complete a rigorous background investigation.

Hiring Process

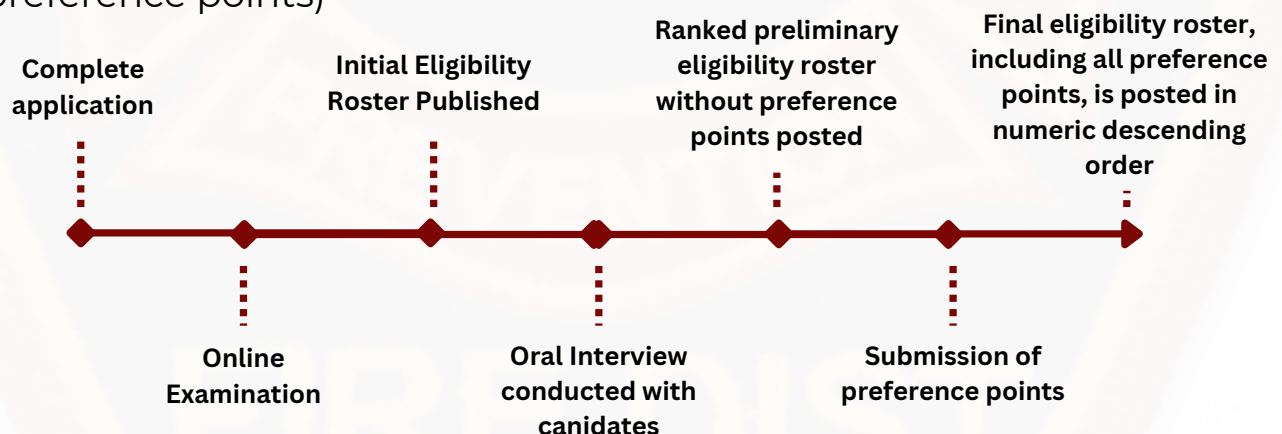
The process to become a firefighter/paramedic is governed by Illinois statute. All East Dundee firefighters/paramedics are hired from an Eligibility Roster developed by the East Dundee Board of Fire Commissioners. To be eligible for the roster, all elements of the testing process must be completed successfully, starting with personal attendance at the scheduled orientation session, where application materials, minimum requirements, and information regarding the testing process are reviewed.

Complete Apply to Serve application by **4 :00 pm on MAY 12th, 2023.**

<https://www.applytoserve.com/Application.aspx?ID=525>

Mandatory online written exam testing will be between **9:00 AM on Tuesday, May 23, 2023 and Thursday, May 25, 2023 at 4:00 PM.**

Eligible candidates will be notified after the online examination of their Oral Interview dates and scheduled times. The scores resulting from the oral interviews comprise a submission of the individual scores of each candidate on a ten (10) point scale, with ten (10) being the highest score. The average score achieved by each candidate will constitute the ranking within the Preliminary Eligibility Roster (without preference points)



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

Preference Points

After the conclusion of the oral interviews, applicants will have the opportunity to apply for preference points. Applications for preference points, including relevant documentation, are due following the ranked preliminary eligibility roster. Candidates will be notified of the due date. Preference points are broken down into the following categories:

- Veteran - Applicants who served in the United States military actively for at least one (1) year and were honorably discharged will be awarded 5 points.
- Education - Applicants who have successfully obtained an associate degree will receive two and a half (2.5) points or a bachelor's degree from an accredited college or university may be awarded five (5) points.
- Paramedic - Applicants who have obtained certification as an EMT-Paramedic by the time of the preference points deadline shall be awarded five (5) points.
- Experience - Applicants employed by the District who have been paid on-call or part-time for at least one year may be awarded five (5) points total. Applicants from outside the District who was employed as a full-time firefighter or firefighter/ paramedic for at least two (2) years at another Fire Protection District or municipality may be awarded one (1) point per year up to a maximum of five (5) points.

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

The Admin



Jason Parthun

Fire Chief

Jason has been a career firefighter with the East Dundee Fire District since 2004.



Joe Schwab

Deputy Chief

Joe has been a career firefighter with the East Dundee Fire District since 2007.



Sarah Sekulich

Admin. Assistant

Sarah has been the assistant with the East Dundee Fire District since 2021.

Trustees



Mark Guth Sr

President

The elected term expires May 2027



Doug Hoyt

Secretary

The elected term expires May 2029



John Bonkoski

Treasurer

The elected term expires May 2025

Fire Commissioners



Mark Guth Jr

Chairman

The appointed term expires May 2025



Louis Giacobbe

Secretary

The appointed term expires May 2024



Daniel Pearson

Commissioner

The appointed term expires May 2023

Kick off Checklist



Complete the application and submit by **MAY 12, 2023 by 4:00pm** on <https://www.applytoserve.com/Application.aspx?ID=525.com>



Sign up for the Online Exam as testing is between **MAY 23, 2023 9:00 AM** and **MAY 25, 2023 4:00 PM**.



Review and practice interview questions and gather information for preference points submission.



Provide photo identification, current IDPH/NREMT/EMT or Paramedic License, BOF Certification, and printed proof of CPAT and Ladder Climb Certification and other supporting documents at the time of hire.

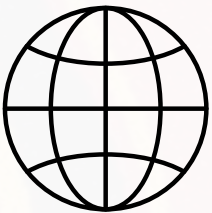
Contact Us



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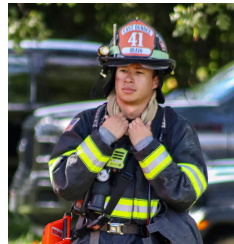


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