SUGAR GROVE FIRE PROTECTION DISTRICT

Welcome to the application/examination process for entry level Firefighter/Paramedic with the Sugar Grove Fire Protection District. Enclosed is the application packet and job description for Firefighter/Paramedic.

The application, required forms, and certification/documentation copies must be completed and returned to the Sugar Grove Fire Protection District Headquarters Station at 25 S. Municipal Drive, Sugar Grove, IL. 60554 weekdays between the hours of 7:00am and 3:00pm or emailed to applications@sugargrovefire.com, no later than 4:00pm October 13, 2025.

INCOMPLETE APPLICATIONS, FORMS, AND/OR DOCUMENTATION SHALL BE CAUSE FOR REJECTION AND EXCLUSION FROM THE REMAINDER OF THE EXAMINATION PROCESS.

Applicants must:

1. **Be a United States Citizen.**
2. **Possess a valid CPAT and Ladder Climb certification dated within 1 year by time of conditional offer of employment.**
3. **Be currently enrolled in a Paramedic program and be a certified EMT-P from the Illinois Department of Public Health by time of conditional offer of employment.**
4. **Possess and show a Valid Driver's License**
5. **Be a Certified Illinois Firefighter II/Basic Operations Firefighter by time of conditional offer of employment**
6. **Be at least 21 years of age and under the age of 35 unless the applicant qualifies under one of the exemptions provided by Illinois statute by the time of conditional offer of employment.**
7. **Have a high school diploma or equivalent.**
8. **Must successfully complete and pass all phases of the examination process including, but not limited to, a written examination, oral examination, employment and criminal background investigation, medical examination and drug test, and any other tests required by the Board of Fire Commissioners.**

All applicants that properly submit the application and forms are required to attend a mandatory orientation beginning at 10am on November 1, 2025. This orientation will be held at the Sugar Grove Fire Protection District Headquarters Station located at 25 S. Municipal Drive, Sugar Grove, Illinois. The orientation will begin promptly at 10am and anyone not present at that time will be excluded from the remainder of the examination process. Directly following the orientation will be the written examination. A score of 72.56% or higher is required on the written examination in order to participate in the remaining testing components.

Applicants successfully completing and passing the written examination will continue to the next phase of the process, the oral examination, to be held at a later date.

The beginning salary for entry level Firefighter/Paramedic is $74,409.84 yr.

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 this application will be treated confidentially and will be used only to help assure the best use of your abilities if you are employed with us.

ORIENTATION/WRITTEN EXAM LOCATION

The orientation and written exam will be held at the Sugar Grove Fire Protection District Headquarters Station located at 25 S. Municipal Drive, Sugar Grove, Illinois. Applicants must *have a photo ID with them* to attend the orientation and take the exam.

MAKE CERTAIN THAT THE APPLICATION IS SIGNED AND THAT THE AUTHORIZATION FORM IS SIGNED AND <u>NOTARIZED.</u>

SUGAR GROVE FIRE PROTECTION DISTRICT

FIREFIGHTER/PARAMEDIC RECRUITMENT PACKET



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FIRE DISTRICT HIGHLIGHTS



STAFF

Organizationally, staff is comprised of twenty-one District Firefighter/Paramedics, Fire Chief, Deputy Chief, Assistant Fire Chief, Fire Inspector. We are governed by an elected Board of Trustees. We staff 8 per shift.

STATIONS AND STAFFING

Fire suppression and emergency medical services are delivered using one staffed engine, ambulance and Battalion Chief stationed at 25 S. Municipal Drive. This station is staffed 24/7 with Firefighter/Paramedics.



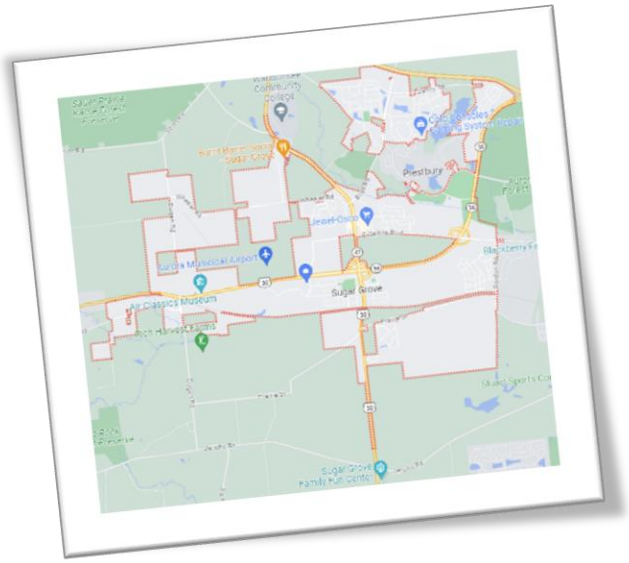
2022 Fire Engine



2022 Brush Truck



2022 and 2018 Ambulances



RESPONSE AREA

District serves about 15,000 residents within approximately 32 square miles covering areas primarily in the Village of Sugar Grove and areas in unincorporated Montgomery. Areas of Interstate 88, Waubonsee Community College, and Aurora Municipal Airport are protected as well.

SPECIALIZED TRAINING

Members are trained in Aircraft Rescue Firefighting, Hazardous Materials and Technical 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

Sugar Grove Fire Protection District is an 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 13 percent in the last 3 years. The district has averaged over 1,601 requests for service over the last 3 years. Last year's calls for service were 1719.

2024 RESPONSES

100 - Fire - 49 Responses

300 - Rescue & EMS – 1220 Responses

400- Hazardous Condition – 62 Responses

500 – Service Call – 174 Responses

600 – Intent Call – 100 Responses

700 – False Alarm & False Call – 112 Responses

BENEFITS PACKAGE

Salary
FF/Paramedic salary starting at $74,409.84 with current top out at $102,199.35

Kelly Days
- 8 Days Annually

Paid Vacation Days
- Start - 4 Shift Days
- 3rd year - 5 Shift Days
- 5th year - 6 Shift Days
- 8th year - 8 Shift Days
- 10th year - 10 Shift Days
- 15th year - 12 Shift Days
- 20th year - 14 Shift Days

Personal Days
- 48 Hours off each fiscal year

Paid Sick Time
- Employees accrue 6 hours per pay period of sick leave
- Employees earn sick time leave from the first day of their employment and shall continue to accumulate sick leave to a maximum of one hundred-twenty (120) days, or 2,880 hours.
- Sick Leave Buy Out at Retirement after 20 years of service
    - 50% of sick bank at current hourly rate.

Uniforms
- Uniform and personal protective equipment provided.

Retirement
- Article IV Fire Pension
- VEBA/115 Trust
- Optional 457 Plan

Holiday Pay
- 9 Holidays paid at time and one-half of hourly rate, if working the shift, if working overtime, paid at two times of hourly rate for all hours worked

Health & Life Insurance
- Blue Cross/Blue Shield PPO/HMO, Mutual of Omaha Dental (18% Paid by Employee)
- Optional Vision 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

Longevity Pay
- 10 years $1000.00
- 15 years $1250.00
- 20 years $1750.00
- 25 years $2250.00
- 30 years $2750.00

Professional Development
- Paid certification and on-going training opportunities.
- Time off given to attend elective classes.
- Paid time to attend required classes.

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.



CITIZENSHIP

Be a United States Citizen.



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.



CERTIFICATION

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



BACKGROUND CHECK

Applicants must undergo and successfully complete a background check and submit to an NFPA 1582 pre-employment medical examination and be certified to function as a firefighter and wear a respirator.



EDUCATION

High School Diploma or Equivalent.



RESIDENCY

Applicants must reside in Illinois.



CPAT

Possess a valid CPAT and Ladder Climb certification dated within 1 year at time of conditional offer of employment.

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 to remain active in the process. 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 check process. All offers are conditional until approved by the Board of Fire Commissioners for appointment.

Turn in Application to Sugar Grove

↓

Written Examination

↓

Candidates are notified by Sugar Grove of pass/fail

↓

Oral Interviews-Preference Points Packets are due

↓

Ranked list with preference points is calculated

↓

Eligibility Roster is complied by Board of Fire Commissioners

↓

Candidates are notified of final list posting via email





What's Next?

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

2. Pick up your application from the Sugar Grove Fire Protection District Headquarters Station at 25 S. Municipal Drive, Sugar Grove, IL 60554 starting September 5, 2025.

3. Submit the completed application, required forms, and certification/documentation to the Sugar Grove Fire Protection District at 25 S. Municipal Drive, Sugar Grove, IL or email to applications@sugargrovefire.com. Application and required documentation must be submitted Monday through Friday, **no later than 3:00pm October 13, 2025**.

4. Candidates must attend a written exam beginning at 10am on Nov. 1, 2025. Sign-in will begin at 9:30am, please have a photo ID (driver's license, state, ID, military ID), the orientation will begin promptly at 10am and anyone not present at that time will be excluded from the remainder of the examination process. Directly following the orientation will be the written examination. A score of 72.56% or higher is required on the written examination to participate in the remaining testing components.



ORAL INTERVIEWS

Oral interviews will be conducted at the Sugar Grove Fire Protection District located at 25 S. Municipal Drive, Sugar Grove, IL 60554. Interviews are scheduled for November 15, 2025. Eligible candidates will be notified after the written examination. Failure to appear or arrive at the assigned interview time will result in disqualification for 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.

Experience Points

Any applicant who has been a paid-on-call certified firefighter II and/or paramedic of the Sugar Grove Fire Protection District shall be awarded one-half (1/2) point for each year of successful service, up to a maximum of five (5) points at the time of initial hire.

Any applicant who has been a paid-on-call certified firefighter III of the Sugar Grove Fire Protection District shall be awarded one (1) point per year of successful service, up to a maximum of five (5) points at the time of initial hire.

Applicants from outside Sugar Grove Fire Protection District who were employed as full-time certified firefighters II or Basic Operations Firefighter for at least two (2) years at another fire protection district or municipality shall have the same preference as Sugar Grove Fire Protection District POCs and shall be awarded one-half (1/2) point for each year up to a maximum of five (5) points.

Applicants from outside Sugar Grove Fire Protection District who were employed as full-time certified firefighters III or Advanced Technician Firefighter for at least two (2) years at another fire protection district or municipality shall have the same preference as Sugar Grove Fire Protection District POCs and shall be awarded one (1) point for each year up to a maximum of five (5) points. No experience preference points will be awarded to applicants for service with a private employer who had a contract for fire or ambulance service with another fire protection district or municipality.

Veteran's Preference 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 Preference Points

Applicants who have successfully obtained an associate's degree in the field of law enforcement. criminal justice, fire service, or emergency medical services, or a bachelor's degree from an accredited college or university shall receive five (5) points provided the applicant has not received Veteran's preference points.

FAQS

How do I know if I passed the written examination?

- You will be contacted by a representative from the Sugar Grove Fire Protection District 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 will be made to move the appointment 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 response in a reasonable timeframe, 24-48 hours after contact was initiated, will disqualify your eligibility.

Separation During Processing or Probationary Period

- If the Employee passes the criminal background check and the medical examination, yet fails to accept a Certificate of Appointment, Employee is responsible for the costs of hiring Employee.
- If the Employee accepts his or her Certificate of Appointment yet fails to complete his or her probationary period due to any cause other than "termination", Employee is responsible for costs of hiring and training Employee.



TESTING RESOURCES

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.
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), Southwest United Fire District (www.sufd.org) or Huntley Fire Department (www.huntleyfpd.org/cpat-testing). There is a fee 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 schoolteachers 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 still a good resource to review for basic test taking strategies.
https://www.weareteachers.com/test-taking-strategies/

APPLICANT CHECKLIST

- ☐ Pick up and complete the application from 25 S. Municipal Drive Sugar Grove, IL.
- ☐ Turn in application and all required documents and register for the mandatory Written Exam by Monday, October 13, 2025.
- ☐ 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 Written Examination on Saturday, November 1, 2025, with valid photo identification.

CONTACT INFORMATION

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



Sugar Grove Fire Protection District

25 S. Municipal Drive

Sugar Grove, IL 60554



bmoran@sugargrovefire.com



www.sugargrovefire.com



630-466-4513

Dear Applicant:

Thank you for applying for a position with the Sugar Grove Fire Protection District.

This letter contains important information about the written aptitude test. You should read this letter carefully to be sure that you understand the procedures that will be used during the administration of the written test.

The department has received more applicants than there are available positions. As a result, the department has established a competitive application process. This application process is designed to ensure that the selection of new recruits will be accomplished in a fair and objective fashion.

The written aptitude test will be administered on Saturday, November 1, 2025, at the Sugar Grove Fire District (25 Municipal Drive, Sugar Grove, IL 60554). The exam will take place in the training room.

APPLICANTS SHOULD ARRIVE NO LATER THAN 10:00 A.M. THE EXAM WILL BEGIN PROMPTLY AT 10:00 A.M. Testing should be finished by approximately 2:30 p.m.

The schedule for the written aptitude test is as follows:

15 minutes		**Instructions for Study Period**
2 hours		**Study Period**
30 minutes		**Break**
15 minutes		**Instructions for Exam**
1 ½ hours		**Examination**

A description of the written aptitude test procedures is presented below. Please examine these procedures to ensure that you fully understand them, since each applicant has the responsibility of informing the department of any difficulties or problems created by these procedures. Applicants who wish to report any concerns about these procedures should contact the department no later than one week prior to the examination date.

The study session will begin immediately after the completion of the registration period. The instructions for the study session will be read aloud by a test monitor. During the study session, each applicant will be given two (2) hours to study a variety of printed materials. These materials will include printed text, line drawings, written instructions, and pictures. These study materials are the basis for the aptitude test which will be administered during the afternoon session.

Applicants are allowed to make written notes about the study materials. However, these notes must be written on paper which will be provided by the test monitor. Also, each applicant must turn in his/her notes to the test monitor at the conclusion of the study session.

During the study session, you may take as many breaks as you would like. Please note, however, that these breaks will shorten the amount of time that you will have for studying.

You may leave early from the study session. However, once you decide to leave from the study session, you must turn in your materials and you will not be allowed back until the registration period for the test.

Applicants will be given ½ hour break. Food will not be provided. Instead, you will be required to provide your own snack. You may want to bring food with you (i.e., granola bars).

The test session will begin with the re-registration of each applicant. Instructions for the test will be read aloud by the test monitor. The test will require that applicants read printed materials and record their answers on an optically scanned computer sheet. Applicants will be required to use a pencil to record their answers. You will have one and a half (1 ½) hours to complete the written examination.

All questions on the examination will be drawn directly from materials provided during the morning study session. You must learn the study materials presented earlier to do well on the examination. Note this important instruction: You will not be allowed to take the exam if you did not attend and register for the morning study session.

Do not bring notebooks or other study materials with you to the testing site. All necessary materials, including note paper, will be provided to you.

Listed below are some tips which might help to make your test date more comfortable and successful:

1) Answer every question on the test, even if you have to guess - there is no penalty for guessing.
2) Take your time - there should be plenty of time in both the study session and the test period.
3) Bring snacks (i.e., granola bar) or money to purchase food - lunch will not be provided, and the short break does not allow for distance travel.
4) Listen carefully to the monitor's instructions.
5) Make certain that your answers are entered into the correct spaces on the answer sheet.
6) If you have trouble with a particular question, initially select the best alternative, and return to it later
7) Be certain that you really understand the material in the Study Guide. 8) Get a good night's rest before the test.
9) Try to relax as much as possible during the test.

Testing requires a lengthy time, so be sure to wear comfortable clothing. Also, you should bring along a picture identification such as a driver's license.

Smoking will not be allowed in the study/examination room(s). However, applicants may take as many breaks as they wish during the study session.

If you need additional information or wish to report a difficulty associated with the testing procedures, call 630-466-4513.

Sincerely,

Fire Chief Brendan Moran
Sugar Grove Fire Protection District

FORM 2

SUGAR GROVE FIRE PROTECTION DISTRICT - STATE OF ILLINOIS
FIREFIGHTER APPLICANT PERSONAL DATA QUESTIONNAIRE

FIREFIGHTER APPLICATION PACKET NUMBER: _____

---

1. **Name** _____
last first middle

2. **List any other names you have used or been known by (*include maiden name*)**: _____

_____

3. **Address:** _____
Number & Street City State Zip

4. **Home Phone No.** (_____) _____

5. **Business Phone No.** (_____) _____

6. **Driver's License State** _____

Driver's License No. _____ **Class** _____

7. **Social Security No.** _____

8. **Firearm Owner's I.D. No.** _____

9. **U.S. Citizen?** **Yes** ◉ **No** ○
If no, are you an alien with evidence of intention to become a U.S. Citizen?
Yes ◉ **No** ○

LIST ALL FORMER ADDRESSES FOR THE PAST TEN YEARS IN CHRONOLOGICAL ORDER

10. Address _____
Number & Street City State Zip

11. Address _____
Number & Street City State Zip

12. Address _____
Number & Street City State Zip

13. Address _____
Number & Street City State Zip

14. Address _____
Number & Street City State Zip

EDUCATION

15. **CHECK HIGHEST GRADE COMPLETED**

GED CERTIFICATE ◯ HIGH SCHOOL ◯ COLLEGE ◯ 1 2 3 4 __

GRADUATE SCHOOL ◯ M.A. ◯ Ph.D. ◯ OTHER ◯

Name and Address of School (include City and State)	**Date(s) Attended**	**Graduate ? Yes No**

16. High School _____

17. Undergraduate Education _____

18. Graduate Education _____

19. Trade Schools _____

20. Paramedic School _____

21. EMT School _____

22. What college degrees have you attained? _____

23. List course work relevant to position for which you have applied: _____

_____

_____

MILITARY

24. Are you now or have you ever been in the military service? Yes ◯ No ◯

25. Branch of service _____

26. Are you now or were you ever an active member of any branch of the U.S. Military Reserve Forces or National Guard Unit? Yes ◯ No ◯

Rank _____

27. Unit _____ From _____ To _____

CONVICTION HISTORY

28. Have you ever been convicted of a crime other than minor traffic violations?

Yes ◯ No ◯

If "Yes," explain below:

DATE	POLICE AGENCY	OFFENSE	DISPOSITION OF CASE

29. List all traffic convictions and accidents you have had in the last four years. (If more room is needed, please type on a separate page and attach).

LOCATION (City-State)	APPROXIMATE DATE	VIOLATION	DISPOSITION

EMPLOYMENT HISTORY

List all jobs you have had for the last ten years. Include periods of unemployment. Put your present job first. Include military service in proper time sequence along with temporary or part-time jobs.

30. **Present employer's name**:

_____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to Present **Salary** _____ **Per** _____
month-year

31. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per**_____
month-year month-year

32. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

33. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

34. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

35. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

36. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

37. **Employer's name** _____ **Phone** _____

Address _____
Number & Street City State Zip

Job Description _____

Do you object to our contacting them? _____

Employed _____ to _____ **Salary** _____ **Per** _____
month-year month-year

38. Have you ever been suspended or terminated, other than from an economic layoff, from any prior employment? Yes ◯ No ◯ If yes, please explain:

_____

_____

_____

39. Have you ever resigned from any employment position because of misconduct or unsatisfactory performance or while under investigation? Yes ◯ No ◯

If yes, explain: _____

_____

_____

40. Have you ever taken a civil service exam? Yes ◯ No ◯

Agency _____ Date _____ Position on List _____

Status _____

41. Are you currently on any eligibility list(s)? Yes ◯ No ◯

If yes, indicate position applied for, status on list and expiration date of each: _____

_____

_____

_____

REFERENCES

Please list three adults not related to you and not former employers, who have known you for more than three years. All persons to whom you refer will be asked to appraise your character, ability, experience, personality, and other qualities.

42. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

43. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

44. Name _____ Address _____

Home Phone _____ Business Phone _____

Occupation _____ Relationship _____

45. Explain your reasons for wanting to become a firefighter and/or paramedic: _____

_____

_____

_____

_____

_____

46. Please review the enclosed job description for the position for which you are applying and state whether you can perform the essential job functions listed therein with or without reasonable accommodation.

Yes ◯ _____ No ◯ _____

47. If accommodation is needed, please explain: _____

_____

_____

48. Person(s) to be notified in case of emergency.

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

Name _____ Address _____

Phone _____ Relationship _____

SUBMISSION OF DOCUMENTATION AND CREDENTIALS

49. I understand that if I am placed on any eligibility list, I will be fingerprinted, and a set of my fingerprints will be furnished to the Illinois Department of State Police and to the Federal Bureau of Investigation.

50. I understand that I must provide the Board of Fire Commissioners with COPIES of the following documentation and/or certifications at the times indicated below. Other relevant fire service certificates, such as EMT-A or P, Firefighter II, Firefighter III, Hazardous Materials I or II, may be submitted with the application but are not required. If at any time any of the documentation is updated or if my credentials change, I must submit the new documentation or certifications to the Commission as soon as possible. I further understand that failure to submit any of the following documentation and/or certifications at the times indicated may result in my application no longer being considered by the Commission and/or loss of my position on the eligibility list or withdrawal of a conditional offer of hire.

DOCUMENTATION	TIME OF SUBMISSION
Sugar Grove Fire Protection District Authorization Form	With this application
Sugar Grove Fire Protection District Physician's Certification of Safe Participation in the Job Task Test	With this application
Copy of High School or GED diploma (Do not send college certificates as substitutes)	With this application
Valid driver's license	With this application

One of the following: - Birth certificate issued by the State Department, Form FS-545 - Birth certificate issued abroad by the State Department, Form DS-1350 - Original or certified copy of a birth certificate issued by a state, county, or municipal authority, bearing a seal - Native American tribal documents - U.S. citizen identification card, INS Form 1-197 - Identification card for use of a resident citizen in the U.S., INS Form 1-179	With this application
Set of fingerprints	After eligibility register is created but before a conditional offer of hire

I HEREBY CERTIFY THAT I HAVE READ THE ABOVE QUESTIONS AND STATEMENTS, AND I CERTIFY THAT THERE ARE NO MISREPRESENTATIONS, OMISSIONS, OR FALSIFICATIONS IN THIS QUESTIONNAIRE, AND THAT ALL MY ANSWERS ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE AND BELIEF. I UNDERSTAND THAT MISREPRESENTATIONS, OMISSIONS OR FALSIFICATIONS ON THIS QUESTIONNAIRE OR AT ANY TIME DURING THE HIRING PROCESS MAY RESULT IN MY APPLICATION NO LONGER BEING CONSIDERED OR IN TERMINATION OF MY EMPLOYMENT WITH SUGAR GROVE FIRE PROTECTION DISTRICT.

Dated at _____ Illinois, this _____ day of _____, 20____.

Signature in Full _____

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 this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.

SUGAR GROVE FIRE PROTECTION DISTRICT
AUTHORIZATION FORM

I, _____, hereby authorize the SUGAR GROVE FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for employment made to the SUGAR GROVE FIRE PROTECTION DISTRICT. I also consent to the release to the SUGAR GROVE FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for employment with the SUGAR GROVE FIRE PROTECTION DISTRICT. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I understand that I will undergo a job task test as part of the application process and that such job task test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test and that I must submit the SUGAR GROVE FIRE PROTECTION DISTRICT CERTIFICATION OF SAFE PARTICIPATION IN JOB TASK TEST form prior to participating in the job task test.

I also agree to indemnify and hold harmless the SUGAR GROVE FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the SUGAR GROVE FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the SUGAR GROVE FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the SUGAR GROVE FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the SUGAR GROVE FIRE PROTECTION DISTRICT, I must maintain at all times a valid State of Illinois Driver's License, of the Class required to operate all vehicles of the SUGAR GROVE FIRE PROTECTION DISTRICT. I do further agree that my failure to maintain said drivers license will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II certification. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District.

Signature _____

SUBSCRIBED and SWORN to
before me this _ day of
_____, 20_.

_____
Notary Public

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 this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.

CHAPTER THREE – JOB DESCRIPTIONS

3.02 COMMISSIONED AND/OR PAID ON CALL FIREFIGHTERS AND/OR PARAMEDICS

A. **Nature of Work**

Skilled emergency firefighting and emergency medical services work. Work involves responsibility for participating in the provision of emergency medical services, performance of rescue and fire suppression, and prevention, as well as all duties delegated by law, ordinance, rule or regulation, or practice or procedures. Work involves the operation of fire and emergency medical services equipment, and the maintenance of equipment, apparatus, and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions which may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness, and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, and procedures, and maintaining department property and equipment. Work is usually performed in accordance with general instructions and well defined procedures, under the command of a superior officer. Work is reviewed through observation, inspections, and reports for results obtained.

B. **Functions and Responsibilities**

1. **Station and Apparatus Maintenance**

a. Responsible for the cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair.

b. Responsible to his or her shift officer for the proper care, working condition, and appearance of fire engines, trucks, squads, and ambulances to which he or she is assigned.

c. Responsible for the cleanliness and proper maintenance of the buildings and grounds to which he or she is assigned.

d. Responsible for and particularly observant of the operating efficiency of apparatus or vehicle assigned to his or her care and promptly informs his or her shift officer of any difficulties or irregularities which may affect operation or immediate response.

e. Responsible for a daily inventory check to ensure an adequate supply of all tools, appliances, and supplies on the apparatus assigned to his or her station.

2. **Fire Suppression**

a. Reacts and responds to orders during medical, fire, and other emergency calls in accordance with Departmental Standard Operating Guidelines.

b. Directs and/or supervises others at the scene of an emergency when directed.

c. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders, and other fire suppression and rescue equipment.

d. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.

e. Becomes and remains familiar with pre-plans, geographic locations, target and special hazards within the response area.

f. Becomes and remains familiar with the standard operating guidelines of fire ground operations, high rise operations, and elevator operations.

3. **Emergency Medical Services**

a. Becomes and remains familiar with the policy and procedures manual of the emergency medical services system.

b. Becomes and remains familiar with the standard operating protocols of the emergency medical services system.

c. Conducts inspections and inventory of ambulances on a scheduled basis.

d. Collects patient information and acts upon it.

e. Prepares written Emergency Medical Service reports and supplemental reports as needed.

f. Provides emergency medical care to those in need or when called upon under the direction of the resource hospital.

g. Develops and remains familiar with the skills of gaining access to and disentangling victims of entrapment.

h. Communicates patient status to physician by radio or telemetry.

i. Stabilizes patients and transports them to emergency facilities.

4. **Organizational Support**

a. Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned. Participates in company fire inspections and in pre-fire surveys.

b. Develops and maintains required skills and certifications associated with areas of special instruction and expertise as identified by the Fire Chief

c. Prepares clear, accurate, and complete reports logs and documents on any and all activities performed.

d. Becomes and remains familiar with the use of the computer and data entry.

e. May perform desk duties (telephone, computer terminal, and radio) and assist with data processing and filing.

5. **Risk Care Management**

a. Develops and maintains required skills in the operation and use of respiratory equipment and apparatus.

b. Develops and maintains a required knowledge of safety with regard to the operation of small tools.

c. Corrects or reports all unsafe conditions or hazards to his or her supervisor.

d. Develops and maintains knowledge of nationally recognized safety standards and Illinois Department of Labor Standards.

e. Develops and maintains a required skill of all safety procedures of the Sugar Grove Fire Protection District.

6. **Fire Prevention and Education**

a. Conducts fire education seminars and classes and promotes good public relations by participating in community activities.

b. Makes presentations to groups and individuals on subjects related to safety, fire prevention, and education.

c. May conduct housekeeping inspections.

d. Conducts pre-plan surveys of buildings and other locations.

7. **Technical**

a. Develops and maintains the required skill to operate a 1,250 gallon per minute pumper and calculates the flow quantity of water required through each length of hose being applied.

8. The above list of duties and responsibilities is not intended to be all inclusive. The district reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as remove any duties and responsibilities at its discretion.

C. **Equipment**

The position requires the ability to operate the following equipment:

1. Fire apparatus and ambulances reasonably and safely during routine and emergency conditions, sometimes for lengthy periods of time.

2. Basic office equipment including but not limited to typewriter, telephones, computers, printers, fax machines, copier machines, etc.

3. Basic fire and rescue tools and equipment necessary to perform job tasks and functions including but not limited to axes, pike poles, extrication tools, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, O2 and CO2 detectors.

4. Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O2 kit, trauma kit, child-birth kit, traction splint, stretcher operations, and telemetry radio.

D. **Environmental and Working Conditions**

1. The essential functions of the position are performed in and affected by the following environmental factors:

a. Operates as part of a team and independently at incidents of uncertain duration.

b. Spends extensive time outdoors exposed to the elements.

c. Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees F), humid (up to 100%) environments while wearing equipment which significantly impairs body cooling mechanisms.

d. Experiences frequent transitions from hot to cold and from humid to dry elements.

e. Works in wet, icy or muddy areas.

f. Performs a variety of tasks on slippery, hazardous surfaces such as roof tops or ladders.

g. Works in areas where sustaining traumatic or thermal injury is possible.

h. Faces possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide or organic solvents either through inhalation or skin contact.

i. Wears required and appropriate personal protective equipment that weighs approximately fifty (50) pounds while performing above listed tasks.

j. Performs physically demanding work while wearing positive pressure breathing equipment with 1.5 inches of water column resistance to exhalation at a flow of 40 liters per minute.

k. Performs complex tasks during life-threatening emergencies.

l. Works for long periods of time requiring sustained physical activity and intense concentration.

m. Faces life or death decisions during emergency conditions.

n. Makes rapid transitions from rest to near maximum exertion without warmup periods.

o. Operates in environments of high noise, poor visibility, and limited mobility, as well as heights and enclosed or confined spaces.

p. Relies on the senses of sight, hearing, smell, and touch to determine the nature of the emergency and maintain personal safety. Makes critical decisions in a confused, chaotic, and potentially life-threatening environment for the duration of the operation.

q. Raises, climbs, and works from ground and aerial ladders without work inhibiting fears of heights.

r. Rescues by carrying or dragging an adult from a burning structure or other dangerous situation.

s. Operates hand and power tools, in both emergency and non-emergency situations.

t. Drags hoses, both charged and uncharged, limited distances, both horizontally and vertically.

u. Connects hose couplings.

v. Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.

w. Assimilates, retains, and effectively uses geographic knowledge concerning the district and surrounding vicinity.

x. Faces exposure to grotesque sights and smells associated with illness, major trauma, and burn victims.

y. Faces possible exposure to infectious agents such as hepatitis B or HIV.

z. Lifts and carries a stretcher up or down flights of stairs with a minimum of one person to assist.

2. **Scheduling**

Must be able to meet attendance requirements of the shift schedule that requires working on Saturdays, Sundays, and holidays, and should make every effort to return on box alarms or call back alarms when off duty. This position involves regular and irregular shift work depending on fill-in needs and mandatory call backs. Work shifts are normally 24 hours in duration or daily assignments, and may be extended in the event of emergency, disaster, personnel shortage, workload or work-in-progress.

E. **Requisite Knowledge and Skills**

1. Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

2. Successful completion of the State requirements to obtain a certified Firefighter II certificate as defined by the Fire Chief's administrative regulations.

3. Successful completion of the Illinois Department of Public Health requirements to obtain Emergency Medical Technician Ambulance Certification as defined by the Fire Chief's administrative regulations.

4. Successful completion of the State requirements to obtain Hazardous Materials I Certification as defined by the Fire Chief's administrative regulations.

5. Successful completion of the State requirements to obtain Fire Apparatus Engineering Certification as defined by the Fire Chief's administrative regulations.

F. **Worker Characteristics**

The position requires the employee to have and maintain:

1. **Physical condition needed to:**

   a. Subdue resisting individuals.

   b. Run to persons requiring emergency assistance.

   c. Lift and carry equipment and injured/deceased persons.

   d. Force entry into buildings.

   e. Climb flights of stairs/ladders.

   f. Walk, stand or sit for long periods of time (including driving).

   g. Endure exposure to extreme weather and disease.
   h. Perform life-saving procedures (CPR, first aid, etc.).

   i. Communicate effectively, verbally, and non-verbally.

j. Operate required equipment.

k. Perform required job tasks and functions.

l. Provide assistance to citizens and co-workers in distress, including but not limited to independently carrying or dragging unconscious people.

2. **Effective Audio-Visual Discrimination and Perception Needed to:**

a. Make observations.

b. Read, speak, and write the English language.

c. Drive and operate equipment safely.

d. Vision standard:

1. Color vision adequate to identify red, green, and yellow colors.

2. Far visual acuity: 20/30 binocular each eye (corrected)/ 20/100 uncorrected unless corrected with soft contact lenses (successful long term use).

3. Peripheral vision 140 degrees or better.

4. Case by case review: radial keratotomy, repaired retinal detachment, optic neuritis.

3. **Ability Needed To:**

a. Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action.

b. Understand, interpret, and apply applicable ordinances and Fire District rules and policies.

c. Understand and respond quickly and accurately to written and oral directions, instructions, inquiries, and requests.

d. Work independently and effectively within the confines of standard operating procedures.

e. Initiate appropriate interpersonal, intra-agency, and inter-agency communications.

f. Act quickly, calmly, and decisively in emergencies and under stress.

g. Handle situations firmly, courteously, tactfully, and impartially.

h. Communicate clearly and concisely, orally and in writing.

i. Record information clearly and completely.

j. Maintain confidentiality in the performance of duties.

k. Assimilate, retain, and effectively use geographic knowledge concerning the district and the surrounding vicinity.

l. Pose no direct threat to the health and safety of other individuals.

4. **Emotional and Psychological Stability Needed To:**

a. Accept constructive criticism in a mature fashion.

b. Effectively communicate and interact positively with fellow employees and citizens.

c. Tolerate stress.

d. Function effectively under stress.

e. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

G. **Experience and Training**

Completion of a standard high school course (or equivalent GED), preferably supplemented by some additional college level course work in fire science, meeting the physical requirements prescribed by the Sugar Grove Fire Protection District and/or the Board of Fire Commissioners at the time of examination and possession of a valid Illinois Class B driver's license.