

LAKE FOREST FIRE DEPARTMENT  
ILLINOIS

2023



# ORIENTATION PACKET





# FROM THE CHIEF

## Dear Candidates

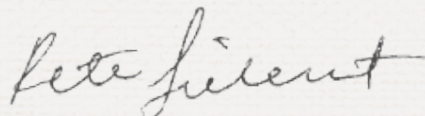
I would like to thank you for taking an interest in becoming a part of the Lake Forest Fire Department. The application process that you are about to undertake is extensive and time consuming. Those that follow through and successfully complete all phases of the process, will find that the career of being a firefighter is very rewarding. We are providing this document to share important information about the application, testing process, and some basic information about our department. Should you have a question that is not addressed in this packet or during your applicant process, please feel free to contact us.

For prospective candidates, here is what we are looking for at the Lake Forest Fire Department:

- We are looking for individuals that truly care about people and want to make a difference in their lives.
- We do not need an individual that “knows it all”, but instead, one that wants to “learn it all.”
- We need team players – the Fire Department is all about teamwork.
- We need people that are hard workers, and care about the quality of their work.
- We need people that are willing perform their duties at a high level throughout their entire career.

I wish you the best of luck during this process, and hope that you will become a part of our team at the Lake Forest Fire Department.

**Sincerely,**



**Fire Chief Pete Siebert**



## MISSION - VISION - VALUES

The Lake Forest Fire Department trains, prepares, and responds: to  
**preserve life, protect property, and promote safety.**

The Lake Forest Fire Department strives to be  
**innovative, adaptive, and resilient**  
in the face of all internal and external challenges.

The City of Lake Forest Core Values:  
**Trust - Integrity - Respect - Excellence**

# EMPLOYMENT REQUIREMENTS



- Age requirements: Minimum of 21 years of age at the time of the application and not more than 34 years of age by July 1, 2023, unless otherwise exempt by Illinois statute



- Must be a U.S. Citizen or qualified as a “protected individual” pursuant to 8 U.S.C. §1324b(a)(3)(B)



- Must possess or be able to obtain a valid class B non CDL or equivalent driver's license



- Eyesight: Must have corrected vision to 20/25



- Education minimum: High school diploma or equivalent



- Undergo and successfully complete all phases of a background process



- Successfully pass CPAT certification and Ladder Endorsement from a certified agency within 12 months prior to June BFPC interviews. CPAT cards will be considered valid within one year of issue.

# EMPLOYMENT DISQUALIFIERS



- Criminal conviction for a felony crime, or certain misdemeanors as defined by Illinois statute (65 ILCS 5/10-2.1-6).



- Previously dismissed from any public service for good cause.



- Failure of any portion of the examination process, including but not limited to a medically provided drug screening.



- Falsification of any part of the employment application or documentation.



- Anyone who is currently using narcotics or drugs, or who is addicted to narcotics, drugs or intoxicating beverages and is not currently in a rehabilitation program.

# DRUG-FREE WORKPLACE

- The City of Lake Forest and the Lake Forest Fire Department strongly believe in the tenets of a drug-free workplace. Applicants found using illegal drugs or abusing legal drugs at any time during any phase of the process will be deemed unsuitable for employment with the Fire Department.
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- *The City understands some otherwise qualified applicants may have used illegal drugs at some point in their past. Past drug use will not automatically disqualify a candidate from further consideration. However, it is imperative that applicants be completely honest about past drug use at each stage of the process, beginning with the application for employment.*
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- Any candidate found deliberately misrepresenting his/her drug history in connection with their application will be found unsuitable for employment and will be automatically disqualified.

# REASONABLE ACCOMMODATION

- It is the responsibility of the applicant to inform the City that an accommodation is needed to participate in the selection process. The City is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation for *any* step of the initial selection process (i.e., CPAT physical ability test, online examination or interview) shall file a written request, including applicable documentation, to the Director of Human Resources at least five (5) business days prior to the date the selection process step is held, for which an accommodation is being sought. (Send email to: [HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com))
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- If a member of City staff is approached during any phase of the selection process by a candidate requesting an accommodation in order to participate in that process, the candidate should be immediately referred to the Director of Human Resources. The Director shall provide the applicant with the procedure for requesting a reasonable accommodation.
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- City staff shall not authorize or approve an accommodation, or suggest such approval, and shall not allow the applicant to continue in the process with benefit of the accommodation without the express written authorization of the Director of Human Resources.
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- Reasonable accommodations are granted on a case-by-case basis. Each request will receive an individualized assessment.

# APPLICATION PROCESS

## Phase I

- If you successfully meet the established requirements, **apply online** to the City of Lake Forest, IL Firefighter/ Paramedic job posting by **SUNDAY, May 14, 2023 at 11:59 pm.**
- All submitted applications **MUST** be complete and contain the following information:
  - Full date of birth to ensure compliance with age restrictions
  - Complete school and employment history; including all education, periods of unemployment and all jobs
  - Completed Waiver and Release of Liability form(s) in the application
  - Equal Employment Opportunity Information form (completion of this form with your application is optional and for general statistical data only).
- **DO NOT** lose the Username and Password you create to start the application process. The City is unable to retrieve these for you.
  - For technical support, contact the NeoGov Toll-Free Applicant Support telephone line 855-524-5627.



# EXAMINATION PROCESS

## Phase II

- **Online Examination must be Completed by SUNDAY, May 14, 2023 at 11:59 pm.**
- Lake Forest offers full testing services through National Testing Network (NTN). To register with NTN and schedule a test, go to [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com), select 'Find Jobs', then select 'Firefighter Jobs' and sign up for Lake Forest.
- When you visit the [www.nationaltestingnetwork.com](http://www.nationaltestingnetwork.com) website:
  - Complete the NTN registration process and schedule your test.
  - Review all information related to the Lake Forest Firefighter Paramedic job information, including minimum requirements, salary, and benefits.
  - Review detailed information about the testing process.
  - Review the Frequently Asked Questions and take an online practice test (if desired).
- The online exam assesses cognitive ability and behavioral characteristics, including scenario-based skills assessment that are designed to gauge job-related skills. You do not need to have any firefighting experience, training or knowledge to successfully complete this exam.
- The minimum passing score is adjusted from test-to-test based on a statistical analysis by the testing agency to comply with all applicable State and Federal laws and is supported by appropriate validation evidence.

# CPAT CERTIFICATION

## Candidate Physical Ability Test

- All applicants are required to pass the CPAT physical ability test and Ladder Climb Endorsement through a certified testing agency within **12 months prior to June BFPC interviews.**
  - You must make an appointment with a certified testing agency to complete the CPAT test.
  - Testing may be completed through NIPSTA (Northeastern Illinois Public Safety Training Academy), Glenview, IL – [www.nipsta.org](http://www.nipsta.org) or contact (847) 998-8090
    - Upcoming test dates at NIPSTA
      - **April 1, May 6, June 10**
      - Other certified testing agencies accepted
  - Illinois Ladder Climb endorsement required
  - Upon successful completion of all phases of the CPAT physical ability test, the testing agency will issue a dated card. The certified CPAT test card must be valid within 12 months prior to June BFPC interviews.
  - Proof of a valid CPAT certification and Ladder Endorsement must be provided prior to June BFPC interviews.

**How to submit proof of valid CPAT and Ladder Climb Endorsement:** For candidates who already possess a valid CPAT card, a copy may be submitted in Phase I with the candidate's application through NeoGov. Otherwise, candidates may email a copy of valid CPAT cards to [HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com).

# INTERVIEW PROCESS

## Phase III

- For those passing the online exam, **preliminary interviews** may be a one-way digital interview and/or interviews with members of the Fire Department. Candidates will be notified directly of interview dates.
- **Board of Fire and Police Commissioners (BFPC) oral interviews** will take place in June. Candidates will be notified of interview dates and asked to self-schedule via email.
- Those passing the Board interview will be placed on a ranked Preliminary Eligibility List, at which point candidates may then apply for applicable preference points. Preference points must be claimed in writing, within ten calendar days after posting of the Preliminary eligibility list.
- There are four categories of preference points, which may be awarded; 1) Veteran's Preference, 2) Education and Training Preference, 3) Paramedic Preference, and 4) Experience Preference. No preference points shall be awarded to a candidate who does not fully satisfy the criteria for the category.
- Following the awarding of applicable preference points, a ranked Final Firefighter Eligibility List is established.
- As authorized positions become available, an extensive background process will begin. A polygraph test, conducted by an outside vendor, will also be required at this phase. The top candidate on the list will be chosen to move through this portion of the process.

# PREFERENCE POINTS

- **Experience Preference:** Candidates may receive a maximum of 10 preference points under any of the following categories:
  - Paid On-Premises Illinois Certified FFII/Basic Operations Firefighter or FFIII/Advanced Technician Firefighter for The City of Lake Forest. Any candidate who has served The City of Lake Forest as a Paid On-Premises Illinois Certified Firefighter II/Basic Operations Firefighter may receive **.5 preference point for each year of successful service in such capacity up to a maximum of 5 points.**
  - Illinois Certified FFII/Basic Operations Firefighter. Any candidate who is certified and has been employed within a two-year period as a fulltime Illinois Certified FFII/Basic Operations Firefighter by a fire protection district or a municipality within the State of Illinois other than The City of Lake Forest may receive **. 5 preference point for each year of service up to a maximum of 5 points;** provided, however, that such candidate shall not receive any preference points if he or she was not so employed for at least two years.
  - Fulltime Paramedic/Firefighter or Fulltime Firefighter III/Advanced Technician Firefighter. Any candidate who is certified and has been employed within a two-year period either as a fulltime paramedic/ firefighter or as a fulltime Firefighter III/Advanced Technician Firefighter by a fire protection district or a municipality within the State of Illinois other than The City of Lake Forest may receive **one preference point for each year of service in either one or both of those capacities up to a maximum of five points;** provided; however, that such candidate shall not receive any preference points if he or she was not so employed for at least two years.
- No application of Experience Preference Points may allow a non-veteran candidate to pass a veteran on the Final Eligibility Register. Non-veterans shall be ranked behind veterans in order as if all points were allotted with remaining ties determined by lot. This applies to Experience Preference Points only.

# PREFERENCE POINTS

- **Veteran's Preference:** Candidates engaged in the military service of the United States for a period of at least one year of active duty and who were honorably discharged therefrom, or who are now or have been members on inactive or reserve duty shall (i) receive 5 preference points, and (ii) be preferred for appointment to and employment with the Fire Department in relation to candidates having similar ranking on the Final Eligibility Register.
- **Education Preference:** A candidate that fully satisfies the criteria for one or more of the categories below may receive preference points for education. A candidate can only be awarded preference points for one of the categories below.
  - Has successfully obtained an associate's degree in fire service or emergency medical services. **3 preference points.**
  - Has successfully obtained a bachelor's degree from an accredited college or university. **5 preference points**
- **Paramedic Preference:** A candidate who is a National Registry Certified Paramedic and/or Illinois Certified Paramedic may receive **5 preference points** .

# ADDITIONAL INFORMATION

- Email communications will be the primary contact tool with candidates. Make sure your contact information, including email address, on all documents and in the online hiring system is accurate; we will notify you of your test results via email through the online applicant program.
- Salary Range FY24:
  - Firefighter: \$70,816 - \$85,886
  - Firefighter/Paramedic: \$76,900 - **\$111,214**
  - Living radius – **no limit!**
- Candidate Reimbursement Agreement:
  - If offered employment, required to sign an agreement
  - Requires a 3-year commitment
  - Reimbursement will be required if you choose to leave service prior to the expiration of the three-year period (unless terminated by City for performance or cause)

# HELPFUL HINTS

*Below are some helpful hints to help you throughout your application process.*

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## **DEADLINES**

*Deadlines will NOT be extended.*

## **APPLICATION**

*Must fill out entirely and be honest.*

## **EXCEPTIONS**

*NO exceptions will be made except for extreme circumstances.*

## **CORRESPONDENCE**

*Communication will be through email.*



# APPLICANT CHECKLIST

## PHASE I

- Met established requirements for Lake Forest Fire Department
- Applied online to the City of Lake Forest by **Sunday, May 14, 2023 at 11:59pm**

## PHASE II

- Registered and scheduled online examination through the National Testing Network
- Completed online exam by **Sunday, May 14, 2023 at 11:59pm**
- Obtained CPAT certification and Ladder Endorsement from a certified agency within 12 months prior to BFPC interviews.

## PHASE III

- Scheduled preliminary oral interview (email notification will be received to self schedule)
- Completed preliminary oral interview
- Scheduled Board of Fire and Police Commissioners oral interview
- Completed Board of Fire and Police Commissioners oral interview
- Applied for applicable preference points ten calendar days after posting of the preliminary eligibility list.

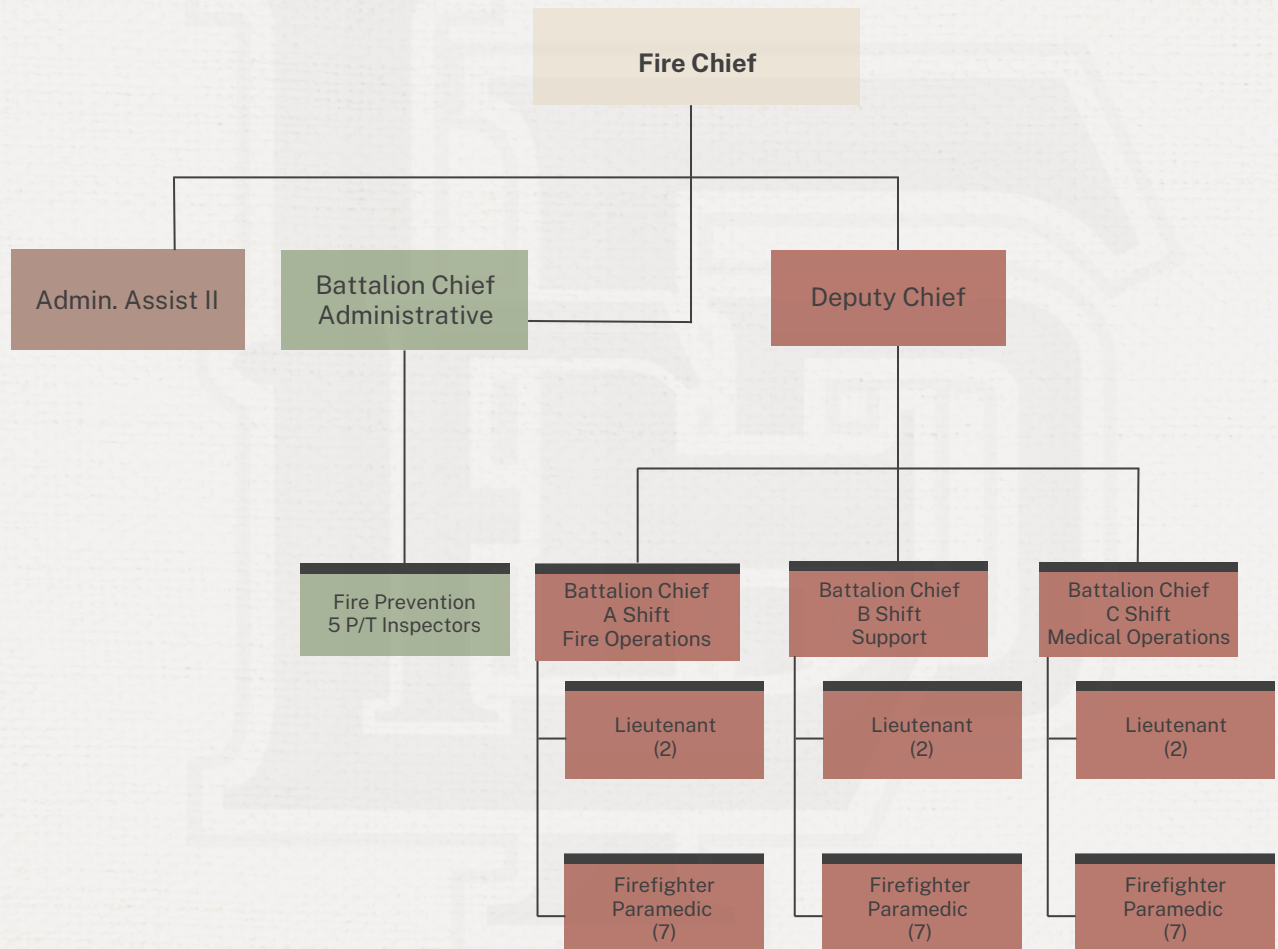


A firefighter in full gear, including a helmet and a tank labeled 'MSA', is working on a damaged car. The car's hood is open, and the front end is crumpled. The scene is outdoors on a street with snow on the ground and bare trees in the background. Another firefighter is visible in the foreground, wearing a cap with the number '175'.

# About Us!

A LITTLE INFORMATION ABOUT OUR DEPARTMENT

# ORGANIZATIONAL CHART



# SERVICES & RESPONSIBILITIES



## EMERGENCY RESPONSE

The Lake Forest Fire Department responds to varying types of emergencies such as EMS, fire, rescue, and special response through MABAS Division 4.

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## TRAINING

The Lake Forest Fire Department makes training a priority! We take pride in ensuring our staff are adequately trained with state of the art equipment. The department regularly collaborates with Northwestern EMS system, Lake Forest Police, and surrounding departments.

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## PUBLIC EDUCATION

Through building inspections, risk watch, community events, station tours, etc.; public education is a way to connect to our community.

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## VEHICLE & EQUIPMENT MAINTENANCE

On a daily basis the department's staff inspects vehicles and equipment to ensure optimal levels of readiness. Routine maintenance and repairs are supported by the City's Fleet department.

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# STATIONS & APPARATUS



## STATION 1

255 W Deerpath  
Lake Forest, IL 60045

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## APPARATUS

- 3 Ambulances
- 1 ALS Engine
- 1 Ladder Truck
- 1 ALS Squad
- 1 Rescue Boat
- 1 Dive Van
- 1 Utility Pickup
- 1 Command Vehicle
- 1 ATV

## STATION 2

1111 S Telegraph Road  
Lake Forest, IL 60045

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## APPARATUS

- 1 Ambulance
- 1 ALS Engine
- 2 Fire Prevention Vehicles
- 1 County HazMat Vehicle



# DAILY ROUTINE

## 24/48 SHIFT

24/48 hour shift pattern: Works a 24 hour shift (7am-7am) and then has 48 hours off between next shift.

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## CALL RESPONSE

Averages 10 calls per 24 hour shift. EMS makes up 60% and Fire 40% of the department's call volume.

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## DAILY DUTY EXAMPLES

Mornings start with mandatory workouts followed by vehicle and equipment checks. Throughout the day maintenance of equipment, building, and other daily chores are completed.

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## FIRE & EMS TRAINING

Fire and EMS training takes place a minimum of five days a week during shift hours. Trainings vary between online, classroom, and/or hands-on.

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# Contact Us!

## HAVE AN INQUIRY?

All inquiries should be directed to the below contacts.



### PHONE

Human Resources  
(847) 810-3533



### EMAIL

[HR@cityoflakeforest.com](mailto:HR@cityoflakeforest.com)



### WEBSITE

[www.cityoflakeforest.com/fire](http://www.cityoflakeforest.com/fire)



### ADDRESS

Municipal Services Building  
800 N Field Drive  
Lake Forest, IL 60045

## FOLLOW US! @LAKEFORESTFIRE

Not sure if Lake Forest is a good fit for you?  
Follow us on social media to get a sense of our  
community.

