



Employment Opportunity

DATE: June 1, 2022
TO: All Eligible Candidates
FROM: Cary FPD Fire Chief Brad Delatorre, Board of Trustees
RE: Lieutenant Promotional Testing

This memorandum shall serve to announce the Cary Fire Protection District Promotion Process for the rank of Fire Lieutenant.

Eligibility: Minimum Qualifications and Experience (Candidates must have the following qualifications):

- Between the ages of 21 and 35 as of application deadline of July 1, 2022. Age 35 may be waived if candidate meets the requirements as identified in Illinois Compiled Statutes, 70 ILCS 705/16.06b as of July 1, 2022
- Legal resident of the United States of America
- Possess valid state of Illinois Driver's License
- Must reside within the boundaries of the Fire District within one year of employment
- Illinois Office of the State Fire Marshal (OSFM) Fire Officer I or Basic Company Officer as of July 1, 2022
- Currently employed as a paid-on-call /part-time / full-time Firefighter or a Fire Officer with a minimum of (7) years of active fire service experience as of July 1, 2022
- Be capable of reading, speaking and writing in the English language
- Meet knowledge, health and physical qualifications established by the District
- Successfully complete all components of hiring process
- Pass a background investigation, pre-employment medical exam and drug test
- Exhibit good moral character, temperate personal habits and show evidence of an industrious work ethic

At time of conditional offer, candidate shall be required to possess:

- Illinois Department of Public Health EMT-Paramedic license
- Illinois Office of the State Fire Marshal (OSFM) Fire Apparatus Engineer (FAE)
- Successful completion of Candidate Physical Ability Test (CPAT) including optional ladder climb within one (1) year preceding date of conditional offer

Sign-Up Procedures

Interested candidates are encouraged to apply for the Career Fire Lieutenant position by submitting a completed application, resume and all supporting materials. The application is available beginning June 1, 2022 on the Cary Fire Protection District website at www.caryfire.com

Completed applications and all requested documentation must be submitted to Cary Fire Protection District Headquarters Station by 2:00 p.m. on July 1, 2022. Mailed, faxed, emailed, incomplete, or late applications **will not** be considered.

CANDIDATES MUST SIGN UP FOR THE PROMOTION PROCESS AND PROVIDE PROOF OF ELIGIBILITY BY 1400 HOURS ON JULY 1, 2022 OR THEY WILL NOT BE ALLOWED TO PARTICIPATE IN THE PROCESS.

A mandatory candidate orientation session will be held at 2:30 p.m. on July 8, 2022 at the Cary Fire Protection District Fire Station 1, 400 Cary-Algonquin Road, Cary, IL 60013.

Orientation Session

Testing for Public Safety (dba Ipsp) will conduct a **MANDATORY** orientation session for all candidates. During this orientation the candidate training will provide a thorough description of the written exam, interview, and assessment exercises. Specifically, candidates will review the scoring procedures, sample materials, and tips on how to prepare for the process.

After the scheduled orientation session, each promotional candidate will receive a booklet containing information about the upcoming process. This booklet will give specific details with regard to components of the process, tips on how to prepare, etc. I encourage participants to carefully and thoroughly review the information contained in this booklet.

Process Components

The scheduled testing components for all ranks shall consist of the following.

- **The Written Exam** will be held on **October 13, 2022 from 12:30 – 3:00 p.m.** The exam will take place in the Fire District training room of Station 1, 400 Cary-Algonquin Road, Cary, IL 60013. A review session will be held immediately after the exam. While candidates are NOT required to attend the review session, I strongly encourage their participation. During the review session, candidates will be allowed to write out their challenges to questions on the written examination. Each candidate will be provided with the following materials:
 - a) a copy of his/her written test answer sheet
 - b) the candidate's written exam
 - c) a listing of the reading source and the correct answer for each question
- **A minimum score of 70% is required to be eligible to move forward in the process.**
- **The Assessment Center (Tactical Simulations, etc.)** will be scheduled on **November 17 and/or 18, 2022.**
- **Interviews with the Board of Trustees** will take place **December 1 and/or 2, 2022.**
- **Preliminary scores will be based on the Written Exam (40%), Assessment Center (35%), and Interview (25%). Once posted, Preference Points will be due within 10 days. (See attached form with Preference Points)**

The exact dates and locations for the process components will be distributed to candidates at a later date. Candidates who wish to participate in the promotion process should avoid scheduling events that will conflict with these time frames. There will not be a scheduled make-up session for any test components of the promotional process. Any conflicts with a scheduled examination date/time must be resolved prior to the start of the process.

Reading List

The reading list that will form the basis of the written exam is presented on the following page.

WRITTEN EXAM READING LIST:

- 1) **Structural Fire Fighting: Initial Response Strategy and Tactics, 2nd Edition**
Published by IFSTA, 2017
ISBN: 978-0-87939-623-7; IFSTA Item #: 36180; <https://shop.ifsta.org>
Chapters 1-6 ONLY

- 2) **Brannigan's Building Construction for the Fire Service, 6th Edition**
By: Corbett, Glenn and Brannigan, Francis
Publisher: Jones & Bartlett Learning (Public Safety Group); 2021
ISBN: 9781284177312; <https://www.psglearning.com/>
All Chapters

- 3) **Fire Officer: Principles and Practice, 4th Ed.**
By: Michael J. Ward
ISBN: 9781284172393 (*Be sure to use ISBN # for searching to order.*)
Publisher: Jones & Bartlett Learning (2021)
All Chapters

- 4) **It's Your Ship: Management Techniques from the Best Damn Ship in the Navy**
D. Michael Abrashoff
Published by Grand Central Publishing (2007; reprinted 2012)
ISBN-13 #: 9780446535533
OR Amazon.com for ordering and renting options
All Chapters

Candidates may obtain the reading materials directly from the publishers or any vendor, such as Amazon.com. The Fire District shall provide one copy of each text at all District Fire Stations for on-duty use by participants. These texts shall be available to all candidates and shall not be removed from the Station or stored in individual lockers, desks, offices, or other places that would make them unavailable to other candidates.



Cary Fire Protection District

Full-time Lieutenant Preference Point Claim
Form and Affidavit

**CARY FIRE PROTECTION DISTRICT
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

If you wish to claim preference points for the final eligibility list for hire with the Cary Fire Protection District, please complete the following form and submit it with any required attachments within ten (10) days after the posting of the initial eligibility list. Failure to submit the request within ten (10) days shall be deemed a waiver of the points.

Applicants may claim up to the maximum number of Board authorized preference points for the relevant initial application process. The Board may establish preference point criteria for each initial application process. The Board shall provide for not less than ten (10) or more than thirty (30) preference points. 70 ILCS 705/16.06b(h)(8). This form may be amended from time-to-time for each relevant initial application process based upon the Board's determination of availability of preference points.

A. Veteran's Preference Points (70 ILCS 705/16.08a and 16.06b(h)(1))

Preference Points Available: 5

Please state the following information regarding your military service and attach form DD-214 (long form) and proof of honorable discharge:

Branch of Service: _____

Unit: _____

Rank: _____

Date of Service (month/date/year): _____ to _____

Date of Honorable Discharge: _____

**CARY FIRE PROTECTION DISTRICT
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

(Continued)

B. Educational Preference Points (70 ILCS 705/16.06b(h)(3))

Preference Points Available: (minimum of 0 to maximum of 5 points)

The preference points noted in this sub-section will be available for an applicant's educational background. The applicant will provide information relating to his or her educational background and corresponding certified transcripts as proof of the attainment of a degree or 60 + credit hours or attainment of Illinois Office of the State Fire Marshal (OSFM) Provisional Fire Officer II or Advanced Fire Officer.

Please state the following information regarding your educational background and attach a certified transcript as proof of the attainment of a degree or >60 credit hours and/or a copy of the OSFM Provisional Fire Officer II / Advanced Fire Officer certificate.

- Note – *points given to the highest degree*

College Attended: _____

Dates of Attendance (month/date/year): _____ to _____

Total Credit Hours Obtained: _____

Preference Points Available: 3

or

Degree Awarded: _____

Preference Points Available: 3

OSFM Provisional Fire Officer II / Advanced Fire Officer certificate:

(month/date/year) _____

Preference Points Available: 2

**CARY FIRE PROTECTION DISTRICT
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

(Continued)

C. Experience Preference Points (70 ILCS 705/16.06b(h)(5))

Preference Points Available: (minimum of 0 to maximum of 5 points)

The preference points noted in this sub-section will be available for an applicant's successful service. This credit is not available for employment with any private company or service even if that employment provided service to a fire district or municipality. The applicant will provide information relating to his or her experience as a firefighter and/or paramedic, and copies of current certificates.

**1. Cary Fire Protection District
Active Paid-On-Call Firefighter**

Date of Service (month/date/year): _____

Preference Points Available: 7 to 9 years: 3

> 10 years: 5

2. Full-time Firefighter / Paramedic

Name of Department/District: _____

Address: _____

Phone Number: _____

Date of Service (month/date/year): _____ to _____

Name of Department/District: _____

Address: _____

Phone Number: _____

Date of Service (month/date/year): _____ to _____

Preference Points Available: 3

**CARY FIRE PROTECTION DISTRICT
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

(Continued)

D. Residency Preference Points (70 ILCS 705/16.06b(h)(6))

Preference Points Available: 5 (minimum of 0 to maximum of 5 points)

The preference points noted in this sub-section will be available for an applicant's primary residency within the District for a period of at least one (1) year. The applicant will provide information identifying his or her residence within the District and copies of documents validating that residence.

Applicant's principal residence within District is located at _____

(Attach copies of current utility (gas or electric) bill and property tax bill identifying applicant at address)

E. Additional Preference Points (70 ILCS 705/16.06b(h)(7))

Preference Points Available: (minimum of 0 to maximum of 5 points)

Preference points are available for current status as an Approved Acting Officer or promoted Part-Time Lieutenant for the Cary Fire Protection District. The applicant will provide information his or her eligibility for such additional preference, if any.

Current CFPD acting or promoted officer (date of placement on approved list) (2 points) _____

Current CFPD Permanent Part-Time (PPT) Member (start date as a PPT) (2 points) _____

Current CFPD Approved Tower Ladder Driver / Operator (date of approval) (1 point) _____

STATE OF ILLINOIS)
) SS
COUNTY OF _____)

CANDIDATE'S AFFIDAVIT

I, _____, being first duly sworn on oath, state

Name of Candidate

that the information set forth in my Cary Fire Protection District Preference Point Claim Form is true and correct. I understand that any misrepresentation, falsification, or material omission may result in my application no longer being considered by the District, removal from the hiring list, and/or dismissal from the District.

Candidate's Signature

Subscribed and sworn to before me

this ____ day of _____, 20 ____.

Notary Public

For District Use Only

Date Preliminary Eligibility List was posted: _____

Date of Submission of Claim Form: _____

Received by: _____