The City of West Frankfort Illinois Board of Fire and Police Commissioners will be conducting an open, competitive examination for the position of Full-Time Firefighter.

An application packet will be available at West Frankfort City Hall 605 W. Main St. beginning May 12, 2025*, at 8:00am to 4:30pm* every *business day through Friday June 6, 2025* at 4:30p.m.

Application deadline: Submit completed application in sealed envelope by *Friday June 6*, 2024 at 4:30p.m. at West Frankfort City Hall

Physical Fitness and Written Test Date: Saturday June 7, 2025, at 9:00am at West Frankfort Fire Department 201 E. Nolen St. West Frankfort IL. Current CPAT certification will also be accepted for the physical test.

Oral interview: To be announced at written test.

When testing takes place, all individuals interested in becoming a Firefighter must meet the following requirements:

1. U.S. Citizenship
2. Birth Certificate
3. Applicants must be 21 years of age at the time of application deadline, and UNDER 35 years of age at the time of application deadline.
4. High School Diploma or equivalent (GED)
5. Valid Driver's License
6. No Felony Convictions
7. Completion and submission of all required documents by application deadline date.

If the above documents are not included with your application packet, you will be eliminated from consideration

Applicants are processed in subsequent steps as follows:

1. Submission of all required documents before deadline
   - Copy of birth certificate
   - Copy of High School Diploma or (GED)
   - Copy of Drivers License

2. Passing of the Physical Performance Test, (pass\fail) if not passed you will not be eligible to take the written exam.
3. Upon completion of Physical Performance Test you will be notified by pass/fail (see test attachments for test standards).
4. Passing of the written exam 70% passing
5. An Initial Preliminary Edibility List of applicants will be posted within 60 days of completion of written exam to be established in numeric order based on a minimum passing score on written examination.

Preference points- Within ten (10) days after the posting of the Initial Eligibility Register, applicants, whose names appear thereon, shall make claim for preference points. Failure to timely making claim

for preference points shall constitute a waiver thereof. Preference points shall be rewarded as following:

6. **(Military)** – **(5 Points)** Awarded to applicants who have served a minimum of 12 months on active duty in the service of the U.S. Military and who have either been honorably discharged or, in lieu of an honorably discharge, are still serving in an active or inactive reserve status. Discharge verifiable by a DD-214 showing honorable discharge;
7. **(Education)** – **(5 Points)** Candidates must have a Associate's Degree in Fire Science, Criminal Justice, or Emergency Medical Services from accredited Community or Junior College or a Bachelor's Degree in any field from an accredited College or University. Verified by a copy of Associate's or Bachelor's Degree.
8. A Final Eligibility List which includes all preference points will be established
9. The Eligibility List is valid for a period of two years from the post date.

Continue additional requirements

Additional requirements after the time of probation employment are:

- Background check with applicants not be eligible for employment if:
    1. Felony crime, or a crime classified as a felony in another state;
    2. DUI in Last 7 years
    3. Domestic battery or related offense in another state.
    4. All other convictions will be reviewed and may be disqualifying.
- Medical examination
- Must have approval into West Frankfort Fire Department's current EMS system
- Must acquire Paramedic License- condition of employment
- Upon completion of 12 month probationary\with Paramedic License. Without Paramedic License probationary period extended until completion of certified IDPH Paramedic License. (with a max of 3 attempts of the Paramedic state test.)
- Upon completion 1year residency required within 15 miles of the incorporated city limits of West Frankfort.

If you complete these phases successfully, and are chosen for employment, then a comprehensive physical examination will be required to attest to your fitness. A drug screening will be conducted at the department's expense.

The City of West Frankfort is an Equal Employment Opportunity Employment

JOB DESCRIPTION
Firefighter/EMT

Base Salary: $58,667.04 and Educational Increases

GENERAL PURPOSE
Under general supervision of a Company Officer, provides basic and advanced life support services to ill And\or injured persons in accordance with the policies established by the EMS system policies and procedures. Firefighter/EMT are responsible for performing the duties of a
Firefighter assigned to engine and ambulance, aerial ladder and other specialized fire department apparatus.

ESSENTIAL DUTIES AND RESPONSIBILITIES
Duties may include, but are not limited to, the following:

Responds to medical emergencies; performs primary and secondary physical assessment of ill or injured persons; treat patients in accordance with Southern Illinois Regional EMS System Protocols and Fire Department SOG's; operate radio-telephone equipment and communicates medical information to base hospital medical personnel and others; compile necessary reports and records; respond to and perform skilled tasks at the scenes of emergency calls and non-emergency calls.

Responds to alarms and assists in the suppression of structural, residential, commercial, industrial, chemical, petroleum, vehicle, and wild land fires; perform fire control activities and utilize strategies in the areas of victim rescue, entry, exposure tactics, ventilation, fire containment and extinguishment, and salvage work; lay and connect hose, hold nozzles and direct water streams; raise and climb ladders; ventilate burning structures; make forcible entries and evacuate occupancies.

Operate a variety of apparatus, equipment, tools, devices, and vehicles including lifting, hoisting, spreading, and pulling equipment, foam and additive proportioners, fuel and oil pumps, building heating and cooling systems, cutting, boring and sawing tools, lighting, lifting and air moving equipment, appliances, elevators, fire protection and escape systems, radio equipment and meters, all types of portable fire extinguishers, pike poles, smoke ejectors, salvage covers, forcible entry tools, emergency medical equipment and other rescue equipment.

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Conducts daily inspections of condition and readiness of equipment; clean, wash, and service equipment, inspect, test, and maintain equipment and pump motors including nozzles, appliances, fittings, hydrants, fire extinguishers, hand and power tools, ropes, emergency lighting equipment, generators, rescue and first aid and related equipment.

Responds to miscellaneous emergencies; including rescues, hazardous materials, flooding, and natural disasters, respond to non-emergency situations including false fire alarms, elderly assists, vehicle and residential lockouts, and other non-emergency situation.

Continue Job Description

Drives and operate vehicles, apparatus, and equipment under limited conditions.

Performs cleaning, salvage, and overhaul work following fires, prepare apparatus and equipment for further alarms.

Participates in periodic testing of pumps, ladders, and other apparatus and equipment.

Participates in fire training activities; attend continuing and advanced training sessions, which include fire fighting techniques, emergency medical care, and the proper use of all equipment and related tools.

Assists in the investigation of fires; collect and preserve evidence; secure fire scene.

Assists in securing sites by directing traffic, clearing public, clearing landing zones for helicopter landing; setting up lighting and related activities.

Responds to the orders and directives of incident commanders/superiors and carries out assignments per applicable practices, and SOG's.

Assists in the maintenance of fire stations and grounds; maintain inventories of apparatus, equipment, and supplies; recommend purchase of firefighting equipment, physical fitness apparatus, and station appliances.

Performs a variety of administrative duties including maintaining property records and documentation on all job related activities, functions, apparatus, and equipment; prepare reports, forms, recommendations, and other required administrative procedures.

Responds to complaints and requests for information from the public; engage in public information activities; conduct station tours.

Laws, ordinances and codes affecting the work of Firefighter/EMT; medical supplies, pharmaceuticals and common prescription drugs; diagnostic signs and treatments for injuries and illness as described in the Southern Illinois Regional EMS System; basic apparatus and equipment mechanics, maintenance and operations; basic English grammar, spelling, punctuation and composition; basic mathematic and mechanical relationships; appropriate safety precautions and procedures.

Ability to:
React quickly and calmly to fight fires and perform emergency medical techniques and procedures; respond quickly to changing situations under emergency pressures; clean and maintain fire station and grounds; participate in public education demonstrations and activities; pass periodic re-certification tests; write comprehensive reports and maintain accurate records; establish and maintain effective relationships with those contacted in the course of work; learn local conditions, locations and regulations; operate computers; understand and follow oral and written directions promptly and accurately.

Application

City of West Frankfort Fire Department

201 E. Nolen, West Frankfort, IL 62896

1. <u>Identifying Information</u>

Last Name | *First Name* | *Middle Initial*

Address | *City* | *Zip*

Social Security Number | *Date of Birth* | *Race* | *Sex*

Height: | *Weight:*

Drivers License number:

Have you ever been issued a drivers license by a state other than Illinois? YES / NO *(Please circle response)*

Have you ever legally changed your name? YES / NO *(Please circle response)*

If YES list all names, nick names and maiden names

_____

_____

Father's name, address, date of birth, living or deceased?

_____

_____

_____

Same information with regards to Mother:

_____

_____

_____

Marital Status- Single / Married / Divorced / Separated (Please circle response)

Application

City of West Frankfort Fire Department

201 E. Nolen, West Frankfort, IL 62896

Continue of Identification

Spouse name	Date of Birth	Social Security Number

Number of Dependants?

Name of Dependants

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

With regards to your current residence, do you: Own / Rent (Please circle response)

If renting please provide the following:

Landlords Name:_____

Landlords address:_____

Landlords Phone Number: _____

2. Employment History

Have you ever been fired from a job? YES / NO (Please circle response)
If yes please write explanation:

_____

_____

_____

_____

Application

City of West Frankfort Fire Department

201 E. Nolen, West Frankfort, IL 62896

Continue of Employment

In the space below please list all previous employment, starting with most recent.

1. Employer: _____ Job Title: _____

   Supervisor's Name: _____ Phone Number: _____

   Start Date: _____ End Date: _____

2. Employer: _____ Job Title: _____

   Supervisor's Name: _____ Phone Number: _____

   Start Date: _____ End Date: _____

3. Employer: _____ Job Title: _____

   Supervisor's Name: _____ Phone Number: _____

   Start Date: _____ End Date: _____

4. Employer: _____ Job Title: _____

   Supervisor's Name: _____ Phone Number: _____

   Start Date: _____ End Date: _____

5. Employer: _____ Job Title: _____

   Supervisor's Name: _____ Phone Number: _____

   Start Date: _____ End Date: _____

6. Employer: _____ Job Title: _____

   Supervisor's Name: _____ Phone Number: _____

   Start Date: _____ End Date: _____

Application

City of West Frankfort Fire Department
201 E. Nolen, West Frankfort, IL 62896

3. Education

Name of High School you graduated from or GED equivalence: Years attended

Did you graduate? YES / NO (Please circle response)

Associate or Bachelor Degree attained: Associate / Bachelor (Please circle response)

College(s) attended and semester hours completed:

1. _____

2. _____

3. _____

4. _____

Other studies completed or that you feel relevant.

_____

_____

_____

4. Military Service

Service in Military YES / NO (Please circle response)

Give a brief narrative of specialized training and other information that you may feel is relevant.

_____

_____

_____

_____

City of West Frankfort Fire Department

201 E. Nolen, West Frankfort, IL 62896

5. Substance Use (Please circle responses)

Do you use Nicotine? YES / NO

Do you drink Alcohol? YES / NO How much per week:

Have you ever been warned by employer about alcohol use? YES / NO

Please use space below to provide any additional information about your nicotine or alcohol consumption that you feel is relevant:

6. Illegal Drug Use (Please circle responses)

Have you ever used or experimented with marijuana? YES / NO

Have you ever used or experimented with cocaine? YES / NO

Have you ever used or experimented with amphetamines or “speed”? YES / NO

Have you ever used or experimented with any other illegal drugs? YES / NO

Please use space below to provide any additional information that you feel germane if you indicated yes on the above questions, for example: time frame, age, high school or college

PLEASE READ AND SIGN

READ CAREFULLY BEFORE SIGNING THIS STATEMENT

I certify that information given on this application and on any appended material is true and complete to the best of my knowledge. I understand that any false or misleading information and\or omissions may result in the rejection of my application or, if employed, in termination of employment.

To determine my qualifications for employment, I authorize the City of West Frankfort to review my previous employment, driving, and criminal records and\or other background data as it may relate to the position for which I am applying. I hereby authorize all former employers and educational institutions to furnish any and all information they may have and release all parties from liability for damage that may result from furnishing such information.

In consideration for employment, I agree to conform to the rules and regulations of the City of West Frankfort, Illinois. I understand that I will be required to undergo, and pass medical examination, have background check, must be in compliance with IDPH and must receive my Paramedic License with 3 attempts of the test. If I should fail any portion\obligations\requirement for any reason, the offer of employment may be withdrawn.

_____

PRINT NAME

_____ _____ / / _____

SIGNATURE (DO NOT PRINT) DATE

PHYSICAL AGILITY TEST - RELEASE OF ALL LIABILITIES

THE UNDERSIGNED, RECOGNIZING THAT THE **PHYSICAL AGILITY TEST** IS AN INTERGRAL PART OF THE EXAMINATION FOR FIREFIGHTERS OR POLICE OFFICERS IN THE CITY OF WEST FRANKFORT, ILLINOIS HERBEBY RELEASES, REMISES AND DISCHARGES THE CITY OF WEST FRANKFORT, A MUNICIPAL CORPORATION, THE BOARD OF POLICE AND FIRE COMMISSIONERS OF THE CITY OF WEST FRANKFORT, THE TESTING AGNCY CONTRACTED TO DO THE TEST(S) SHOULD IT BE CONTRACTED OUT, THEIR SERVANTS, AGENTS AND EMPLOYEES OF AND FORM ANY AND ALL INJURIES, LOSSES AND DAMAGES TO MY PERSON SHALL HAVE CAUSED, OR MAY AT ANY TIME ARISE AS THE RESULT OF CERTAIN FIRE AND POLICE EXAMINATIONS CONDUCTED BY THE BOARD OF POLICE AND FIRE COMMISSIONERS OF SAID WEST FRANKFORT, ILLINOIS. THE INTENTION HERE OF BEING TO COMPLETELY, ABSOLUTELY AND FINALLY RELEASE SAID CITY OF WEST FRANKFORT, ILLINOIS, THE BOARD OF POLICE AND FIRE COMMISSIONERS, THE TESTING AGENTS AND EMPLOYEES OF AND FROM ANY AND ALL LIABILITY ARISING WHOLLY OR PARTIALLY FROM THE CAUSE AFORESAID.

SIGNED: _____

PRINT NAME: _____

DATE: _____/_____/_____

WITNESSED BY: _____

West Frankfort Fire Department Physical Performance Test

To complete the Physical Performance Test, seven tasks must be performed within seven minutes and seven seconds. These tasks are representative of the tasks which are actually done on the job by firefighters. The test is scored as either pass or fail. Do not take the physical performance test lightly. It is more difficult than it appears. Your chances of passing the test will be greatly increased if adequate preparatory physical training has been done. Physical training should emphasize cardio-respiratory (heart-lung) fitness, muscular strength, and endurance. Running and weight training are two of the best approaches to prepare for the test. During the test, applicants perform tasks wearing protective firefighting gear. Total weight of protective gear is approximately 40-45 pounds.

Following is a description of the seven tasks that must be done in order to complete the physical performance test. Keep in mind that these tasks are performed while wearing 40-45 pounds of protective firefighting clothing and gear.

1. LADDER EXTENSION

Requirement: Fully raise (extend) the top (fly) section of a 24 foot extension ladder, and safely lower (retract) it completely by using the attached rope (halyard).

Procedure: The applicant will fully raise (extend) and lower (retract) the top (fly) section of the permanently fixed 24 foot ladder by using the demonstrated hand-over-hand methods. ***NOTE:*** Allowing the rope (halyard) to slip through the hands is an unsafe practice and is unacceptable. A penalty will be added to an applicant's total time if the halyard slips and the top sections falls a distance of three (3) or more rungs or to the ground. Both of the applicant's feet must remain in contact with the ground at all times while raising and lowering the ladder.

Job Relatedness: 24 foot extension ladders are carried by engine and ladder companies. A firefighter must have the ability to safely and quickly raise (extend) and lower (retract) the top section of the 24 foot extension ladder at emergency scenes. The ladder extension is performed by one person using the hand-over-hand method. Allowing the halyard to slip through the hands is unsafe and could result in personal injury and/or damage to the ladder.

2. HYDRANT OPERATION

Requirement: Perform eight (8) complete revolutions of a fire hydrant valve stem using a hydrant wrench.

Procedure: While standing on the hydrant prop platform, the applicant must perform eight (8) complete revolutions of the hydrant valve stem with the attached hydrant wrench. ***NOTE:*** The applicant must remain on the prop platform at all times. Failure to do so will result in no credit for that revolution which will have to be repeated.

Job Relatedness: Firefighters are required to operate fire hydrants during emergency firefighting operations and while conducting hydrant testing and maintenance programs. The average fire hydrant begins flowing water after approximately six (6) turns of the stem: however, it usually requires about twenty (20) full turns to completely open the hydrant valve. Fire hydrants require an average of 80 lbs. of twisting force through the first eight (8) turns of the valve stem, and then become easier to turn. The applicant must remain on the prop platform for safety reasons.

3. HOSE PULL

Requirement: Advance 150 feet of 2-½ in. fire hose.

Procedure: The applicant will approach a hose load of 300 feet of dry 2-½ in. fire hose and nozzle, which will be arranged in two parallel accordion fold configurations of 150 feet each. The center of the folded hose will be placed on the applicant's shoulder by Fire Department personnel. The applicant then moves forward 150 feet until the parallel hose lines are fully extended. This is completed as quickly as possible without stopping.

Job Relatedness: 2-½ in. hose is carried on engine companies in varying lengths. Firefighters are required to advance, maneuver and extend hose lines as part of fire operations.

4. SIMULATED ROOF VENTILATION

Requirement: Complete 50 acceptable impacts with an eight (8) pound sledge hammer.

Procedure: While standing on a ground level, pitched roof, the applicant must strike a target 50 times in the demonstrated manner as quickly as possible. This must be done with enough force to simulate the penetration of standard roofing materials.

Job Relatedness: In order to effectively ventilate the roof of a small (40'x 60') building, the firefighter would be required to strike the roof a minimum of 50 times, penetrating the roofing materials with each blow. This normally is accomplished using an eight (8) pound pick-head axe. However, we are using a sledgehammer for safety to the applicant and to lessen the wear on the props and equipment.

5. LADDER HANDLING

Requirement: Remove a 14 foot ladder for a rack and carry it a short distance and replace in an identical rack.

Procedure: The applicant will approach a 14 foot ladder which is hanging on a ladder rack mounted above the ground. The ladder must be removed from the rack, carried approximately ten (10) feet, and then replaced in the exact same position on an identical rack as quickly as possible. ***NOTE:*** The ladder must not be dropped or touch the ground.

Job Relatedness: Ladders carried on engine companies are mounted on the side of the fire apparatus. An individual must have the ability to reach and maneuver these ladders at the scene of an emergency.

6. ATTIC CRAWL

Requirement: The applicant will proceed on hands and knees through a ground level attic prop on rafters which are 16 inches apart.

Procedure: The above requirement must be performed as quickly as possible. *NOTE:* Ten (10) seconds will be added to the applicant's overall time each time a part of the body drops between the rafters.

Job Relatedness: Proceeding through attics and confining crawl spaces in full gear is a routing part of a firefighter's duties. In order to reach smoldering attic fires, or to check for extension from an interior fire, the firefighter may have to enter the attic and crawl to the necessary location. If a part of the firefighters body drops between the rafters, unnecessary damage may be done to the ceiling and structure. This can also result in injury to the firefighter.

7. RESCUE DRAG

Requirement: Drag approximate 140lb. rescue mannequin 100 feet while walking backwards.

Procedure: Applicants must, while walking backwards, drag a 140lb. rescue mannequin 100 feet to the finish line as quickly as possible without stopping.

Job Relatedness: The mannequin is a human-like mannequin, consisting of a head, arms, torso, legs, etc. The rescue mannequin simulates an unconscious person.



West Frankfort Fire Department

201 East Nolen
West Frankfort, IL 62896
Phone: (618)937-1234
Derek Sailliez, Fire Chief

Dear Applicant:

Congratulations! By completing all the necessary forms contained in this special application packet, you are taking the first step toward becoming a member of the West Frankfort Fire Department. To reach the goal of becoming a firefighter, applicants must successfully complete a number of steps and all the information needed to complete those steps is contained in this packet.

The mission of the West Frankfort Fire Department is to contribute within appropriate authority for the maintenance and improvement of the quality of life in the City of West Frankfort, accomplished through providing fire suppression; fire prevention; emergency medical service and rescue; emergency communications, special services and emergency management as well as effective training for and administration of these activities.

We are seeking committed individuals to assist us in fulfilling our responsibilities to the citizens of West Frankfort, and we hope you will join us. On behalf of the City West Frankfort, I extend my best wishes to you as you begin this endeavor. Your hard work and perseverance will be richly rewarded should you be selected to serve the public as a member of the West Frankfort Fire Department.

Respectfully,

Derek Sailliez

Fire Chief