



BOARD OF FIRE AND POLICE COMMISSIONERS

Dear Applicant:

WELCOME!

The Board of Fire and Police Commissioners, the Fire Department, and the Village of River Forest are pleased you are interested in becoming a Firefighter/Paramedic for the Village. You will find the River Forest Fire Department offers an excellent career opportunity and provides an exciting and challenging environment in which to work. More details on the Department can be found in this packet.

The Village of River Forest, the Fire Department, along with the Fire and Police Commissioners seek to hire highly motivated and qualified individuals who represent a wide range of backgrounds. More details on the Department can be found in this packet.

Please review all of the material carefully and follow the instructions exactly and completely to avoid delays or possible disqualification. All requirements must be met by the specified deadline dates. Applicants who do not meet the minimum requirements will not be allowed to continue with the testing process.

Submit your application no later than 4 PM, Friday, October 28, 2022

The Commission urges you to do your best in the upcoming examinations and wishes you success.

BOARD OF FIRE AND POLICE COMMISSIONERS

MICHAEL T. TRUCCO, CHAIRPERSON
JULIE JACOBS, COMMISSIONER



APPLICATION PACKET

These are the contents of the Firefighter/Paramedic Application Packet. They are listed in the order in which they are to appear in the Packet.

Community & Department Information	Page 3
Americans with Disabilities Act	Page 6
Village of River Forest Fact Sheet	Page 7
Map of River Forest	Page 8
Map of Concordia University	Page 9



RIVER FOREST FIRE DEPARTMENT
708-366-7629

APPLICANT INFORMATION

The following information will provide you with information regarding the River Forest Fire Department to enable you to make an informed decision as to whether you wish to test competitively for a position on the Firefighter/Paramedic Applicant Eligibility List. The testing is demanding and will take a period of time to complete. The test is conducted to maintain an Eligibility List required by law.

APPLICANT REQUIREMENTS

1. Applicants must be at least 21 years of age and under 35 years of age at the time of application unless exempt from such age limitation as provided in the Fire and Police Commissioners Act.
2. Applicants must be U.S. Citizens
3. Applicants must possess a high school education or its equivalent.
4. Applicants must be licensed and certified as a paramedic by the Illinois Department of Public Health upon hire.
5. Applicants must submit a copy of their CPAT + (Ladder Climb Exercise) Certification from a licensed administrator in Illinois dated between May 5, 2021 – November 5, 2022

COMMUNITY INFORMATION

The Village of River Forest was incorporated in 1880. The population of the community is 11,172, with 4,176 housing units. The estimated median family income in 2015 was \$102,198. The village consists mainly of residential single-family homes, with some multi-family housing. There are commercial areas, primarily bordering North Avenue, Madison Street and the Lake Street area. The Village is home to two private universities.

FIRE DEPARTMENT

The River Forest Fire Department employs 15 full-time Firefighter/Paramedics, 4 Lieutenants, 1 Administrative Assistant, 1 Fire Marshal, and the Fire Chief.





TRAINING INFORMATION

Personnel that are appointed to the Department may be required to attend a basic firefighter training at an Academy of the Village's choosing.

Each recruit must:

1. Successfully complete the training program to become certified as a Firefighter Basic, Hazardous Materials Operations and Technical Rescue Awareness.
2. Pass the required examination administered at the Academy to be certified in the above areas in the State of Illinois.
3. After graduation from the Academy, the employee will be assigned to a three-week orientation program working with all three shifts to acclimate the employee to the Department and his or her role as a Firefighter/Paramedic for the Village of River Forest.
4. Applicant must be licensed and certified as a paramedic by the Illinois Department of Public Health upon hire. The Applicant must become a qualified Paramedic in the Loyola University Medical Center EMS Program, the program under which River Forest presently operates, to qualify for Probationary Appointment as Fire Fighter/Paramedic and to start work with the Department.



Failure to accomplish these goals will result in dismissal of the recruit from the River Forest Fire Department.

CONDITIONS OF EMPLOYMENT

The River Forest Fire Department works on a 24-hour on-duty and 48 hours off-duty shift basis. Recruits are rotated annually so they will have the opportunity to work on all three shifts. Shift adjustments are made as necessary to maintain appropriate staffing. Currently, the shift hours are:

7:45 AM - 7:45 AM the next morning

At the discretion of the Fire Chief, personnel can be assigned to shift schedules to meet the demand of the Department.

SALARY

Starting salary for Firefighter/Paramedics:	\$65,339.43 + \$6412
After 8 years (Top Pay):	\$105,119.27 + \$6412



EDUCATIONAL INCENTIVE

The River Forest Fire Department has an annual incentive pay program for those Firefighter/Paramedics who have obtained college credits as follows:

Certificate:	\$500.00
Fire Science or Nursing - Associate's Degree:	\$1,000.00
Fire Science or Nursing - Bachelor's Degree:	\$1,500.00
Fire Science or Nursing - Master's Degree:	\$1,750.00
Non-Fire Related - Associate's Degree:	\$800.00
Non-Fire Related - Bachelor's Degree:	\$1,200.00

TUITION REIMBURSEMENT PROGRAM

The River Forest Fire Department has a tuition reimbursement program that reimburses Firefighter/Paramedics for college education credit hours based on the grade achievement and available funding.

UNIFORM ALLOWANCE

Firefighter/Paramedics receive an allowance of \$400 per year.

VACATION SCHEDULE

- After Completion of One Year 5 shifts
- After Completion of Five Years 6 shifts
- After Completion of Seven Years 7 shifts
- After Completion of Nine Years 8 shifts
- After Completion of Eleven Years 10 shifts
- After Completion of Eighteen Years 12 shifts

HOLIDAYS

Employees receive pay for 12 holidays per year (New Year's Day, Lincoln's Birthday, Washington's Birthday, Easter, Memorial Day, Flag Day, July 4th, Labor Day, Columbus Day, Veteran's Day, Thanksgiving Day, and Christmas Day). Employees will work holidays unless it is a regularly scheduled day off or benefit time is approved. Holiday payouts are made twice each year.

SICK LEAVE POLICY

Employees earn twelve hours of sick leave per month and can accrue up to 2880 hours of sick time over the period of employment.

For more information regarding salary, benefits, and other requirements of employment, please review the collective bargaining agreement.



AMERICANS WITH DISABILITIES ACT

REASONABLE ACCOMMODATION OF AN APPLICANT

Under the Americans with Disabilities Act (ADA), reasonable accommodation must be provided in the job application process to enable a qualified applicant to have an equal opportunity to be considered for a position. The Village of River Forest is obligated to make an accommodation only to the known limitations of an otherwise qualified individual with a disability.

It is the responsibility of the applicant with a disability to inform the Village of River Forest that an accommodation is needed to participate in the application process. The Village of River Forest is not required to provide an accommodation if unaware of the need. An applicant seeking an accommodation for any phase of the initial selection process (i.e., orientation or written examination) shall file a written request at least ten (10) days prior to the date the selection step is held for which an accommodation is being sought.

If any member of the Village staff is approached during any phase of the selection process by a candidate requesting an accommodation in order to participate in that process, the individual should be referred immediately to the Human Resource Generalist at 708-714-3554. The Human Resource Generalist shall provide the applicant with a procedure for requesting a reasonable accommodation. Village staff shall not authorize or approve an accommodation or suggest such approval and shall not allow the applicant to continue in the process with the benefit of the accommodation, without the express written authorization of the Human Resource Generalist.



VILLAGE OF RIVER FOREST FACT SHEET

River Forest is a vibrant community of beautiful homes, dedicated to high cultural and educational ideals, and emphasizing service to its population. The affluence of its early settlers shaped the character of the community. They built large, lovely homes and donated land and money to build fine schools and churches. River Forest is known as the “Village of Churches and Schools”. This together with River Forest’s appealing wooded comforts and proximity to Chicago attracted other wealthy families to the Village.

River Forest has been a settled community for more than 15 decades; it is two and one half square miles in area and has a population of 11,172 residents. During the early years, well-known architects practiced their art in the village. As a result, homes in River Forest reflect the many periods of home design. Superb examples are contained within an historic district, encompassing a quarter of the community’s residences and displaying an array of Italianate, Queen Ann, Medieval, and Classic Revival architectural designs. Prominent Prairie School designs by the pioneering architectural genius Frank Lloyd Wright are also present.

Most of River Forest’s dwellings were constructed before World War II, several sections of the community contain modern, four and five story condominiums and apartments offering luxury with the demand of single family home ownership. Homes range in price from \$185,000.00 to over \$4,000,000.00.

River Forest is a Village form of government with a Village President and six Trustees. A full time professional Village Administrator runs the day to day operations. There is a fully manned Police Department, full time Fire Department, and a full time Public Works Department.

The River Forest Town Center, containing shops and eateries and has been very successful.

River Forest is the home of Dominican University (formerly Rosary College) affiliated with the Roman Catholic Church and Concordia University with the Lutheran Missouri Synod Church.

Almost fully developed, the village strives for maintenance and improvement of its infrastructures, assuring future generations the same high standard and quality of life that is a tradition in River Forest.