

**RULES OF THE BOARD OF FIRE COMMISSIONERS
PROSPECT HEIGHTS FIRE PROTECTION DISTRICT**

**As Adopted by the Board of Fire Commissioners
Adopted: May 15, 2001, Effective: June 10, 2001
As Amended: April 8, 2009, Amended Effective: April 18, 2009
As Amended: July 12, 2011, Amended Effective: July 22, 2011
As Amended: October 11, 2011, Amended Effective: October 21, 2011
As Amended: January 8, 2013, Amended Effective: January 18, 2013
As Amended: April 7, 2016, Amended Effective: April 17, 2016
As Amended: January 10, 2017, Amended Effective: January 20, 2017
As Amended: December 21, 2020, Amended Effective: January 2, 2021
As Amended: May 25, 2021, Amended Effective: June 4, 2021
As Amended: May 9, 2024, Amended Effective: May 20, 2024**

TABLE OF CONTENTS

CHAPTER 1 ADMINISTRATION

Section 1. Source of Authority	1
Section 2. Appointment of Board Members and Terms of Office.....	1
Section 3. Officers of the Board	1
Section 4. Duties of the Board	1
Section 5. Meetings	2
Section 6. Amendments	4
Section 7. Annual Report and Budget Request.....	4

CHAPTER 2 JOB REQUIREMENTS, APPLICATIONS AND TESTING REQUIREMENTS

Section 1. General Information	5
Section 2. Age Requirements	5
Section 3. Education and Certification Requirements	6
Section 4. Residence.....	6
Section 5. Fingerprints.....	6
Section 6. Application Forms	6
Section 7. Disqualification.....	7
Section 8. Review of Applications.....	8

CHAPTER 3 EXAMINATIONS FOR ORIGINAL APPOINTMENTS

Section 1. Notice of Examination	9
Section 2. Type of Examinations	9
Section 3. Release of Liability.....	9
Section 4. Order and Weight of Examinations	10
Section 5. Orientation	10
Section 6. Written Examinations	10
Section 7. Physical Fitness.....	10
Section 8. Oral Examinations	11
Section 9. Grading of Oral Examinations	11
Section 10. Preliminary Eligibility Register	11
Section 10a. Initial Eligibility Register	11
Section 10b. Preference Points	12
Section 11. Final Eligibility Register.....	13
Section 12. Change of Address	13
Section 13. Notification of Candidates	13
Section 14. Reconsideration of Examination Grade.....	13
Section 15. Release of Information.....	15
Section 16. Retention of Records	15

CHAPTER 4 APPOINTMENT AND WAIVER OF APPOINTMENT

Section 1. Filling of Vacancies	16
Section 2. Acceptance or Waiver of Appointment	16
Section 3. Background Investigation.....	17
Section 4. Medical Examinations	17

CHAPTER 5 PROBATION

Section 1. Probation Period18
Section 2. Discharge of a Firefighter During Probationary Period18

CHAPTER 6 PROMOTIONS

Section 1. Rank and Classification19
Section 2. Promotional Lists19
Section 3. Method of Promotion.....19
Section 4. Criteria for Determining Promotions20
Section 5. Notice of Promotional Examinations20
Section 6. Written Notice of Intent21
Section 7. Promotional List21
Section 8. Voluntary Reassignment.....21
Section 9. Right to Review of Promotional Decisions.....21
Section 10. Temporary Appointments.....22

CHAPTER 7 OATH OF OFFICE

Section 1. Oath of Office.....23

CHAPTER 8 RESIGNATION, REINSTATEMENT, AND RETIREMENT

Section 1. Resignation.....24
Section 2. Reinstatement After Resignation.....24
Section 3. Retirement24
Section 4. Demotion24

CHAPTER 9 STANDARDS OF CONDUCT

Section 1. Rules25

CHAPTER 10 DISCHARGE AND SUSPENSION

Section 1. Prehearing Procedures26
Section 2. Hearing of Charges.....27
Section 3. Suspension Pending Hearing.....28
Section 4. Suspension by the Fire Chief29
Section 5. Findings and Decision.....29

APPENDIX A Budget Request
APPENDIX B Testing Criteria for Promotions
APPENDIX C Application for Employment
APPENDIX D Preference Points Claim Form

RULES OF THE BOARD OF FIRE COMMISSIONERS
PROSPECT HEIGHTS FIRE PROTECTION DISTRICT

CHAPTER 1

ADMINISTRATION

Section 1. SOURCE OF AUTHORITY

These Rules are established by the Board of Fire Commissioners (the "Commission") of the PROSPECT HEIGHTS Fire Protection District (the "District") pursuant to power and authority derived from The Fire Protection District Act, 70 ILCS 705/16.01 et seq. and The Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-1 et seq.

Section 2. APPOINTMENT OF BOARD MEMBERS AND TERMS OF OFFICE

The Board of Fire Commissioners shall be comprised of the three (3) members of the general public. The Board of Fire Commissioners shall be appointed by the President of the Board of Trustees of the Fire Protection District with the approval of (the "Trustees") only after the total number of employees equals 12 or more full-time commissioned employees. Commission members shall serve staggered three-year terms, which shall expire on the first Monday in January of each Commissioner's third year. Each Commissioner shall serve until his or her successor is appointed and has qualified for the position. (70 ILCS 705/16.01, and 16.03) ***Amended November 18, 2008***

Section 3. OFFICERS OF THE BOARD

The Commission annually shall elect a Chairperson and a Secretary during the first meeting in January. They shall hold office until other successors are duly elected and qualified. The Chairperson shall be the presiding officer at all meetings. The Secretary shall assist the Commission by preparing all correspondence, keeping records, assisting in the testing process and performing other duties as assigned by the Board. The Secretary shall keep the minutes of all meetings of the Commission in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Commission, and shall perform all other duties the Commission prescribes. (70 ILCS 705/16.02)

Section 4. DUTIES OF THE COMMISSION

The scope of duties of the Commission shall generally include:

- A. Establishing policies for recruiting, testing, selection and promotion for all members covered under its authority.
- B. Establishing guidelines and procedures for hearings required for discipline and termination of members of the District covered by its authority.

- C. Serving as an appeals board or hearing board for district members disciplined or terminated under guidelines established by these rules.
- D. The Commission shall have such other powers and duties as are given it by the statutes of the State of Illinois.

Section 5. MEETINGS

A. REGULAR MEETINGS

Regular meetings of the Commission shall be held annually or as otherwise determined necessary by the members of the Commission. At the beginning of each calendar year, the Commission shall prepare and make available a schedule of all its regular meetings, listing the times and places of such meetings. Meetings shall be held in accordance with the Illinois Open Meetings Act, 5 ILCS 120/1 et seq.

B. SPECIAL MEETINGS

Special meetings shall be open, and notice thereof shall be posted forty-eight (48) hours prior to convening, called by the filing of a notice in writing with the Secretary of the Commission, and signed either by the Chairperson of the Commission, or any Commissioner thereof. The Chairperson of the Commission may direct the Fire Chief to prepare and sign the notice of special meeting. This notice shall contain a brief statement of the business to be submitted for the consideration of the Commission and shall set forth the time and place of such special meeting.

C. CLOSED SESSIONS

During any regular or special meeting, a closed session may be held for any purpose permitted by law as set forth in Open Meetings Act. Closed sessions may be limited to Commissioners and such invited persons, as the Commission may deem necessary. The Secretary will record the motion to close the meeting, record the roll call vote of the Commissioners on said motion, and keep minutes of the closed session. A verbatim video or audio tape recording of each closed session shall be made and preserved for eighteen (18) months in accordance with the Open Meetings Act. The Commission shall semi-annually review the minutes of all closed sessions to determine whether the need for confidentiality still exists as to all or part of those minutes and whether the minutes or portions thereof may be made available for public inspection. (5 ILCS 120/2 and 2a)

D. QUORUM

A majority of the Commission shall constitute a quorum for the Commission to conduct all business.

E. ORDER OF BUSINESS

The order of business at any meeting, except hearings and oral interviews of candidates, shall be:

- I. Call to Order
- II. Roll Call
- III. Approval of the Minutes
- IV. Communications
- V. Unfinished Business
- VI. New Business
- VII. Public Comments
- VIII. Adjournment

F. PROCEDURE

Meetings of the Commission shall be conducted in an orderly manner. The office of the Commission shall be the Headquarters of the Prospect Heights Fire Protection District, 10 East Camp McDonald Road, Prospect Heights Illinois and any document filed in the office of the Chief at the Headquarters building addressed to the Commission or to the Secretary thereof shall be deemed filed with the Commission. Meetings of the Commission shall be held at the Headquarters of the Prospect Heights Fire Protection District unless otherwise provided in the notice thereof.

G. ADDRESSING THE COMMISSION

Except during the public comment portion of the regular Commission agenda, or as stated in this rule, no person other than the Fire Chief or his designee, or the Commission's Attorney may address the Commission.

A portion of every regular Commission meeting shall be provided for public comment. The person wishing to speak shall submit a public participation slip or raise his or her hand in a signal to the "Chair". The speaker must be designated and authorized to speak by the Chair. Each speaker shall limit his or her public participation to a period of three (3) minutes or less so that all persons shall have an adequate opportunity to make their statements to the Commission.

The purpose of public participation is to allow the public the opportunity to make a statement to the Commission. The purpose of public participation is not to provoke a debate with the Commission. Once an individual has spoken, that individual may not speak on the same issue again. Any limitation regarding addressing the Commission may be waived by a majority vote of the Commission.

In the absence of any objection by a member of the Commission, the Fire Chief may authorize an employee of the District to address the Commission. Under special circumstances, the Chair may recognize employees or agents of the District on specific agenda items during the discussion of those items.

H. REMOTE ATTENDANCE

Remote attendance is permitted pursuant to state law and these rules:

1. Provide notice in compliance with statute.
2. Not participate using video unless properly attired and with appropriate background image.
3. Do so in an environment free of other conversations, music, or media that can be seen and/or heard by those in physical attendance.
4. Remain present and engaged in the meeting.
5. Speak in such a manner that those in physical attendance can hear and understand the remote participant.
6. May be prohibited from participating in a closed session by president or a majority of those in physical attendance.
7. If participating in a closed session, ensure no other person is physically present at the remote location and that no other person can hear the discussion.
8. These rules apply only to remote participation by a member of the board of fire commissioners and are not extended to members of the public. Remote participation by members of the public is not available unless the entire board of fire commissioners is meeting remotely due to a disaster declaration related to public health concerns.

Section 6. AMENDMENTS

Amendments to these rules of the Board of Commissioners may be made at any meeting. All amendments shall be printed immediately for distribution in accordance with of the Fire Protection District Act. Notice of the place(s) where the printed rules may be obtained and of the date, not less than ten (10) days subsequent to the date of publication, when rule amendments shall go into effect, shall be published in a manner prescribed by law. (70 ILSC 705/16.05)

Section 7. ANNUAL REPORT AND BUDGET REQUEST

The Fire Commissioners shall submit to the Board of Trustees of the District an annual report of its activities, and of the rules in force and the practical effect thereof. In its annual report, the Board of Fire Commissioners may make suggestions to the Board of Trustees, which it believes would result in greater efficiency or safety in the fire district. The Fire Commissioners shall also submit an annual budget request to the Board of Trustees prior to the end of the calendar year, or at other time set by the Trustees **(see Appendix A, Form 1, Page 1)**. (70 ILCS 705/16.14)

CHAPTER 2

JOB REQUIREMENTS, APPLICATIONS AND TESTING REQUIREMENTS

Section 1. GENERAL INFORMATION

Applicants for examination must comply with the current prerequisite policies and the job descriptions adopted by the District's Board of Trustees. Standards for the testing and evaluation of applicants shall be established by a job analysis analyzing tasks and traits necessary for successful performance in the position for which testing and evaluation shall be conducted, and shall be based on the suggestions of the District's physician and other consultants as deemed appropriate by the Commission and on the most current National Fire Protection Association (NFPA) guidelines. A job analysis shall be conducted in a professional manner and shall establish bona fide occupational requirements for the position tested. The testing process shall be practical in character and shall relate to those matters which fairly test the applicant's capacity to perform the essential functions of the job and shall be validated whenever possible. Any validation studies shall be consistent with criteria such as that established by the American Psychological Association and consistent with both state and federal equal employment opportunity laws.

Section 2. AGE REQUIREMENTS

Applicants must be at least twenty-one (21) years of age and under thirty-five (35) years of age at the time of certification to an eligibility list for original appointment unless otherwise provided by state or federal law. Proof of date of birth may be required.

To qualify for an exception to the age limitations set forth in this section, the applicant shall meet the provisions of 70 ILCS 705/16.06b(c).

Section 3. EDUCATION AND CERTIFICATION REQUIREMENTS

At time of submission, each applicant must submit with his or her application:

- A. A copy of his/her high school transcript or evidence of a G.E.D. equivalence diploma. (Certified transcripts may be required at the Board's discretion)
- B. An original, certified copy of Certificate of Live Birth.
- C. A copy of his/her valid driver's license.
- D. A copy of a valid State of Illinois Firefighter II or Basic Operations Firefighter certification.
- E. A copy of a valid State of Illinois EMT-Basic or Paramedic license.
- F. A copy of his/her Certificate of Naturalization or Permanent Alien Resident document if not a natural born citizen of the United States of America.
- G. A copy of his/her DD214 if applicant has served in military.
- H. A copy of his/her valid CPAT and ladder climb card or certificate.
- I. Any other documents required by the Board or the Trustees.

At time of application submission each applicant must be certified by the Office of the Illinois State Fire Marshal as a Basic Firefighter or Firefighter II and be licensed by the Illinois Department of Public Health as either an EMT-Basic or Paramedic.

Unless modified by the Board of Trustees, as a condition of employment, all employees of the District must possess a valid State of Illinois EMT-P certificate by the time of conditional offer of employment and approved to function within the Northwest Community Hospital EMS system.

Failure to obtain or thereafter maintain requisite certifications as established by the Board of Trustees and/or the Commission shall result in the removal of an applicant from the application process, removal from an eligibility list, result in termination if the individual is employed as a probationary employee, or constitute just cause for dismissal if the individual is employed as a non-probationary employee. In the event the Board of Trustees revises its education and certification requirements, the revised prerequisites will be announced at the beginning of the examination process. (Amended 7-12-2011)

Section 4. RESIDENCE

Repealed May 25, 2021

Section 5. FINGERPRINTS

At the time an applicant receives a conditional offer of employment he/she must be fingerprinted as directed by the District. (65 ILCS 5/10-2.1-6.1)

Section 6. APPLICATION FORMS

Applications for full-time positions with the District shall make application on forms approved by the Commission Applicants and must file their application with the Commission or its agent(s) prior to taking any examination. Every applicant must be a citizen of the United States, State of Illinois, and of good moral character and must meet bona fide occupational qualifications of the position as determined by a job analysis and

as measured by tests approved by the Commission. Applicants shall furnish with their applications a copy of their birth certificate; any military service record and discharge papers (Form DD-214), if applicable; valid driver's license; and any other document necessary to meet either state or federal requirements. Any false statement or omission of a material nature knowingly made by a person in an application or examination, or connivance in any false statement made in a certificate that may accompany such application, or complicity in any fraud touching the same shall be regarded as good cause for disqualification or exclusion from the examination process, and/or discharge from the District.

All applicants shall execute and deliver to the Commission a signed release of all liability prior to participating in the application and examination process. The form for the release of all liability shall be approved by the Commission.

All applicants shall execute and deliver to the Commission a form authorizing and empowering the Commission and its agents or other outside service company engaged by the Commission to conduct a background investigation of the applicant.

The Commission may set and charge a fee each applicant must pay in order to obtain an application.

Section 7. DISQUALIFICATION

The Board of Fire Commissioners may refuse to examine an applicant, or after examination, may refuse to certify a candidate as eligible, or may refuse to appoint an applicant:

- A. Who is found lacking in any of the established bona fide occupational requirements for the position in the service for which the candidate applies;
- B. Who is physically unable to perform the essential duties of the position to which the candidate seeks appointment;
- C. Who uses intoxicating substances to the extent that performance may be diminished on the job, or who currently uses any nonprescription or controlled substances or narcotics;
- D. Who has been convicted of any felony or a misdemeanor involving moral turpitude pursuant to 70 ILCS 705/16.06b(i);
- E. Who has attempted to practice any deception or fraud in completing the application or examination process;
- F. Whose character and employment references are unsatisfactory;
- G. Who fails to fully complete the application or fails to comply with the requirements of the application or examination process in any respect;
- H. Who tests positive for the existence of THC, cocaine and related drugs, and/or other illegal, non-prescription narcotics and drugs, based after a two-stage test of urine for drug metabolites under a sound drug testing procedure;
- I. Who has been dismissed from any public service for good cause; or
- J. For any other lawful reason, including any other reason set forth in 65 ILCS 5/10-2.1.

Any applicant, candidate, or eligible deemed to be disqualified shall be notified by the Commission and may request reconsideration of such disqualification within ten (10) days from notification by written request filed with the Secretary of the Commission. The request for reconsideration must set forth a basis for reconsideration and the Commission may provide an opportunity to be heard to the extent as may be determined by the Commission and pursuant to whatever procedures the Commission may establish.

Section 8. REVIEW OF APPLICATIONS

Applicants may be required to provide additional information or documentation for clarification of their application provided that the applicant is otherwise qualified for the position sought. However, nothing in this section shall require the Commission to seek such additional documentation not properly provided by the applicant, and the failure to provide information or documents may be cause for refusing to further consider the applicant.

CHAPTER 3

EXAMINATIONS FOR ORIGINAL APPOINTMENTS

Section 1. NOTICE OF EXAMINATIONS

The Commission shall hold examinations to fill vacancies for full time positions in the District. Examinations shall be held on the dates fixed by the Commission. All examinations shall be given by the Commission by publication at least two (2) weeks preceding the examination on the Fire Protection District's official website as required by law. The notice of examination shall include a statement of:

- A. The deadline by which all applications will be received;
- B. The types of examination components that will be used;
- C. The date, time and place where each such examinations will be held;
- D. Any merit criteria that will be used;
- E. Any fee that will be assessed to the applicant;

The examinations may be postponed, however, by order of the Commission. When an examination is postponed, the Commission shall state the reason for such postponement and shall designate a new date for the examination. Applicants shall be notified of the postponement of any examination and the new date for examination.

Section 2. TYPE OF EXAMINATIONS

The subject matter for orientations, written test batteries, oral examinations, physical ability and job task test, medical and psychological tests or other tests administered by the Commission, or its agent shall be such as will fairly test the capacity of the applicant to discharge the essential duties of the position to which the applicant seeks appointment. No examination shall contain questions regarding the applicant's political or religious opinions or affiliations. (70 ILCS 705/16.06)

Section 3. RELEASE OF LIABILITY

All applicants shall execute and deliver to the Commission a signed release of all liability as well as any other authorizations for the release of information as deemed necessary by the Commission prior to participating in the application and examination process. The form for the release of all liability and information shall be approved by the Commission and is included in these Rules (**see Application and Required Release Documents Page 1-12**).

Section 4. ORDER AND WEIGHT OF EXAMINATIONS

The Commission shall determine the order and criteria for evaluating all elements of the testing process prior to each hiring process. The Commission may establish a job-related minimum passing grade in any examination. Failure to meet this or any established minimum passing grade shall disqualify candidates from further participation in the testing process. All grades shall be based upon weighing of criteria defined by the Commission. Such criteria shall be established before tests are administered. The Commission may rank the candidates; assign them a percentile, quartile, or raw score; or evaluate them as "qualified" or "not qualified" based upon performance in elements of the testing process.

Section 5. ORIENTATION

An orientation may be held for all applicants and if held shall be considered a mandatory part of the testing process. The Commission or its agents shall explain the testing process so that the applicants are oriented regarding the position for which they apply. Applicants will receive notice of any orientation session and must attend the session assigned unless prior arrangements are made with the Fire Chief or his designee to attend an alternate session. Failure to attend the session assigned or the prearranged alternate date will result in disqualification.

Section 6. WRITTEN EXAMINATIONS

Written examinations shall be administered in order to measure specific job-related criteria. The test procedure will be determined by the Commission or its agent or designee. Written tests may be used to differentiate among candidates beyond the passing level when the tests can be shown to be predictive of job skills or performance as documented by a validation study. All written examination papers shall become the property of the Commission and the grading thereof by the Commission and/or its designees or agents shall be final and conclusive and not subject to review by any other board, tribunal or court of any kind or description.

Section 7. PHYSICAL FITNESS

All applicants will be required to complete a physical job task test designated by the Commission. Applicants will be required to successfully complete the physical job task test in the time period specified or such time as validated by local testing conditions. If a different test is used, the Commission shall designate the successful completion standard prior to conducting the test. Applicants must successfully complete the physical job task test for further consideration in the testing process. The Board of Trustees have adopted the (CPAT) Candidate Physical Ability Test program. All candidates must present a valid CPAT card or certification at the time of employment. A CPAT card or certification will be considered valid within one year of the date issued.

Section 8. ORAL EXAMINATIONS

The Commission may examine or cause to be examined all or a portion of the candidates for positions in the District under its jurisdiction through an oral interview. If the Commission determines that the District's hiring needs during the term of the eligibility register will not require all qualified applicants to be placed on the list, then the Commission may identify the number of applicants who will be subjected to oral interviews. In such a case, the Commission will select for interview only those candidates who rank the highest after successfully completing all prior phases of the testing process. Interviews shall be administered according to a structured pattern established by the Commission and shall measure criteria which the Commission shall designate prior to the interview.

Section 9. GRADING OF ORAL EXAMINATIONS

Repealed May 25, 2021

Section 10. PRELIMINARY ELIGIBILITY REGISTER

The Commissioners will prepare a "Preliminary Eligibility Register of the candidates successfully completing the written exam. Successfully completing mean achieving a score on the written exam that is equal to or greater than the median score of all the participating candidates (70 ILCS 705/16.6b (g)). Those listed on the Preliminary Eligibility Roster proceed to the next step in the process. Those not listed are dismissed from the process.

Section 10a. INITIAL ELIGIBILITY REGISTER

The Commissioners will prepare an "Initial Eligibility Register" of the candidates successfully completing the evaluation process. The candidates will be listed in order of excellence based on their final weighted score which is based on a 100-point scale. When more than one applicant receives the same number of points, placement on the Initial Eligibility List shall be assigned by lottery. A dated copy of the Initial Eligibility Register shall be sent to each person thereon.

Section 10b. PREFERENCE POINTS

The Initial Eligibility List is subject to change with the addition of veteran, educational, experience, residency, and/or additional preference points as prescribed in 70 ILCS 705/16.06b(h).

No applicant is required to submit a claim for points prior to the posting of the initial eligibility list nor will any such claim for points be accepted prior to the posting of the initial eligibility list

All preference points are applied to the final eligibility list.
Maximum number of points available: 25.

1. Veteran preference points [70 ILCS 705/16.06b (h)(1)]

Preference available: 5 points after at least one year active duty or reserve service. Proof of honorable discharge (dd214) required.

2. Educational preference points [70 ILCS 705 section 16.06b (h)(3)]

Preference available: 2.5 points for an associate of applied science in fire science or emergency medical service. 2.5 points for a Bachelor of Arts or Bachelor of Science. 5 points for both an AAS in fire science or emergency medical services and a Bachelor of Arts or Bachelor of Science. Applicant must provide an original, certified transcript from the college or university. Copies are not acceptable.

3. Experience preference points [70 ILCS 705 section 16.06b (h)(5)]

Preference available: 0.5 points for each full year of paid-on-call or part-time service and/or 1 point for each full year of full-time service following two years of full-time employment up to a maximum of 5 points.

4. Residency preference points [70 ILCS 705 section 16.06b (h)(6)]

Preference available: 5 points for maintaining one's principal residence within the prospect heights fire protection district's jurisdiction.

5. Additional preference points [70 ILCS 705 section 16.06b (h)(7)]

Preference available: 5 points for part-time employment with the prospect heights fire protection district where the member has served at least two years and has served at least 1,800 hours in latest two years of service. These points are awarded based on the unique experience and background that these candidates will offer to the PHFPD: their knowledge of its equipment, procedures, geography and environs, and proven work record.

Section 11. FINAL ELIGIBILITY REGISTER

- A. Candidates who are eligible for preference points shall make a claim in writing using the form set forth in Appendix D of these Rules, with proof thereof within ten (10) days after the date of the posting of the Initial Eligibility Register or such claim shall be deemed waived. The Commissioners will prepare a "Final Eligibility Register" which shall include all permitted preference points assigned pursuant to section 10b.

1. Limitations on Application of Preference Points

No application of experience preference points may be allowed that will cause any candidate on the initial Eligibility List to pass over or be listed above a veteran. In the case of a tie between candidates immediately below a veteran, those tied shall be ranked according to the total they would have achieved if all experience points could have been awarded. Any remaining ties shall be broken by lottery.

- B. Appointment from this Final Eligibility Register is subject to medical evaluation and background investigation, which shall include fingerprinting. The Final Eligibility Register shall remain valid for two (2) years after which it will expire and the Board will strike off all remaining names. ((70 ILCS 705/16.07, 16.08 and 16.10; 65 ILCS 5/10-1.108 and 10-2.1-9)

Section 12. CHANGE OF ADDRESS

It shall be the duty of each applicant for appointment to provide the Fire Commission with a valid phone number, address and e-mail address. Each applicant for appointment is also required to inform the Fire Commission in writing of any change of address, telephone number, and e-mail address. Failure to properly notify the Commission may be considered sufficient grounds to strike the name of the applicant from the Eligibility Register. (Amended 7-12-2011)

Section 13. NOTIFICATION OF CANDIDATES

Each candidate completing the testing process will be notified within a reasonable time as to his/her ranking. In the event that the candidate achieves a numerical score that would place him or her in the "not qualified" category, that person shall receive notice stating that he/she has failed to achieve an aggregate passing score and will not be placed on the eligibility list.

Section 14. RECONSIDERATION OF EXAMINATION GRADE

After receiving notice of placement in the examination process or failure to pass the examination, a candidate may request reconsideration by the Commission by written notice to the Secretary within ten (10) days of notice. The request for reconsideration must set forth a basis for reconsideration and the Commission may provide an opportunity to be heard to the extent as may be determined by the Commission and pursuant to whatever procedures the Commission may establish. No alteration of the eligibility list resulting from such appeal shall affect the status of any person who has in the meantime been appointed to any position from such eligibility list. The Commission shall make available such information from the testing process, as it deems necessary in justifying its evaluation of the candidate, including the criteria used to evaluate test scores. The Commission shall reserve the right to amend any final rating of candidates as a result of

reconsideration.

Section 15. RELEASE OF INFORMATION

Information regarding specific elements of the testing process for any candidate shall be deemed to be confidential and shall not be released to a third party without written approval of the candidate.

Section 16. RETENTION OF RECORDS

All application and examination records shall become the property of the Commission and shall be retained as required by law.

CHAPTER 4

APPOINTMENT AND WAIVER OF APPOINTMENT

Section 1. FILLING OF VACANCIES

Whenever a vacancy exists in a position subject to the jurisdiction of the Commission, the Trustees shall so notify the Commission. The Commission shall, after considering the qualifications of the candidates on the entry or promotional eligibility lists, appoint the most qualified candidate from the list to fill the vacancy. All original appointments shall be made from the Final Eligibility Register in the order in which their names appear on the register, provided they have satisfied all requirements established by the Commission. 70 ILCS 705/16.06b(b) provides for the selection of a person on the eligibility roster other than the highest ranking person.

Section 2. ACCEPTANCE OR WAIVER OF APPOINTMENT

An eligible candidate that has received a conditional offer of employment shall notify the Commission of his/her intent to accept the conditional offer within seven (7) calendar days of receipt of the offer. A candidate receiving a conditional offer of employment must acknowledge within 48 hours by phone or e-mail that the conditional offer of employment has been received. Failure to acknowledge receiving the conditional offer of employment within 48 hours may be considered sufficient grounds to strike the name of the applicant from the Eligibility Register. (Amended 7-12-2011)

An eligible candidate may waive said appointment without losing his/her place on the eligibility list provided the candidate notifies the District of the exercise of the right to waive the appointment within seven (7) calendar days of receiving a conditional offer of appointment. The right to waive appointment shall exist only once for each eligible candidate. An eligible candidate who refuses a second offer of appointment shall be stricken from the eligibility list.

At the time an applicant receives a conditional offer of employment he/she must be fingerprinted as directed by the District. (65 ILCS 5/10-2.1-6.1)

At the time a candidate accepts a conditional offer of employment, he or she shall execute an initial employment agreement set forth in **Appendix A, Form 9, Page 22.**

At the time a candidate accepts a conditional offer of employment, he or she shall execute an initial employment agreement set forth in **Appendix A, Form 9, Page 22.**

Section 3. BACKGROUND INVESTIGATION

Prior to appointment, the Commission shall also require that an in-depth background investigation be completed for all positions in the District for which it has jurisdiction. Such investigation shall examine the candidate's work record, criminal conviction history, educational experience and other factors of background and life experience, which shall be reasonably related to the requirements of the position. The appropriate waiver and Consumer Reporting Authorization forms will need to be completed at time of conditional offer of employment (see **Appendix A, Form 7, Page 20 & Form 8, Page 21**) This portion of the application process will be graded on a pass/fail basis. (65 ILCS 5/10-2.1-6.2)

Section 4. MEDICAL EXAMINATIONS

Eligibles for original appointment shall be required to submit to medical examinations, after the initial offer to hire, by physicians selected by the District (which may include a psychological and comprehensive drug evaluations), which shall be paid for by the District. The extent and scope of the examinations shall be determined by the Commission, and shall be graded on a pass/fail basis. (70 ILCS 705/16.06)

CHAPTER 5

PROBATION

Section 1. **PROBATION PERIOD**

Appointees to entry-level positions in the District under the authority of the Commission shall be on probation for a minimum of twelve (12) months from the date of employment excluding the period of training at time of hire(70 ILCS 705/16.6b(c)).

Upon satisfactory completion of the probationary period, the appointment shall become permanent upon written notification from the Commission. If a Leave of Absence, a light duty assignment, or other period of absence greater than 30 days as contained in 70 ILCS 705/16.06b(c) is utilized during a probationary period, the probationary period shall be tolled until the probationary employee returns and completes twelve (12) full months of full, unrestricted duty.

Section 2. **DISCHARGE OF A FIREFIGHTER DURING PROBATIONARY PERIOD**

A probationary firefighter is an employee at will and may be suspended or terminated whenever the Commission determines that the employee's performance or conduct is unsatisfactory for any or no reason. The Commission shall notify the Board of Trustees of any such action.

CHAPTER 6 PROMOTIONS

Section 1. RANK AND CLASSIFICATION

The order of rank in the District shall be as provided by the Trustees. The Commission shall confer with the Trustees and their designees for the purpose of establishing and maintaining standards of examinations and promotions based upon such information as job descriptions and departmental regulations. The determination of whether a position is a rank classification rests solely with the Trustees.

Section 2. PROMOTIONAL LISTS

Promotional lists of qualified eligibles shall be established as needed for the ranks below Deputy Fire Chief.

Section 3. METHOD OF PROMOTION

All promotions under the Board of Fire Commissioners in the District shall be on the basis of ascertained merit, seniority in service, subjective evaluation, and written examination in full compliance with the Fire Department Promotion Act, as amended (50 ILCS 742/1 *et seq.*). All vacancies shall be filled by promotion from the current final adjusted promotion list for the proper rank, unless excepted under the Fire Department Promotion Act.

All examinations for promotions, where practicable, shall be competitive among the members of the next lower rank who meet any eligibility requirements set forth for the promoted position and desire to submit themselves to examinations. If the Commission finds that a sufficient number of suitable candidates do not apply from the next lower rank, the Board shall extend the examination successively through all the orders of rank in the District in an endeavor to qualify suitable candidates. Should the Commission determine that there are no suitable candidates within any rank the Commission may then solicit for candidates from outside the fire protection district.

All promotions shall be awarded to the person with the highest ranking on the final adjusted promotion list for that rank, unless the Commission has reason to conclude that the highest ranked person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the final adjusted promotion list.

If there is no final adjusted promotion list in effect for that rank on the date a vacancy occurs, or if all persons on the final adjusted promotion list refuse the promotion, the Commission shall not make a permanent promotion until a new final adjusted promotion list has been prepared. Promotional applicants must meet the qualifying standards either established at least one year in advance by the Trustees in order to be considered for certification to an eligibility list.

Applications for officer positions, as set forth in **Appendix C** of these Rules, shall be completed and submitted to the Commission, along with a resume, prior to the deadline set by the Board of Commissioners.

Section 4. CRITERIA FOR DETERMINING PROMOTIONS

The Board of Fire Commissioners shall identify the criteria to be used in the evaluation of all candidates prior to beginning the testing process and shall post this criteria at least ninety (90) days before testing (**see Appendix B**). Eligibility requirements to participate in the promotional process shall be established and shall be published by posting on Station bulletin boards at least one year in advance of the date of the beginning of the promotional exam process. All promotional candidates shall be allowed to participate in all components of the testing process irrespective of their score on any one component. Each component of the testing process shall be based on a 100-point scale, and following the application of the weighting process, the total score shall also be based on a 100-point scale. The criteria may consider scores of candidates on written test batteries, peer review, supervisory evaluation, job-related seniority, assessment center, oral test performance and other job-related criteria as determined by the Board of Fire Commissioners. This criteria may change from test to test (50 ILCS 742/20 and 20).

The exact examination process and testing procedures used shall be determined by the Commission prior to advertising for the examination and shall be disseminated to all participants. In all cases, the compilation and posting of a seniority list shall take place first and shall be calculated as of the date of the written examination, followed by the ascertained merit and subjective evaluation portions of the examination process. The written examination shall in all cases be administered and graded last. Monitoring of the portions of the promotional examination that are amenable to monitoring may take place in accordance with Section 25 of the Fire Department Promotion Act (50 ILCS 742/15, 25, 30, 35, and 40).

Section 5. NOTICE OF PROMOTIONAL EXAMINATIONS

Written notice of the time, date and location of every promotional examination shall be given by the Commission by posting on the District's bulletin board for a minimum of ninety (90) days prior to any promotional examination. The Commission shall also give notice of every promotional examination by publication at least two (2) weeks preceding the examination, in one or more newspapers published in the District. However, all members of the District for which the promotional examination is to be given may waive notice by publication in writing. The notice of examination shall include a statement of:

- A. the deadline by which all applications will be received;
- B. the time and place where such examinations will be held;
- C. any applicable minimum aggregate passing score;
- D. the position to be filled from any resulting eligibility list; and
- E. a list of recommended reference materials and their availability.

The District shall provide a list of reading and study materials for current written examinations and the past 2 written examinations shall be made available and accessible at each fire station in accordance with the Fire Department Promotion Act at least ninety (90) days in advance of the written examination.

Section 6. WRITTEN NOTICE OF INTENT

Every member qualified and eligible to submit to promotional examination shall, within seven (7) days after posting of examination notice, notify the Commissioners of his intent to submit to examination or of his intention to waive the opportunity to submit to such examination.

Section 7. PROMOTIONAL LIST

After completion of the promotional testing process, the Commissioners will prepare a preliminary promotion list. Applicants who are eligible for and elect to utilize their military preference credit must make a claim for such credit in writing to the Commission within ten (10) days after the posting of the initial eligibility list or such claims shall be deemed waived. The Commission shall award veteran's preference points to those eligible veterans timely claiming the credit in accordance with 70 ILCS 705/16.08a; 65 ILCS 5/10-2.1-10, 10-2.1-11 and 10-2.1-12. No person shall receive preference for a promotional appointment after receiving one promotion from an eligibility list on which he or she was allowed military preference points.

Once all claimed preference points have been awarded, the Commission shall certify a final adjusted promotion list. The final adjusted promotional list shall expire three (3) years from the date of its creation. Any names remaining on the list shall be stricken from the list upon its expiration.

Section 8. VOLUNTARY REASSIGNMENT

Any officer may petition the Chief for reassignment to a lower rank. Upon approval of the Chief, the officer will be reassigned to the lower rank, and simultaneously therewith the Commissioners will promote another employee to the position held by the officer requesting reassignment as long as the Trustees determine the position is open.

Section 9. RIGHT TO REVIEW OF PROMOTIONAL DECISIONS

Any person or party who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotional list, or veteran's preference shall be entitled to a review of the matter by the Commission. The person or party seeking a review has ten (10) days after the occurrence of the challenged Commission action to file a written request to the Secretary of the Commission for a review; in no event shall the request be filed later than the tenth day after the posting of the final adjusted promotion list. Untimely requests are deemed waived. The Commission will conduct a review of the challenged matter at its next meeting within 30-days of receipt of the request to review and issue its final opinion on the matter within seven (7) days thereafter. (50 ILCS 742/60)

Section 10. TEMPORARY APPOINTMENTS

The Commission may make temporary appointments of Members for entry level or promotional positions until regular appointments may be made under these Rules. The Commission shall exercise such authority only when the Trustees have entered appropriate findings of the need to prevent a stoppage of public business, to meet extraordinary exigencies, or to prevent material impairment of the Fire Department.

A temporary appointment shall not exceed a period of 180 days. No person shall receive a temporary appointment to the same position more than twice in any calendar year.

CHAPTER 7

OATH OF OFFICE

Section 1. OATH OF OFFICE

Before entering duty, any appointee of the District shall take the following oath before the Trustees:

Firefighters Job

The job of any organized fire department is the protection of life and property against the hazards of fire, wind, water, and other calamities to which property and human beings are subjected at any and all times, fair weather and foul.

Fire Fighter Oath of Office

As a Fire Fighter of the Prospect Heights Fire Protection District, do you promise to the best of your ability to abide by all the rules governing this department, to obey all orders given to you by any superior officer and to be ready at all times to go against the elements of the weather to help your fellow man when they can no longer help themselves.

Therefore:

"I _____, do solemnly swear or affirm that I will support the Constitution and Laws of the United States, the Constitution and Laws of the State of Illinois, and the ordinances, rules and regulations of the Prospect Heights Fire Protection District and that I will faithfully discharge the duties of the Office of _____ according to the best of my ability."

Signed _____,

Subscribed and sworn to before me this
_____ day of _____, A.D., 20_____.

CHAPTER 8

RESIGNATION, REINSTATEMENT, AND RETIREMENT

Section 1. RESIGNATION

Any member of the classified service who decides to resign shall give written notice to the Commission no less than fourteen (14) days prior to the date his resignation is to become effective. Failure to give fourteen (14) days notification prior to resignation may result in forfeiture of accrued benefits. No member of the classified service who tenders his resignation to the Commission shall, after said resignation has been accepted by the Commission, be allowed to withdraw such resignation, unless such request for withdrawal and reinstatement is made within ten (10) days after the date of acceptance by the Commission.

Section 2. REINSTATEMENT AFTER RESIGNATION

When a member of the classified service has resigned and within the allowable ten (10) day period has requested that such resignation be rescinded and he be reinstated, and such request has been approved by the Commission, his name shall be placed at the top of the eligibility register for reinstatement and he shall be reinstated in the same class, grade or rank in the district in which he was formally employed, whenever a vacancy exists.

Section 3. RETIREMENT

Any member who qualifies for retirement shall notify the Chief of the district, in writing, stating his intention to retire, and the selected date of such retirement ***as stated in the Prospect Heights Fire Protection District Member Manual.***

Section 4. DEMOTION

The Chief may file charges pursuant to Chapter 10 of these Rules seeking the demotion of an officer to a lower rank. A hearing on the charges will be held in accordance with the procedures set forth in Chapter 10 for suspension and dismissal hearings.

CHAPTER 9
STANDARDS OF CONDUCT

Section 1. RULES

Personnel of the District shall be governed by departmental policies, procedures, practices, rules, and regulations. Any violation of District policies, procedures, practices, rules, and regulations or of the laws of the United States, any State, or local government by any member of the District may be cause for the filing of charges against said member.

CHAPTER 10

DISCHARGE AND SUSPENSION

Section 1. **PREHEARING PROCEDURES**

A. **FILING OF COMPLAINTS**

Complaints subject to the jurisdiction of the Commission shall be filed by the Trustees or the Fire Chief with the Secretary of the Commission setting forth a plain and concise statement of the facts upon which the charge of misconduct is based.

B. **NOTIFICATION OF HEARING**

Upon the filing of a complaint with the Secretary of the Commission, the Secretary shall notify both the complainant and respondent either by registered or certified mail, return receipt requested, or personally, of the time and the place of the hearing and the charges contained in the complaint. The respondent shall also be served with a copy of the complaint.

C. **STIPULATIONS**

Parties may on their own behalf or by counsel stipulate and agree in writing or on the record to evidentiary facts. Facts so stipulated shall be considered as evidence in the proceeding.

D. **OBJECTIONS TO SUFFICIENCY OF CHARGES**

Motions or objections to the sufficiency of written charges are proper at any time prior to or during a hearing before the Commission.

E. **SUBPOENAS**

Either the complainant or the respondent may at any time before a hearing make application for subpoenas by filing with the Commission a written request identifying the individual to appear or the books, papers, records, accounts and other documents to be produced. On the filing of such applications, subpoenas will be issued. Subpoenas may be served by any person of the age twenty one (21) years or older. Subpoenas will not be issued for anyone residing outside of the State of Illinois. Any requests for continuance by reason of inability to serve subpoenas shall be filed in the Office of the Commission at least three (3) days before the date set for such hearing; provided, however, that the Commission in its discretion may waive this rule.

F. **SERVICE**

All papers required to be served shall be delivered personally to the party designated, or mailed by registered or certified United States mail, return receipt requested, in an envelope properly addressed with the postage prepaid to the designated party at his/her last known residence as reflected by documents filed with the Commission, except as herein otherwise provided. Proof of service of any document may be made by the certification of any person delivering the same to the designated party personally, or by filing a return receipt showing that a paper was mailed by either registered or certified mail, return receipt requested, to the party's address where it was received by a named party.

G. **FILING**

All documents may be filed with the Commission by mailing them or delivering them to the Office of the Secretary of the Commission at 10 East Camp McDonald Road Prospect Heights, Illinois 60070. For the purpose of these Rules, the filing date of any document shall be the date it was received in the Commission's office whether the document is delivered personally or by messenger or by mail.

H. **FORMS OF PAPER**

All documents filed in any proceeding shall be typewritten or printed and shall be on one side of the paper only. If typewritten, the line shall be double-spaced except that long quotations may be single-spaced and indented. The original of all documents filed shall be signed in ink by the party filing the document or by an officer, agent or attorney thereof. If documents are filed by an attorney, his/her name, address and telephone number shall appear thereon.

I. **COMPUTATION OF TIME**

The time within which any act under these rules is to be done shall be computed only on the business days, Monday through Friday, excluding holidays recognized by the District, except as provided in (j) below.

J. **DATE OF HEARING**

Time for the hearing of charges shall be set by the Commission within thirty (30) calendar days from the time of the filing of such charges. Continuances may be granted from time to time upon motion of any party to the proceeding by the order of the Commission. The granting of or refusing to grant a continuance of a hearing is within the discretion of the Commission.

Section 2. HEARING OF CHARGES

A. Hearings before the Commission are quasi-judicial proceedings. The provisions of the Illinois Code of Civil Procedure shall not be binding on the Commission, but may be referred to in guiding the Commission in its proceedings. The Commission shall determine any special rules for conducting the hearing.

B. "Counsel" as used herein means one who has been admitted to the bar as an

attorney at law in the State of Illinois.

- C. No rehearing, reconsideration, modification, vacation or alteration of a decision of the Commission will be allowed.
- D. In any hearing, including a hearing requested by any employee, the burden shall be upon the Trustees or the Fire Chief to prove the charges by the preponderance of the evidence.
- E. All hearings shall be conducted in accordance with the Open Meetings Act.
- F. At the time and place of hearing, parties may be represented by counsel if they so desire.
- G. All proceedings before the Commission during the conduct of a hearing shall be recorded by a court reporter to be employed by the Commission.
- H. The records of all hearings will not be transcribed by the reporter unless requested by the Commission or any party of interest. When a party of interest requests that a transcribed record be kept, the party of interest shall pay for the cost of transcription and record preparation.
- I. All witnesses shall be sworn in by a member of the Commission or the court reporter prior to testifying. All matters will be decided by the Commission upon evidence presented at the hearings.
- J. The Commission will first hear the witnesses substantiating the charges, which have been made against the respondent. Thereafter the respondent may present and examine those witnesses whom he/she desires the Commission to hear. Both parties shall have the right of rebuttal. All parties shall have the right to cross-examine witnesses presented by the opposite party.
- K. The Trustees' Attorney shall serve as Counsel to the Trustees or the Fire Chief.
- L. All hearings shall be bifurcated. The initial hearing shall be over the alleged misconduct and if the misconduct is upheld, a second hearing shall be conducted on the penalty to be imposed.

Section 3. SUSPENSION PENDING HEARING

The Commission may suspend any member of the District against whom charges have been preferred for up to thirty (30) days without pay on any individual charge, pending a hearing of the charges by the Commission and until the conclusion of such proceedings. Such suspension may be considered a part of the disciplinary action if the employee is found guilty.

If the Commission is contemplating the suspension of a member pending a full hearing on the charges, the Commission shall hold an informal pre-suspension meeting with the employee to allow the employee a chance to respond orally to the charges and the proposed suspension pending the hearing on the charges. The employee shall receive written notice of the meeting by personal service or certified mail, return receipt requested, and shall be afforded protections under the Firemen's Disciplinary Act (50 ILCS 745/1 et seq.), where applicable.

Section 4. SUSPENSION BY THE FIRE CHIEF

- A. The Fire Chief shall have the right to suspend any member under his/her command without pay for a period not to exceed five (5) consecutive calendar days, providing no charges regarding the same offense(s) have been filed and are pending before the Commission. The Chief shall promptly notify the Commission in writing of the suspension.
- B. Any firefighter so suspended shall be entitled to appeal the suspension by requesting in writing a hearing before the Commission within five (5) calendar days after notification of the suspension. The request for an appeal hearing must be filed with the Secretary of the Commission. A hearing shall be granted upon such request and due notice shall be given to the Fire Chief and to the employee in the same manner as if charges were originally filed before the Commission.
- C. Upon conclusion of the suspension appeal hearing, the Commission may sustain the action of the Fire Chief, may reduce the suspension, or reverse the suspension with instructions that the officer or member suspended receive pay and benefits withheld for the period involved, or may suspend the employee for an additional period of up to thirty (30) days, demote the member to a lower rank and/or discharge the member or officer, as it deems appropriate.

Section 5. FINDINGS AND DECISION

The findings and decision of the Commission following a hearing of charges shall be recorded by the Secretary and notice of said finding and decision sent to the member involved and the Trustees for enforcement. A member may be discharged or suspended without pay for a period not exceeding thirty (30) calendar days for an employee of the District working a forty-hour (40) week, and not exceeding ten (10) duty days for a firefighter on shift assignment. Within a reasonable time after the hearing is completed, the Commission shall enter its findings in the records of the Commission.

APPENDIX A
BUDGET REQUEST

TO PRESIDENT _____ OF THE BOARD OF TRUSTEES OF THE PROSPECT HEIGHTS FIRE PROTECTION DISTRICT

Request is hereby made that the following Proposed Operating Budget be appropriated by the Board of Trustees in the Annual Budget and Appropriation Ordinance to be passed for the current year in behalf of the Board of Fire Commissioners of the PROSPECT HEIGHTS Fire Protection District.

DATE: _____
Prospect Heights Fire Protection District

PROPOSED BUDGET
Fiscal Year – 20__

General & Administrative	\$
Advertising	\$
Testing procedures (Physical Fitness, Oral Exams)	\$
Written Exams	\$
Replacement Personnel Psychological	\$
Replacement Personnel Background Check	\$
Replacement Personnel Medical Testing	\$
Legal Fees	\$
Conference & Travel	\$
Dues & Fees	\$
Contingencies	\$
Salary	
Fire Commission (Secretary)	\$
Fire Commissioners(3)	\$
Total Request	\$

Respectfully submitted,

Board of Fire Commissioners
Chairman:
Member:
Secretary:

APPENDIX B

ELIGIBILITY REQUIREMENTS FOR PROMOTIONS

Battalion Chief

1. Illinois OSFM Certified Fire Officer II (provisional) or Advanced Fire Officer certification.
2. Illinois Department of Public Health Paramedic
3. Illinois OSFM Certified Aircraft Rescue Fire Fighter
4. Illinois OSFM Certified Hazardous Materials First Responder/Operations
5. Illinois OSFM Certified Fire Apparatus Engineer
6. Illinois OSFM Certified Advanced Technician Firefighter (note: Fire Fighter III will not be accepted in lieu of ATFF)
7. Illinois OSFM Certified Incident Safety Officer
8. DHS Certified ICS 300 and 400 or equivalent
9. Blue Card Hazard Zone Management System certified
10. A minimum of five years of service as Lieutenant with the Prospect Heights Fire Protection District at the time of the written examination.

Should the Board of Fire Commissioners determine it necessary to solicit for candidates outside the fire protection district's current ranks the Commission may elect to accept full time service at another fire department in lieu of service with the PHFPD and/or comparable Pro Board or IFSAC certifications in lieu of Illinois OSFM certifications.

Lieutenant

1. Illinois OSFM Certified Fire Officer I (provisional) or Company Fire Officer certification.
2. Illinois Department of Public Health Paramedic
3. Illinois OSFM Certified Aircraft Rescue Fire Fighter
4. Illinois OSFM Certified Hazardous Materials First Responder/Operations
5. Illinois OSFM Certified Fire Apparatus Engineer
6. Illinois OSFM Certified Advanced Technician Firefighter (note: Fire Fighter III will not be accepted in lieu of ATFF)
7. A minimum of two years of service as a Fire Fighter Paramedic with the Prospect Heights Fire Protection District at the time of the written examination.

TESTING CRITERIA FOR PROMOTIONS

- A. The Board of Fire Commissioners has agreed upon the following percentages to be used in the evaluation process for the positions described as follows:

	Battalion Chief	Lieutenant
Written Examination	30	30
Ascertained Merit	10	10
Chief's Points	10	10
Seniority Points	Not used	Not used
Assessment Center	30	30
Performance Evaluation	Not used	Not used
Oral Interview	20	20
<u>TOTAL</u>	100	100

- B. An individual's score for ascertained merit will be determined using a standard form contained in this document and lists the eligible criteria. The Board will announce the various components of the ascertained merit score at the beginning of the promotional process.
- C. At the conclusion of the evaluation process, each candidate's cumulative score will be posted.
- D. The Commission may establish different evaluation processes and percentages from time to time. Any changes will be announced no less than one year prior to the beginning of an examination process.

**Prospect Heights Fire Protection District
 Board of Fire Commissioners
 Ascertained Merit Application**

Rank applying for:	
Name of Applicant	Date

Maximum Points to be awarded are Ten (10)

Education	Highest Awarded Degree or Certificate	Points Available	Transcript Provided	Points Awarded by Commission
<p><i>All education must be achieved from an institution of higher education that is regionally accredited and verified by submission to the commission of an official transcript</i></p> <p><i>Only the highest level will be awarded.</i></p>	Bachelor of Arts or Science in related field (fire science, EMS, emergency management,	5		
	Bachelor of Arts or Science	4		
	Associate of Arts or Science	3		
	Associate of Applied Science in related field (fire science, EMS, emergency management,	3		
	Certificate in related field (fire science, EMS, emergency management,	1		
Training	Eligible Training	Points Available	Certificate or Transcript Provided	Points Awarded by Commission
<p><i>Member will receive points only for one special team</i></p>	MABAS Dive Team STAC compliant as a technician	3		
	MABAS Haz Mat Team STAC compliant as a technician			
	MABAS TRT Team STAC compliant as a technician			
Certification	Eligible Certifications	Points Available	Certificate Provided	Points Awarded by Commission
<p><i>All certifications must be issued by the Office of the IL State Fire Marshal and verified by submission of a copy of the OSFM certificate</i></p> <p><i>Fire Officer 2, Incident Safety Officer, and Advanced Fire Officer points are not awarded to those applying for battalion chief</i></p>	Fire Officer 3 (full or provisional) or Chief Fire Officer	5		
	Fire Officer 2 (full or provisional) or Advanced Fire Officer	5		
	Fire Prevention Officer	1		
	Health and Safety Officer	1		
	Incident Safety Officer	1		
	Vehicle & Machinery Technician	1		
	Instructor 3	1		
	Training Program Manager	1		
	Fire Investigator	2		

Total Points Awarded by Commission	Date
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APPENDIX C

Application for Employment

Actual application approved by Board of Fire Commissioners prior to each testing cycle

APPENDIX D

PROSPECT HEIGHTS FIRE PROTECTION DISTRICT PREFERENCE POINT CLAIM FORM

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

**All preference points are applied to the final eligibility list.
Maximum number of Points Available: 25.**

1. Veteran Preference Points [70 ILCS 705/16.06b (h)(1)]

Preference Available: 5 points after at least one year active duty or reserve service.

Please state the following information regarding your military service and attach proof of honorable discharge (DD214):

Branch of Service: _____

Unit: _____

Rank: _____

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

Date of Honorable Discharge: _____

2. Educational Preference Points [70 ILCS 705 Section 16.06b (h)(3)]

Preference Available: 2.5 points for an Associate of Applied Science in Fire Science or Emergency Medical Service. 2.5 points for a Bachelor of Arts or Bachelor of Science. 5 points for both an Associate of Applied Science in Fire Science or Emergency Medical Service and a Bachelor of Arts or Bachelor of Science. Applicant must provide an original, certified transcript from the college or university. Copies are not acceptable.

<p>Associate of Applied Science in Fire Science or Emergency Medical Services</p> <p>College: _____</p> <p>City & State: _____</p> <p>Date(s) attended: _____ to _____ <small>Month/year month/year</small></p> <p>Graduation Date: (month/year) _____</p> <p>Degree(s) Received: _____</p>
--

Major(s): _____

Bachelor of Arts or Bachelor of Science

College or University: _____

City & State: _____

Date(s) attended: _____ to _____
Month/year month/year

Graduation Date: (month/year) _____

Degree(s) Received: _____

Major(s): _____

3. Experience Preference Points [70 ILCS 705 Section 16.06b (h)(5)]

Preference Available: 0.5 points for each full year of paid-on-call or part-time service and/or 1 point for each full year of full-time service following two years of full-time employment up to a maximum of 5 points.

Please state the relevant dates of successful service in the following capacities and attach Firefighter II, Firefighter III and/or Paramedic Certificates; do not include employment with any private company or service even if that employment provided service to a fire district or municipality.

Part – Time or Paid-On-Call Firefighter, EMT and/or Paramedic

Date of OSFM Fire Fighter 2 or Basic Operations Firefighter Certification: _____

Name of Organization Served: _____

Dates of Service (month/date/year) as FF2 or BOF: _____ to _____

Date of OSFM Fire Fighter 3 or Advanced Technician Firefighter Certification: _____

Name of Organization Served: _____

Date of Service (month/date/year) as FF3 or ATF: _____ to _____

Date of EMT or Paramedic Certification or Licensure: _____

Name of Organization Served: _____

Date of Service (month/date/year) as EMT or Paramedic: _____ to _____

Full – Time Firefighter

Name of Department Served as Full-Time Firefighter: _____

Full-Time Firefighter Dates of Service (month/date/year): _____ to _____

4. Residency Preference Points [70 ILCS 705 Section 16.06b (h)(6)]

Preference Available: 5 points for maintaining one’s principal residence within the Prospect Heights Fire Protection District’s jurisdiction.

Claim of Residency Preference Points:

5. Additional Preference Points [70 ILCS 705 Section 16.06b (h)(7)]

Preference Available: 5 points for part-time employment with the Prospect Heights Fire Protection District where the member has served at least two years and has served at least 1,800 hours in latest two years of service. These points are awarded based on the unique experience and background that these candidates will offer to the PHFPD: Their knowledge of its equipment, procedures, geography and environs, and proven work record.

Claim of Additional Preference Points:

**PROSPECT HEIGHTS FIRE PROTECTION DISTRICT
 BOARD OF FIRE COMMISSIONERS
 SUMMARY OF CANDIDATE'S PREFERENCE POINTS
 (For internal use only)**

Name of Candidate:

Section	Preference Point Category	Maximum Number Possible	Number Claimed by Candidate	Number Awarded by Board
1	Military 70 ILCS 705 Section 16.06b (h)(1)	5		
2	Educational 70 ILCS 705 Section 16.0b (h)(3)	5	n/a	n/a
	Associated of Applied Science in Fire Science or Emergency Medical Services	2.5		
	Bachelor of Science	2.5		
3	Experience 70 ILCS 705 Section 16.0b (h)(5)	5	n/a	n/a
	Part-Time or Paid-On-Call Fire Fighter 2	0.5 per year		
	Part-Time or Paid-On-Call Fire Fighter 3	0.5 per year		
	EMT or Paramedic	0.5 per year		
	Full-Time Firefighter	1 per year		
4	Residency 70 ILCS 705 Section 16.0b (h)(6)	5		
5	Additional 70 ILCS 705 Section 16.0b (h)(7)	5		
TOTAL		25		

A candidate may not receive the full amount of preference points under this subsection if the amount of points awarded would place the candidate before a veteran on the eligibility list

Does the award of experience preference points place the candidate above a veteran on the eligibility list? Yes No