



City of Wood River, Illinois
Fire & Police Commission

111 N. Wood River Avenue
Phone (618) 251-3113
Fax (618) 251-3112

All applicants must complete the enclosed Application for Employment Form **IN FULL** and **must:**

- 1) Be a permanent, legal resident of the United States;
- 2) Be over 21 and under 35 years of age, unless qualified for exceptions specified in Illinois law;
- 3) Possess a High School education or equivalent;
- 4) Possess a valid driver's license;
- 5) Possess ability to meet job related physical requirements;
- 6) Satisfactorily complete a background investigation exam and all required physical and psychological examinations;
- 7) Meet the residency requirements of the City of Wood River;
- 8) Be a current certified Illinois Firefighter II or NFPA 1001 certified Firefighter I and Licensed EMT-B (or above) at the State of Illinois or National Registry at time of application.

Applicants will also be required to provide copies of the **ALL** of following with their completed applications:

- 1) Military Service Record (if applicable)
- 2) Discharge Papers (if applicable)
- 3) Birth Certificate
- 4) High School Diploma or GED Certificate
- 5) College or University Degree with Transcripts (if applicable)
- 6) Illinois Firefighter II certification or NFPA 1001 Firefighter I equivalency (or equivalent)
- 7) Illinois E.M.T.-B (Or above) or National Registry of E.M.T.'s, E.M.T.-B (Or above) Certificate or License
- 8) Driver's License

A **mandatory** orientation for accepted applicants will be held on Wednesday, August 5, 2009 at 7:00pm at Wood River City Hall.

Accepted applicants will be notified at the orientation of the time and date of testing, which is scheduled for Saturday, August 8, 2009 at 9:00 A.M. in Room 1513 (Main Complex, First Floor, West End) at Southwestern Illinois College in Belleville. The physical agility test will be given at the St. Louis County Fire Academy on Saturday August 15, 2009. Additional details will be given at the orientation session.



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At the time of the agility testing, accepted applicants will be required to provide a physician's certificate, at the testing site, stating that they are physically capable of participating in a strenuous "Physical Agility Test" before the actual testing begins. A copy of this same certificate should also be provided to the Board of Fire and Police Commissioners.

Applicants that successfully complete the testing process will be notified when their oral interview is scheduled.

Application packets must be returned to the Wood River City Clerk's Office no later than Friday, July 24, 2009 at 4:00 PM.

Neil Neunaber, Chairman

Richard Brown, Secretary

Wood River Fire & Police Commission



WOOD RIVER FIRE DEPARTMENT **APPLICATION FOR EMPLOYMENT**

Name: _____ Date: _____

Address: _____
Street City State Zip

Telephone #: Home (____) _____ Business: (____) _____ Cell: (____) _____

Social Security #: ____-____-____ Date of Birth ____/____/____

Duration at present address: ____ years ____ months

Duration at previous address: ____ years ____ months

Driver's License #: _____ State _____ Classification: _____

Are you able to obtain an Illinois Class B Non-CDL Driver's License? ____ Y ____ N

Have you ever applied for a position with this department before? ____ Y ____ N

Have you ever been a member of this department before? ____ Y ____ N

MILITARY EXPERIENCE

Have you ever served in the U.S. Armed Forces? ____ Y ____ N

Dates Served _____ to _____ Branch _____

Honorable Discharge? ____ Y ____ N

If yes, please explain: _____

(An affirmative response to the following questions **may not** automatically disqualify you from being considered as a candidate.)

Have you ever been convicted of a felony? ____ Y ____ N

If yes, please explain: _____

Is there any felony charges pending against you? ____ Y ____ N

If yes, please explain: _____

REFERENCES:

Give three (3) references that are not related:

<u>Name</u>	<u>Address</u>	<u>Phone #</u>	<u>Years Known</u>
1) _____	_____	_____	_____
2) _____	_____	_____	_____
3) _____	_____	_____	_____

EDUCATION:

	Name and Location	No. of years attended	Did you Graduate?	Area of study
Grammar School				
High School				
College				
Trade or Business School				

SPECIAL SKILLS:

List any special job skills you may possess.

POSITION DESCRIPTION

CLASS TITLE: FIREFIGHTER / ENGINEER

A. Firefighter / Engineer is that rank directly below and subordinate to Fire Captain as appointed by the City Manager, through the selection process of the Board of Fire and Police Commissioners. A Firefighter's duties shall include any and all of the following, as well as additional duties not listed below or as directed by a Captain or the Fire Chief.

B. FIREFIGHTER / ENGINEERS shall:

1. Perform daily station and apparatus inspection and maintenance, conduct fire prevention inspections as assigned, performing follow up inspections where directed by Captain, complete updated prefire plans, and assist with public education activities.
2. Firefighters shall, be familiar with all streets, hydrants, and business locations, keep proficient in present department operations and strive to advance themselves in progressive fire service techniques, codes, and prevention practices. He shall assist with on the job training of new firefighters during their probationary period, instructing new firefighters both with text and hands-on applications.
3. On the fire ground, Firefighters shall act as engineers for assigned apparatus, securing water supply, and charging lines with sufficient pressure for suppression and other operations. When designated by a Captain or Chief, he may act as a section, division, or crew leader under the department Incident Command System. When assigned as an ICS officer he shall direct all personnel under him to perform assigned tactical operations and be responsible for one of the following RECEOS (rescue, exposures, confinement, extinguishment, overhaul, salvage) assignments according to department Operational Procedures. At times, he may also act in other assigned roles of the Incident Command System.
4. A firefighter further, when acting in the capacity of Shift Commander, shall also assume those duties outlined for the on duty Captain.

C. Type of Work Performed

1. Engages in firefighting and fire preventions activities and the saving of lives and property; maintains fire department equipment and quarters.

D. Types of Duties Performed (These examples do not list all the duties which may be assigned; any one position may not include all the duties listed.)

1. Responds to fire alarms with company; lays and connects hose, holds nozzle and directs water stream; raises and climbs ladders; uses chemical lines and extinguishers; uses bars, hooks, lines, and other equipment.
2. Makes forcible entry into buildings when necessary; ventilation of buildings to drive out smoke and gases; opens walls and other structures which impede effective firefighting.
3. Drives and operates various fire apparatus such as Pumper and aerial truck; operates pumping engine so that water pressure in the hose and nozzle is maintained for most effective operation; performs general maintenance on apparatus.

WOOD RIVER FIRE DEPARTMENT APPLICATION PACKET FOR FULL TIME EMPLOYMENT

4. Performs general maintenance work in the upkeep of fire department property; cleans and washes walls and floors; hangs and dries hose; washes, cleans, polishes, and tests apparatus.
5. Performs rescue operations from burning buildings, vehicle crashes, and other emergencies as called upon.
6. Pre-plans inspections and makes layout sketches; inspects homes and commercial establishments for violations of fire safety codes or apparent fire hazards; writes correction orders and enforces code.
7. Performs salvage operations such as placing salvage covers, sweeping water, and removing debris.
8. Detects evidence of arson and reports to superior; performs preliminary investigation upon suspicion of arson.
9. Responds to a variety of emergency and non-emergency requests.
10. Participates in a variety of public relations projects, such as speeches in schools, parades, and demonstrations during Fire Prevention Week.
11. May be called upon at any time for emergency duties.
12. Performs related work as assigned.
13. Operate both as a member of a team and independently at incidents of uncertain duration.
14. Spend extensive time outside exposed to the elements
15. Tolerate extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot (up to 400 degrees), humid (up to 100 percent) atmospheres while wearing equipment that significantly impairs body-cooling mechanisms.
16. Experience frequent transition from hot to cold and from humid to dry atmospheres
17. Work in wet, icy, or muddy areas
18. Perform a variety of tasks on slippery, hazardous surfaces as on rooftops or from ladders
19. Work in areas where sustaining traumatic or thermal injuries is possible
20. Face exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide, or organic solvents either through inhalation or skin contact
21. Face exposure to infectious agents such as hepatitis B or HIV
22. Wear personal protective equipment that weighs approximately 50 lb while performing fire-fighting tasks
23. Perform physically demanding work while wearing positive pressure breathing equipment.
24. Perform complex tasks during life-threatening emergencies
25. Work for long periods of time, requiring sustained physical activity and intense concentration
26. Face life-or-death decisions during emergency conditions

27. Be exposed to grotesque sights and smells associated with major trauma and burn victims
28. Make rapid transitions from rest to near-maximal exertion without warm-up periods
29. Operate in environments of high noise, poor visibility, limited mobility, at heights, and in enclosed or confined spaces
30. Use manual and power tools in the performance of duties
31. Rely on senses of sight, hearing, smell, and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic, and potentially life-threatening environment throughout the duration of the operation
32. Must wear approved or issued turnout clothing and gear, or any other safety equipment while performing their duties as firefighters. (exceptions at chief's discretion)
33. Must obey all reasonable orders given by the Fire Chief, Shift Officer, or higher ranking officer.
34. Must not report for duty in a condition that would be considered harmful to himself and others while performing his duties as a firefighter, or in a condition such that his actions would be detrimental to the Fire Department image as a whole.
35. Must observe all City and State traffic laws when responding to an alarm in their private vehicle.
36. Must carry his/her portable pager with him/her whenever possible and is expected to report any malfunction or inoperable units as soon as possible

E. Minimum Qualifications Required

1. Must reside in the city limits of Wood River and be a full time resident.
2. Must be 21 years of age.
3. Must hold a valid Illinois drivers license and have their own means of transportation, either as owner or be the insured driver of record.
4. Must be physically capable to perform the duties of a firefighter / Engineer.
5. Ability to learn a wide variety of fire fighting duties and methods within a reasonable probationary period.
6. Ability to carry out work assignments involving danger to life and health.
7. Ability to develop mechanical skills in the operation of fire equipment and apparatus.
8. Ability and sufficient physical strength, agility, and endurance to perform strenuous work under adverse and dangerous conditions.
9. Ability to understand and follow oral and written instructions.

10. Ability to establish and maintain effective working and living relationships with other employees.
11. Ability to operate motor vehicles safely. (Class B License Required)
12. Ability to perform routine station house maintenance work.
13. Ability to work at heights and within confined areas.
14. Ability to learn and carry out first aid principles and practices.
15. Ability to meet requirements as established by the State of Illinois, and the Fire and Police Commission.

All applicants at the time of filing their application for full-time probationary firefighter shall possess either an Office of the Illinois State Fire Marshal certification attesting that the applicant has obtained Illinois Firefighter II status or above or an equivalent document certifying that the applicant has met the requirements of NFPA 1001, Standard for Fire Fighter Professional Qualifications, Firefighter I or above. In addition to either of these, the applicant must also possess a certification attesting that they have achieved a minimum qualification of EMT-B at either the State of Illinois or National level.



Wood River Fire Department

I have received, and reviewed, Wood River Fire Department's Job Description, and can perform these essential functions, with or without, reasonable accommodations.

Signature of Applicant: _____

Please PRINT Name: _____

Date: ____/____/____

I understand this application is based upon the truthfulness of my answers and that there exists no misrepresentation. I further acknowledge that any false information or omissions given shall be cause for rejection *before* acceptance or dismissal from the Wood River Fire Department *after* my appointment.

Signature of Applicant: _____

Please PRINT Name: _____

Date: ____/____/____

Wood River Fire Department **AUTHORIZATION**

ACKNOWLEDGEMENT/CONSENT BACKGROUND AND CREDIT HISTORY

As part of the application process for employment as a police officer or fire fighter with the Police or Fire Department of the City of Wood River, Illinois, the undersigned applicant has been informed and understands that an investigation may be made whereby information is obtained through personal interviews with the applicants neighbors, friends, or others with whom the applicant is associated or acquainted. This inquiry includes, as appropriate, information as to the applicants character, general reputation, personal characteristics and mode of living. The applicant has the right, within a reasonable period of time, to make a request in writing to receive additional, detailed information about the nature and scope of this investigation.

In addition, the undersigned has been informed that part of the background investigation contemplated hereunder may include the employment of a consumer reporting agency to obtain information related to the applicant's credit history. Furthermore, the applicant acknowledges that he consents and authorizes the City of Wood River, its agents and or assigns, to conduct a background investigation and to request a report of his or her credit history. The applicant also acknowledges that said applicant has been advised of his or her creditor's rights, as follows:

Applicant has the right under federal law, on request and the presentment of proper identification, to obtain from the above-named consumer reporting agency the following disclosures:

- (1) The nature and substance of all information in its files (except medical information) on you at the time of the Request.
- (2) The sources of the information
- (3) The creditors to whom the consumer-reporting agency has furnished reports within the six-month period preceding the request.

The reporting agency is required by law to provide trained personnel to explain any information furnished to you, and you may be accompanied by one other person of your choosing when you visit the agency. If another person accompanies you, he or she must furnish reasonable identification, and the agency may require you to furnish a written statement granting permission to the agency's personnel to discuss your file in the other person's presence.

Federal Law provides three methods by which you may obtain these disclosures from the consumer reporting agency: (1) You may appear in person at the agency during normal business hours and on reasonable notice to the agency, provided you furnish reasonable identification. (2) You may receive the information by telephone, provided you have first made written request of the agency to obtain disclosures by this means. You must pay any toll charge involved, and may be required to provide proper identification. (3) If the consumer credit reporting agency was responsible in any way for denial of credit to you, you may obtain from the agency an explanation in writing free of charge.

WOOD RIVER FIRE DEPARTMENT APPLICATION PACKET FOR FULL TIME EMPLOYMENT

The undersigned agrees and consents to the release of such information to the Board of Fire and Police Commissioners of the City of Wood River, as the applicant's prospective employer.

Signature of Applicant: _____

Please PRINT Name: _____

Date: ____ / ____ / ____



Wood River Fire Department

INDEMNIFICATION AGREEMENT

I _____ do hereby declare that I am of good health and feel myself capable of the
Print name
steps outlined in the physical agility testing for Probationary Firefighter for the City of Wood River.

It is hereby agreed that in consideration of _____ testing for a possible position as a
Print name
Probationary Firefighter with the City of Wood River, the above signed agrees to hold the City of Wood River and its agents harmless as to any injury or damages incurred by this individual as a result of activities while testing for this position. I further agree to hold harmless the City of Wood River, the Wood River Fire and Police Commission, its fire department, and department agents acting on behalf of the city, regardless of fault or negligence on the part of any official, fire department employee, or agent acting on behalf of the City of Wood River.

This applicant being of the age of _____ years has read this document, understands the meaning of same, and this shall bind the applicant, his heirs, executors, and administrators to agreement as stated above.

Applicant signature

date

PHYSICIAN'S CERTIFICATION

The Physical Agility Test is comprised of six (6) tasks, which are simulations of actual tasks performed on the job. These six (6) tasks must be performed within seven (7) minutes or less. Applicants will perform the tasks wearing a firefighter's helmet, turnout coat, gloves, and self-contained breathing apparatus. The total weight of the protective gear is approximately 45 pounds.

The following six (6) events comprise the Physical Agility Test:

1. Hose Pull: Applicants must proceed forward with 200 feet of dry 1-3/4 inch fire hose and nozzle until the entire 200 feet of hose is stretched out. This is completed as quickly as possible without stopping.
2. Ventilation Exercise/Keiser Sled: While standing on ground level, the applicant must complete acceptable impacts with a nine (9) lb. soft impact sledgehammer to move the ram approximately 5 feet in each direction on the Keiser Sled.
3. High Rise: Applicants will carry two (2) high rise packs of 1-1/2 inch fire hose for a distance of approximately 70 feet; ascend and descend two (2) flights of stairs.
4. Ladder Handling: Applicant must remove 16 foot ladder from a rack, carry it ten (10) feet and replace it on its original position on an identical rack.
5. Attic Crawl: Applicants must proceed on hands and knees on rafters, which are 24 inches apart, through a ground level attic prop.
6. Bag Drag: Applicants must, while walking backwards, drag a 140 pound sandbag 120 feet to the finish line.

* * * * *

I have made a medical examination of

and find that this person is physically fit to participate in the Physical Agility Test described above which requires, among other things, running, crawling, climbing stairs, and pulling heavy dead-weight objects.

PHYSICIAN'S NAME: _____ DATE: _____

ADDRESS: _____ TELEPHONE NO.: _____

PHYSICIAN'S SIGNATURE:

PHYSICAL AGILITY TEST IN DETAIL

The Physical Agility Test is comprised of six (6) tasks, which are simulations of actual tasks performed on the job. These six (6) tasks must be performed within seven (7) minutes or less. Applicants will perform the tasks wearing a firefighter's helmet, turnout coat, gloves, and self-contained breathing apparatus. The total weight of the protective gear is approximately 45 pounds.

The following six (6) events comprise the Physical Agility Test:

1. HOSE PULL

Requirement: Extend 200 feet of 1 3/4 inch fire hose.

Procedure: The applicant will approach 200 feet of dry 1 3/4 inch fire hose and nozzle, which is in an extended accordion fold. The hose is placed on the applicant by Academy personnel. The applicant then moves forward until the entire 200 feet of hose is stretched out. This is completed as quickly as possible and without stopping.

Job Relatedness: 1 3/4 inch hose is carried on engine companies. A firefighter occupying the nozzle position on an engine company is responsible for extending the line to the point of attack.

Grading Guideline: The instructor will see that the applicant pulls the hose the designated distance without stopping. If an applicant can not complete the task, that applicant will have failed the task and will not be allowed to go to the next station. If an applicant falls down, that applicant will be given the chance to get up and complete the task as long as the instructor feels the applicant is not resting. If the instructor feels that the applicant is resting, the applicant will have failed this task and will not be allowed to go to the next station.

Helpful Information: As you approach the hose pull station, put your arms straight out to your sides to aid in placement of the hose. Wait for the command to start.

2. VENTILATION EXERCISE/KEISER SLED

Requirement: Complete acceptable impacts with a nine (9) pound soft impact sledgehammer to move the ram approximately five (5) feet on the Keiser sled in each direction.

Procedure: While standing on ground level, the applicant must strike a target in the demonstrated manner as quickly as possible, with enough force to move the Keiser sled approximately five (5) feet in each direction.

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, penetrating the roof material with each blow. This is normally accomplished using a six-pound pick-headed axe. However, we use a nine (9) pound soft impact sledgehammer for safety to the applicant.

Grading Guideline: The instructor will tell you to move to the next evolution when the ram completes five (5) feet of movement in each direction.

The instructor will see that the applicant uses short chopping strokes while doing the task.

3. HIGH RISE

Requirement: Carry high-rise equipment for a distance of approximately 70 feet, ascend and descend two flights of stairs.

Procedure: Two high-rise packs of 1 1/2 inch fire hose are placed on the applicant's shoulders by Academy personnel. The applicant then carries them approximately 70 feet as quickly as possible. Within this 70 feet the applicant must ascend and descend two flights of stairs.

Job Relatedness: When preparing to operate on fires above ground level (high-rise), it is routine to take this equipment aloft. It is common practice for one firefighter to carry the hose.

Grading Guideline: The instructor will see that the applicant completes the task without stopping or resting. If an applicant stops or takes a rest, that applicant will have failed the task and will not be allowed to go to the next station.

Helpful Information: When you reach the high rise station, the hose packs will be placed onto your shoulders. Proceed as directed to the stairwell and use the handrails as you proceed up and down the stairwell.

The first rest station is after High Rise.

4. LADDER HANDLING

Requirement: Remove 16 foot ladder from rack, carry it a short distance and replace it on an identical rack.

Procedure: The applicant will approach a 16 foot ladder which is hanging on a ladder rack mounted 74 inches above the ground. The ladder must be removed from the rack, carried approximately ten feet, and replaced in its original position on an identical rack as quickly as possible. The ladder must not be dropped or touch the ground.

Job Relatedness: Ladders carried onto engine companies are mounted an average of 74 inches off the ground. An individual must have the ability to reach and maneuver these ladders at the scene of an emergency.

Grading Guideline: The instructor will see that the applicant moves the ladder without dropping it or letting it touch the ground. If an applicant drops the ladder or it touches the ground, the applicant will have failed the task and will not be allowed to go to the next station. The instructor will also see that the applicant replaces the ladder on the rack so that the mark on the ladder and the mark on the wall match identically. If they do not match, the instructor will allow the applicant to re-align the ladder as often as needed until time expires. If time expires, the applicant will have failed the task and will not be allowed to go to the next station.

Helpful Information: You must line the white line on the ladder with the white line on the wall.

The second rest station is after Ladder Handling.

5. ATTIC CRAWL

Requirement: Applicant will proceed on hands and knees on rafters which are 24 inches apart, through a ground level attic prop.

Procedure: The above requirement must be performed as quickly as possible. Ten 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 routine part of the firefighter's duties. In order to reach smoldering attic fire, or to check for extension from an interior fire, the firefighter may enter the attic and crawl to the necessary location. If a part of the body drops between the rafters, unnecessary damage is done to the ceiling. Also, this can result in injury to the firefighter.

Grading Guideline: The instructor will see that the applicant enters the attic crawl in a safe manner, and add penalty points to the applicants score only if the applicant has part of their body fall below the bottom truss. Fingers and toes showing through the bottom of the truss will not be counted as penalty points. If an applicant exits the attic crawl before completing the task, that applicant will have failed the task and will not be allowed to go to the next station.

Helpful Information: Do not exit the attic simulator, penalty points will be assessed if a part of your body falls through the bottom truss.

The third rest station is after Attic Crawl.

6. BAG DRAG

Requirement: Drag a 140 pound sandbag 120 feet.

Procedure: Applicant must, while walking backwards, drag a 140 pound sandbag 120 feet to the finish line as quickly as possible without stopping.

Job Relatedness: When performing a rescue in a fire situation, most adults are not carried from the building, but rather the firefighter drags them. To remove the victim to a safe location, it is not unusual to travel a distance of 120 feet or more. This task is commonly completed by one firefighter.

Grading Guideline: The instructor will see that the applicant completes the task with out stopping or resting. If an applicant stops or takes a rest, the applicant will have failed the task.

Helpful Information: This is the last station. It is important that you get a good grip on the bag. The stopwatch will continue to run until the bag completely crosses the finish line.

RESTING

Resting can only be done in a rest station and only under certain circumstances. There are three rest stations located on the course. No station may be entered until after completion of the third task. An applicant may enter one station only and remain there for a maximum of one minute. Any time spent in the rest station increases the overall time of the applicant. An applicant does not have to use the rest stations, but should if they feel it is necessary.

If an applicant takes a rest anywhere other than a rest station, that applicant will be disqualified. If an applicant spends more than one (1) minute in a rest station, that applicant will be disqualified.

A second phase of the agility test shall consist of:

AERIAL LADDER CLIMB

Applicant will be required to climb to the top of an extended aerial ladder and buckle in with a safety belt.

Applicant will be evaluated for reluctance and fear of heights.

DARKENED MASK CRAWL

Applicant shall be placed in a Self Contained Breathing Apparatus (S.C.B.A. or Air Pack) with a darkened facepiece. Applicant will crawl through various obstacles and listen to directions.

Applicant will be evaluated for claustrophobia and following instructions.