



# Country Club Hills Deputy Fire Chief Candidate Information Packet

**Full Time Deputy Fire Chief**

**January 2014**

Welcome! We hope you enjoy the recruiting process and find it rewarding.

In 2014, the City of Country Club Hills continues nearly 60 years of service to the Country Club Hills area. The earliest records of Fire protection for the City of Country Club Hills go back as far as 1957. When the first Fire Department was organized, it consisted of a group of concerned citizens and dedicated volunteers.

Since that time, we have continued to grow along with the community. With residents volunteering to become members of the new fire district, the Homewood Acres Fire Department provided space for training the new firefighters until the original firehouse was built on Patrick Avenue. In 1967 the Fire District moved to its present site on 183<sup>rd</sup> Street. In 1973 the Fire District became the first department in Illinois, south of O'Hare Airport, to operate an Advanced Life Support paramedics unit. The Fire District hired their first full-time firefighters in 1975.

Today the Department is a career force that responds to nearly 2,500 calls per year. On September 18, 2000 the Country Club Hills Fire Protection District ceased to exist and was taken over by the City of Country Club Hills which proudly protects 17,000 people living in an area of 5 square miles. We operate out of 2 stations that

protect a residential area and commercial mixed area. Our department consists of full-time and part-time firefighter/paramedics.

You may be part of a proud tradition that continues today. As the district moves forward, there will be changes produced by growth, expansion and progress.

This packet is designed to help you be informed about the Country Club Hills Fire Department. Most of the candidate information will not be needed for further processing. This is provided as information only and will not be necessarily discussed during interviewing.

If you have additional questions regarding this process, please contact Chief Roger Agpawa at 708-798-8488 during regular business hours.



## **Country Club Hills Fire Departments**

Station #1 and Administration  
4520 W. 175<sup>th</sup> Street  
Country Club Hills, IL 60478

Station #2  
4350 W. 183<sup>rd</sup> Street  
Country Club Hills, IL 60478

## **City Administration**

Dwight W. Welch, Mayor  
Deborah McIlvain, City Clerk  
Rhonda Williams, City Treasurer

## **City Council**

Edward Glispie – Ward 1  
Vincent Lockett – Ward 2  
Lisa Evans – Ward 3  
James Ford – Ward 4  
Anthony Davis – Ward 5

## **Board of Fire and Police Commission**

Eddie Martin – Chairman  
John Marsh – Co-Chairman  
Gabe Barnes – Secretary  
Betty L. Colman - Commissioner  
James Craig – Commissioner  
Donald Green – Commissioner  
Eric Watson – Commissioner  
Chester L. Miller Sr. – Commissioner

## **Public Safety Director**

William Brown

## **Fire Chief/Administrator**

Roger A. Agpawa, Chief

## **Deputy Fire Chief**

Vacant

## **Administrative Assistant**

Ovie Y. Thrower



The City of Country Club Hills  
Deputy Fire Chief  
Apply by  
February 7, 2014  
(for full consideration)





## THE CITY

The City of Country Club Hills, with a resident population of nearly 17,000 was incorporated in July, 1958 and has a Mayor/Aldermanic Council of government. The City is a home-rule community whose purpose is to provide a full range of municipal services to its residential and commercial population.

A full-time professional staff provides effective and efficient services which include fire and police protection, emergency, 911 dispatch service, paramedic services, well maintained streets, prompt snow removal, safe and plentiful drinking water, building code and fire prevention inspection services, an aggressive property maintenance program, a city-wide beautification program, parks and recreational programs, senior and youth programming and an outdoor theater and pavilion providing cultural programming for the City surrounding area.

These services are offered to provide the City's residents and guests with the highest standard, quality of life and security.

Country Club Hills has become what it is today because of its residents that donate their time and talents to the building of a city of which they can be proud of.

People working together to build a church, regardless of faith; a community working to build a Civic Center and Library; neighbors helping out when a family comes into hard times; people responding to a community appeal for blood to meet the needs of a young hemophiliac; this is the spirit upon which Country Club Hills was created.

Now almost 50 years later, this spirit of compassion and volunteerism continues to exist.



# THE FIRE DEPARTMENT

The Country Club Hills Fire Department's mission is to reduce fires and the loss of life by providing quality emergency response, code administration, fire prevention and community education services.

The City's fire service has been committed to excellence for nearly 60 years. The fire department has a rich history, coming from a fire protection district in 1957 into the City of Country Club Hills in late 2000. A highly trained staff of fire-fighters works with the latest in fire protection equipment, including state-of-the-art vehicles.

Current staffing of the Country Club Hills Fire Department is 45 personnel, of which 15 are full-time firefighter/paramedics and 30 are part-time firefighter/paramedics. The department's daily administrative/leadership operations are directed by two chief officers and the department's administrative assistant.

The department has two stations graphically located to meet NFPA (National Fire Protection Association) national standards of 240 or less seconds less travel time for the arrival of the first apparatus on the scene (engine, ambulance, truck). Recognized national standards for staffing and apparatus responding to emergencies are:

- Engine Company suppression personnel
- Truck Company suppression personnel
- Ambulance Advance Systems (EMS-P)(2): Certified Paramedics

The Fire Department is a multiple servicing department

- Emergency Medical (Paramedics – advance service)
- Fire Suppression
- Rescue/Extrication
- Public Education
- Fire Prevention Inspection

Fire Prevention and Inspection is vital, ensuring the quality and safety of building construction for commercial buildings requiring minimum standards for construction, with life safety and accessibility. This service is an important asset to our community with annual property values that could reach millions each year. The building of a 120 store outlet mall and expansion of the City's current outdoor theater and pavilion and various other projects will provide additional growth in 2014.



## THE POSITION

The Fire Chief oversees and manages all of the Fire Department's daily fire/rescue activities and EMS service operations. The Deputy Fire Chief of Operations is a full time sworn employee of the Fire Department who performs a wide variety of management, supervisory, technical and operational activities within the fire department.

Reporting directly to the Fire Chief, the Deputy Chief provides leadership to the department and the City organization on numerous public safety and emergency operations issues.

The Deputy Fire Chief continuously evaluates firefighting tactics and performance and either effects changes in equipment, methods, control procedures and training within the limits of delegated authority or recommends changes to the Fire Chief when such changes would exceed delegated authority. Under the direction of the Fire Chief, performance of the Deputy Chief is evaluated on the basis of the excellence of firefighting and emergency medical service provided by the Fire Department.

The Deputy Fire Chief also recommends policies, strategies and programs to promote a safe community. The Deputy Fire Chief serves as a functioning Operations Manager to the Fire Chief. He/she is considered the right arm of the Fire Chief and second in command of the Fire Department. The Deputy Fire Chief may represent the Fire Chief at a wide variety of functions. In the absence of the Fire Chief the Deputy Fire Chief assumes the responsibility of the Fire Chief.

The Deputy Chief is the direct supervisor of shift lieutenants who supervise and guide the daily functions of their assigned personnel in response, operations, etc. The Deputy Fire Chief must possess a strong background of successful coaching, mentoring and developing line officers.

The Deputy Fire Chief is expected to work a 40-50 hour week, with hours determined by the Fire Chief. The Deputy Fire Chief is expected to respond to full-still level and above alarms, as well as specialized/technical incidents whenever available to serve in a command capacity. The person occupying this position must be highly self-motivated, acts responsibly, professionally and proactively in the discharge of duties.

In summary, working with the Fire Chief the Deputy Fire Chief performs departmental operation activities including testing development and oversight, policy analysis, project management, strategic planning and goal setting. The Deputy Fire Chief's personnel functions include managing performance evaluation and disciplinary action. As a member of the City's Executive Management he/she will be expected to promote the policies of the Mayor, City Council and Staff and to encourage interdepartmental cooperation and coordination of activities.



## EDUCATION & EXPERIENCE

The position qualification requirements include but not limited to:

- Associates Degree from an accredited college or university with major course work in fire science or applicable equivalent
- Office of Fire Marshall State Fire Officer level certification
- Seven (7) years experience in firefighting
- Three (3) years experience at supervising rank and administration level
- Proven experience with ICS command systems and possess various NIMS levels
- Emergency Medical Services background
- Comprehensive knowledge of current issues in fire management and principles
- Proven comprehension of federal/state laws, municipal policies and union contracts
- Ability to direct daily operations
- General or versed knowledge of building codes and construction codes
- Excellent written and oral communication skills

Or any combination of applicable education, training and experience

The ideal candidate will have experience:

- As a shift commander/daily operations manager of multiple station operations
- Scheduling and Developing personnel
- Resolving human resource matters
- Communicating effectively with diverse groups



# THE APPLICATION

For full consideration, interested individuals must submit an application, cover letter, resume and targeted questionnaire to:

City of Country Club Hills  
Attn: Deborah McIlvain  
City Clerk  
4200 W. Main Street  
Country Club Hills, IL 60478

**APPLICATION DEADLINE**  
**5:00 PM**  
**FEBRUARY 7, 2014**

For questions, contact the City of Country Club Hills Human Resource Department (708) 798-3399 or Fire Chief's office (708)798-8488.

# COMPENSATION & BENEFITS

Excellent salary and comprehensive benefit package

# TIMELINE

- Posting Date – January 24, 2014
- Closing Date – February 7, 2014
- Review of Resumes and Qualifications – Week of February 10, 2014
- Review Questioners – Week of February 17, 2014
- Scheduling of Interviews and In-Basket Exercise  
Week of February 24, 2014
- Decision of Hire March 2014



# City of Country Club Hills At A Glance

Population	17,000
Square Miles	4.61
Budget (FY2014)	\$2,861,889

## **Staffing**

Chief	1
Deputy Chief	1
Inspectors/PT	2
Lieutenants (Full-Time)	6
Engineers (Full-Time)	6
Firefighters (POC)	3
Firefighters	3
Administrative Assistant	1

## **Equipment**

ALS Ambulance	3
ALS Rescue/Pumper	3
Trucks (105 & 75)	2
Support Vehicles	2
Boat	1
Staff Vehicles	4

## **Call Summary**

Year	2013
Fire Responses	554
EMS Responses	1658
Other Responses	220
Total Responses	2432

## **Salary and Benefit Information**

This information is current as of January 2014

### Holiday Pay

Certification Pay: Provided for Labor Agreement

Family Health, Dental and Vision Insurance: Included

Life Insurance: Included

Downstate Firefighters Pension: Included

Vacation: Included

Personal Days: Included

Sick Days: Included

Residency: Must reside within 15 miles of Country Club Hills, Illinois

## **Mission Statement**

The City of Country Club Hills Fire Department's mission is to reduce fires and the loss of life through education and the Bureau of Fire Prevention and Inspectional Services.

The Fire Department shall provide Fire Suppression, Emergency Medical Services and respond to emergencies that threaten life and damage property.

While not always possible to achieve perfection, the City of Country Club Hills Department of Fire and EMS are committed to delivering dedicated and professional services with the latest equipment made available for the services of the City of Country Club Hills.

# City of Country Club Hills Fire Department Organization Chart

