

**RESOLUTION NO. 15 - 01**

**A RESOLUTION AMENDING THE RULES  
OF THE BOARD OF FIRE COMMISSIONERS  
OF THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT**

**WHEREAS**, the Lisle-Woodridge Fire Protection District ("the District") is a fire protection district duly organized under the laws of the State of Illinois; and

**WHEREAS**, the Board of Trustees of the District has appointed a Board of Fire Commissioners (the "Commission") pursuant to 70 ILCS 705/16.01; and

**WHEREAS**, the Commission has the duty to establish rules to carry out its purposes for appointments, promotions and removals in the District, pursuant to 70 ILCS 705/16.05; and

**WHEREAS**, the Commission has determined that there is a need to amend its rules.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Fire Commissioners of the Lisle-Woodridge Fire Protection District, DuPage and Will Counties, Illinois, as follows:

**Section One:** That the Board of Fire Commissioners hereby amends its rules as fully set forth in the newly amended Rules and Regulations attached hereto and made a part hereof as **EXHIBIT A**.

**Section Two:** The Secretary of the Commission is hereby directed to have these rules therein printed immediately for distribution, and to give notice in a newspaper published in the District of the place where the printed rules may be obtained, and of the date when the rules therein shall go into operation. A sample publication notice is attached hereto and made a part hereof as **EXHIBIT B**.

**Section Three:** The rules shall be in full force and effect ten (10) days subsequent to publication.

**Section Four:** This Resolution shall supersede any resolution or motions, or parts of resolutions or motions, in conflict with any part herein, and any such resolutions or motions, or part thereof, are hereby repealed.

**Section Five:** If any section, paragraph or provision of this Resolution shall be held to be invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of

the remaining provisions of this Resolution.

ADOPTED this 4<sup>th</sup> day of November, 2015, by a roll call vote as follows:

AYES: Callan, Kelly, Vavruska

NAYS: Ø

ABSENT: Ø

  
\_\_\_\_\_  
Chairman, Board of Fire Commissioners  
Lisle-Woodridge Fire Protection District

ATTEST:

  
\_\_\_\_\_  
Secretary, Board of Fire Commissioners  
Lisle-Woodridge Fire Protection District

STATE OF ILLINOIS            )  
  )  
COUNTY OF DuPAGE         )        SS

**SECRETARY'S CERTIFICATE**

I, John J. Kelly, Jr., the duly qualified and acting Secretary of the Board of Fire Commissioners of the Lisle-Woodridge Fire Protection District, DuPage and Will Counties, Illinois, do hereby certify that attached hereto is a true and correct copy of a Resolution entitled:


**RESOLUTION NO. 15 - 01**

**A RESOLUTION AMENDING THE RULES  
OF THE BOARD OF FIRE COMMISSIONERS  
OF THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT**

which Resolution was duly adopted by said Board of Fire Commissioners at a meeting held on the 4th day of November, 2015.

I do further certify that a quorum of said Board of Fire Commissioners was present at said meeting, and that the Board of Fire Commissioners complied with all the requirements of the Illinois Open Meetings Act.

**IN WITNESS WHEREOF**, I have hereunto set my hand this 4th day of November, 2015.

  
\_\_\_\_\_  
Secretary, Board of Fire Commissioners  
Lisle-Woodridge Fire Protection District

**EXHIBIT A**

**Copy of Revised Rules and Regulations attached**

**EXHIBIT B**

**NOTICE OF ADOPTION OF AMENDED RULES AND REGULATIONS OF THE BOARD OF  
FIRE COMMISSIONERS OF THE LISLE-WOODRIDGE FIRE PROTECTION DISTRICT**

Notice is hereby given by the Board of Fire Commissioners (the "Commission") of the Lisle-Woodridge Fire Protection District that its Rules and Regulations have been approved at its November 4, 2015 meeting, and that said rules become effective ten (10) days after the date of publication of this notice. Copies of the amended Rules and Regulations are available for review at the Lisle-Woodridge Fire Protection District headquarters fire station, 1005 School Street, Lisle, Illinois, from 9:00 a.m. to 4:30 p.m., Monday through Friday.

/s/ Dennis Callan, Chairperson  
Board of Fire Commissioners  
Lisle-Woodridge Fire Protection District

# EXHIBIT A

**RULES OF THE  
BOARD OF FIRE COMMISSIONERS  
OF THE  
LISLE-WOODRIDGE FIRE PROTECTION DISTRICT**

**DUPAGE AND WILL COUNTIES  
LISLE, ILLINOIS**



Adopted October 2, 1995  
As Amended June, 1997  
As Amended August 1999  
As Amended December 2001  
As Amended December 4, 2002  
As Amended May 7, 2003  
As Amended July 6, 2005  
As Amended November 2, 2011  
As Amended May 1, 2013  
As Amended November 4, 2015

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**LISLE-WOODRIDGE FIRE DISTRICT  
BOARD OF FIRE COMMISSIONERS**

**1.01 SOURCE OF AUTHORITY**

These Rules are established by the Board of Fire Commissioners (the "Board") of the Lisle-Woodridge 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.

**A. Appointment of Board members and Terms of Office**

The Board shall be comprised of three members. The Board shall be appointed by the Board of Trustees of the Fire Protection District (the "Trustees"). Board members shall serve three-year terms, which shall expire on the first Monday in June of the third year. Each Commissioner shall serve until his or her successor is appointed and has qualified for the position.

**B. Officers of the Board**

The Board annually shall elect a Chairperson and a Secretary during the first meeting in June. 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 Board 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 Board in a permanent record book and shall be the custodian of all the forms, papers, books, records and completed examinations of the Board, and shall perform all other duties the Board prescribes.

**C. Duties of the Board**

The scope of duties of the Board shall generally include:

1. Establishing policies for recruiting, testing, selection and promotion for all members covered under its authority.
2. Establishing guidelines and procedures for hearings required for discipline and termination of members of the District covered by its authority.
3. Serving as an appeals board or hearing board for District members disciplined or terminated under guidelines established by these rules.
4. The Board shall have such other powers and duties as are given it by the statutes of the State of Illinois.



**D. Meetings**

**1. Regular Meetings**

Regular meetings of the Board shall be held monthly or as otherwise determined necessary by the members of the Board. At the beginning of each calendar year, the Board 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.

**2. 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 Board, and signed either by the Chairperson of the Board, or any Commissioner thereof. This notice shall contain a brief statement of the business to be submitted for the consideration of the Board and shall set forth the time and place of such special meeting. No business not on the agenda shall be considered at a special meeting.

**3. Closed Sessions**

During any regular or special meeting, a closed session may be held for any purpose permitted by law as set forth in 5 ILCS 120/2. Closed sessions may be limited to Commissioners and such invited persons as the Board 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 Board 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).

**4. Quorum**

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

**5. Order of Business**

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

- a.** Call to Order
- b.** Roll Call
- c.** Public Comments
- d.** Approval of the Minutes

- e. Communications
- f. Unfinished Business
- g. New Business
- h. Adjournment

**6. Procedure**

Meetings of the Board shall be conducted in an orderly manner.

**7. Office**

The office of the Board shall be the Headquarters of the Lisle-Woodridge Fire Protection District, 1005 School Street, Lisle, Illinois and any document filed in the office of the Chief at the Headquarters building addressed to the Board or to the Secretary thereof shall be deemed filed with the Board. Meetings of the Board shall be held at the Headquarters of the Lisle-Woodridge Fire Protection District unless otherwise provided in the notice thereof.

**8. Addressing the Board**

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

A portion of every Board 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 Board.

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

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

**E. Amendments**

Amendments to these rules of the Board may be made at any meeting of

the Board. All amendments shall be printed immediately for distribution in accordance with 70 ILCS 705/16.05. 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.

**F. Annual Report and Budget Request**

The Board 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 may make suggestions to the Board of Trustees, which it believes would result in greater efficiency or safety in the fire department. The Board shall also submit an annual budget request to the Board of Trustees prior to the end of the fiscal year, or at other time set by the Trustees. The Board shall also prepare an annual budget request prior to the end of the fiscal year (See **Appendix Form 1**).

**G. Conflict with Collective Bargaining Agreement**

In the event of any conflict between the Board's Rules and the terms of a collective bargaining agreement covering District employees, the two shall be read together and deemed supplementary to each other wherever possible, but the collective bargaining agreement's provisions shall prevail if there is a direct conflict and the Rules and contract cannot be read together.

**H. Identity and Privacy Protection Policy**

It is the policy of the Board of Trustees, and hereby adopted by the Board of Fire Commissioners, to protect the identity and privacy of all District members, officers, agents, job applicants and members of the public. The Board of Trustees shall comply with the Illinois Identity Protection Act ("IPA", 5 ILCS 179/1) through implementation of this policy. (5 ILCS 179/35).

Except where required or authorized by law or regulation, the Board of Trustees and all its agents shall not collect, use, or disclose a person's Social Security Number ("SSN"). The Board of Fire Commissioners shall not request SSNs except when it falls under a delineated exception permitted under the IPA. Persons not serving on the Board of Commissioners shall generally have no access to documents or information containing individuals' SSNs. Any more restrictive law, rule, or regulation regarding the collection, use or disclosure of a SSN shall control over the Board policies set forth here. (5 ILCS 179/55)

**1. Identity and Privacy Protections**

- a) Pursuant to the IPA, the Board of Trustee's Freedom of Information Officer(s) or designee shall redact SSNs and private information from documents, including all or any portion of an

individual's SSN requested for public inspection and copying of information pursuant to federal or state law, such as the Freedom of Information Act. (5 ILCS 179/15; 5 ILCS 140/2(c-5). The Board of Trustee documents may be readily redacted in the event of a FOIA request.

- b) Except where expressly permitted, the following actions are prohibited by the Board of Trustees, and its commissioners, officers, members, agents, and employees. (5 ILCS 179/10)
  - (i) To publicly post or publicly display in any manner an individual's SSN.
  - (ii) To print an individual's SSN on any card required for the individual to access products or services provided by the Board of Trustees, unless otherwise required by law. This limitation includes encoding or embedding a SSN in any identification scheme, including, but not limited to, using a bar code, chip, magnetic strip, RFID technology, or other technology, in place of the SSN.
  - (iii) To require an individual to transmit his or her SSN over the Internet, unless the connection is secure or the SSN is encrypted.
  - (iv) To print an individual's SSN on any materials that are mailed to the individual through the U.S. Postal Service, any private mail service, electronic mail, or any similar method of delivery, unless state or federal law requires the SSN to be on the document to be mailed.

The limitation of this sub-paragraph shall not apply to applications and forms sent by mail including, but not limited to:

1. Material mailed in connection with the administration of Unemployment Act;
  2. Material mailed in connection with any tax administered by the Illinois Department of Revenue;
  3. Documents sent as part of an application or enrollment process or to establish, amend, or terminate an account, contract, or policy or to confirm the accuracy of the SSN, as long as the SSN is not printed, in whole or in part, on a postcard or other mailer that does not require an envelope, or that is visible without opening the envelope.
- (v) To collect, use or disclose an individual's SSN unless:
    - (a) Required by federal or state law or regulation
    - (b) The need and purpose is documented prior to the collection, use or disclosure; and
    - (c) The collection, use or disclosure is relevant to the documented need and purpose.

## **2. Exceptions**

- a) SSN may be disclosed under the following circumstances:
  - (i) Disclosure to another local government when required by law or regulation, and if documented protections are provided.
  - (ii) Disclosure pursuant to court order, warrant or subpoena.
- b) SSN may be collected, used or disclosed under the following circumstances:
  - (i) When collection, use or disclosure is required to ensure the safety of state and local government employees; persons committed to correctional facilities, local jails, and other law enforcement facilities or retention centers; wards of the state; and all persons working in or visiting a state or local government agency facility.
  - (ii) When collection, use or disclosure is required for internal verification or administrative purposes.
  - (iii) Collection or use to investigate or prevent fraud, to conduct background checks, to collect debt, to obtain a credit report from a consumer reporting agency under federal Fair Credit Reporting Act, to undertake any permissible purpose that is enumerated under the federal Gramm Leach Bliley Act, or to locate a missing person, a lost relative, or a person who is due a benefit, such as a pension benefit or an unclaimed payroll check.

## **3. Violations**

Anyone violating this policy may be subject to disciplinary action up to termination and/or criminal prosecution as provided by the IPA and law. (5 ILCS 179/45).

## **4. Training**

All employees and officials who have access to SSNs in the course of their position with the Fire District shall undergo approved training on the handling and safeguarding the confidentiality of SSNs.

## **1.02 JOB REQUIREMENTS, APPLICATIONS AND TESTING REQUIREMENTS**

### **A. 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 Board and National Fire Protection Association (NFPA) guidelines. 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.

**B. Application Fees**

The Board may charge a fee to cover the costs of the application process and the costs of the examination. Notice of any fees assessed will be published as part of the notice of the examination.

**C. Age Requirements**

Applicants must be at least twenty-one (21) years of age at the time of certification to the Final Eligibility Register. Applicants shall be under thirty-five (35) years of age at the time of application, unless otherwise provided by state or federal law.

Such maximum age limitation shall not apply in the case of (1) any person previously employed as a full-time firefighter in a regularly constituted fire department of (i) any municipality or fire protection district located in Illinois, (ii) a fire protection district whose obligations were assumed by a municipality under Section 21 of the Fire Protection District Act, or (iii) a municipality whose obligations were taken over by a fire protection district, or (2) any person who has served the fire district as a regularly enrolled volunteer, paid-on-call, or part-time firefighter for the five (5) years immediately preceding the time that the district begins to use full-time firefighters to provide all or part of its fire protection service or (3) any person who turned 35 while serving as a member of the active or reserve components of any of the branches of the Armed Forces of the United States or the National Guard of any state, whose service was characterized as honorable or under honorable, if separated from the military, and is currently under the age of 40.

Furthermore, to qualify for either of the exceptions to the age limitations set forth above applicable to any person previously employed as a full-time firefighter or any person who has served a fire district as a regularly enrolled volunteer, paid-on-call, or part-time firefighter, the applicant shall have been actively working as a firefighter within two (2) years of the date of his or her application to this District. Proof of date of birth may be required. (70 ILCS 705/16.06b(c)(1)-(3); 65 ILCS 5/10-2.1-6 *et seq.*)

**D. Education and Certification Requirements**

1. Each applicant must meet the following:
  - a. Illinois Department of Public Health EMT-P at time of conditional offer of employment.
  - b. Illinois State Fire Marshal Certified Basic Operations Firefighter or equivalent at time of conditional offer of employment.
  - c. Valid Candidate Physical Ability Test (CPAT) card and

separate ladder climb certification at time of application.  
Valid CPAT card dated not more than 12 months from date of conditional letter of appointment.

- d. A certified high school transcript or evidence of a GED equivalent diploma.
  - e. A copy of the valid driver's license.
  - f. Read, speak and write using the English language.
  - g. United States Citizen or naturalized alien.
  - h. Any other documents required by the Board of Trustees.
2. Failure to obtain or thereafter maintain requisite certifications as established by the Board of Trustees and/or the Commission shall constitute just cause for dismissal. 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.

**E. Residency**

Applicants selected for employment must meet the District's residency requirements.

**F. Fingerprints**

At the time an applicant receives a conditional offer of employment he/she must be fingerprinted as directed by the District.

**G. Applications**

Applications for full-time positions with the District shall make application on forms approved by the Board (see **Appendix Form 2A**). Applicants must file their application with the Board or its agent(s) prior to taking any examination. Every applicant must be 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 Board. All applicants shall execute and deliver to the Board 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 Board and is included in **Appendix Form 2A** of these Rules.

Applicants shall furnish with their applications a copy of their birth certificate; recent photograph; any military service record and discharge papers (Form DD2-14), 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.

## **H. Disqualification**

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

1. who is found lacking in any of the established bona fide occupational requirements for the position in the service for which the candidate applies;
2. who is physically unable to perform the essential duties of the position to which the candidate seeks appointment;
3. who uses intoxicating substances to the extent that performance may be diminished on the job, or who currently uses any nonprescription controlled substances or narcotics;
4. who has been convicted of any felony or a misdemeanor involving moral turpitude pursuant to 65 ILCS 5/10-2.1-6.3(i) of the Illinois Municipal Code or 70 ILCS 705/16.06b(i) of the Fire Protection District Act;
5. who has attempted to practice any deception or fraud in completing the application or examination process;
6. whose character and employment references are unsatisfactory;
7. who fails to fully complete the application or fails to comply with the requirements of the application or examination process in any respect;
8. who tests positive for the existence of THC, cocaine and related drugs, and other illegal, non-prescription narcotics and drugs, based after a two-stage test of urine for drug metabolites under a sound drug testing procedure;
9. who has been dismissed from any public service for good cause;
10. who knowingly divulges or receives text questions or answers before a written examination, or otherwise knowingly violates or subverts any of these rules; or
11. for any other lawful reason, including any other reason set forth in 65 ILCS 5/10-2.1-6 or 70 ILCS 705/16.06.

## **I. Review of Applications**

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

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 Board 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.

### 1.03 **EXAMINATIONS FOR ORIGINAL APPOINTMENTS**

#### **A. Notice of Examinations**

The Board shall hold examinations to fill vacancies for full time positions in the District. Examinations shall be held on the dates fixed by the Board. All examinations shall be advertised as required by law to encourage the application of as many qualified applicants as possible. The examinations may be postponed, however, by order of the Board. When an examination is postponed, the Board 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.

The notice of examination shall be given by the Board by publication at least two (2) weeks preceding the examination in one or more newspapers published in the District, or if no newspaper is published therein, then in one or more newspapers of general circulation within the District, or on the District's Internet website, or both and shall at minimum include a statement of:

1. the deadline by which all applications will be received;
2. the time and place where such examinations will be held;
3. fees to be charged to cover examination and application costs
4. the general scope of the examination and the merit criteria for any subjective component set forth by the Board including notice of criteria necessary for any available preference points; and
5. the position(s) to be filled from the resulting certified eligibility list.

The examinations may be postponed, however, by order of the Board. When an examination is postponed, the Board 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.

#### **B. Type of Examinations**

##### **1. Available Alternative Procedure for Original Appointments**

The Board acknowledges the availability of an alternate procedure for the original appointment of firefighters utilizing a state-wide list of eligible candidates. However, at this time, the Board, pursuant to the authority under the Fire Protection District Act (70 ILCS 705/16.06 *et seq.*) and the Board of Fire and Police Commissioners Act (65 ILCS 5/10-2.1-6.3 *et seq.*) declines to participate in the selection of candidates from that list and elects to follow the procedure outlined in this Chapter.

Nothing in these Rules shall be interpreted to foreclose the decision by the Board at a future date to participate in the alternative procedure for original appointment of firefighters pursuant to the Fire Protection District Act, 70 ILCS 705/16.06c, or the Board of Fire and Police Commissioners Act, 65 ILCS 5/10-2.1-6.4. In the event such option is exercised, the Board will give appropriate notice of the option exercised and the procedures that will govern the original appointment of firefighters if the statewide option is invoked.

**2. Original Appointment Testing by the Fire Commission**

The examination and qualifying standards for employment of firefighters shall be based on: mental aptitude, physical ability, preferences, moral character, and health. Any examination and testing procedure utilized to determine a candidate's mental aptitude for qualification as a firefighter shall be supported by appropriate validation evidence. The mental aptitude (written examination), physical ability, subjective component based on merit criteria as determined by the Board, and preference components shall determine the applicant's qualification for and placement on the final register of eligible candidates. No examination shall contain questions regarding the applicant's political or religious opinions or affiliations. (70 ILCS 705/16.06b(d)).

**C. Order and Weight of Examinations**

The Board shall determine the order and criteria for evaluating all elements of the testing process prior to administering each examination. All grades shall be based upon weighing of criteria defined by the Board. Such criteria shall be established before tests are administered. The Board may rank the candidates; assign them a percentile or raw score; or evaluate them as "qualified" or "not qualified" based upon performance in elements of the testing process.

**D. Mandatory Orientation**

An orientation may be held for all applicants and if held shall be considered a mandatory part of the testing process. The Board 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.

**E. Written Examinations**

Written examinations shall be administered in order to measure specific job-related criteria. The test procedure will be determined by the Board 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 shall be administered in a manner that ensures the security and accuracy of scores received and all papers shall become the property of the Board and the grading thereof by the Board 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. All candidates shall be ranked based on their scores on the written examination. This initial ranking shall be used to determine eligibility to participate in subsequent portions of the examination process.

**F. Physical Ability Testing**

Applicants are required to undergo an examination of their physical ability to perform the essential functions included in the duties they may be called upon to perform as a member of a fire department. The Board elects to utilize the Candidate Physical Ability Test (CPAT) and a ladder climb certification for the purpose of testing physical fitness. Applicants must provide proof of a current and valid CPAT card and ladder climb certification with their completed job application to qualify for placement on any list of eligible candidates and also at the time of hire. 70 ILCS 705/16.06b(f). Any costs associated with the CPAT certification will be at the expense of the applicants. The Board reserves the right to use an alternative physical ability test, and if changed the Board will give notice in the notice of examination.

In the event that any applicant who has been found eligible for appointment and whose name has been placed upon the final eligibility register has not been appointed to a firefighter position within one year after the date of his or her CPAT examination and ladder climb certification, the Board may cause a second examination to be made of that applicant's physical ability prior to his or her appointment. If the applicant does not pass the physical ability component as established by the Board on this subsequent testing, the applicant shall not be appointed. His or her name will be retained upon the register of eligible candidates and when next reached for certification and appointment that applicant may be again examined. If at this time the candidate's physical ability is again found to be less than the minimum standard fixed by these rules, the applicant shall not be appointed, and his or her name shall be removed from the Final Eligibility Register. 70 ILCS 705/16.06b(c).

**G. Preliminary Eligibility Register**

The Board may create a Preliminary Eligibility Register. A candidate is eligible to be placed on this Register based upon his or her passage of the written examination, by attaining the minimum score set by the Board. The Board will announce the minimum score prior to each written test. The minimum score should be set so as to demonstrate a candidate's ability to perform the essential functions of the job, and shall be supported by appropriate validation evidence. The Board may consider CPAT / ladder climb certification before or after the creation of the Preliminary Eligibility Register and any subjective components subsequent to the creation of the Preliminary Eligibility Register. The Board may exercise its

option to utilize a Preliminary Eligibility Register or set a minimum cutoff score or limitation until after all applications have been accepted.

**H. Subjective Component**

The Board may conduct a subjective evaluation of candidates such as an oral interview. Interviews shall be administered according to a structured pattern established by the Board and shall measure criteria which the Board shall designate prior to the interview. Any merit criteria utilized for the subjective component shall be announced by the Board in the public notice of the exam. There shall be no minimum passing score for this component. Scores will be calculated objectively and used to rank candidates for placement on the Initial Eligibility Register.

**I. Grading of Oral Examinations**

Each Board member shall independently grade candidates for positions using the established criteria for evaluating candidates. The Board members will submit their individual score of each candidate on a ten (10) point scale with ten (10) being the highest score. Only whole-number scores shall be used. The individual scores by each Board member will be calculated by the Board or may be forwarded to an outside organization responsible for the overall testing where an average score will be determined for each candidate for the oral interview. At the time of the oral interviews, the Board will know only if the candidates are otherwise qualified for the position.

**J. Initial Eligibility Register**

Following proof of passage of the physical ability test CPAT, ladder climb certification and any necessary recalculation of total scores after all subjective components have been administered and scored, the Board will prepare an "Initial Eligibility Register." The examination components for an Initial Eligibility Register shall be graded on a 100-point scale. The candidates will be listed in order of excellence based on their score without the application of any available preference points. Where more than one applicant receives the same number of points, placement on the Initial Eligibility Register shall be assigned by lottery. No more than 60 days after the written examination and subjective evaluation, the Board shall post a dated copy of the Initial Eligibility Register at the District's administrative offices. The Initial Eligibility Register is subject to change with the addition of authorized preference points and said points will be included on the Final Eligibility Register.

**K. Final Eligibility Register**

**1. Generally**

In order to qualify for placement on the Final Eligibility Register, an applicant's score on the written examination, before any applicable preference points or subjective points are applied, must be at or above the minimum score set by the Board on the written

examination. The Board reserves the right to prescribe the score to qualify for placement on the Final Eligibility Register, but the score shall not be less than the minimum score of the written examination. (70 ILCS 705/16.06b(g). Where more than one applicant receives the same number of points, placement on the Final Eligibility Register shall be assigned by lottery. (70 ILCS 705/16.07 and 16.08) 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 705/16.06b(h)).

## **2. Preference Points**

Candidates shall receive information regarding preference points with the District's application form. The Board must provide for no fewer than 10 nor more than 30 preference points for applicants to apply for each test. The Board reserves the right to establish the amount of preference points to be awarded for every category except preference points for veteran status. The Board will state any available preference points in the remaining categories at the time notice of the examination is posted. If eligible for preference points, candidates shall make a claim in writing using the form included with the District's application form (see **Appendix Form 2B**), with proof thereof within ten (10) days after the date of the Initial Eligibility Register or such claim shall be deemed waived. The Board will prepare a "Final Eligibility Register" which shall include approved preference points.

The Commission shall assign preference points as follows:

## **3. Veteran's Preference Points**

Applicants who served in the United States military actively for at least one (1) year and who were honorably discharged or are now on inactive or reserve duty shall be preferred for employment and shall receive a total of five (5) preference points. Proof of such service must include a copy of Military Form DD-214 (long form) as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant (see **Appendix Form 2C**).

## **4. Fire Cadet Preference Points**

Applicants who have successfully completed 2 years of study in fire techniques or cadet training within a cadet program established under the rule of the Joint Labor and Management Committee may receive from zero (0) to five (5) preference points, at the Board's discretion.

## **5. Educational Preference Points**

Any applicant who has successfully obtained an associate's degree in the field of fire service or emergency medical services,

or a bachelor's degree from an accredited college or university may receive from zero (0) to five (5) preference, at the Board's discretion. The Board reserves the right to award a greater number of preference points for job-related degrees than for non-job-related degrees.

#### **6. Paramedic Preference Points**

Applicants who have obtained licensure as an Emergency Medical Technician-Paramedic (EMT-P) may receive from zero (0) to five (5) preference points, at the Board's discretion.

#### **7. Experience Preference Points**

All applicants employed by the District who have been paid-on-call or part-time certified Firefighter II/Basic Operations Firefighter, certified Firefighter III/Advanced Technician Firefighter, State of Illinois or nationally licensed EMT-B, EMT-I, or A-EMT, or licensed paramedic, or any combination of those capacities may be awarded preference points for their experience.

Applicants from outside the District who were employed as full-time firefighters or firefighter-paramedics by a fire protection district or municipality for at least 2 years may be awarded up to the maximum available preference points for this category at the Board's discretion. No experience preference points will be awarded under this section to applicants for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality. The Board shall prorate the awarding of the points based on partial years of experience under this section.

Proof of such service must include submission of copies of applicable certificates and a sworn affidavit by the applicant (see **Appendix Form 2C**). Note that proof of POC or full-time service may be verified by the District. Applicants may be awarded up to one half (1/2) point for each complete year of paid-on-call or part-time service, up to a total of zero (0) to five (5) preference points, at the Board's discretion.

No application of available experience preference points may be allowed that will cause any candidate on the Initial Eligibility Register 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.

#### **8. Residency Preference Points**

The Board, at its discretion, may award from zero (0) to five (5) preference points to applicants whose principal residence is located within the District's jurisdiction.

**9. Additional Preference Points**

The Board reserves the right to award up to an additional five (5) preference points for unique categories based on an applicant's experience or background as identified by the Board and announced with the notice of the examination

**10. Expiration of Register**

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 705/16.06b(h); 65 ILCS 5/10-2.1-9)

**L. Notification of Candidates**

Each candidate completing the testing process will be notified by electronic mail or phone within a reasonable time as to his/her ranking. In the event that the candidate achieves a numerical score that would eliminate the applicant from further participation in the testing process, that person shall receive notice stating that he or she has failed to obtain the minimum score set by the Board and will not be placed on the Final Eligibility Register. Upon completion, a copy of the Final Eligibility Register shall be posted at the District's administrative office.

**M. 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 Board by written notice to the Secretary within ten (10) days of notice. No alteration of any 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 Board 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 Board shall reserve the right to amend any final rating of candidates as a result of reconsideration.

**N. 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.

**O. Retention of Records**

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

**P. Change of Address**

It shall be the duty of each applicant for appointment to inform the Commission in writing of any change of address or telephone number. Failure to properly notify the Commission may be considered sufficient grounds to strike the name of the applicant from the Eligibility Register.

#### **1.04 APPOINTMENT AND WAIVER OF APPOINTMENT**

##### **A. Filling of Vacancies**

Whenever a vacancy exists in a position subject to the jurisdiction of the Board, the Trustees shall so notify the Board. The Board 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 Board. The Board shall appoint the person with the highest ranking on the Final Eligibility Register; however, if the Board has reason to conclude that the highest ranked person fails to meet the minimum standards for the position or if the Board believes an alternative candidate would better serve the needs of the department, then the Board has the right to pass over the highest ranked individual. In this event, the Board may appoint either (i) any person ranking in the top five percent (5%) of the Final Eligibility Register, or (ii) any person who is among the top five (5) highest ranked persons on the Final Eligibility Register if the number of people ranking in the top five percent (5%) is less than five (5) individuals. 70 ILCS 705/16.06b(b).

##### **B. Acceptance of Appointment**

An eligible who has received a conditional offer of employment shall notify the Board of his/her intent to accept the conditional offer within five (5) business days of receipt of the offer. A candidate who has been certified by the Board to fill a vacancy may waive said appointment without losing his or her place on the eligibility list provided that the candidate notifies the District of his or her waiver within five (5) business days of receipt of the conditional offer of employment. An eligible candidate who refuses a second offer of appointment or untimely requests a waiver shall be stricken from the eligibility list.

##### **C. Background Investigation**

Prior to appointment, the Board 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. An oral background interview with the Board may also be included. This portion of the application process will be graded on a pass/fail basis. (70 ILCS 705/16.06b(i)).



**D. Medical Examinations**

After a conditional offer of employment is extended to a candidate, that eligible candidate 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 Board, and shall be graded on a pass/fail basis. The Board shall pay for the basic required medical examination; however, if additional medical evaluations, testing, or treatment are required in order to determine the candidate's fitness for duty, the candidate shall be responsible for obtaining and paying for the additional medical evaluation, testing, or treatment. (70 ILCS 705/16.06b(g))

**E. Certificates of Appointment**

The sole authority to issue certificates of original appointments shall be vested in the Board of Fire Commissioners and all certificates of appointment issued to any member of the fire department shall be signed by the chairman and secretary of the Board. (70 ILCS 705/16.06b(b)).

**1.05 PROBATION**

**A. Probation Period**

Appointees to entry-level positions in the District under the authority of the Board shall be on probation for a minimum of one (1) year from the date of employment unless the Board of Trustees establishes a longer probationary period for paramedics and leaves in excess of thirty (30) days. The probation period shall exclude periods of training, or injury or illness leaves, including duty related leave of more than 30 days in length. If an absence greater than thirty (30) days is granted by the District during a firefighter's probationary period, the probationary period shall automatically be extended by the length of the absence. The employee shall be notified of the extension of the probationary period. The probationary period may further be extended for firefighters who are required as a condition of employment to become a licensed paramedic who fail to become a paramedic in the first year of employment. During this extended period, the probationary employee may only be discharged without hearing if he or she fails to meet the requirements for paramedic licensure. (70 ILCS 705/16.06b(c)) Upon satisfactory completion of the probationary period, the appointment shall become permanent upon written notification from the Board.

**B. Discharge of a Firefighter during Probationary Period**

A probationary firefighter is an employee at will and may be suspended or terminated whenever the Board and Fire Chief both determine that the firefighter's performance or conduct is unsatisfactory for any or no reason.

The Fire Chief shall give all probationary firefighters notice and an opportunity to be heard in advance of providing any discharge recommendation to the Board. The Board shall notify the Board of Trustees of all discharges of probationary employees. During their probationary period all firefighters shall be required to meet the District's physical fitness standard on a quarterly basis. The physical fitness standard is currently measured by completion of a physical job task test. The District may change the components of the physical fitness standard at any time.

## **1.06 PROMOTIONS**

### **A. Rank and Classification**

The order of rank in the District shall be as provided by the Trustees. The Board 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.

### **B. Promotional Lists**

Promotional lists of qualified eligible personnel shall be established as needed for ranks as may be established by the Board of Trustees.

### **C. Method of Promotion**

1. All promotions under the Board in the District shall be on the basis of ascertained merit, seniority in service, and examination. Where practicable, vacancies shall be filled by promotion. The Board will make its best efforts to ensure that promotions are made from within the District. All examinations for promotions, where practicable, shall be competitive among the qualified members of the next lower rank as desire to submit themselves to examinations. Promotional applicants must meet the qualifying standards established by the Trustees in the job descriptions and testing criteria established by the Board of Commissioners in order to be considered for certification to an eligibility list.
2. If the Board of Commissioners 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 eligible personnel for the vacancies existing.

### **D. Criteria for Determining Promotions**

The Board shall identify the criteria to be used in the evaluation of all candidates prior to beginning the testing process and shall post these criteria a minimum of four (4) weeks before testing. The Board 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. These criteria may change from time to time. A cumulative score of 70% or better is necessary to qualify for placement on any promotional list.

**E. Notice of Promotional Examinations**

Written notice of the time, date and location of every promotional examination shall be given by the Commissioners by legal notice at least once in one or more newspapers published, or if none, generally circulated in the District and by posting said notice in a conspicuous location at each station for a minimum of four (4) weeks prior to any promotional examination. The notice of examination shall include a statement of:

1. the deadline by which all applications will be received;
2. the time and place where such examinations will be held;
3. the applicable minimum aggregate passing score, if any;
4. the position to be filled from any resulting eligibility list;
5. the components of the testing and evaluation procedures; and
6. a list of recommended reference materials and their availability.

In lieu of publishing the notice, the Board may utilize the posting process provided each and every employee eligible for the position to be tested for signs a waiver of the need for a published legal notice.

**F. Promotional List**

1. **Components and Scoring**  
The components of the test will be scored and posted in order below with each component score posted prior to the next component. All raw scores shall be multiplied by the weighting factor listed. Should any subjective area not be done, the weighting for the removed area(s) will be assigned to the written exam weight.

Order of Posting	Component	Weighting Factor
1	Seniority (4 points per year (1/3 point per month) up to 25 years of full-time service; 0 to 100 possible)	.1 (10%)
2	Ascertained Merit (for a list of criteria see Appendix B; 0 to 100 points possible)	.1 (10%)
3	Subjective Evaluation Score	.40 (40%)
4	Written (0 to 100 points possible)	.40 (40%)

**Breakdown of portions to the subjective evaluation total and their weight**

Assessment center process (0 to 100 points possible)	.20
Assessment center process (0 to 100 points possible)	.20
Assessment center process (0 to 100 points possible)	.20
Commissioner’s structured oral interview and file review	.20

(0 to 100 points possible)  
Administrative points/Performance evaluations .20  
(0 to 100 points possible)

**Note: If an assessment center process is added, the subjective weighting will be adjusted to .166 (repeating decimal) for each section.**

2. The assessment center process may include, but not be limited to: oral interview, tactical evaluation, writing exercise, group problem solving and leaderless group exercise. The items included in the assessment center process shall be identified at least ninety (90) days prior to the exam at the time the exam notice is posted.
3. All candidates shall be ranked on the list in rank order based on the highest to the lowest points scored on all components of the test.
4. **Written Exam Review**  
Candidate may review the written test results with the testing agency that provided the written exam. The District will schedule the review following the posting of the initial promotional eligibility list between the time the initial posting of the list and the final posting of the list, unless waived by all eligible candidates. This coincides with the time frame where candidates may submit military preference points.
5. After completion of the promotional testing process, the Board will prepare an initial promotional eligibility 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. (**Appendix Forms 5 and 6**). The Board 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.
6. Once all claimed preference points have been awarded, the Board shall certify a final adjusted promotional eligibility list. The final adjusted promotional eligibility list shall expire on a date not greater than three (3) years from the date of its creation. Any names remaining on the list shall be stricken from the list upon its expiration. When there are less than three names on a promotional list in the "qualified" category, the Board may commence the promotional examination process. Eligible personnel already certified on an existing list may retest without risk of losing their certification as "qualified" for three years from the date, which they were originally certified. Upon evaluation or expiration of a list, the Board may test for and certify a new list.

**F. Promotion to ranks other than Firefighter / Firemedic First Class**

All promotions shall be awarded to the person with the highest ranking on the final adjusted promotional list for that rank, unless the Board 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 promotional list. (50 ILCS 742/20(d))

Any candidate may refuse a promotion once without losing his or her position on the final adjusted promotional list. Any candidate who refuses promotion a second time shall be removed from the final adjusted promotional list, provided that such action shall not prejudice a person's opportunities to participate in future promotion examinations. (50 ILCS 742/20(d))

**G. Promotion to Firemedic First Class**

All of the procedures and requirements for promotional examinations set forth in Sections 1-6 above shall apply to the promotional exam offered for the rank of Firefighter/Fire Medic First Class except as follows:

1. Newly appointed Members in the District are placed in the rank of Firefighter/Fire Medic. It is desirable that all Members will be promoted to the rank of Firefighter Fire Medic First Class based upon study and certification in training programs as determined by the District, as well as passing a written test of the Member's knowledge of District rules and regulations as well as firefighting and paramedic procedures.
2. Upon request by the Board of Trustees, the Commissioners shall establish a quarterly examination schedule for the rank of Firefighter/Fire Medic First Class. Examinations will be conducted quarterly provided any prior promotion eligibility list previously established has been exhausted in accord with 70 ILCS 705/16.11. The examination will be given to those Members of the next lowest rank who are eligible under the District's rules and regulations to challenge the examination and who desire to take the exam.
3. Ordinarily, the Board will administer only a written test for the promotional examination to this rank and will not administer any of the other exams set forth in Sections 1-6 above. All eligible Members who achieve a passing score of 80% or better on the written test will be placed on a promotion eligibility register. After the register is finalized, it will be given to the Chief. Absent unusual circumstances, it is anticipated that all persons who pass the test will be promoted. Certificates of appointment will be issued to those candidates named for promotion by the Chief. It is expected that all eligible Members will challenge and pass the

promotional exam for this rank, as it is a desirable part of advancement within the District to achieve a rank of Firefighter/Fire Medic First Class. These exceptions to the Commissioners' rules and regulations will apply only to the promotional examination administered for the rank of Firefighter/Fire Medic First Class.

4. The Board may delegate some or all aspects of administering the written test to other personnel. The Board shall be responsible for the proper administration of the test within any guidelines or directives it may establish.

**H. 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 Board of Fire Commissioners will promote another employee to the position held by the officer requesting reassignment as long as the Trustees determine the position is open.

**I. Demotion**

The Chief may file charges pursuant to Section 1.09 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 Section 1.09 for suspension and dismissal hearings.

**J. Temporary Appointments to Promoted Ranks**

If there is no final adjusted promotion list in effect for the rank on the date a vacancy occurs, or if all persons on the final adjusted promotion list refuse the promotion, the Board shall not make a permanent promotion until a new final adjusted promotional list has been prepared. In such cases, a successor list shall be prepared and distributed within 180 days after a vacancy. Temporary promotions may be made for up to 180 days in the absence of a promotional list. (50 ILCS 742/15 and 20; 70 ILCS 705/16.11)

The Board may make temporary appointments of members for promotional positions until regular appointments may be made under these Rules. The Board shall exercise such authority only when the Board of Trustees has entered appropriate findings of the need to prevent a stoppage of public business, to meet extraordinary exigencies, or to prevent material impairment of the District. No person shall receive temporary appointment to the same position more than twice in any calendar year. Temporary promotions shall not exceed 180 days. (50 ILCS 742/5; 70 ILCS 705/16.12).

## **1.07 OATH OF OFFICE**

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

"I \_\_\_\_\_, do solemnly swear or affirm that I will support the Constitution of the United States, and that of the State of Illinois, and that I will obey the rules and regulations and orders of the Lisle-Woodridge Fire District and faithfully serve the Lisle-Woodridge Fire District in the discharge of my duties as \_\_\_\_\_ to the best of my knowledge and ability. So help me God"  
Signed \_\_\_\_\_, subscribed and sworn to before me this \_\_\_ day of, A.D., 20\_\_\_\_.

## **1.08 STANDARDS OF CONDUCT**

### **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.

## **1.09 DISCHARGE AND SUSPENSION**

### **A. Pre-hearing Procedures**

#### **1. Filing of Complaints**

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

#### **2. Notification of Hearing**

Upon the filing of a complaint with the Secretary of the Board, 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.

#### **3. 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.

**4. Objection 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 Board.

**5. Subpoenas**

Either the complainant or the respondent may at any time before a hearing make application for subpoenas by filing with the Board 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 Board at least three (3) days before the date set for such hearing; provided, however, that the Board in its discretion may waive this rule.

**6. 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 Board, 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.

**7. Filing**

All documents may be filed with the Board by mailing them or delivering them to the Office of the Secretary of the Board at 1005 School Street, Lisle, Illinois 60532. For the purpose of these Rules, the filing date of any document shall be the date it was received in the Board's office whether the document is delivered personally or by messenger or by mail. Items received after 4:30 p.m. on Friday and before 8:30 a.m. on Monday shall be deemed "filed" on Monday, provided that Monday is not a holiday. If Monday is a holiday, the item shall be deemed "filed" on the next business day.

**8. 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.

**9. Computations 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 (10) below.

**10. Date of Hearing**

Time for the hearing of charges shall be set by the Board 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 Board. The granting of or refusing to grant a continuance of a hearing is within the discretion of the Board.

**B. Hearing of Charges**

1. Hearings before the Board are quasi-judicial proceedings. The provisions of the Illinois Code of Civil Procedure shall not be binding on the Board, but may be referred to in guiding the Board in its proceedings. The Board shall determine any special rules for conducting the hearing.
2. "Counsel" as used herein means one who has been admitted to the bar as an attorney at law in the State of Illinois.
3. No rehearing, reconsideration, modification, vacation or alteration of a decision of the Board will be allowed, except upon a written request filed within five (5) calendar days of the Board's decision. Pending the request for rehearing, reconsideration, modification, vacation or alteration the time period for review under the Administrative Review Act shall not be tolled.
4. 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.
5. All hearings shall be conducted in accordance with the Open Meetings Act.
6. At the time and place of hearing, parties may be represented by legal counsel or a union representative if they so desire.
7. All proceedings before the Board during the conduct of a hearing

shall be recorded by a court reporter to be employed by the Board.

8. The records of all hearings will not be transcribed by the reporter unless requested by the Board 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.
9. All witnesses shall be sworn in by a member of the Board or the court reporter prior to testifying. All matters will be decided by the Board upon evidence presented at the hearings.
10. The Board 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 Board 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.
11. The Board's Attorney shall serve as Counsel to the Board during the hearing.
12. 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.

**C. Suspension Pending Hearing**

1. The Board 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 Board and until the conclusion of such proceedings. Such suspension may be considered a part of the disciplinary action if the employee is found guilty.
2. If the Board is contemplating the suspension of a member pending a full hearing on the charges, the Board 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.

**D. Suspension by the Fire Chief**

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 Board. The Chief shall promptly notify the Board in writing of the suspension.

1. Any firefighter so suspended shall be entitled to appeal the suspension by requesting in writing a hearing before the Board. The request for an appeal hearing must be filed with the Secretary of the Board within five (5) calendar days after notification of the suspension. 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 Board.
2. Upon conclusion of the suspension appeal hearing, the Board 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.
3. For Members covered by the collective bargaining agreement between the District and IAFF Local 2986, the grievance procedure of the collective bargaining agreement provides the sole and exclusive remedy for appeals from any discipline up to but not including, termination and the Board will hear no appeals or charges in such cases unless the collective bargaining agreement is amended to provide otherwise. Charges proffered requesting the termination of a Member covered by the collective bargaining agreement shall be considered solely by the Board under these procedures.

**E. Findings and Decision**

The findings and decision of the Board 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) or forty-four (44) hour week, and not exceeding ten (10) duty days for a firefighter on shift assignment. Within a reasonable time after the hearing is completed, the Board shall enter its findings in the records of the Board.

The Board shall inform the Board of Trustees of any decision discharging a member from employment or removing a member from a higher rank and demoting the member to a lower rank and the reasons for its decision. Any discharge or removal decision shall not become effective until confirmed by a majority vote of the Board of Trustees.

Notice of the Board of Trustees' confirmation vote shall be provided to the respondent, complainant, and the Board of Fire Commissioners. Notice of the confirmation vote shall be the final administrative decision for purposes of administrative review for demotions or discharges. All other findings and decisions of the Board involving disciplinary sanctions less than demotion or discharge shall be final administrative decisions and are not subject to the Board of Trustees' confirmation.

## **APPENDIX FORMS**

- FORM 1: Budget Request Form
- FORM 2A: Firefighter Applicant Personal Data Questionnaire and Authorization Form
- FORM 2B: Preference Points for FireMedic Candidates
- FORM 2C: Preference Point Claim Form and Affidavit
- FORM 3: Summary of Candidate's Preference Points
- FORM 4: Verification of Employment Data Form
- FORM 5: Preference Points for Officer Candidates
- FORM 6: Preference Point Claim Form and Affidavit

FORM 1

LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
BOARD OF FIRE COMMISSIONERS  
ANNUAL BUDGET REQUEST

(Date)

Re: Annual Budget Request of the Board of Fire Commissioners

Request is hereby made that the following proposed operating budget be appropriated in the Annual Budget and Appropriation Ordinance to be passed for the current year for purposes of the Board of Fire Commissioners of the Lisle-Woodridge Fire Protection District.

**Board of Fire Commissioners**  
**Proposed Budget**

General & Administrative  
Advertising  
Other Testing Procedures (Physical Fitness, Background, Oral Exams)  
Written Exams  
Psychological Exams  
Legal Fees  
Conference & Travel  
Dues & Fees  
Contingencies and Other Matters  
Salary  
    Fire Commission (Secretary)  
    Fire Commissioners

Respectfully submitted,

**Board of Fire Commissioners**  
**Lisle-Woodridge Fire Protection District**

Chairperson: \_\_\_\_\_

Secretary: \_\_\_\_\_

Member: \_\_\_\_\_

**FORM 2**

**LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
FIREFIGHTER APPLICANT PERSONAL DATA QUESTIONNAIRE  
AND AUTHORIZATION FORM,  
PREFERENCE POINTS FOR FIREMEDIC CANDIDATES, AND  
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

**FORM 2A**

**(INSERT DISTRICT'S APPLICATION FORM)**

**LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
AUTHORIZATION FORM**

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I, \_\_\_\_\_, hereby authorize the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT and its agents, employees or representatives to obtain and use all information relating to my previous and current employment, education, military record, criminal conviction history, personal characteristics and all other information which may bear favorably or unfavorably upon my application for promotion made to the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT. I also consent to the release to the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for promotion with the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT. I further release from liability any person or persons providing or receiving any such information in connection with this pre-promotional investigation.

I also agree to indemnify and hold harmless the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents against any claim or loss whatsoever, including but not limited to attorneys' fees and any cost of defense which arises directly or indirectly out of any injury which I might sustain in the application process. I also covenant that for the consideration of my application, I agree not to sue the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT, the individual trustees and commissioners, employees and agents for any injury, loss or damage as a result of such process including but not limited to personal injury, wrongful death, court costs, attorneys' fees and interest, in any manner caused directly or indirectly, including the negligent acts or omissions of the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of continued employment with the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT, I must maintain at all times a valid State of Illinois driver's license, of the Class required to operate all vehicles of the LISLE-WOODRIDGE FIRE PROTECTION DISTRICT. I do further agree that my failure to maintain said driver's license will constitute reason for withdrawal of a conditional offer of promotion or just cause for my dismissal from employment with the District. I understand that the Board of Fire Commissioners has provided recommended, but not required, certification/coursework for the position for which I have applied.

Signature \_\_\_\_\_

SUBSCRIBED and SWORN to

before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

**WE ARE AN EQUAL OPPORTUNITY EMPLOYER.** This organization is committed to the policy of equal employment opportunity in recruitment, hiring, career advancement, and all other personnel practices. Your job related experience and other qualifications will be considered without discrimination on the grounds of race, color, religion, sex, national origin, age, or physical or mental handicap. All information provided in this application will be treated confidentially, and will be used only to help assure the best use of your abilities if you are employed with us.



## FORM 2B

### LISLE WOODRIDGE FIRE DISTRICT PREFERENCE POINTS FOR FIREMEDIC CANDIDATES (SPRING \_\_\_\_ TEST)

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After the Initial Eligibility Register is created, the candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire Commissioners on its standard form (**Form 2C**). This claim must be made within ten (10) days after posting of the preliminary eligibility list or the points will be deemed waived.

Four types of preference points may be claimed by applicants:

1. **Veterans Preference Points (70 ILCS 705/16.06b(h)(1)) (Max. 5 Points)**

Applicants who served in the United States military actively for at least one year and who were honorably discharged or are now on active or reserve duty shall receive five (5) points. Proof of such service must include a copy of Military Form DD-214 (long form) as a proof of active service, evidence of honorable discharge and sworn affidavit by the applicant (see **Form 2C**).

2. **Educational Preference Points (70 ILCS 705/16.06b(h)(3)) (Max. 5 Points)**

Applicants who have successfully obtained an Associate's degree from an accredited college or university in the field of fire service, emergency medical services, or a related field or a Bachelor's degree from an accredited college or university in any field shall receive five (5) points. A copy of the diploma must be included with the request for preference points as proof of the attainment of the degree.

3. **Residency Preference Points (70 ILCS 705/16.06b(h)(6)) (Max. 2 Points)**

Applicants who maintain their principal personal residence within the boundaries of the Lisle-Woodridge Fire Protection District at the time of application shall receive two (2) preference points. Proof of residency must be shown in order to obtain the points.

4. **Experience Preference Points (70 ILCS 705/16.06b(h)(5)) (Max. 3 Points)**

Applicants from outside the Lisle-Woodridge Fire Protection District who were employed as full-time certified firefighters or paramedics for at least two (2) years at another fire protection district or municipality shall be awarded one (1) point for each year up to a maximum of three (3) points. No experience preference points will be awarded to applicants for service with a private employer who had a contract for fire or ambulance service with a fire protection district or municipality.

Proof of such service must include submission of applicable certificates and a sworn affidavit by the applicant (see **Form 2C**). Proof of full-time service will be verified by the District. An applicant may not receive experience preference points for a certificate if the amount of the points awarded would place the applicant before a veteran on the Final Eligibility Register

**FORM 2C**

**LISLE-WOODRIDGE FIRE DISTRICT  
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT  
(SPRING \_\_\_\_ TEST)**

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

**1. Veterans Preference Points (70 ILCS 705/16.06b(h)(5))**

Please state the following information regarding your military service and attach Form DD-214 (long form) and proof of honorable discharge:

Branch of Service: \_\_\_\_\_

Unit: \_\_\_\_\_

Rank: \_\_\_\_\_

Date of Service (Month/Date/Year): \_\_\_\_\_ to \_\_\_\_\_

Date of Honorable Discharge: \_\_\_\_\_

**2. Educational Preference Points ( 70 ILCS 705/16.06b(h)(3))**

Please state the following information regarding your educational background and attach copies of diplomas as proof of the attainment of a degree:

College Attended: \_\_\_\_\_

Dates of Attendance (Month/Date/Year): \_\_\_\_\_ to \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

College attended (if applicable): \_\_\_\_\_

Dates of Attendance (Month/Date/Year): \_\_\_\_\_ to \_\_\_\_\_

Degree Awarded: \_\_\_\_\_

3. **Residency Preference Points (70 ILCS 705/16.06b(h)(6))**

Please provide your primary resident address and attach at least two documents that indicate proof of your residence within the boundaries of the Lisle-Woodridge Fire Protection District:

Home Address: \_\_\_\_\_

Length of Residence at this Address: \_\_\_\_\_

4. **Experience Preference Points (70 ILCS 705/16.06b(h)(5))**

Please state the relevant dates of successful service in the following capacities and attach OSFM Certified Firefighter II/Basic Operations Firefighter, OSFM Certified Firefighter III/Advanced Technician Firefighter and/or IDPH Paramedic Licenses. Do not include employment with any private company or service even if that employment provided service to a fire district or municipality.

***Full-time Firefighter and/or Paramedic***

Name of Department/District: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Service (Month/Date/Year): \_\_\_\_\_ to \_\_\_\_\_

Name of Department/District: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_

Dates of Service (Month/Date/Year): \_\_\_\_\_ to \_\_\_\_\_

STATE OF ILLINOIS )  
 ) SS  
COUNTY OF \_\_\_\_\_ )

**CANDIDATE'S AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn  
**Name of Candidate**

on oath, state that the information set forth in my Lisle-Woodridge Fire Protection District Preference Point Claim Form is true and correct. I understand that any misrepresentation, falsification, or material omission may result in my application no longer being considered by the District, removal from the hiring list, and/or dismissal from the District.

\_\_\_\_\_  
**Candidate's Signature**

**Subscribed and Sworn to**  
before me this \_\_\_\_\_ day  
of \_\_\_\_\_ 20 \_\_\_\_

\_\_\_\_\_  
**Notary Public**

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**For District Use Only**

Date Initial Eligibility Register was Posted: \_\_\_\_\_

Date of Submission of Claim Form: \_\_\_\_\_

Received by: \_\_\_\_\_

**FORM 4**

**LISLE-WOODRIDGE FIRE DISTRICT  
VERIFICATION OF EMPLOYMENT DATA FORM**

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To the Employer

\_\_\_\_\_ has requested preference points pursuant to 70 ILCS

705/16.07 for the final eligibility list for hire with the Lisle-Woodridge Fire District. Before the Board of Fire Commissioners awards these points, we ask that you complete the following form which we will use to verify information supplied to us by the applicant.

Please return this form by \_\_\_\_\_. If you have any questions please contact Deputy Chief Keith Krestan at (630) 353-3051.

Thank you very much,

Board of Fire Commissioners  
Lisle Woodridge Fire District

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I, the undersigned on behalf of

\_\_\_\_\_ (hereinafter the "Department")  
(Fire District or Municipality)

\_\_\_\_\_  
(Address)

hereby certify that \_\_\_\_\_ was/has been employed with the  
(applicant)

Department in the following capacities:

1. Full-time Firefighter II/Basic Operations Firefighter and/or Paramedic  
Dates of Service (Month/Date/Year) \_\_\_\_\_ to \_\_\_\_\_
2. Full-time Firefighter III/Advanced Technician Firefighter and/or Paramedic  
Dates of Service (Month/Date/Year) \_\_\_\_\_ to \_\_\_\_\_

Signed this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

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## FORM 5

### LISLE-WOODRIDGE FIRE PROTECTION DISTRICT PREFERENCE POINTS FOR OFFICER CANDIDATES

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After the initial eligibility list is created, candidates who are eligible for preference points may submit a claim for these points in writing to the Board of Fire Commissioners on its standard form. This claim must be made within ten (10) days after the date of posting of the initial eligibility list or the points will be deemed waived.

#### **Veteran's Preference Points**

Applicants who served in the United States military actively for at least one year and who were honorably discharged or are now on inactive or reserve duty shall receive 7/10 of one point for each six (6) months or fraction thereof of military or naval service not exceeding thirty (30) months, or no more than 3.5 points. Proof of such service must include a copy of Military Form DD214 as proof of active service, evidence of the honorable discharge and a sworn affidavit by the applicant. After completion of the promotional testing process, the Board will prepare an initial eligibility 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 Board of Fire Commissioners on its standard form within ten (10) days after the posting of the initial eligibility register or such claims shall be deemed waived. The Board 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 veteran's preference for a promotional appointment after receiving one promotion from an eligibility list on which he or she was allowed military preference.**

**FORM 6**

**LISLE-WOODRIDGE FIRE PROTECTION DISTRICT  
PREFERENCE POINT CLAIM FORM AND AFFIDAVIT**

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

**Veteran's Preference Points (70 ILCS 705/16.08a)**

Please state the following information regarding your military service and attach Form DD 214 (long form) and proof of honorable discharge:

Branch of Service: \_\_\_\_\_

Rank: \_\_\_\_\_

Date of Service (month/date/year); \_\_\_\_\_ to \_\_\_\_\_

Date of Honorable Discharge: \_\_\_\_\_

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STATE OF ILLINOIS                    )  
  ) SS  
COUNTY OF                            )

**CANDIDATE'S AFFIDAVIT**

I, \_\_\_\_\_, being first duly sworn on oath,  
(Name of Candidate)

State that the information set forth in my Lisle-Woodridge Fire Protection District Preference Point Claim Form is true and correct. I understand that any misrepresentation, falsification, or material omission may result in my application no longer being considered by the District, removal from the hiring list, and/or dismissal from the District.

\_\_\_\_\_  
Candidate's Signature

Subscribed and Sworn to  
before me this \_\_\_\_ day  
of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
**Notary Public**