



Buffalo Grove Board  
of Fire and Police  
Commissioners



# 2023

## Firefighter/Paramedic Recruitment Packet



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# WELCOME FROM THE FIRE CHIEF



**Mike Baker**

Fire Chief  
Buffalo Grove Fire Department

Thank you for your interest in the Buffalo Grove Fire Department's (BGFD) 2023 Firefighter/Paramedic eligibility process! The personnel of the BGFD are dedicated to providing the highest quality of EMS, Fire Suppression and Technical Rescue services to the citizens and visitors to the Village of Buffalo Grove. We are looking for those people who put other's concerns above their own and have the desire to be an advocate for the citizens they serve.

It is an honor to be the Fire Chief of the Buffalo Grove Fire Department and I wish you all of the best with the 2023 Firefighter/Paramedic eligibility process.





# MISSION

Provide professional services with Commitment, Loyalty, Integrity, and Pride.

# VISION

The Buffalo Grove Fire Department will aspire to be the premier emergency services provider, delivering exceptional service and value to our community.

# VALUES

The Buffalo Grove Fire Department will endlessly strive to achieve our mission based on these values: Service, Adaptability, Fairness, Empowerment, and Respect.



**Interested in more information?**

See our recruitment video at <http://bit.ly/bgfdrecruitment>

# Department at a Glance



## Personnel

The Buffalo Grove Fire Department has 3 shift battalion chiefs, each leading a 24 hour shift made up of 3 lieutenants and 14 firefighter/paramedics. In addition the Department has 7 full time administrative staff, including 4 full time and 2 part time nonsworn members.



## Stations and Apparatus

The Buffalo Grove Fire Department operates out of three fire stations from which it deploys one engine company, two truck companies and three ALS ambulances. All fire apparatus are ALS equipped and staffed with a minimum of three personnel.



## Special Teams

The Department is home to four special teams: Water Operations, Hazardous Materials, Fire Investigations, and Technical Rescue. All four special teams are a part of the MABAS Division 1 & 4 teams, have access to cutting edge equipment and technology, and are actively seeking new members.



## Call Volume

Buffalo Grove is a full service public safety agency, with the responsibility of responding to and mitigating incidents involving fires, medical emergencies, hazardous materials, and technical rescues. Buffalo Grove's call volume is steady, averaging approximately 13 calls per day and an average of 4,800 calls per year. The vast majority of the Department's calls are EMS related.



# SALARY AND BENEFITS



Competitive salary ranging from \$70,566.08 - \$115,042.72 (Effective 5/1/22-4/30/23)



Paid vacations and holidays



College tuition reimbursement



Comprehensive benefits package including medical, dental, and life insurance



Required pension fund participation and other optional retirement savings opportunities



Modern workout facilities



Numerous active special rescue teams seeking new members



No residency requirement





# EMPLOYMENT REQUIREMENTS



## Age

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Minimum of 21 years of age and under 35 years of age, unless previously a full-time Firefighter in Illinois, at the date of the written examination.



## EMT Certification

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All applicants must be licensed by IDPH as an EMT at the time of the written examination and licensure as an EMT-P by the time of a conditional offer of appointment.



## Education

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All applicants must have a minimum of a high school diploma or the equivalent.



## CPAT

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All applicants must complete a Candidate Physical Ability Test and a Ladder Climb Test by an IAFC/IAFF certified provider.



## Citizenship

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All applicants must hold United States citizenship.



## Driver's License

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All firefighter/paramedics must possess or be able to obtain a valid class B non-CDL or equivalent driver's license.



## Language

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All applicants must have the ability to understand the English language, both written and spoken.



## Background Process

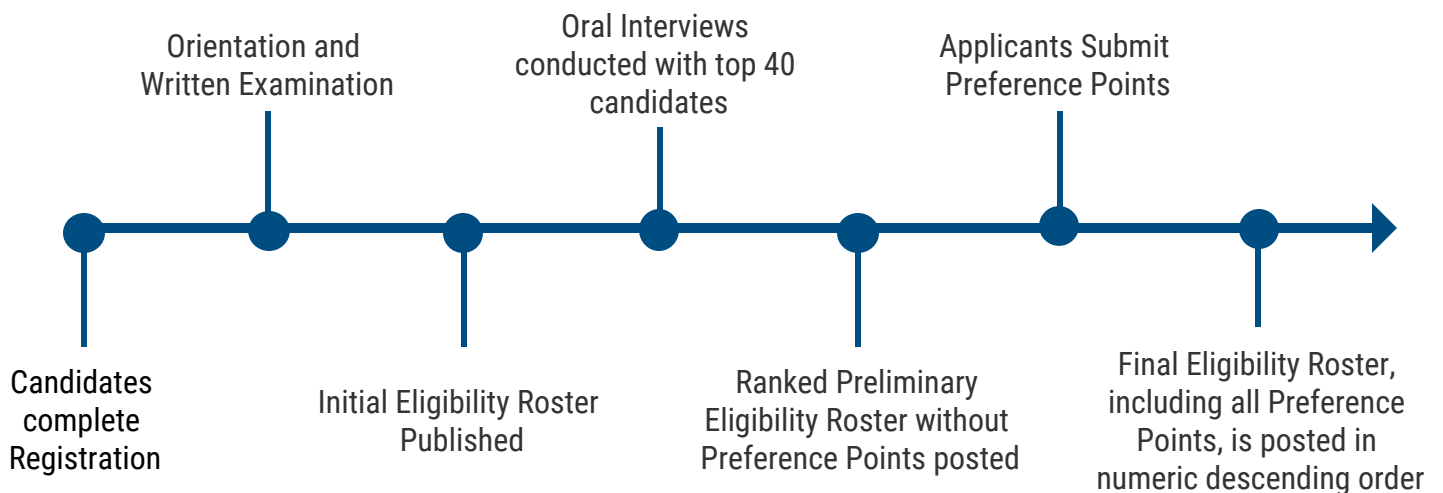
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All employees must undergo and successfully complete a rigorous background investigation including a polygraph examination.



# HIRING PROCESS OVERVIEW

The process to become a firefighter/paramedic is governed by Illinois statute. All Buffalo Grove firefighter/paramedics are hired from an Eligibility Roster developed by the Buffalo Grove Board of Fire and Police Commissioners. In order to be eligible for the roster, all elements of the testing process must be completed successfully, starting with personal attendance at the scheduled orientation session where application materials, minimum requirements, payment will be verified and information regarding the testing process reviewed.



The Final Eligibility Roster is valid for a period of two years from the date of certification by the Board of Fire and Police Commissioners. As vacancies occur, applicants will be invited, in ranked order, to participate in the Department's background investigation process.







# REGISTRATION PROCESS

If you are able to meet the application and employment requirements, complete the following steps to apply and register for the orientation and written examination. The online application is due on Friday, March 24, 2023 by 5:00 PM.



Before applying, fully read the Orientation Packet to ensure you understand the required steps and your eligibility.



Complete the online application at [www.bit.ly/bgfd2023application](http://www.bit.ly/bgfd2023application) by 5:00 PM on Friday, March 24, 2023.



Pay the nonrefundable \$20 (plus \$1.72 processing fee) registration fee and sign up for an orientation and written examination session at [www.bit.ly/bgfd2023orientation](http://www.bit.ly/bgfd2023orientation).



Print out the registration confirmation and bring your photo id, proof of an EMT or paramedic license, proof of passage of the CPAT with ladder climb, and the printed confirmation to the orientation and written examination.



# Required Tests and Licenses

## CPAT and Ladder Test

All applicants are required to have passed the CPAT physical ability test and a ladder test through an IAFC/IAFF certified testing agency within the twelve months prior to the written examination. A complete listing of certified agencies can be found at <https://www.iaff.org/cpat/#licensing>.

In order to take the CPAT and ladder test, applicants must make an appointment with one of the certified agencies. Locally, CPAT and ladder tests can be completed at the Northeastern Illinois Public Safety Training Academy ([www.nipsta.org](http://www.nipsta.org)) or at the Southwest United Fire District ([www.sufd.org](http://www.sufd.org)).

Once the CPAT and ladder tests have been passed, proof of passage within 12 months of the orientation session must be printed and brought to the mandatory orientation and written examination taking place on March 25, 2023. Without proof, you will not be allowed into the orientation and will not be eligible for the Final Eligibility Roster.

## EMT License

All applicants are required to have a valid EMT licensure with the Illinois Department of Public Health or the National Registry of EMTs (NREMT) at the time of the mandatory orientation and written examination. In addition, all applicants must have a EMT-Paramedic license at the time of the conditional offer to hire.

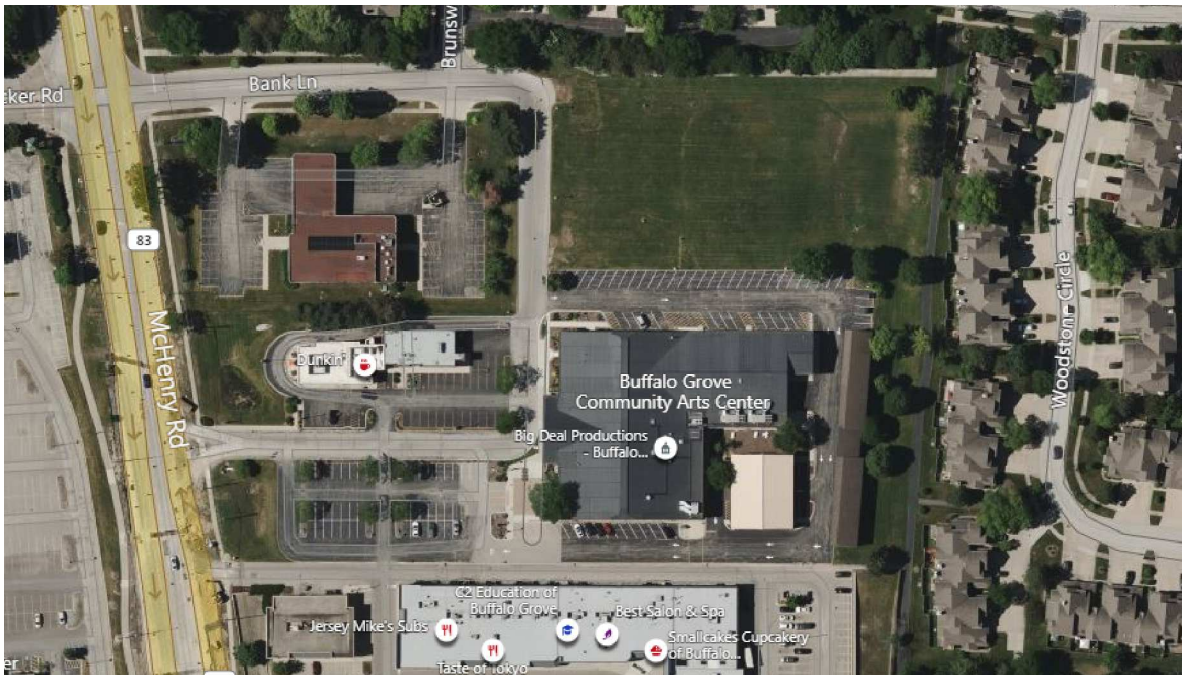
Proof of your EMT license, such as your EMT card, must brought to the mandatory orientation and written examination taking place on March 25, 2023. Without an IDPH/NREMT EMT or Paramedic license, you will not be allowed into the orientation and will not be eligible for the Final Eligibility Roster.





# WRITTEN EXAMINATION

The orientation and written examination will take place at the Buffalo Grove Community Arts Center, located at 225 McHenry Road, Buffalo Grove, IL 60089. Registration will open on Saturday, March 25, 2023 at 08:00 with the doors closing at 09:00. The mandatory orientation session will start at 09:00 followed by the written examination and will last until approximately 12:00. Candidates who fail to appear before the doors close at 09:00 will not be allowed to attend the mandatory orientation session, complete the written examination and will not be eligible for the Final Eligibility Roster.



The written examination assesses cognitive ability and behavioral characteristics, including scenario-based skills assessment that are designed to gauge job-related skills. You do not need to have any firefighting experience, training or knowledge to successfully complete this exam. Written exams are scored by the Board of Fire and Police Commissioners following the conclusion of the test. A score of 75% or greater is required to successfully pass the written examination. These scores account for 60% of the Preliminary Eligibility Roster (not including preference points). The top 40 scoring individuals, including ties, will be invited to proceed to the oral interviews.



# ORAL INTERVIEWS

The oral interviews will take place on Saturday, April 15th and Sunday, April 16th. Interviews are conducted by the Board of Fire and Police Commissioners at the Buffalo Grove Police Department, located at 46 Raupp Blvd, Buffalo Grove, IL 60089. Eligible candidates will be notified after the written examination of their scheduled interview time. The scores resulting from the oral interviews comprise 40% of the ranking within the Preliminary Eligibility Roster (without Preference Points).





# PREFERENCE POINTS

After the conclusion of the oral interviews, applicants will have the opportunity to apply for preference points. Applications for preference points, including relevant documentation, is due by Friday, April 27, 2023. Preference points are broken down into the following categories:

- Veteran (5) - One year of active military duty with honorable discharge
- Education (2.5) - Associate degree in Fire Service or Emergency Medical Service, or Bachelor's degree
- Paramedic (2.5) - Current EMT-P license by the Illinois Department of Public Health
- Additional Certifications (7.5) - 2.5 points for certification by the Illinois State Fire Marshal's Office as a Basic Operations Firefighter (Firefighter 2); an additional 2.5 points for certification by the Illinois State Fire Marshal's Office as an Advanced Technician Firefighter (Firefighter 3); an additional 2.5 points as a Paramedic in good standing in the Northwest Community Hospital, IL EMS System

No preference points will be awarded to a candidate without proper documentation or who does not fully satisfy the requirements of the category. Following the awarding of applicable preference points, a ranked Final Eligibility List will be posted.





# HELPFUL HINTS

1

Deadlines will not be extended.

2

The application must be completed completely and honestly.

3

No exceptions will be made for the written examination or oral interview testing dates, except under extreme circumstance.

4

Bring a photo ID, current EMT or Paramedic license, printed registration confirmation, and proof of completion of the CPAT test to the orientation and written examination.





# Applicant Checklist



Complete the application at [www.bit.ly/bgfd2023application](http://www.bit.ly/bgfd2023application) by March 24, 2023.



Sign up for the mandatory Orientation and Written Exam and pay the required registration fees by March 24, 2023 at [www.bit.ly/bgfd2023orientation](http://www.bit.ly/bgfd2023orientation)



Complete the CPAT and Ladder Test through a certified agency within the 12 months preceding the date of the Written Examination



Print proof of completion for CPAT and Ladder Test as well as a copy of the Orientation and Written Examination registration ticket



Attend the mandatory Orientation and Written Examination on March 25, 2023 with photo identification, current IDPH/NREMT EMT or Paramedic License, and printed proof of CPAT and Ladder Test completion and registration ticket



# CONTACT US

All inquiries will only be addressed by the contacts listed below. In no case are the applicants to call the Buffalo Grove Fire Department directly.



## Postal Address

Village Hall  
50 Raupp Blvd  
Buffalo Grove, IL 60089



## Email

[bfpc@vbg.org](mailto:bfpc@vbg.org)



## Website

[www.vbg.org](http://www.vbg.org)



## Phone

(847) 459-2517

