



COAL CITY FIRE PROTECTION DISTRICT

35 South DeWitt Place
Coal City, Illinois 60416

Phone- (815) 634-4700 Fax- (815) 634-4069

Office of the Fire Chief- James Seerup

FROM: James Seerup, Fire Chief

RE: Application for employment

Dear Applicant,

Thank you for your interest in serving as a paid on call firefighter/EMS member. This is the first step in a noble and rewarding profession. This business is not for everyone. You need more than just a desire to help people. You need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges. And you need to have the time for training sessions, meetings, emergency calls, maintenance of equipment, and other duties. The fire and rescue service is not for the meek or timid or for those who lose control during times of crises. Our service is one which calls on its members to perform hot, sweaty, dirty, and strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from the fire and rescue service are often beyond description. There is a sense of accomplishment after controlling a building fire, joy and elation when a child is born, compassion for accident victims, and fulfillment in teaching fire safety. This list goes on and on. The bottom line in our business, is measured by the loss of life, pain and suffering, and property damage we have prevented or reduced. We are here and prepared for one reason, and that is to provide service to the people. If you feel you have what it takes to meet the challenges of our business, we welcome you to join us.

The application form and supporting documentation are included for you to fill out and return. Please answer each question and use additional space if necessary. Every statement made is subject to verification. The POC information sheet outlines the requirements to be a member of our team, along with the compensation and benefits of being on the team.

"Our Family Helping Your Family"

Once, your application has been submitted, an initial evaluation will be made and you will be contacted to sit for an orientation interview to outline the commitments expected of you as a probationary firefighter. If you are chosen to serve on our team, you will be asked to complete a medical questionnaire, and undergo medical screening with a drug test, which will be done at the expense of the department. In addition to the medical screening, a criminal background check will be done to verify suitability for the position for which you are applying.

If you have no previous firefighting experience you will attend the Chief Shabbona Fire Academy starting in January. The academy runs from January to June and meets two- three times per week. EMT-B school will then be required after successful completion of the fire academy.

Again, we thank-you for your interest, and we are looking forward to meeting with you to further discuss the fire department and the contributions that you can make to the citizens of the community we serve.

Very truly yours,

A handwritten signature in black ink that reads "James Seerup". The signature is written in a cursive style with a large initial "J" and a long, sweeping underline.

James Seerup
Fire Chief



Application for Employment Coal City Fire Protection District Paid-on-Call Member

Instructions: Each question should be answered fully and accurately. No action can be taken on this application until all questions have been answered. Use blank paper if you do not have enough room on this application. **Please print or type**, except for signature on the last page of the application. All information you give on this application will be held in strict confidence.

Application will be rejected if not signed

Personal Data

Last Name

First Name

Middle Name

Current Mailing Address

City

State

Zip

XXX-XX-XXXX

Primary Phone Number

Secondary Phone Number

Social Security Number

E-mail Address

When are you available for employment?

Are you over 18 years old? Yes No

Would you take a physical examination as required for the job for which you are applying? YES NO

General Information

Do you have a valid driver's license? Yes No

Driver's License Number: _____

State: _____

Have you ever been convicted of or pleaded no contest to a felony? Yes No

If yes, please explain: _____

Are you currently OR expecting to be engaged in any other business or employment? Yes No

If yes, please explain: _____



COAL CITY FIRE PROTECTION DISTRICT

SUBJECT: Paid on Call Information Sheet

I. INTRODUCTION

- A. In order to insure adequate firefighting and EMS capability for the residents of the Coal City Fire Protection District, the District has established a program consisting of Paid on call and Part-time firefighter / EMS positions. This document is intended to guide the use of these personnel.**
- B. The Fire Chief shall be responsible for implementing these guidelines. It shall be the Chief's responsibility to recruit qualified personnel to be available on an on-call or part-time basis to assist fire department employees in performing their duties.**

II. SCOPE

- A. These guidelines govern all firefighters who enter into employment with the Fire District to respond to calls for firefighting / EMS assistance. This assistance is sporadic in nature and may happen at any time that it is needed or requested.**
- B. Paid on call personnel are paid expenses per call and an hourly rate for all hours on General Alarm call-outs.**

III. MEMBERSHIP REQUIREMENTS

- A. Effective January 1, 2013-Any new paid on call member shall, as a job requirement become certified to the Basic Operations Firefighter certification level within one (1) year of being hired. Certification as an Emergency Medical Technician-Basic is also required within 1 year after receiving Basic Firefighter certification.**
- B. Participate in mandatory Safety training as required by the Occupational Safety and Health Administration (OSHA). At a minimum this training shall include the following but not limited to:**
 - 1. Blood Borne Pathogen Training**
 - 2. Right to Know (Hazard Communications)**
 - 3. Lock-out / Tag-out**
 - 4. Sexual Harassment**
 - 5. SCBA Modules- A, B, C, and D**
 - 6. Workplace Violence**
 - 7. Hearing Conservation**
 - 8. Electrical Safety**
 - 9. Personal Protective Equipment**
 - 10. Respiratory Protection / Fit Testing**

- C. Applicants shall possess a valid Illinois Driver's License and be insurable by the District's insurance carrier. Must successfully pass a complete criminal background investigation and pass a pre-employment physical including drugscreen.
- D. Attend at least 50% of all scheduled training for the year per SOG- 40-02-"Minimum Training Requirements."
- E. Firefighters / EMS personnel will comply with rules, and operational guidelines of the District as they may be amended from time to time.

IV. COMPENSATION AND BENEFITS

- A. Paid on Call shall be paid \$17.00 per hour for all hours on the scene of General Alarm call-outs.
- B. Receive minimum wage per hour for training pay.
- C. Part-time and Paid on call members will be covered under the Fire District's Workman's Compensation coverage for injuries sustained in the line of duty for the District under these guidelines. The District's insurance carrier will make all determinations of the compensability of each claim.
- D. Paid on call and part-time members will also be provided a \$50,000 dollar life insurance policy and a \$25,000 short-term disability insurance policy for line of duty injuries or death.
- E. The Fire Chief shall evaluate the pay for part-time and paid on call members on an as needed basis. Changes shall be recommended to the Fire District Board for approval.
- F. Paid on Call personnel who complete initial certification requirements, shall sign a letter of commitment. They must remain an active member of the Coal City Fire Protection District for a period of (3) three years, or they shall reimburse the District the following equations for all initial training costs received.

<u>Years of Service</u>	<u>Percentage of Refund</u>
Less than 1 year	100%
1 year but less than 2 years	80%
2 years but less than 3 years	60%

V. ADDITIONAL REQUIREMENTS

- A. Paid on call probationary period shall be two years in which job requirements shall be met. Probationary time period may be extended if the above is not met upon discretion of the Fire Chief.

Education

High School		Highest grade completed	Did you graduate?
Institution Name/ City, State			<input type="checkbox"/> Yes <input type="checkbox"/> No
College or University		Highest level completed	Did you graduate?
Institution Name/ City, State			<input type="checkbox"/> Yes <input type="checkbox"/> No
Major/Degree:			
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Major/Degree:			
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Major/Degree:			
Additional Educational/Vocational/Technical Training			Did you complete coursework?
Institution Name/ City, State			<input type="checkbox"/> Yes <input type="checkbox"/> No
Coursework:			
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Coursework:			
			<input type="checkbox"/> Yes <input type="checkbox"/> No
Coursework:			

Employment History

List names of employers in consecutive order with present or last employer listed first. Account for all periods of time including military service and any periods of unemployment. If self-employed, give firm name and supply business references. If you worked in any position under another name, please give name(s). **Please indicate month and year of employment.**

Name of Employer:		Employed from:	
		MO/YR	to MO/YR
Address:			
Supervisor:		Telephone number:	
Your Position Title:			
Duties:			
Reason for leaving:			

Employment History (continued)

Name of Employer:	Employed from:
	to
Address:	MO/YR MO/YR
Supervisor:	Telephone number:
Your Position Title:	
Duties:	
Reason for leaving:	
Name of Employer:	Employed from:
	to
Address:	MO/YR MO/YR
Supervisor:	Telephone number:
Your Position Title:	
Duties:	
Reason for leaving:	
Name of Employer:	Employed from:
	to
Address:	MO/YR MO/YR
Supervisor:	Telephone number:
Your Position Title:	
Duties:	
Reason for leaving:	
Name of Employer:	Employed from:
	to
Address:	MO/YR MO/YR
Supervisor:	Telephone number:
Your Position Title:	
Duties:	
Reason for leaving:	

References

Give three references (exclude relatives and former employers).

Name:	Occupation:	Telephone:
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Address:

Name:	Occupation:	Telephone:
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Address:

Name:	Occupation:	Telephone:
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Address:

I certify the information in this application and attachments are true and complete to the best of my knowledge. I am aware that any falsification, misrepresentation, or omission may result in my disqualification for employment or discharge from employment. I authorize my present and previous employers to release information regarding my job performance. I also authorize the hiring department to obtain information of any past criminal activities through a police background investigation. I understand that misrepresentations, omissions, or falsification on the application or at any time during the hiring process may result in my application no longer being considered for employment.

Signature

Date



COAL CITY FIRE PROTECTION DISTRICT

APPLICATION FOR EMPLOYMENT

35 South DeWitt Place
Coal City, Illinois 60416

(815) 634-4700 | STATION 1
(815) 634-4069 | FAX

COAL CITY FIRE PROTECTION DISTRICT AUTHORIZATION FORM

I, _____, hereby authorize the COAL CITY 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, social media websites, and all other information which may bear favorably or unfavorably upon my application for employment made to the COAL CITY FIRE PROTECTION DISTRICT. I also consent to the release to the COAL CITY FIRE PROTECTION DISTRICT of any and all medical records prepared during the physical examination I am required to undergo for employment with the COAL CITY FIRE PROTECTION DISTRICT. I further release from liability any person or persons providing or receiving any such information in connection with this pre-employment investigation.

I understand that I will undergo a job task test as part of the application process and that such job task test shall subject me to vigorous physical exercise. I further understand that I should be in appropriate physical condition before performing the test and that I must submit the COAL CITY FIRE PROTECTION DISTRICT CERTIFICATION OF SAFE PARTICIPATION IN JOB TASK TEST form prior to participating in the job task test.

I also agree to indemnify and hold harmless the COAL CITY FIRE PROTECTION DISTRICT, the Board of Fire Commissioners of the COAL CITY 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 job task test and/or application process. I also covenant that for the consideration of my application, I agree not to sue the COAL CITY 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 COAL CITY FIRE PROTECTION DISTRICT, its trustees and commissioners as well as its employees and agents.

I hereby acknowledge and agree that as a condition of employment with the COAL CITY 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 COAL CITY 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 hire or just cause for my dismissal from employment with the District. At time of hire, I must qualify for, obtain and maintain at all times a valid State of Illinois Firefighter II certification. I do further agree that my failure to obtain and maintain the requisite certifications will constitute reason for withdrawal of a conditional offer of hire or just cause for my dismissal from employment with the District.

Signature _____

SUBSCRIBED and SWORN to
before me this _____ day of
_____, 20_.

Signature of Notary: _____

Notary Public



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ACKNOWLEDGMENT OF RISKS AND CONDITIONS Firefighter and EMS Personnel COAL CITY FIRE PROTECTION DISTRICT

An individual applying for a position as a member with the Coal City Fire Protection District, must understand and acknowledge certain conditions which will exist during the time of this association with the department. Because of the nature of the activities in which the department is engaged, an individual associated with the department will be exposed to certain hazards. Service on the department will involve physical exertion, physical, emotional, and psychological stress, and exposure to hazardous substances and conditions.

Before beginning association with the Coal City Fire Protection District, an individual must therefore read and sign the following form.

I acknowledge the following:

1. Fire-fighting and EMS activities can be physically and mentally challenging and stressful activities, requiring significant physical exertion, an ability to react quickly in emergency situations, exposure to high temperature and humidity levels, toxic atmospheres, working at great heights and in confined spaces, among other conditions. This can result in the potential for accident and injury. This work necessarily results in elevated body temperatures, and in increased pulse, respiration, and blood pressure.
2. Because of the physical challenges involved in fire-fighting and rescue activities, persons with known physical limitations which may affect health and safety under the conditions described above, including but not limited to heart and lung disease and hypertension, are advised to check with a physician before participating in fire department activities.
3. During my time of association with the fire department, I will be required to remain in a physical condition which will allow me to respond to the challenges of my position with the department, and to regularly participate in the training and education programs offered to members, so that I will be better aware of dangerous conditions, and better able to respond to them.
4. Protective clothing is to be worn at all times when conditions warrant. Individuals with facial hair, jewelry, or any other condition which may interfere with the proper seal of a face piece on self-contained breathing apparatus shall remove the hazard to comply with uniform standard.
5. No individual shall be under the influence of alcohol, or of any other substance, prescription or otherwise, which may affect mental or physical reactions, at the time of performing any activities as a member of the Coal City Fire Protection District.



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6. The Coal City Fire Protection District, has adopted certain rules and regulations relating to firefighter health and safety. These must be followed at all times.

Dated at Coal City, Illinois, on _____, 20_____

Signature of applicant _____

Received by _____ for the Coal City Fire Protection

District, on _____, 20_____

Signature of officer _____

3.01 ALL MEMBERS

A. Nature of Work

All members provide skilled firefighting, rescue, emergency medical services, fire prevention and related support activities. Work involves responsibility for participating in the provision of emergency medical services, performance of rescue and fire suppression and prevention, as well as all duties delegated by law, ordinances, rules or regulations, or practices or procedures. Work involves the operation of fire, rescue and emergency medical service equipment, and the maintenance of equipment, apparatus and quarters. Employees are required to participate in the operation of apparatus and perform hazardous tasks and skilled medical procedures under emergency conditions, which may involve strenuous exertion under such adverse conditions as fire, heat, smoke, darkness and cramped surroundings.

Although firefighting and emergency medical services work are the essential and most difficult and critical areas of activity, a substantial portion of time is spent training and studying methods, techniques, procedures and maintaining District property and equipment. Support activities include fire prevention, dispatch, mechanical and administrative work. Work is usually performed in accordance with general instructions and well-defined procedures, under the command of a superior officer. Work is reviewed through testing and evaluation.

B. Functions and Responsibilities

1. Station and Apparatus Maintenance

- a. Responsible for cleanliness and proper operating condition of assigned apparatus, including maintenance and minor mechanical repair.
- b. Responsible to his/her shift officer for the proper care, working conditions, and appearance of fire engines, trucks, squads, ambulances and other vehicles to which he/she may be assigned.
- c. Responsible for the cleanliness and proper maintenance of the buildings and grounds to which he/she may be assigned.
- d. Particularly observant of the operating efficiency of apparatus or vehicle assigned to his/her care and promptly informs his/her shift officer of any difficulties or irregularities, which may affect operation or immediate response.
- e. Maintenance of a daily inventory check and adequate supply of all tools, appliances and supplies on the apparatus in his/her assigned station.

2. Fire Suppression

- a. Reacts and responds to orders during medical, fire and other emergency calls in accordance with District Standard Operating Procedures (SOP's) and/or Standard Operating Guidelines (SOG'S).
- b. Directs and/or supervises others at the scene of an emergency when directed.
- c. Engages in rescue, fire control and extinguishment, and property conservation, including the use of fire hoses, ladders and other fire suppression and rescue equipment.
- d. Operates fire apparatus, rescue and other emergency equipment under adverse emergency circumstances.
- e. Becomes and remains familiar with pre-plans, geographical locations, target and special hazards within the response area.
- f. Becomes and remains familiar with the standard operating procedures of fire ground operations, high-rise operations and elevator operations.

3. E.M.S.

- a. Becomes and remains familiar with the policy and procedures manual of the emergency medical services system.
- b. Becomes and remains familiar with the standard operating procedures of the emergency medical services system.
- c. Conducts inspections and inventory of ambulances on a scheduled basis.
- d. Collects patient information and acts upon it.
- e. Prepares written EMS reports and supplemental reports as needed.
- f. Provides emergency medical care to those in need or when called upon under the direction of the resource hospital.
- g. Develops and remains familiar with the skills of gaining access and disentanglement of victims from entrapment.
- h. Communicates patient status to physician by radio or cellular phone.
- i. Stabilizes patients and transports them to emergency facilities.

4. Organizational Support

- a. Conducts and/or attends continuing educational programs of training and instruction, including attendance at scheduled drills and classes, as assigned. Participates in company fire inspections and in pre-fire surveys.
- b. Develops and maintains required skills and certifications associated with areas of special instruction and expertise such as:
 - 1. Certified Firefighter II – Basic Operations
 - 2. Hazardous Materials Operations
 - 3. Emergency Medical Technician B, I or P
 - 4. NIMS Certification- 100, 200, 700, and 800
- c. Prepares clear, accurate and complete reports, logs and documents on any and all activities engaged in.
- d. Becomes and remains familiar with the use of the computer and data entry.
- e. May perform desk duties (telephone, computer terminal and radio) assisting with data processing and filing.

5. Risk Care Management

- a. Develops and maintains required skills in the operation and use of respiratory equipment and apparatus.
- b. Develops and maintains a required knowledge of safety with regard to small tools during operations.
- c. Corrects or reports all non-safe conditions or hazards to his/her supervisor.
- d. Develops and maintains knowledge of nationally recognized safety standards and Illinois Department of Labor Standards.
- e. Develops and maintains a required skill of all safety procedures of the Coal City Fire Protection District.

6. Fire Prevention and Education

- a. Conducts fire education and good public relations by participating in community activities.
- b. Makes presentations to groups and individuals on subjects related to safety, prevention and education.
- c. May conduct housekeeping inspections.
- d. Conducts pre-plan surveys of buildings and other locations.

7. Technical

- a. Develops and maintains the required skills to operate pumping apparatus and make the calculations to flow the needed quantity of water through each length of hose being applied.
 - b. Develops and maintains a required skill to operate aerial apparatus during critical operations.
8. The above list of duties and responsibilities is not intended to be all- inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

C. Equipment

Members are required to operate the following equipment:

1. Fire apparatus and ambulances reasonably and safely under routine and emergency conditions, sometimes for lengthy periods of time.
2. Basic office equipment including but not limited to typewriters, telephones, computers, printers, copy machines, etc.
3. Basic fire and rescue tools and equipment necessary to perform job task and functions including but not limited to axes, pike poles, extrication tools, ladders, forcible entry tools, hose appliances, mechanical ventilation tools, portable hydraulic tools, chain and circular power saws, O2 and CO detectors.
4. Basic ambulance equipment necessary to perform job tasks and functions including but not limited to EKG monitor, O2 kit, trauma kit, child-birth kit, Hare traction splint, stretcher operations, cellular phones.

D. Environmental and Working Conditions

1. The essential functions of the position are performed in and affected by the following environmental factors:
 - a. Operates both as part of a team and independently at incidents of uncertain duration.
 - b. Spends extensive time outside exposed to the elements.
 - c. Tolerates extreme fluctuations in temperature while performing duties. Must perform physically demanding work in hot and humid environments while wearing personal protective equipment, which significantly impairs body-cooling mechanisms.

- d. Experiences frequent transitions from hot to cold and from humid to dry elements.
- e. Able to work in wet, icy or muddy areas.
- f. Performs a variety of tasks on slippery, hazardous surfaces such as on rooftops or ladders.
- g. Works in areas where sustaining traumatic or thermal injury is possible.
- h. Faces possible exposure to carcinogenic dusts such as asbestos, toxic substances such as hydrogen cyanide, acids, carbon monoxide or organic solvents either through inhalation or skin contact.
- i. Wears personal protective equipment that weighs approximately 50 pounds while performing these tasks.
- j. Performs physically demanding work while wearing positive pressure breathing apparatus (SCBA).
- k. Performs complex tasks during life-threatening emergencies.
- l. Works for long periods of time requiring sustained physical activity and intense concentration.
- m. Faces life or death decisions during emergency conditions.
- n. Makes rapid transitions from rest to near maximal exertion without warm-up periods.
- o. Operates in environments of high noise, poor visibility, and limited mobility, at heights and in enclosed or confined spaces.
- p. Uses manual and power tools in the performance of duties.
- q. Relies on senses of sight, hearing, smell and touch to help determine the nature of the emergency, maintain personal safety, and make critical decisions in a confused, chaotic and potentially life threatening environment, throughout the duration of the operation.
- r. Raises, climbs and works from ground and aerial ladders.
- s. Performs rescues from burning buildings, vehicles or other dangerous situations.
- t. Works with hoses both charged and uncharged, limited distances, both horizontally and vertically.
- u. Understands and carries out oral and written orders and assignments, in both emergency and non-emergency situations.
- v. Assimilates, retains, and effectively uses geographic knowledge concerning the District and surrounding vicinity.
- w. Faces exposure to grotesque sights and smells associated with illness, major trauma and burn victims.
- x. Faces possible exposure to infectious agents such as hepatitis B or HIV.

y. Lifts and carries a stretcher up or down flights of stairs with a minimum of one person to assist.

z. The above list of duties is intended to be illustrative and not all-inclusive. The District reserves the right to assign additional duties and responsibilities it deems necessary or desirable, as well as take away any duties and responsibilities at its discretion.

2. Scheduling

Must be able to meet attendance requirements of the shift schedule that require working on Saturdays, Sundays and holidays. This position involves regular and irregular shift work depending on fill-in needs and mandatory callbacks.

Work shifts are normally 12 or 24 hours in duration or daily assignments, and may be extended in the event of an emergency, disaster, personnel shortage, workload or work in progress.

E. Requisite Knowledge and Skills

1. Completion of a standard high school course; or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

2. Successful completion of the State requirements to obtain a Basic Operations Firefighter II certificate and maintenance of same pursuant to District policy.

3. Successful completion of the Illinois Department of Public Health requirements to obtain Emergency Medical Technician B, I or P Certification and maintenance of same pursuant to District policy.

4. Successful completion of the State requirements to obtain Hazardous Materials Operations Certification and maintenance of same pursuant to District policy.

F. Worker Characteristics

The position requires the employee to have and maintain:

The Physical ability to:

a. Subdue resisting individuals

b. Run to persons requiring emergency assistance

c. Lift and carry equipment and injured or deceased persons

d. Force entry into buildings

e. Climb flights of stairs/ladders

f. Walk, stand or sit for long periods of time (including driving)

g. Endure exposure to extreme weather and disease

h. Perform life-saving procedures (CPR, first aid, etc.)

- i. Communicate effectively, verbally and in writing
- j. Operate required equipment
- k. Perform required job tasks and functions
- l. Provide assistance to citizens and co-workers in distress, including but not limited to independently carrying or dragging unconscious people.

2. Effective Audio-Visual Discrimination and Perception Needed to:

- a. Make observations
- b. Read, speak and write using the English language
- c. Drive and operate equipment safely
- d. Vision Standard:
 - 1. Color vision adequate to identify red, green and yellow colors
 - 2. Far visual acuity: 20/30 binocular each eye (corrected) 20/100 uncorrected unless corrected with soft contact lenses (successful long term use)
 - 3. Peripheral vision 140 degrees or better
 - 4. Case by case review: radial keratotomy, repaired retinal detachment, optic neuritis.

3. Ability Needed To:

- a. Observe analytically and objectively, analyze situations quickly, determine and take prompt, effective action
- b. Understand, interpret and apply applicable ordinances, and Fire District rules and policies.
- c. Understand and respond quickly and accurately to written and oral directions, instructions, inquiries and requests.
- d. Work independently and effectively within the confines of standard operating procedures.
- e. Initiate appropriate interpersonal and intra and inter-agency communications.
- f. Act quickly, calmly and decisively in emergencies and under stress.
- g. Handle situations firmly, courteously, tactfully and impartially
- h. Express oneself clearly and concisely, orally and in writing.
- i. Record information clearly and completely.
- j. Maintain confidentiality in the performance of duties.
- k. Assimilate, retain and effectively use geographic knowledge concerning the District and the surrounding vicinity.
- l. Not pose a direct threat to the health and safety of other individuals.

4. Emotional and Psychological Stability Needed To:

- a. Accept constructive criticism in a mature fashion.
- b. Effectively communicate and interact positively with fellow employees and citizens.
- c. Tolerate stress.
- d. Function effectively under stress.
- e. Deal effectively with the morbid, the macabre, the repugnant, the abnormal, the morose, the psychotic, the neurotic and the otherwise unpleasant or unusual facets or results of human behavior.

G. Experience and Training

Completion of a standard high school course (or equivalent GED), preferably supplemented by some additional college level course work in fire science, meeting the physical requirements prescribed by the Coal City Fire Protection District and the Board of Fire Commissioners at the time of examination and be in possession of both a valid Illinois driver's license and the appropriate IDPH EMT license during ones entire employment.

H. Policies

1. Keep themselves in readiness for duty and not remove themselves from place of assignment without the specified permission of their commanding officer.
2. Remain on duty unless properly relieved or otherwise directed by the commanding officer.
3. Report to their places of assignment, fit and able to perform their required duties. They shall not, by any improper act, render themselves unfit for duty.
4. Be courteous and respectful in their contacts with the public.
5. Be properly attired at all times when representing the District.
6. Conduct themselves in a manner, which will not tend to impair the good order and discipline of the District.
7. Carry their District identification cards at all times.
8. Be governed by instructions of the Board of Trustees before signing any release from liability, or taking civil action for damages against a third party for on-duty injuries caused by negligence of a third party.
9. Make no recommendations nor exercise any discretionary powers, as firefighters, relative to any contract or sale to which the District is a party, and in which the member involved is directly or indirectly financially interested.
10. Excepting as provided in these Policies, refrain from communications with the office of the Board on any matter affecting the District or any employee thereof except through channels or in those cases where it is required for business of the District.
11. At all times, drive and operate apparatus in a safe manner, with due regard for the welfare of the public and the District.

12. Under the supervision of their respective commanding officers, be responsible for the condition and operation of apparatus to which they are assigned and shall be held strictly accountable for the readiness of such apparatus for service.

13. Acquaint themselves with the topography, physical conditions, street names, numbers, locations and other matters affecting response.

14. When assigned as pump operators, be familiar with District practices and procedures relative to water supply, hose streams, pump operations and other essentials to enable them to efficiently perform their duties.

15. Maintain a valid Illinois driver's license, Class B Non-CDL or higher class, to be able to drive and operate any District vehicle with a gross weight of 16,000 pounds or more and report to the Fire Chief any violation, which could cause suspension or revocation of driving privileges.

16. Maintain records on apparatus as to service, mileage, repairs and down time.

17. Review checkout sheets for the apparatus and note any repairs or alterations on checkout sheets.

18. Attends internal and external education programs and reads appropriate professional journals pertinent to their position in order to maintain and enhance their skills.