



CITY OF BERWYN POLICE AND FIRE COMMISSION
 6401 WEST 31ST STREET
 BERWYN, IL. 60402



2020 Fire Candidate Test

Starting Salary is \$63,275.04

APPLICATION EXTENSION

Due to the COVID crises the application deadline has been extended to July 2nd at 4pm. In addition to this Certificates from the OSFM, Paramedic License and CPAT will be due at the time of the conditional offer of employment without exception. All other dates will remain the same.

Preliminary Dates: July 1st
 Applications due July 2nd before 4pm
 July 25 – Orientation / Written Test
 8/24 - 8/25 – 8/26 -Interviews DD214 Due (2nd and 3rd dates if needed)
 8/31 - Preliminary List 10 Days
 9/16 - Final List

FIREFIGHTER / MINIMUM REQUIREMENTS:

- \$50.00 non-refundable application fee
- U.S. Citizen
- Valid Driver’s License (Must have a valid Illinois Driver’s license at time of hire and maintain the license during the course of employment with the City of Berwyn)
- 21 to under 35 years of age at time of written exam
- Certified Illinois Department of Public Health Paramedic at time of conditional offer of employment
- Able to gain approval into Loyola Hospital EMS System upon employment
- Must be an Illinois Certified Firefighter II/Basic Operations Firefighter with the Illinois Office of the State Fire Marshal at time of conditional offer of employment
- Must have a valid CPAT and Ladder Climb Certification issued within one year prior to written test CPAT and Ladder Climb certification at the time of conditional offer of employment pending CPAT availability
 CPAT is available at the Northeastern Illinois Public Safety Training Academy (NIPSTA) in Glenview, IL and at the Southwest United Fire District (SUFD) in Indianhead Park, IL. Please visit www.NIPSTA.org/CPAT/ or www.SUFD.org for information and to register for the CPAT and Ladder Climb.
- Must be able to read, write and speak English.
- Must be a resident of Cook, DuPage, Lake, Kane, McHenry, or Will County, Illinois at the time of employment. As a condition of employment, all Fire Department personnel must reside in the counties listed during the course of employment.
- Completion and submission of online application and all required documents by 4:00 PM on June 1st.

PREFERENCE POINTS: Preference Points will be awarded for

- Military Veteran Status (5 points)
- Education (2.5 – 2.5 points) In fire sience
- Residency of the City of Berwyn for 1 year prior to application deadline (2 points).



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Test Scoring

- Passing Score FST < 70
- SBSA Score
- Written Score will be 70 % (X 0.7)

Preference Points

- Military Veteran Status - 5
- Education Fire Science Bachelors – 2.5 / Fire Science Masters 2.5
- Residency 2

Interview – 20

Interviews

- Commissioners will determine the interview schedule (interviews will be video and audio recorded)

Preliminary and Final List

- Establish a preliminary list and post the list in all stations, city’s web site, clerk’s office and testing agency.
- Written notice to the candidates regarding their preference and military points to be added to their scores. Candidates will be allowed 30 days to submit proof eligibility for points and request in writing. **We may need to change this to read – All candidates that are eligible for Veterans preference points will bring a copy of their D-214 to the interview and apply them at that time. – and do we need to publish a preliminary list if we plan to add all preference points at the time of interview.**
- Establish a final list and post the list in all stations, city’s web site, clerk’s office and testing agency.

Hiring Procedures

1. Chief (or designee) notifies the City Council in writing of the vacancy on the roster.
2. City Council approves the position.
3. Chief (or designee) notifies the Board Secretary of the Police and Fire Commission in writing of the approved position.
4. Board Secretary of the Police and Fire Commission will place the communication before the Commissioners at the next scheduled meeting
5. The Candidate will have a complete background conducted by a detective from the Berwyn Police Department. A Polygraph exam to be conducted by a contracted agency. If the background check is clear.....
6. Commissioners will review the candidates preliminary file. If approved;



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7. A conditional offer of employment will be offered to the candidate. Upon accepting the position in writing.
8. Notice will be sent to the candidate to schedule for a psychological evaluation. (if the profile is acceptable) If psychological evaluation file indicates this is a good candidate.....
9. Notice will be sent to the candidate to schedule a Pre-Employment Physical.
10. Board Secretary will place a communication on the agenda for the next scheduled meeting and present the Commissioners with the candidates file for final review and certification.
11. Upon approval of the Commission, the Board Secretary will confer with the Chief (or designee) to confirm the date of appointment and establish the starting date of the candidate.
12. The Board Secretary will notify the candidate both by phone and in writing of the dates.
13. The Board Secretary will notify the candidate, Mayor and the City Clerk, City Council, City Treasure and the Chairman of the Police and Fire Commission and request that the notice be placed on the next City Council Agenda.

Tony J. Laureto
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