



# EAST DUNDEE FIRE DISTRICT

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EAST DUNDEE, IL 60118  
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# RECRUITMENT PACKET

**Firefighter/ Paramedic**

Please take the time to go through our packet. We appreciate your consideration in joining our department, and we hope to see you through our eligibility process!

SERVING



PROUDLY



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# Welcome Message



**Jason Parthun**  
*Fire Chief*

Your role is crucial in helping us build and maintain the mission of our growing combination fire department. We are excited about your interest in East Dundee Fire Protection District and taking our '25 Firefighter/Paramedic test. We wish you great success with the eligibility and hiring process here at East Dundee Fire Protection District.

Within our one station, East Dundee Fire's personnel comprises one Fire Chief, Deputy Chief, Administrative Assistant, Fire Marshal, Fire Inspector, authorized three Lieutenants, and nine Career Firefighters and Part-time Firefighters.

East Dundee Fire staffs 5-6 personnel per shift in addition to the fire chief and deputy chief who are assigned to days. The district takes pride in having state-of-the-art water rescue/dive teams and members who are a part of the MABAS Division 2 Hazardous Materials response team and Technical Rescue Team.

As our community continues to develop, we must grow with them too! As we bring more personnel to our team, we would appreciate your help and taking this role for us to succeed.

If you have any questions, please get in touch with me, Deputy Chief Joe Schwab, or our Admin Assistant, Sarah Sekulich. We look forward to having you be a part of our team!

# East Dundee Fire District

## Department Culture



To achieve the highest level of community service and protection by delivering excellence in all that we do as a combination fire department.

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## Our History

EDFD began as a volunteer municipal department in 1890, providing services to the Village of East Dundee, established only 20 years earlier. The department was converted into a Fire Protection District in 1954. Celebrating 135 years of services in 2025, East Dundee Fire District is a combination career/part-time fire department responsible for emergency response calls like fire, rescue, and medical to residents and non-residents. We protect approximately an 11 square mile response area split between Kane and Cook counties.

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## Our Mission

Through emergency services and engagement, we are devoted to our community and to each other. We are to safeguard the lives and property of our Fire District while returning our personnel safely to their families.



# Department

## Personnel

East Dundee Fire District comprises one Fire Chief, Deputy Chief, Administrative Assistant, Fire Marshal, Fire Inspector, authorized three Lieutenants, and nine Career Firefighters and Part-time Firefighters. We staff 5-6 personnel per shift in addition to the Fire Chief and Deputy Chief, who are assigned to days.

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## Apparatus

East Dundee Fire operates out of one fire station from which it deploys two engines, one tender, one UTV/Brush truck, one boat, and two ALS ambulances. All fire apparatus are ALS equipped and staffed with a minimum of three personnel.

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## Special Teams

Our department has four special teams: Water Operations, Hazardous Materials, and Technical Rescue a part of the MABAS Division 2 teams and has access to advanced equipment and technology and actively seeks new members.

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## Call Volume

East Dundee Fire District responded to 1,919 incidents during 2023, with a total of 3,677 apparatus responses (including aid agencies).

# Benefits



Salary Ranging from  
**\$72,168.73 - \$97,507.37**  
(Contract ending December 2026)



Comprehensive benefits package  
including medical, dental, vision  
and life insurance



Paid Vacation, Sick, and Personal  
with Holiday pay



Required pension fund  
participation and other  
optional retirement savings  
opportunities



Active special rescue  
teams and numerous  
internal committees  
seeking new members



College reimbursement



Modern workout facilities



No residency requirement





# Requirements

## Age

Minimum of 21 years of age and under 35 years of age, unless exempt according to Illinois Statute. (by application deadline)

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## Citizenship

All applicants must be U.S. citizen and/or legally allowed to work within the United States.

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## EMT/Medic

All applicants must be licensed by IDPH as an EMT at the time of online examination and licensure as an EMT-P. (at the time of hire)

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## Education

All applicants must have a minimum of a high school diploma or G.E.D. equivalent.

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## CPAT

Provide a valid CPAT (Candidate Physical Ability Test Card) with Ladder Climb. (at the time of hire)

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## BOF

Certification by the State Fire Marshal's office as a Basic Operations Firefighter (Firefighter II). (at time of hire)

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## Driver's License

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

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## Background

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

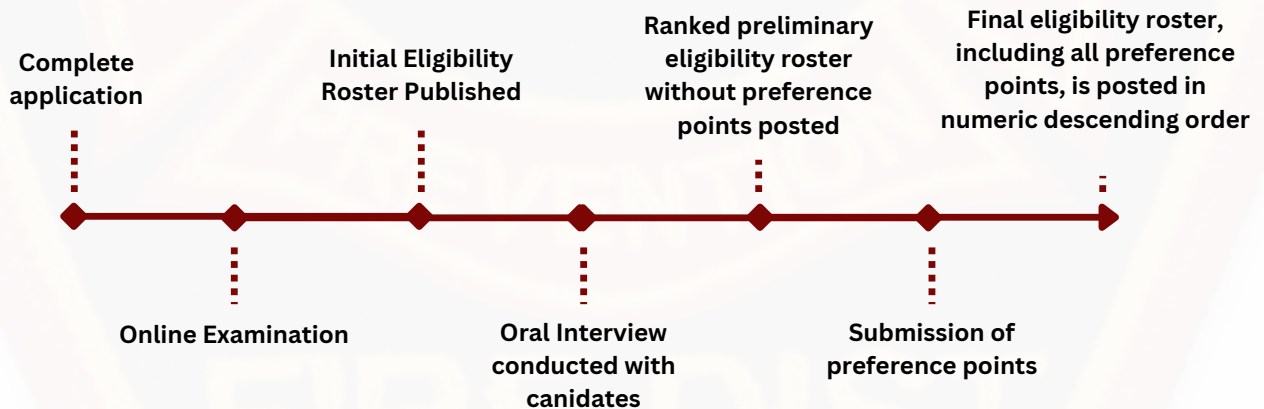
# Hiring Process

The process of becoming a firefighter/paramedic is governed by Illinois statute. All East Dundee firefighters/paramedics are hired from an Eligibility Roster developed by the East Dundee Board of Fire Commissioners. 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, and information regarding the testing process are reviewed.

Complete the Apply to Serve application by **4:00 pm, December 13th, 2025**.  
<https://applytoserve.com/Application.aspx?ID=676>

The mandatory online written exam testing will be from  
**9:00 AM on Tuesday, January 14, 2025, through Thursday, January, 16th 2025 at 4:00 PM.**

Eligible candidates will be notified after the online examination of their Oral Interview dates and scheduled times. The scores resulting from the oral interviews comprise a submission of the individual scores of each candidate on a ten (10) point scale, with ten (10) being the highest score. The average score achieved by each candidate will constitute the ranking within the Preliminary Eligibility Roster (without preference points)



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



# 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, are due following the ranked preliminary eligibility roster. Candidates will be notified of the due date. Preference points are broken down into the following categories:

- **Veteran** - Applicants who served in the United States military actively for at least one (1) year and were honorably discharged will be awarded 5 points.
- **Education** - Applicants who have successfully obtained an associate degree will receive two and a half (2.5) points or a bachelor's degree from an accredited college or university may be awarded five (5) points.
- **Paramedic** - Applicants who have obtained certification as an EMT-Paramedic by the time of the preference points deadline shall be awarded five (5) points.
- **Experience** - Applicants employed by the District who have been paid on-call or part-time for at least one year may be awarded five (5) points total. Applicants from outside the District who was employed as a full-time firefighter or firefighter/ paramedic for at least two (2) years at another Fire Protection District or municipality may be awarded one (1) point per year up to a maximum of five (5) points.

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.

# The Admin



**Jason Parthun**

*Fire Chief*

Jason has been a career firefighter with the East Dundee Fire District since 2004.

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**Joe Schwab**

*Deputy Chief*

Joe has been a career firefighter with the East Dundee Fire District since 2007.

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**Sarah Sekulich**

*Admin. Assistant*

Sarah has been the assistant with the East Dundee Fire District since 2021.



# Trustees



**Doug Hoyt**

*President*

The elected term expires May 2029

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**John Bonkoski**

*Secretary*

The elected term expires May 2027

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**Mark Guth Jr**

*Treasurer*

The elected term expires May 2025

# Fire Commissioners



**Daniel Pearson**

*Chairman*

The appointed term expires May 2026

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**Louis Giacobbe**

*Secretary*

The appointed term expires May 2027

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**Arturo Carrillo**

*Commisioner*

The appointed term expires May 2028



# Full-Time Personnel



Lt. Schwab



Lt. MacDonald



Lt. Arneson



FF/PM Reibel



FF/PM Huffman



FF/PM Wilson



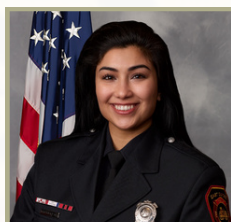
FF/PM Meyer



FF/PM Padron



FF/PM Bravo



FF/PM Diana



FF/PM Nolan



# Part-Time Personnel



FF/EMT Adkerson



FF/EMT R. Anderson



FF/PM W. Anderson



FF/PM Blonskij



FF/PM Frank



FF/EMT Grimmer



FF/EMT Johnson



FF/EMT Johnston



FF/EMT Kamp



FF/PM Karr



FF/EMT Mandujano



FF/EMT Novak



FF/PM Peters



FF/EMT Picchi



FF/EMT Powers



# Kick off Checklist



Complete the application and submit by **December 13th, 2025 by 4:00pm** on <https://applytoserve.com/Application.aspx?ID=676>

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Mandatory online written exam will be held at **9:00AM to 4:00PM on Tuesday, January 14, 2025, through Thursday, January 16th, 2025.**

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Review and practice interview questions and gather information for preference points submission.

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Provide photo identification, current IDPH/NREMT/EMT or Paramedic License, BOF Certification, and printed proof of CPAT and Ladder Climb Certification and other supporting documents at the time of hire.

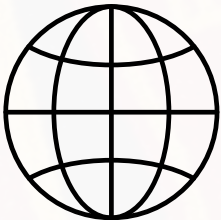
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