



## CHANNAHON FIRE PROTECTION DISTRICT



### DEPUTY FIRE CHIEF CANDIDATE APPLICATION PACKET





**CHANNAHON FIRE PROTECTION DISTRICT**  
**24929 S. CENTER STREET**  
**CHANNAHON IL 60410**  
**815-467-6767**  
**FAX: 815-467-5081**

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June 2, 2025

Dear Candidate:

We are honored that you have expressed interest in serving with our evolving emergency and public services organization. The personnel of the Channahon Fire Protection District are committed to providing high quality services across a diverse response area. We are a traditional fire service organization that also provides advanced life support ambulance transport, water rescue, technical rescue, hazardous materials, public education, and fire prevention services.

Organizationally, staff is comprised of twenty-one District Firefighter/Paramedics, Fire Chief, Deputy Chief, Executive Fire Support Manager, Fire Inspector, Community Life Safety Educator, part-time Community Support Services Coordinator, and part-time Cooperative Information Technology Specialist. We are governed by a Board of Trustees appointed by Will County Officials.

Fire suppression and emergency medical services are delivered using one staffed engine and ambulance at Station #1 and a jump company of firefighter/paramedics that staff two vehicles based on incident type at Station #2. The District has two staffed stations. Station #1 is located at 24929 S. Center Street, and Station #2 is located at 23370 S. Thomas Dillon Drive. These stations are staffed 24/7 with Firefighter/Paramedics.

The District serves about 14,000 residents within approximately 35 square miles, covering areas primarily in the Village of Channahon and areas in the Village of Minooka. Areas of Interstate 55, Des Plaines River, and DuPage River are protected as well.

Members serve on specialty teams such as Technical Rescue, Water and Dive Rescue and are active within our mutual aid agreements. In addition, the fire district has entered into several automatic aid and mutual aid agreements within our MABAS group to broaden the available resources and establish rapid deployment to various specialized emergencies.

Channahon Fire Protection District is an all-hazards response organization with the duty of responding to and mitigating a variety of non-emergency and emergency incidents including but not limited to fires, field medical and trauma care, special hazards, and public service requests. Annual call totals have increased over 30 percent in the last 10 years. The district has averaged over 1,700 requests for service over the last 3 years. The district responded to 1,972 incidents in 2024, an organizational record.

We seek individuals who are driven, energetic, progressive, and are prepared to lead the evolution of the fire district. If you feel you can support what we have worked hard to develop, we look forward to meeting you!

Sincerely,

*Michael Rittorf*

Michael Rittorf, President  
Board of Trustees



## CHANNAHON FIRE PROTECTION DISTRICT is currently accepting applications for DEPUTY FIRE CHIEF OF OPERATIONS



The Channahon Fire Protection District is seeking applicants to administer the daily fire suppression and emergency medical services for the Channahon Fire Protection District.

### Desired Experience

Possess ten years of progressively responsible experience in a combination/career fire department, including three to five years of supervisory duties at a level that provided the opportunity to become familiar with varied duties of fire district administrative and operational tasks.

### Essential Qualifications

- Bachelor's Degree from an accredited college or university with major course work in fire science administration or a closely related field
- National Fire Academy Executive Fire Officer Certification is acceptable
- Incident Command Certification
- Documented coursework in incident management
- Proof of continuous education in management and leadership
- Documented professional leadership continuing education

### Desired Qualifications

- Illinois State Fire Marshal Chief Fire Officer
- Illinois State Fire Marshal Incident Safety Officer
- Illinois State Fire Marshal Health and Safety Officer
- Strong background in fire department/district operations including scene management, communications, dispatch interface, response orders, computer aided dispatching, and other related experiences
- Knowledge or management of emergency vehicle fleets
- Knowledge or management of buildings and grounds
- Diverse experiences in special operations scene management

### Salary Range

- \$120,000 - \$135,000 depending on qualifications and experience

### Residency

- Strong preference of residency within the fire district's boundaries
- Board of Trustees will entertain residency considerations for candidates who may not live within the fire district boundaries

All candidates shall send a cover letter, resume, completed subjective response questions, and 5 professional references via postal service, parcel, or in-person to:

Channahon Fire Protection District  
c/o Jacque Arnold, Executive Assistant  
24929 S. Center Street  
Channahon IL 60410  
RE: Deputy Fire Chief Application

Selected candidates will be notified of additional pre-employment activities required at a later date.

**Application Deadline is 3:00 PM on July 3, 2025**

*Mailed or parcel applications shall be dated on or before July 3*

*The Channahon Fire Protection District is an Equal Opportunity Employer.*

**DEPUTY FIRE CHIEF APPLICATION**  
**CANDIDATE SUBJECTIVE RESPONSES**

Please read each question. Candidates shall provide subjective responses for each category's question. All responses shall be completed in MS Word and submitted with corresponding cover letter, resume, and references. The subjective responses are required as part of the application process. Failure to answer a question or not complete the subjective responses will result in the candidate being withdrawn from the process.

**Building a Collaborative Command Relationship**

- What is your approach to building a strong, effective working relationship with the Fire Chief? Include how you would foster trust, manage differences in leadership styles, and communicate effectively at the executive level.

**Leadership and Organizational Development**

- Describe your leadership philosophy and how you apply it in managing a fire department or emergency response team. Provide specific examples.

**Emergency Operations and Decision-Making**

- How do you prioritize resource allocation and staffing during simultaneous emergency incidents? Provide an experience that demonstrates your decision-making.

**Personnel Development and Succession Planning**

- Describe how you mentor junior officers and prepare them for leadership roles. Include a specific example.

**Community Engagement and Public Trust**

- How do you ensure ethical conduct and accountability within your department? Describe a time when you had to address an issue of integrity and your actions.