

# Fire Chief



The Frankfort Fire Protection District located in Will County Illinois, is seeking an experienced and dynamic Fire Chief to lead the highly respected district. This is an exceptional opportunity for a dedicated fire service professional to make a lasting impact on public safety in this rapidly diversifying community.

## Vision Statement

The Frankfort Fire Protection District will aspire to be a premier emergency response agency, delivering exceptional service and value to the communities we serve.

## Mission Statement

The mission of the Frankfort Fire Protection District is to preserve lives and property throughout the communities we serve through programs directed at the prevention of fires, accidents, and other emergencies while maintaining the highest standards of professionalism, efficiency, and effectiveness.

## Core Values

The District will endlessly strive to achieve its mission based on the following values:

<b>Integrity</b>	We believe in demonstrating sound moral and ethical principles and doing the right thing, no matter who may be watching.
<b>Honesty</b>	We believe that being trusted is a direct result of our openness. Being honest, fair and sincere demonstrates our trustworthiness.
<b>Professional</b>	We believe that we owe it to the public that we serve to maintain a steadfast adherence to high ethical principles and professional standards.
<b>Safety</b>	We believe that lives depend on our health and safety and are committed to the highest level of health and safety as we fulfill our responsibilities. We understand as public safety professionals that we may be called upon to place ourselves between harm and those endangered. While we accept that risk to rescue a life that can be saved, we pledge to do so as safely as possible.
<b>Leadership</b>	We believe that we have the ability to both affect and change the lives of those we interact with on a daily basis. Those lives affected can be within and outside of the organization. Being a role model for members of the community, and mentoring members within the organization are important responsibilities.
<b>Accountability</b>	We believe in accepting responsibility for our actions. We believe in our performance, being transparent, and allowing others to observe and evaluate our performance.
<b>Duty</b>	We believe in fulfilling our obligations to the public, each other, and our organization.

# About the District

The Frankfort Fire Protection District is located approximately 35 miles southwest of Chicago's Loop, in Will County, Illinois. This thriving and vibrant community is located just south of Interstate 80 and West of Interstate 57. The community that is serviced consists of a well maintained historic residential and commercial center surrounded by modern shopping centers, upscale subdivisions and a sizeable industrial area.

The District provides service to an area of approximately 41.98 square miles. This service area covers portions of the Villages of Frankfort and Mokena, along with Frankfort and Green Garden Townships. The District was established in 1960 via a referendum but traces its origins back to 1885 when the Frankfort Fire Department was established.

## About the Position and Operations

The Frankfort Fire Protection District is a full-service, professional fire department committed to safeguarding lives and property through fire suppression, emergency medical services, fire prevention, and public education. Operating from five strategically located fire stations, the department provides advanced life support (ALS) emergency medical services, with approximately 65% of its calls related to emergency medical incidents and 35% to fire and other service-related responses.

The department is led by the Fire Chief, who oversees three shifts, each consisting of 21 personnel. Each shift is managed by a Battalion Chief and includes five Lieutenants serving as company officers, five Engineers, and 10 Firefighter/Paramedics. These personnel staff four ambulances, four engines, a ladder truck, and a command vehicle. Additionally, a dedicated Lieutenant oversees the training division, while another serves as the Fire Marshal. These officers are supported by administrative staff operating under a 7g schedule.

The Frankfort Fire Protection District operates with an annual budget exceeding \$18 million, allocated across Administration, Operations, Emergency Medical Services, Fire Prevention, and Training & Public Education. Through its dedicated personnel and resources, the department remains steadfast in its mission to provide exceptional emergency services and community protection.

## Fire Chief – Role & Responsibilities

The Fire Chief is responsible for the overall leadership, management, and administration of the Frankfort Fire Protection District. This includes overseeing all fire district services and activities, establishing department goals and objectives, and ensuring appropriate service levels and staffing. The Fire Chief also plays a critical role in strategic planning and operational efficiency to enhance the department's service delivery.

## Position Details:

This is a full-time, exempt position, primarily based onsite during standard office hours (Monday through Friday, 8:00 a.m. – 4:30 p.m.), with some flexibility. The Fire Chief is appointed by the District's five-member Board of Trustees, all of whom are residents of the District.

While the role is primarily administrative, the Fire Chief is expected to respond to emergency incidents when necessary, including those occurring outside of normal business hours. Attendance at certain meetings outside of regular office hours is also required. Additionally, the Fire Chief must meet all operational qualifications, including interior firefighting, to effectively lead fireground operations when needed.

## Core Responsibilities:

- Provide effective, efficient, and responsible administration of all Fire District operations.
- Oversee emergency response services, including fire suppression, emergency medical services, fire prevention, and code enforcement.
- Develop and manage the district's annual budget, ensuring responsible fiscal oversight.
- Lead policy development and implement strategic and operational planning.
- Review and revise service delivery plans to enhance public safety and department efficiency.
- Provide Executive Leadership regarding community engagement.

The Frankfort Fire Protection District seeks a Fire Chief who is a strong leader, strategic thinker, and committed public servant, dedicated to maintaining the highest level of emergency response and community protection.



# Qualifications & Requirements

## Minimum Qualifications:

Qualified candidates must meet the following requirements:

- Education: Bachelor's degree in Fire Administration, Emergency Management, Public Administration, or a related field.
- Must meet Illinois statutory requirements for a Fire Chief as outlined in 70 ILCS 705/16.04b.
- Certifications: Illinois Office of the State Fire Marshal Advanced Fire Officer or Fire Officer II Certification.
- EMS Certification: Current Illinois Department of Public Health or NREMT EMS license at or above the EMT-B level. (EMT-P Preferred)

## Skills & Attributes:

- Strong leadership and communication skills.
- The highest level of integrity and professionalism.
- A clear and dynamic vision for proactive and excellent emergency services.
- Experience working collaboratively with organized labor.
- Ability to build and maintain strong relationships with surrounding Fire/EMS agencies.
- Other Requirements: Must possess a valid driver's license.

## Preferred Qualifications:

Candidates with the following credentials are strongly preferred:

- Education: Master's degree in Fire Administration, Emergency Management, Public Administration, or a related field.
- Certifications:
  - Certified Chief Fire Officer (CFO).
  - Completion of the National Fire Academy Executive Fire Officer (EFO) program.
- Five years of experience in an administrative and supervisory role

## Compensation & Benefits

The Frankfort Fire Protection District offers a highly competitive benefits package, including:

- Article 4 Pension Participation
- BCBS Health & Dental Insurance
- Life Insurance
- Vacation & Sick Leave
- 457 Retirement Plan Election Available
- The annual salary range for the Fire Chief position is \$165,000 – \$180,000, depending on qualifications.

Equal Opportunity Employer

**Interested candidates should submit a cover letter, resume and five professional references to:**

Nick Spano

Frankfort Fire Protection District, Board President

[spano@frankfortfire.org](mailto:spano@frankfortfire.org)

(65 ILCS 5/10-1-7.3)

Sec. 10-1-7.3. Appointment of fire chief. Notwithstanding any other provision in this Division, after the effective date of this amendatory Act of the 100th General Assembly, a person shall not be appointed as the chief, the acting chief, the department head, or a position, by whatever title, that is responsible for day-to-day operations of a fire department for greater than 180 days unless he or she possesses the following qualifications and certifications:

(1) Office of the State Fire Marshal Basic Operations

Firefighter Certification or Office of the State Fire Marshal Firefighter II Certification; Office of the State Fire Marshal Advanced Fire Officer Certification or Office of the State Fire Marshal Fire Officer II Certification; and an associate degree in fire science or a bachelor's degree from an accredited university or college;

(2) a current certification from the International

Fire Service Accreditation Congress or Pro Board Fire Service Professional Qualifications System that meets the National Fire Protection Association standard NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level I job performance requirements; a current certification from the International Fire Service Accreditation Congress or Pro Board Fire Service Professional Qualifications System that meets the National Fire Protection Association standard NFPA 1021, Standard for Fire Officer Professional Qualifications, Fire Officer II job performance requirements; and an associate degree in fire science or a bachelor's degree from an accredited university or college;

(3) qualifications that meet the National Fire

Protection Association standard NFPA 1001, Standard for Fire Fighter Professional Qualifications, Level I job performance requirements; qualifications that meet the National Fire Protection Association standard NFPA 1021, Standard for Fire Officer Professional Qualifications, Fire Officer II job performance requirements; and an associate degree in fire science or a bachelor's degree from an accredited university or college; or

(4) a minimum of 10 years' experience as a

firefighter at the fire department in the jurisdiction making the appointment.

This Section applies to fire departments that employ firefighters hired under the provisions of this Division. This Section does not apply to a municipality with more than 1,000,000 inhabitants.

On and after the effective date of this amendatory Act of the 100th General Assembly, a home rule municipality may not appoint a fire chief, an acting chief, a department head, or a position, by whatever title, that is responsible for day-to-day operations of a fire department for greater than 180 days in a manner inconsistent with this Section. This Section is a limitation under subsection (i) of Section 6 of Article VII of the Illinois Constitution on the concurrent exercise by home rule units of powers and functions exercised by the State.

(Source: P.A. 100-425, eff. 8-25-17; 100-1126, eff. 1-1-19.)

