



Wonder Lake Fire Protection District

4300 E Wonder Lake Road

Wonder Lake, IL 60097

EMERGENCY-911 • NON-EMERGENCY (815) 728-0088

To: Potential Lieutenant Candidates
From: Deputy Chief Matt Yegge
Date: August 11, 2025
Subject: 2025 Lieutenant Promotional Process

This letter serves to advise you that the Wonder Lake Fire Protection District is conducting a promotional process for the position of Fire Department Lieutenant. The purpose of this process is to establish a list for promotional purposes.

BRIEF DESCRIPTION

This is a supervisory level position that plans, organizes, coordinates and directs the emergency and non-emergency activities of a fire suppression company; commands and supervises emergency response scenes; evaluates job performance of subordinate personnel; enforces policies, procedures and regulations and has the authority to take corrective and/or disciplinary action; directs and performs a variety of staff support functions; and performs related work as assigned. Additional duties include conducting shift training, planning future needs, budgeting, and evaluating staff performance.

This position will also assume and carry out the roles and responsibilities of a specific functional assignment as assigned by the district. These functional assignments can include, but are not limited to, Medical Officer, Training Officer, Education and Safety Officer, Support Services, and duties of the department, which can include Public Education, planning, technology, and other essential areas. Other duties and projects as assigned.

QUALIFICATIONS

To participate in the promotional process, employees must be a minimum certified Firefighter II or Basic Operations Firefighter in the State of Illinois for at least three years. Three years of experience must be completed by August 10, 2025. Additionally, all candidates must have a State of Illinois Paramedic License prior to appointment.

Additional requirements also include:

1. Must have a High school degree or equivalent; an Associates or Bachelor's degree from an accredited college is desirable.

2. Ability to prepare and complete clear, concise oral and written reports, and the ability to establish and maintain cooperative working relationships both internally and externally.
3. The successful candidate must be physically capable of performing command and control responsibilities in hazardous environments and be able to think and act quickly and decisively to manage emergencies effectively.
4. Must be willing to attend meetings both on and off-duty from time to time and perform public speaking for the Department
5. Valid Illinois driver's license, Class B non-CDL or Wisconsin equivalent.
6. Or any combination of certifications and experience to fulfill the position.

RATING FACTORS AND WEIGHTS

The Lieutenants' Promotional Process will consist of two components. These components are:

Assessment Center	100 Points
Certifications and Experience	100 Points

Assessment Center: This will be administered by personnel selected by the Board of Trustees.

Assessment exercises to be included in the Promotion Process:

The Assessment Center accounts for 50% of the promotional process. Listed below are the specific types of assessment exercises and their weights toward the total scoring.

- a) **Structured Oral Interview (25.00 points)**. The candidate will be asked typical interview questions by a board of evaluators. The questions attempt to assess the candidate's attitudes toward critical issues and job-related knowledge and the candidate's ability to respond to critical questions that might be posed by supervisors, subordinates, and civilians.
- b) **Problem Analysis Scenarios (25.00 points)**. The candidate will be given descriptions of situational problems that they would expect to encounter as a Lieutenant. The candidate is to assume the role of a Lieutenant and must consider the important issues that this problem raises, and describe how he/she would address the situation. The candidate will be required to present their strategy to address each problem to the board of evaluators.
- c) **Tactical Exercises (50.00 points)**. Candidates will be given an emergency situation and will be asked to role-play the actions they would take as Lieutenant. For example, the candidate might be asked to explain his/her response to an ongoing tactical situation. The candidate must demonstrate how he would behave in this situation if in charge of a company.

IMPORTANT DATES

- The Assessment Exercises will take place on a specific date. Candidates will be notified of specific times and locations at a later date. Requests to reschedule assigned times will be denied.

HOW TO APPLY

All information must be emailed to myegge@wlfpd.org by Friday, August 22, 2025 at 16:00. Including cover letter that addresses and details your qualifications. Please include a copy of all current certifications.

NO LATE FORMS OR PACKETS WILL BE ACCEPTED

PROCESS

- **Letter of Interest:** Submit a Letter of Interest including an explanation as to why you are applying for the position of Lieutenant and why you feel you would be successful in the position. Submit to email myegge@wlfpd.org no later than 1600 hours on Friday, August 22, 2025.
- **Resume:** Submit a professional resume to myegge@wlfpd.org no later than 1600 hours on Friday, August 22, 2025.

Once the number of applicants is known, a date for the assessment center will be established with enough advanced warning to allow the candidates to prepare. If you have any questions in the interim, please contact me.



2025 Lieutenant Selection Process Certification and Experience Points

2025 Lieutenant Promotional Points				
	20 yrs	20-15 yrs	15-10 yrs	10-5 yrs
Years of Fire Department Experience	5	4	3	2
Points				
Current Member of the WLFPD	10			
Paramedic for Minimum 5 years	5			
Advanced Tech Firefighter or Firefighter III	5			
FAE	10			
Fire Officer I or CoFO	10			
Fire Officer II - Advanced FO	10			
Instructor I	5			
Instructor II	5			
Incident Safety Officer	5			
Vehicle Machinery Operations	5			
Vehicle Machinery Tech	5			
Rope Operations	5			
Eng or Truck Operations (24 hr. Class)	5			
OSFM Water Operations	5			
Fire Investigator	5			
Total Points	100			

Please attach copies of all certifications.