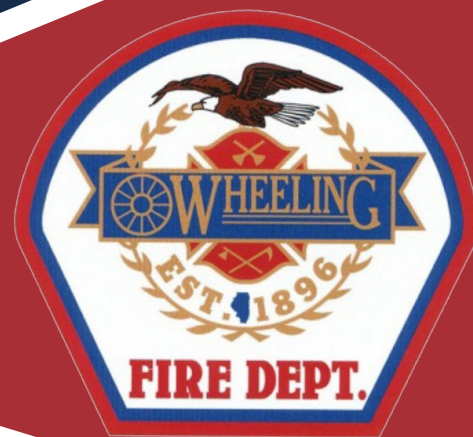


VILLAGE OF
WHEELING
ILLINOIS

WHEELING, ILLINOIS FIRE CHIEF



GovHR USA
GovTEMPS USA

EXECUTIVE RECRUITMENT

THE POSITION IN BRIEF

The Fire Chief is a member of a management team serving an outer-ring suburb of Chicago that has continued to grow in the last several decades and is experiencing significant reinvestment in the community. The Fire Chief position offers the ideal candidate the chance to build on a strong tradition of excellence. Wheeling's department is a modern, all hazards' fire/EMS (ALS) public safety operation providing state of the art emergency services for an area of about 10 square miles with a daytime population of more than 75,000. Beyond the residents and visitors of the village, aircraft rescue, firefighting (ARFF) and Advance Life Support (ALS) emergency medical service are also provided to the Chicago Executive Airport. The Village co-owns Chicago Executive Airport along with its neighbor, the City of Prospect Heights.

THE COMMUNITY

Wheeling is located 27 miles northwest of Chicago's Loop. Neighboring communities include Buffalo Grove, Arlington Heights and Lincolnshire. The Village has a resident population of 38,878, and a larger daytime population due to commercial and retail businesses. The Village's population has been steadily growing in the last several decades.

Incorporated in 1894, the [Village of Wheeling](#) originated as an overnight rest stop for travelers journeying from Chicago to the Wisconsin Territory. The inns, taverns, and eateries established in the 1830's developed into Wheeling's Restaurant Row. Farmers took advantage of the area's fertile soil, and growing overland transportation network. Soon the stage stop community began to export its crops. Wheeling became particularly well known for its landscaping nurseries.

Later, in step with the growth of Metro Chicago, Wheeling emerged as a center for industry and commerce in the 1960's. Manufacturing plants that clustered in Wheeling brought rail transportation for the shipping of freight. These manufacturers were followed by the development of residential neighborhoods. Commercial development followed the population growth. More on the history of Wheeling can be found at the [Wheeling Historical Society's website](#).

Today, Wheeling residents and business owners enjoy the vibrant neighborhoods, public amenities, and community spirit fostered by this rich heritage. The community is undergoing significant redevelopment and revitalization.



A Snapshot of Wheeling's Demographics and Amenities:



- Average age of **37** years old.
- White **66%**, African American **2%**, Hispanic Origin **33%**, Asian **13%**
- Median household income, **\$59,941**
- Median value of a Wheeling home, **\$230,676**

- Exceptional School Districts serve the community. [Community Consolidated School District 21](#) and [Prospect Heights School District 23](#) serve the Village of Wheeling for primary and middle school education. Wheeling's secondary education students attend [Township High School District 214's](#) Wheeling and Buffalo Grove High Schools. Both schools offer a full range of courses with emphasis on college preparatory curriculum and career studies.
- An abundant supply of inexpensive water and sewage treatment capacity.
- Easy access to Interstates 90, 94, 294, 290; U.S. Hwy 45, and IL Routes 53 and 21.
- Metra commuter rail service on the North Central line is available at the Wheeling depot.
- Wheeling residents are served by two park districts: The [Wheeling Park District](#) hosts eight parks throughout the community with ample facilities including baseball, softball and soccer fields, tennis courts, a gymnasium and winter ice skating rink. In cooperation with the Northwest Special Recreation Association, the Park District offers year-long leisure opportunities for persons of all ages. Some Wheeling neighborhoods are also served by the [Prospect Heights Park District](#) with a host of park and recreational amenities.
- The [Cook County Forest Preserve](#) follows the Des Plaines River through Cook County's north suburbs. Accessible natural outdoor amenities entice visitors to take part in horseback riding, hiking, biking, fishing and nature watching throughout the Forest Preserve and along the scenic Des Plaines River.
- Full library services offered by two Public Library Districts serve Wheeling residents. They include [Indian Trails Public Library District](#) and the [Prospect Heights Library District](#).
- A comprehensive full health care and in-patient hospital, [Northwest Community Hospital](#), is located in nearby Arlington Heights.
- Distinguished institutions of higher learning are found throughout the greater Chicago area including the University of Illinois at Chicago, University of Chicago, Loyola University, Northwestern University, and DePaul University, among others. Local college campuses in Wheeling or immediately surrounding communities include [National Louis University](#), [William Rainey Harper Community College](#) and the [Robert Morris University - Arlington Heights Campus](#).



THE ORGANIZATION

- The Village of Wheeling operates under a Village Board/Village Manager form of government. The Village has a [Village President and six Trustees](#). Many of the elected officials have been on the Village Board for a number of terms.
- The Wheeling Board of Trustees is the legislative branch of Village Government which creates all Village policies administered by the Village Manager. The Board of Trustees, along with the Village President, serve as the corporate authorities. Three Trustees are elected by the citizens of Wheeling every two years for four year terms.
- As corporate authorities, the Board of Trustees possesses and exercises all legislative powers of the Village, determining the policies of the Village government through the adoption or approval of ordinances, resolutions and motions, approval of agreements, appropriations and fiscal budgets. The corporate authorities appoint, direct and, if necessary, remove the Village Manager.
- The corporate authorities control the administrative function of the Village through the Village Manager and require effective administrative action at all times. Appointments to advisory boards and commissions are made by the Village President with the advice and consent of the Board of Trustees.

Additionally the Board of Trustees exercises responsible leadership by critically examining and regularly reviewing Village policies, programs, and operations; assuming the role of community opinion leaders; and generating public support for Village programs and services.

- The [Village Manager](#) is the chief administrative officer of the Village and is responsible for the management and operation of all the affairs and departments of the Village. The Manager is appointed by the Village President and the Board of Trustees. As the administrative officer, the Manager's responsibilities include the management and control of all matters pertaining to the operation and maintenance of the properties of the Village and of all the Village's departments. The current Village Manager has been an employee of the Village for 29 years, the last 12 years as Manager.
- The Village has a workforce of about 225 full-time employees, plus additional part-time and seasonal employees organized into several departments. Wheeling is a full-service community. Services include Police, Fire/EMS, Public Works and Engineering, Community Development, Information Technology, Finance, Human Services, Clerk and Administration (HR, legal, and economic development). The FY 2020 annual budget, all fund included, totals \$96,030,547.



THE FIRE DEPARTMENT

- The Fire Department is a modern, all hazards' fire/EMS (ALS - Advanced Life Support) department that serves approximately 75,000 (daytime) in an area approximately 10 square miles in size. Aircraft rescue and firefighting (ARFF), as well as ALS emergency medical service are also provided to Chicago Executive Airport.
- In order to adequately serve the needs of the community, 3 fire stations are staffed on a 24-hour basis with full-time personnel.
- The department is staffed with a Chief, Deputy Chief, Executive Officer, Administrative Aide/Training Officer (part-time), (3) Battalion Chiefs (Shift Commanders), (6) Lieutenants, 39 Firefighter/Paramedics, (1) career and (2) part-time Fire Inspectors for a total of 55 personnel. All shift personnel are certified/licensed as both firefighters and paramedics.
- The department has a Class 2 ISO rating, placing it in the top 3.4% of the departments in the U.S. It is supported by a budget of \$15.8 million.
- The department operates with (19) support and specialized vehicles in providing state of the art emergency services to residents and visitors alike (7 staff and administrative vehicles, 4 ALS Type 1 ambulances, 3 Engines, 1 Squad and 1 Ladder Tower, 3 Utility and support units including ARFF).
- The department is a member of [MABAS](#) (Mutual Aid Box Alarm System) Division 1.
- The department receives dispatch services from RED Center (Regional Emergency Dispatch Center). RED Center manages approximately 53,000 emergency calls per year and is responsible for a geographical area of approximately 125 square miles and more than 500,000 residents. RED Center provides dispatching services for several cities, villages, and fire districts. In addition to serving member agencies, [RED Center](#) also serves as the regional dispatch center for the Mutual Aid Box Alarm System (MABAS) Division 3 during major or large-scale emergency incidents, as well as the main communication center in the State of Illinois for state-wide disasters. In January of 2025 dispatch services will be transferred to [Northwest Central Dispatch System](#) (NWCD). NWCD is the MABAS Division 1 Dispatch Center. The state-of-the-art center handles an average of 1,677 telephone calls per day and dispatches approximately 246,000 calls for service annually for 14 member and contract police and fire agencies. The center is staffed by Public Safety Telecommunicators who have completed a comprehensive training program and participate in ongoing continuing education. The agency is accredited and also is the dispatch center for ILEAS (Illinois Law Enforcement Alarm System), IL-TERT (Illinois Telecommunicator Emergency Response Taskforce and NIPAS (Norther Illinois Police Alarm System).
- The department is part of the St. Francis Emergency Medical System (SFEMS) in Evanston, Illinois and has operated full-time Paramedic services since 1972. Medical transport locations include Advocate Condell Medical Center (Libertyville – Trauma Level 1), Northshore Glenbrook Hospital (Glenview), Advocate Lutheran General Hospital (Park Ridge – Trauma Level 1) and Northshore Northwest Community Hospital (Arlington Heights). The department operates from a local ordinance providing revenue from ambulance transport fees.

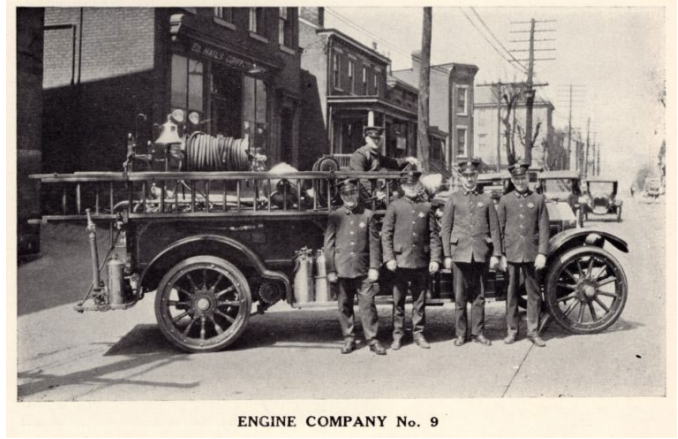


THE IDEAL CANDIDATE

- Candidates should have an equivalent combination of education, training and experience which provides the required knowledge, skills, and abilities, as outlined below:
- The Village is seeking an experienced, innovative, collaborative fire/EMS leader with demonstrated managerial, interpersonal and customer service skills.
- Successful candidates will be able to demonstrate a balance of commitment to the organization as well as the senior management team of the Village with a genuine confidence and approachable personality to residents, business, and governmental leaders.
- It is particularly important that the next Fire/EMS Chief be an integral and engaged leader of the Fire/EMS Department, with a strong background in modern fire, EMS, emergency management, Community Risk Reduction, and all hazards' practices. Airport operational and emergency planning and response skills and experience is a plus.
- The new Fire/EMS Chief must provide an understanding of the need to use data for problem solving and community risk reduction efforts.
- Demonstrated ability to mentor and foster leadership roles within the staff, succession planning, staff development and a global vision of the community's needs and vision are critical. Creativity, tenacity, and the ability to guide and balance change are necessary.
- The next Fire/EMS Chief will also have a demonstrated record of fairness, transparency, and consistency in the administration of Departmental policies and procedures and the willingness to address issues in a positive and timely manner.
- The Fire/EMS Chief should have a positive track record of strong bargaining relations with proven experience in fostering collaboration with Bargaining Unit members and their representative Union.
- Must demonstrate the capability to be an active participant in operations and training to safely function as a command officer on incident scenes including oversight of interior operations within IDLH conditions.
- Must possess the ability to develop strong relationships with surrounding Fire/EMS agencies due to the long-standing automatic aid agreements, to provide Fire/EMS coverage to the community.
- The Fire Chief must possess well-developed writing and public speaking skills and the utmost integrity.

Management Style and Personal Traits

- Have complete personal and professional integrity, gaining respect and inspiring the trust and confidence of subordinates, co-workers, and elected and appointed officials, as well as the general public.
- Be a clear and concise communicator.
- Be able to present complex technical information to any audience in a manner that is understandable and jargon-free.
- Be creative in solving problems.
- Have the maturity, self-confidence, and strength of professional convictions to provide an all-hazards perspective and advice to the Village Manager, Director of Finance and Village Board, being able to diplomatically present professional views and carry out administrative decisions in a timely, professional, and impartial manner.
- Be politically savvy, yet politically neutral. Be able to “read the Board,” providing guidance, advice and counsel in a manner that is impeccably objective and based on facts.
- Have a high energy level and enthusiasm for meeting the challenges and responsibilities of the Fire Chief’s position; have a strong work ethic.
- Possess well-developed organizational skills with the ability to balance numerous projects and issues.
- Project a professional presence in appearance, actions, and personal demeanor.
- Be proactive, anticipatory, and innovative; be someone who can make difficult decisions and stand behind those decisions.
- Be willing to keep the Village Manager and others apprised of major activities in a consistent and timely manner, passing on both “good news and bad news” in a tactful, self-confident, and professional manner.



Qualified candidates should have:

- A bachelor’s degree in public safety administration or related field from an accredited college or university. A master’s degree preferred.
- Experience in a managerial role in the fire and emergency medical services, including a minimum of five years of experience in a progressively responsible command/supervisory positions at the rank of Deputy Fire Chief, Battalion Fire Chief, Fire Marshal, or equivalent duties and responsibilities commensurate with the position.
- The successful completion of the Executive Fire Officer Program offered by the National Fire Academy, and/or Chief Fire Officer Designation is desired.
- Experience as an innovative, collaborative fire/EMS leader with demonstrated staff management, interpersonal and customer service skills.
- Well-developed writing and public speaking skills and the utmost integrity.





COMPENSATION AND BENEFITS

A starting salary range of \$160,000 - \$170,000 +/- DOQ, and an excellent benefit package is offered.

Candidates should apply by November 17, 2023 with resume, cover letter and contact information for five work-related references to www.GovHRjobs.com to the attention of T.E. Sashko, Vice President, GovHR USA, 630 Dundee Road, #225, Northbrook, IL 60062. Questions, Contact T.E. Sashko @ (847)380-3240x123. The Village is an Equal Opportunity Employer.



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