

**Assessor Requirements:** Assessors shall possess a minimum of ten (10) years of service as a full-time sworn firefighter including at least three (3) years of service as a fire officer at the rank of company officer or higher. Persons who do not have experience as a sworn full-time firefighter who are interested in serving as assessors and who have specialized technical expertise may be added to assessment panels by agreement of the parties to a collective bargaining agreement at the local level.

|                                |          |
|--------------------------------|----------|
| <b>Date Profile Completed:</b> | 02/28/11 |
|--------------------------------|----------|

|  |              |  |       |       |              |
|--|--------------|--|-------|-------|--------------|
| <b>Contact Information</b> <i>Please Type or Print</i> |              |  |       |       |              |
| Last Name  | First Name   | If Applicable: Name of Department/Business |       |       |              |
| Saletta  | James        | Huntley Fire Protection District           |       |       |              |
| Home Mailing Address                                   |              | City                                       | State | Zip   | County       |
| 11395 Middletown Lane                                  |              | Huntley                                    | IL    | 60142 | McHenry      |
| If Applicable: Business Mailing Address                |              | City                                       | State | Zip   | County       |
| 11808 Coral St. PO Box 517                             |              | Huntley                                    | IL    | 60142 | McHenry/Kane |
| Office Phone   | Fax Phone    | Cell Phone                                 |       |       |              |
| 847-669-5066   | 847-669-0139 | 847-980-3203                               |       |       |              |
| Email Address:<br>jsaletta@huntleyfpd.org              |              |  |       |       |              |

|   |                                     |             |                          |           |                          |           |                          |         |                          |            |                          |
|---|-------------------------------------|-------------|--------------------------|-----------|--------------------------|-----------|--------------------------|---------|--------------------------|------------|--------------------------|
| <b>Fire or EMS Employment Status.</b> <i>Please check one</i> |                                     |             |                          |           |                          |           |                          |         |                          |            |                          |
| Full Time   | <input checked="" type="checkbox"/> | Combination | <input type="checkbox"/> | Volunteer | <input type="checkbox"/> | Part-Time | <input type="checkbox"/> | Retired | <input type="checkbox"/> | Consultant | <input type="checkbox"/> |

| <b>Fire or EMS Position (Rank).</b> |                                  |                         |                        |
|-------------------------------------|----------------------------------|-------------------------|------------------------|
|                                     | Name of Organization             | Position Title          | Dates Position         |
| 1                                   | Huntley Fire Protection District | Fire Chief              | Oct. 2001 - present    |
| 2                                   | Elgin Fire Department            | Deputy Fire Chief       | March 1995 - Oct. 2001 |
| 3                                   | Elgin Fire Department            | Company Officer         | Oct. 1987-March 1995   |
| 4                                   | Elgin Fire Department            | Firefighter / Paramedic | Aug. 1979 - Oct. 1987  |

| <b>Describe Your Duties and Responsibilities of your Positions</b> |  |
|--|--|
| Position   | Duties and Responsibilities  |
| 1<br>Fire Chief  | Chief Executive Officer responsible for 51 full time and 25 part time personnel. Develop and oversee budget of \$ 17,000,000+. Supervise fire code enforcement, administer human resource activities, develop short, medium and long term planning objectives, develop and administer policies and procedures, perform command level functions at large scale emergencies, administer EMS, Fire, Hazardous Materials and Technical Rescue programs for 55 square mile district with a population of 50,000.  |
| 2<br>Deputy Fire Chief   | Supervised shift operations for 5 fire stations, including 35 shift personnel staffing 4 ambulances, 5 fire engines and 2 ladder trucks, developed and enforced policies, rules, directives and operating procedures related to department operations, at emergency scenes acted as Incident Commander, evaluated personnel performance, developed training exercises, and performed special administrative duties including: budget development, strategic planning, fire accreditation disaster management planning and risk and fire hazard analysis. |
| 3<br>Captain & Lieutenant  | Supervised 3- 5 emergency response personnel. Duties included training, station and vehicle maintenance, public safety education, business fire inspections, personnel evaluations and related human resource activities. Special assignments included EMS Coordinator, Fire Academy Instructor and CPR Instructor   |

## Illinois Promotional Assessor Profile

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### Breadth of Supervisor and/or Officer Experience

**Current**      **Past**

Number of full-time employees I supervise or have lead directly:      4      7

Number of employees I supervise or have lead indirectly:      76      35

### Education (Only accredited institutions and a copy of your degree must be attached)

| Degree           | College/University           | Major                  |
|------------------|------------------------------|------------------------|
| Bachelor of Arts | Northern Illinois University | Sociology / Psychology |
|                  |                              |                        |
|                  |                              |                        |
|                  |                              |                        |

### Fire/EMS Service Certifications (A copy of your certificates must be attached)

| Title                    | School or Organization                   | Date         |
|--------------------------|--|--------------|
| Executive Fire Officer   | National Fire Academy                    | Oct. 2001    |
| Chief Fire Officer       | Commission on Professional Credentialing | 2006         |
| Numerous - list attached | Office of the State Fire Marshal         | 1982-present |
| EMT-Paramedic            | Illinois Department of Public Health     | 1977-2008    |

### Special Skills.

Paramedic, Fire Instructor, EMS Instructor, CPR instructor

### Describe Your Assessor Training And Organization Who Administered the Training.

Completed the Joint Labor Management Committee (JLMC) basic assessor certification course in October 2010. Certificate attached.

*By IFEA, Course Tom Hunderspelt (Ret.) - Instructor*

### Identify The Exercises That You Have Been Trained For.

| In-Basket                           | Leaderless Group                    | Oral Interview                      | Tactical                            | Problem Employee                    | Qualities of Leadership             |
|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|
| <input checked="" type="checkbox"/> |

Please list other exercises that are not listed and describe them.

**Describe Your Assessor Experience.**

I observed and did practical scoring exercises for a Lieutenant's promotional process at the Round Lake Fire Protection District on 01/12/11 and I observed and did practical scoring exercises for a Captain's promotional process for the Elgin Fire Department on 02/28/11. On both occasions I was supervised by the Illinois Fire Chiefs' Promotional Evaluation and Assessment Service(PEAS) team.

I have done other formal and informal assessments with the Cary, Fox River Grove, Woodstock and Nunda Township Fire Protection Districts in the last 5 years. In 2006, I was part of an assessment team that completed a Division Chiefs promotional process for the Naperville Fire Department. That exercise was done by the PAR group.

*This is to certify that the information I provided is true and correct. Further, I have read and agree to abide by the Code of Ethics.*

State of: ILLINOIS  
 County of: MCHEENY

Subscribed and sworn to (or affirm) before me this 3<sup>rd</sup> day

of FEBRUARY, 2011, by:

Print Name of Signer: JAMES SALETTA

Signature of Signer: *James Saletta*

Signature of Notary Public: *Carol H. Fuller*



SEAL

**Joint Labor Management Committee (JLMC) Statement**

*Based upon this Assessor Profile submitted to the JLMC, we believe this information is accurate. However, the JLMC is highly recommending that the entity seeking Assessors conduct their own review and validation process.*