

Illinois Promotional Assessor Registration/Profile

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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.

Date Profile Completed:	June 7, 2022
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Contact Information (Please note that this page will be posted on the OSFM Website)					
Last Name McMaster	First Name Jeff	If Applicable: Name of Department/Business			
If Applicable: Department/Business Mailing Address		City DeKalb	State IL	Zip 60115	County DeKalb
Email address: jeff_mcmaster@icloud.com		Contact Phone Number (not mandatory to provide on the page) 815-901-2736			

Fire or EMS Employment Status (Please check one)											
Full Time	<input type="checkbox"/>	Combination	<input type="checkbox"/>	Volunteer	<input type="checkbox"/>	Part Time	<input type="checkbox"/>	Retired	<input checked="" type="checkbox"/>	Consultant	<input type="checkbox"/>

Fire or EMS Position (Rank)			
	Name of Organization	Position Title	Dates of Position
1	DeKalb Fire Department	Fire Chief	Nov. 2018 - Nov. 2021
2	DeKalb Fire Department	Assistant/Deputy Fire Chief	2013 - 2018
3	DeKalb Fire Department	Battalion Chief	2012 - 2013
4	DeKalb Fire Department	Captain	2009 - 2012

Describe Your Duties and Responsibilities of your Positions		
	Position	Overview of Duties and Responsibilities
1	Fire Chief	Oversee all administrative and operational aspects of a full-time career municipal fire department serving a population of over 50,000.
2	Deputy Fire Chief	Developed and directed a training program for fire personnel. Oversee all operational components of the fire department including special operation teams, fleet & facility programs, and radio communications.
3	Battalion Chief	Managed the daily operations of an assigned shift. Operated as Incident Commander at complex emergency incidents.
4	Captain	Lead fire personnel of an assigned fire company. Assumed all responsibilities of the Battalion Chief on specified days.

Breadth of Supervisor and/or Officer Experience	Current	Past
Number of full-time employees I supervise or have lead directly:		58
Number of employees I supervise or have lead indirectly:		75

Education (only accredited institutions and a copy of your degree must be attached)		
Degree	College/University	Major
Bachelor of Science	DeVry University	Business Operations
Executive Fire Officer	National Fire Academy	

Fire/EMS Service Certifications (A copy of your certificates must be attached)		
Title	School or Organization	Date
Emergency Medical Technician - Paramedic	Illinois Department of Public Health	Current - 2025
Fire Officer II	IL Office of the State Fire Marshal	2008
Training Program Manager	IL Office of the State Fire Marshal	2013
Fire Department Safety Officer	IL Office of the State Fire Marshal	2013

Special Skills:

A longtime member of a MABAS hazardous materials and fire department public education teams of which I functioned as team leader. For employee assessment, I was extensively involved with employee performance measures including personnel evaluations and goalsetting, promotional testing and interviews, and new employee evaluations. Overall, I have vast experience in incident management; administering budgets; working with bargaining unit contracts; managing special operation teams; fleet, facility, and communication programs; and policies and procedures

Describe Your Assessor Training and Organization Who Administered the Training:

Completed the 24-hour Basic Assessor Certification Course in June 2021 through the Joint Labor Management Committee. Completed the required shadowing experiences with the Illinois Fire Chiefs Association and Industrial/Organizational Solutions.

Identify The Exercises That You Have Been Trained For:

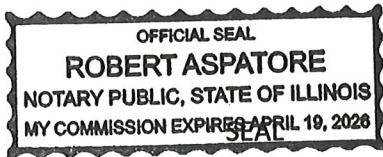
In Basket	<input type="checkbox"/>	Leaderless Group	<input type="checkbox"/>	Oral Interview	<input checked="" type="checkbox"/>	Tactical	<input checked="" type="checkbox"/>	Problem Employee	<input checked="" type="checkbox"/>	Qualities of Leadership	<input checked="" type="checkbox"/>
Please list other exercises that are not listed and describe them.											

Describe Your Assessor Experience:

I completed the 24-hour Basic Assessor Certification Course in June 2021. Afterwards, I completed the required shadowing experiences with two contractors to observe actual fire promotions. During these sessions, I actively listened, asked questions, and reviewed the processes to properly and accurately assess promotional candidates. Networking and conversing with experienced assessors allows me to learn their skills and thought processes to expand my own knowledge base as I gain more experience.

State of: Illinois
County of: DeKalb

Subscribed and sworn to (or affirm) before me this 8 day
of June 2022, by:



Print Name of Signer: Jeff McMaster

Signature of Signer: [Handwritten Signature]

Signature of Notary Public: [Handwritten Signature]

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.