



OFFICE OF THE MAYOR  
Thomas M. Poynton

October 20, 2015

**Re: Emergency Telephone System Board Appointment**

Aaron Lawlor  
Lake County Board Chairman  
18 N. County Street  
Waukegan, IL 60085

Dear Mr. Lawlor,

On October 19, 2015, I appointed John Malcolm as Chief of Fire of the Village of Lake Zurich effective that same day.

I would like to submit the name of John Malcolm to serve on the Lake County Emergency Telephone System Board. He will replace Chief Dave Wheelock who has retired.

Sincerely,

A handwritten signature in blue ink that reads "Tom Poynton". The signature is written in a cursive style.

Mayor Tom Poynton

c: Interim Village Manager Steve Husak  
Interim Police Chief Kevin Finlon

## John J. Malcolm



### Summary:

Over twenty-nine years of progressive experience with increasing responsibilities in performing fire protection and emergency medical services for the Village of Mount Prospect. Diversified training and certifications in fire service programs with proven interpersonal skills and a commitment towards superior fire protection and community service. A proven leader with cooperative labor management experience, strong background in problem solving, organizational development, and customer service.

### Work Experience:

#### **Lake Zurich Fire Department**

**October 2015 – Present**

#### **Fire Chief**

Perform a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions.

Administrative duties include, but not limited to planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget, and the assignment of personnel and equipment.

#### **Mount Prospect Fire Department**

**November 2010 – October 2015**

#### **Fire Chief/Emergency Management Coordinator**

Perform a variety of technical, administrative, and supervisory work in planning, organizing, directing, and implementing fire prevention, suppression, and emergency medical services to prevent or minimize the loss of life and property by fire and emergency medical conditions. Serve as emergency manager for the Village of Mount Prospect.

Administrative duties include, but not limited to planning, directing, and controlling departmental activities including recruitment of personnel, purchase of equipment, control of expenditures, preparation of budget, and the assignment of personnel and equipment. Restructured fire department staffing and deployment model to meet the budget priorities set by the Mayor and Village Board.

Highly focused on labor/management relations and experience leading a fire department through difficult financial times, including potential layoffs in 2010. Develop and update the fire department's 5-year strategic plan. Received over \$1,000,000 in Federal Grants since 2010. Develop, manage and maintain all aspects of a \$13,000,000 budget for 3 fire stations, 28 vehicles, and 74 full-time, 15 seasonal employees, and 40 volunteers.

**May 1998 - November 2010**

#### **Deputy Fire Chief**

Responsibilities include but are not limited to: planning, organizing, directing, and supervising the programs and activities of the fire department and assisting the fire chief with the overall management of the department.

Responsible for the overall operation and coordination of fire suppression, emergency medical services (EMS), special team members for hazardous materials, technical rescue and dive team.

Supervise Battalion Chiefs, Training Officer, and EMS Coordinator. Indirectly supervise all lieutenants and firefighters and have regular contact with the Village Manager, elected officials and the media.

Responsible for preparing the fire department annual budget.

Collective bargaining experience including successfully negotiating the first contract with Local 4119 members.

Responsible for oversight of fire station 12 remodeling and the \$1.5 million budget for this project. The project was completed on time and under budget.

Member of new Fire Station 14 and the Emergency Operation Center construction team which consisted of Village Staff, Architects, and a Construction Manager. The cost of both projects were over \$8,000,000.

Successfully negotiated contracts for the sale of used fire apparatus totaling over \$400,000.

**October 1994 –  
May 1998**

**Lieutenant/Paramedic**

Responsibilities included but are not limited to: personnel evaluations, training, and company officer at fire and emergency medical scenes.

Responsible for the traffic preemption upgrade throughout the Village which included a budget of over one-hundred thousand dollars.

Team leader of the Underwater Rescue and Recovery Team. Responsible for training and budget for ten member team.

Member of the Apparatus Committee. Responsible for the development of ambulance specifications.

**August 1986 –  
October 1994**

**Firefighter/Paramedic**

Responsibilities included but not limited to: conducting fire inspections, extinguishing fires, performing rescue operations, operating fire apparatus, and assisting in emergency medical services.

Performed as Acting Lieutenant when needed.

Assisted with the operations and training on the Underwater Rescue and Recovery Team.

Member of the Apparatus Committee, Paramedic Committee and Training Committee

**Education:**

Bachelor of Science Degree (BS)  
Fire Service Management  
Southern Illinois University, Carbondale, IL.  
Fire Senior Management Leadership Program  
Northwestern University, Evanston, IL.  
Executive Chief Officer II – International Fire Chief's Association

**Professional Affiliations:**

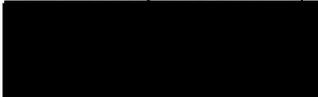
Illinois Fire Chief's Association  
International Association of Fire Chief's  
Illinois Emergency Management Association  
Appointed Director Illinois Fire Safety Alliance  
Northern Illinois Emergency Management Consortium Member  
Cook County Department of Homeland Security EOP Committee  
Vice President – MABAS Division I  
Chairman of the Hawthorn Woods Police Commission

**Professional References:**

Mayor Joe Mancino  
Village of Hawthorn Woods



Chief Tim Janowick  
Mount Prospect Police Department



Chief Tony Huemann  
McHenry Township Fire Protection District



Chief Ken Koeppen  
Arlington Heights Fire Department



Mr. Paul Valentine

