



Kimball Township Fire Department

1970 N. Allen Rd. Kimball, MI 48074

(810) 982-9461 Fax (810) 982-5244

PRE-EMPLOYMENT INFORMATION AND APPLICATION

Thank you for your interest in joining the Kimball Township Fire Department. Your service as a Paid On-Call Firefighter (POCFF), Emergency Medical Services provider, or as a member of our Communications team is a challenging and rewarding way to serve your community. You will be responding to a wide variety of emergency and non-emergency incidents within the Kimball Township Fire Department service areas including Kimball Township and portions of St. Clair and Clyde Townships. In addition, you may assist the Department in responding to mutual aid calls to help other departments.

Along with fires of all types, you will be expected to respond to vehicle, industrial accidents, hazardous materials incidents, public service assists, and a variety of medical aid calls. These incidents may involve serious injuries or death and may be emotionally traumatizing to first responders. Responding to such an array of incidents necessitates an appropriate level of training encompassing many different disciplines. You will receive training in Cardio-Pulmonary Resuscitation (CPR), EMS First Responder, Hazardous Materials Incident Response, Confined Space Awareness, basic and advanced firefighting skills, and a Blue Book Orientation. This training will require a minimum commitment of over 900 hours within your first two years of service. There are also weekly department training sessions covering EMS and fire-related skills.

The Kimball Township Fire Department starting entry-level POCFF/EMS/Communications positions are paid \$12.00 per incident for responding to incidents with additional pay for any calls lasting over two (2) hours, and every two (2) hours thereafter. Additionally, many POCFFs donate countless hours of their own time to the Department and Community through fundraisers, fire prevention programs, and other activities within the communities we serve.

The following pages and application explain in detail the process of joining our department. The steps MUST be followed in the order in which they appear for your application to be processed. Any deviation from these procedures could delay the processing of your application. Additionally, you must live or work within approximately five (5) miles of our department's borders.

Please feel free to contact the at (810) 982-9461 or stop by Station One/Administrative Office at 1970 Allen Road in Kimball, MI if you have any questions.

Sincerely,
Edmund Gratz
Fire Chief
Kimball Township Fire Department



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Requirements for Employment as a
Paid On-Call Firefighter/EMS provider/Communications personnel

To apply you must:

1. Be at least 18 years of age.
2. Have a valid Michigan driver's license.
3. Reside within approximately five (5) miles of our department's borders.

The following must be completed in order before employment begins:

1. Complete the attached job application.
2. Read and understand the job description for the position to which you are applying.
3. Meet with the Interview Board.
4. Pass a Criminal and Driving Background Check.
5. Pass a physical ability test.
6. Be approved by the Fire Administration Board.
7. Be approved by the Kimball Township Administrative Board.
8. Complete and pass a physical.

The following must be completed after employment begins.

1. Assigned a Blue Book.
2. Complete and sign off on Confidentiality Policy.
3. Complete and sign off on equipment assigned to you.
4. Complete and have the Fire Chief sign off on Authorized Emergency Vehicle form.
5. Complete and sign off on your emergency notification plan.
6. Complete and sign off on your medical information form.
7. Complete and sign off on your federal and state income tax withholding forms.
8. Read and sign off of your understanding and agreement of the Kimball Township Fire Department bylaws.
9. Read and sign off on your understanding and agreement of the Kimball Township Fire Department Standard Operating Procedures (SOPs).

Resources, Task Resources, Officer, and Personal Information

1. Understand the Kimball Township Fire Department Chain of Command.
2. Understand resource information on how to complete training rotations and final evaluation.
3. Understand how to complete appropriate paperwork, computer reports, notifications, and request forms.



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Training Rotations/Evolutions

The following are required rotations to be completed safely and properly before you may begin responding to incidents from your assigned station. All passing rotations must be signed off by your Field Training Officer and turned in to the Fire Chief when all of your rotations are complete. Any lost or misplaced paperwork must be redone. No Exceptions.

Paid On-Call Firefighters are required to complete the following training rotations before you may begin responding to incidents from your assigned station.

1. Operate the Dispatch/Communications Center including Emergency Reporting, Base Radio, and Phone System.
2. Donning and doffing personal protective clothing
3. Donning and doffing self-contained breathing apparatus (SCBA) and face mask.
4. Placing each fire apparatus into neutral, setting parking brake, placing into pump gear, and placing wheel blocks.
5. Establishing a 5" fire hydrant water supply and hydrant winterizing.
6. Establishing a draft/dry hydrant water supply.
7. Setting up a ground deluge operation.
8. Setting up and operating firefighting foam.
9. Setting up a 24-foot extension, roof, and attic ladders.
10. Setting up and operating a ventilation fan.
11. Setting up and operating extrication equipment including cutters, ram, and spreaders.
12. Setting up and running generators, scene lighting, emergency lights and sirens.

Emergency Medical Services-only personnel are required to complete the following training rotations before you may begin responding to incidents from your assigned station.

1. Operate the Dispatch/Communications Center including Emergency Reporting, Base Radio, and Phone System.
2. Setting up and running generators, scene lighting, emergency lights and sirens.
3. Demonstrate knowledge of Bleeding Control/Shock Management.
4. Demonstrate knowledge of BVM Ventilation of an Apneic Adult Patient
5. Demonstrate knowledge of Cardiac Arrest Management including use of an AED.
6. Demonstrate knowledge of Joint Immobilization
7. Demonstrate knowledge of Long Bone Immobilization.
8. Oxygen Administration by Non-Rebreather Mask.
9. Patient Assessment/Management – Medical
10. Patient Assessment/Management – Trauma

Communications/Dispatch personnel are required to complete the following training rotations before you may begin operating as the base radio operator.

1. Demonstrate knowledge of handing emergency calls to the station.
2. Demonstrate knowledge of handing non-emergency calls to the station.
3. Use of a portable radio for routine traffic.
4. Use of a portable radio for emergency traffic.



Kimball Township Fire Department Application for Employment

(Pre-Employment Questionnaire) (The Department Is An Equal Opportunity Employer)

Today's Date:	
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PERSONAL INFORMATION:

Name: (first, middle, last)	
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Present Address:	
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Permanent Address:	
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Phone Number:	
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Are you 18 years or older?	Yes		No	
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Are you prevented from lawfully becoming employed in the United State because of VISA or immigration status?	Yes		No	
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EMPLOYMENT DESIRED

Position:			Date You Can Start:	
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Are you currently employed?	Yes		No		If so, may we inquire of your present employer?	Yes		No	
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Have you ever applied to Kimball Township Fire Department?	Yes		No		When	
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Referred By:	
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EDUCATION:	NAME AND LOCATION OF SCHOOL	# of Years Attended	Did you graduate?	Subjects Studied
High School				
College				
Trade, Business, Graduate, or Correspondence School				

GENERAL

Subjects of special study or research work:

Have you worked on a fire department or for an Emergency Medical Services provider? If so, how long? Where? When?

Special Skills:

Activities: (Civic, Athletic, etc.) Exclude organizations, the name of which indicates the race, creed, sex, age, marital status, color, or nation of origin of its members.

U.S. Military Service:		Rank:		Present Membership in National Guard/Reserves:	
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YOUR FORMER EMPLOYERS (List below last three employers, starting with the most recent employer first.)

Date Month and Year	Name and Address of Employer	Supervisor	Position	Reason for Leaving
From:				
To:				
From:				
To:				
From:				
To:				

REFERENCES (Give the names of three persons not related to you, whom you have known at least one year.)

Name	Phone Number	Organization	Years Acquainted
1			
2			
3			

"I certify that all the information submitted by me on this application is true and complete, and I understand that if any false information, omissions, or misrepresentations are discovered, my application may be rejected and if I am employed may be terminated at any time.

I have read and understand the attached job description(s) .

In consideration of my employment, I agree to conform to the Fire Department's rules and regulations and I agree that my employment and compensation can be terminated, with or without cause and with or without notice, at any time, at either my or the Fire Department's option. I also understand and agree that the terms and conditions of my employment may be changed, with or without cause, and with or without notice, at any time by the Fire Department. I understand that no Fire Department representative, other than it's Fire Chief, and then only when in writing and signed by the Fire Chief, has any authority to enter into any agreement for employment for any specific period of time, or to make any agreement contrary to the foregoing."

Date:		Signature:	
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DO NOT WRITE BELOW THIS LINE

Interviewed by:					
Date:					
Remarks:					
Ability:					
Hired:	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	
Position:					
Start Date:					
Applications are maintained on file for one year.					