# Lowell Area Fire Department

315 S. Hudson St.
Lowell, MI 49331
897-7354


Dear Applicant:

There are three steps to becoming a member of the Lowell Area Fire Department. Each step takes one month the complete. After successful completion, of all three steps, there will be an evaluation to make a final decision on membership. If you fail at any of these steps, you will not be installed as a member of the Lowell Area Fire Department. This does not preclude from re-apply, for membership, after 30 days.

Step 1

Fill out application.
Perform a physical agility evaluation, which meet or exceed minimum department standards.
Take a written exam.
Receive an oral interview, by appointment.
Receive a physical examination from a medical professional.
Receive a criminal background review including driving history.

Step 2

Attend regular fire department meetings and training sessions.
Receive a mentor, who will assist you through the initial probation period.
Respond to fire related alarms, as directed, as an observer.

Step 3

Be recommended for membership, by the Command Staff to the Fire Chief.
Attend regular fire department meetings and training sessions.
Receive issue of fire turnout gear and equipment.
Respond to fire related alarms, where you will be assigned to a firefighter to assist with duties.

Good Luck

Shannon L. Witherell
Fire Chief

# Lowell Area Fire Department

315 S. Hudson St.
Lowell, MI 49331
897-7354

## Membership Application

Name: _____ SS # _____
Address: _____
Home Phone #: _____ Work Phone #: _____

Are you able to fulfill the duties & responsibilities of this position as outlined in the attached job description?
Yes:_____No:_____

Are there any special accommodations needed for you to fulfill these job duties?
Yes: _____ No: _____ If Yes, please explain: _____
_____

**Military Service:**
Branch of Service: _____ Service Rank: _____ Dates of Service: _____
Type of Discharge: _____ Specialized Field: _____
Are you currently a member of any Armed Forces Reserve unit? Yes: _____ No: _____

**Education:**
Indicate Highest Grade Completed: 1 2 3 4 5 6 7 8 9 10 11 12
Name and address of high school last attended:
_____
_____
Colleges or Universities Attended and Dates: _____
_____
Nature of Studies: _____
Technical School Attended and Dates: _____
_____
Nature of Studies: _____

**Employment History:**
Present Employer: _____
Address: _____
Supervisor: _____
Duties: _____
_____

Previous Employer: _____
Address: _____
Supervisor: _____
Duties: _____
_____

List three references, not related to you by blood or marriage, who would be familiar with your education and work experience (include phone number):

1. _____
2. _____
3. _____

Have you ever been a member of a Fire Department, Rescue Unit or similar organization? Yes _____ No _____
If yes:
Name: _____
Address: _____
Dates of Service: _____ Position: _____
Reason for Leaving: _____
List all related training you completed: _____
_____
_____

Briefly state why you wish to join this department, what this department can gain from your appointment, and what you expect to gain from your membership to this department: _____
_____
_____
_____
_____
_____

May we contact your present/previous employers or your references; Yes _____ No _____
If no, explain: _____
_____

Have you ever been convicted of a felony: Yes _____ No _____
If yes, explain: _____
_____

I hereby authorize the Lowell Area Fire Department to perform a background investigation including but not limited to criminal, driving and, social media check on me. Additionally, I understand that misrepresentations or omissions of fact made on this application are grounds for disqualification form the membership process.

_____ _____
Signature Date

**Subject: Job Description – Firefighter / Medical First Responder**
**SOG Reference #: A00635**
Original Effective Date: 01/01/99
Revision Date: 07/30/2020

☒ **Administrative**
☐ **Operations**

I. PURPOSE

Job description

II. POLICY

The Firefighter is not employed for any definite time period, and the Department or the employee can terminate their employment with the Department at any time, with or without cause, and with or without notice. Employees are employed at- will both during and after completion of the probationary period. The Firefighter position allows trained personnel with an EMS license to participate as follows

A. NATURE OF WORK

This is responsible skilled work in combating, extinguishing, preventing fires and responding to other emergencies as required. Work involves training for and participating in the protection of life and property by firefighting, fire prevention, fire education, rescue activities, efficient operation, and maintenance of equipment. Although work is performed under general supervision and established regulations, it requires initiative and an individual understanding of firefighting, fire prevention, and rescue methods. Work is reviewed by command officers through inspections, observation, and the results obtained.

B. TYPICAL EXAMPLES OF WORK

1. Drives apparatus or other vehicles to the scene of a fire, connects apparatus to the hydrant, pumps water at proper pressure, and directs operations until relieved by a superior officer.
2. Lays and controls hose lines, erects and climbs ladders, performs rescues, and participates in all firefighting operations.
3. Watches operation of meters and pumps and makes necessary adjustments or changes. 4. Assumes command of a company when so designated by a superior officer.
5. Responds to rescue and emergency calls when dispatched.
6. Responds to medical emergencies and treats patients at the MFR level
7. Attends trainings in such subjects as firefighting methods, equipment operations, hydraulics, street, hydrant and building locations, and departmental activities.
8. Instructs subordinates in the operation of firefighting and procedures.
9. Performs fire inspection work, pre- incident planning, and fire education.

10. Checks and maintains pumps, apparatus, and other equipment.
11. Performs assigned vehicle and station maintenance.
12. Keeps the fire station in a clean and orderly condition.
13. Performs all other duties as assigned by a superior officer. The above statements are intended to describe the general nature and level of work being performed by the person assigned this classification. They are not to be construed as an exhaustive list of all job duties performed by personnel so classified.

C. DESIRABLE QUALIFICATIONS FOR EMPLOYMENT

1. Thorough knowledge of modern firefighting equipment and its efficient use.
2. Thorough knowledge of geography, streets, and important locations in the Township. 3. Considerable knowledge of elementary principals of hydraulics as applied to firefighting activities.
4. Considerable knowledge of general firefighting and rescue methods.
5. Ability to react quickly and calmly in emergencies.
6. Ability to understand and follow oral instructions, to accept authority, and to work effectively with other employees.

D. EMPLOYMENT QUALIFICATIONS

1. Education: Possession of a high school diploma or equivalent.
2. Be able to hear and understand verbal orders at emergency scenes.
3. Be able to read and understand written communications.
4. Successfully complete physical ability test, if requested.
5. Michigan Fire Fighters Training Council - Fire Fighter I & II certified.
6. Michigan Fire Fighters Training Council - Hazmat Awareness.
7. Michigan Fire Fighters Training Council - Hazmat Operations.
8. NIMS ICS 100 and 200 or equivalent.
9. Current CPR card.
10. AED certified.
11. MFR licensure or greater through the State of Michigan.
12. Valid Michigan Driver's License.
13. Completion of MFFTC drivers training course.
14. Successful completion of NFPA 1582 physical exam requirements.

**LOWELL AREA FIRE AND EMERGENCY SERVICES AUTHORITY RESERVES THE RIGHT TO ALTER, AMEND, MODIFY OR ELIMINATE THIS POLICY AT ANY TIME WITHOUT PRIOR NOTICE.**