

# Inland Township Fire Department

## Application for Fire Chief

19668 Honor Hwy.  
Interlochen, Michigan 49643

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Date \_\_\_\_\_  
Driver License #: \_\_\_\_\_ Social Security #: \_\_\_\_\_

Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Name \_\_\_\_\_

Present Address: \_\_\_\_\_ Length of Time \_\_\_\_\_  
\_\_\_\_\_

Phone (Home): \_\_\_\_\_ Date of Birth: \_\_\_\_\_

Phone (Work): \_\_\_\_\_

If less than 2 years at above address, please complete the following:

Prior Address: \_\_\_\_\_ Length of Time \_\_\_\_\_  
\_\_\_\_\_

### **Availability:**

I am available to respond to alarms during the:

Day \_\_\_\_\_ during the hours of \_\_\_\_\_  
Evening \_\_\_\_\_ during the hours of \_\_\_\_\_  
Weekends \_\_\_\_\_ during the hours of \_\_\_\_\_

### **Education:** (List name of school, last grade completed or degree earned.)

High School \_\_\_\_\_  
College \_\_\_\_\_  
Other \_\_\_\_\_

### **Military Experience:**

Are you an Armed Forces Veteran? Yes [ ] No [ ]  
Branch of Service \_\_\_\_\_ Type of Discharge \_\_\_\_\_

**References:** (List 4 that have known you at least two years and are not related to you.)

Name Current Address Phone #

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Are you currently under indictment for a felony warrant? Yes [ ] No [ ]

Have you ever been convicted of a felony? Yes [ ] No [ ]

If yes, give: Charge \_\_\_\_\_ Court \_\_\_\_\_ Date \_\_\_\_\_

Penalty imposed \_\_\_\_\_

Number of traffic tickets received (not parking tickets) in the last 5 years: \_\_\_\_\_

Do you currently have a Michigan drivers license which has no restrictions? Yes [ ] No [ ]

Has your driver's license ever been suspended or revoked? Yes [ ] No [ ]

Have you ever been involved in an accident? Yes [ ] No [ ] If yes, how many times? \_\_\_\_\_

Were you judged at fault in any accident? Yes [ ] No [ ] If yes, how many time? \_\_\_\_\_

Give the reason or reasons why you would like to become a firefighter?

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Do you have any impairment, (physical, mental or other) that would prevent you from performing any fire department duties? Yes [ ] No [ ] If yes, please explain:

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**Employment History**

Current Employer:

Name \_\_\_\_\_ Length of Employment \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Work \_\_\_\_\_

Work Hours \_\_\_\_\_ Shift \_\_\_\_\_ Days \_\_\_\_\_

Previous Employer:

Name \_\_\_\_\_ Length of Employment \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Work \_\_\_\_\_

Previous Employer:

Name \_\_\_\_\_ Length of Employment \_\_\_\_\_

Address \_\_\_\_\_

Name of Supervisor \_\_\_\_\_ Phone # \_\_\_\_\_

Type of Work \_\_\_\_\_

Where you ever subject to **disciplinary** action in connection with any employment?

Yes [ ] No [ ] If yes, give details:

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**ABILITY TO PERFORM JOB FUNCTIONS:**

Are you able to perform the following tasks with or without accommodation?

Climbing \_\_\_\_\_ Wearing of Breathing Apparatus \_\_\_\_\_ Lift 50 lbs. \_\_\_\_\_

**TRAINING AND SKILLS:**

List any training or skills which you feel would be an asset to the Fire Department:

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**CURRENT STATE CERTIFICATIONS:**

**FF I:** Yes [ ] No [ ] **FF II:** Yes [ ] No [ ] **MFR:** Yes [ ] No [ ] **EMT-B:** Yes [ ] No [ ]

List any other State licenses held that you feel would be an asset to the Fire Department:

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**EQUAL EMPLOYMENT OPPORTUNITY**

The Inland Township Fire Department is an equal opportunity employer and does not discriminate on the basis of religion, race, color, national origin, age, sex, pregnancy, height, weight, marital status or disability in compliance with state and federal law.

**AUTHORITY TO RELEASE PERSONAL INFORMATION**

I hereby state that the information provided above is accurate, therefore I authorize the investigation of all statements contained in this application. I further authorize all past employers and schools to release information to the Inland Township Fire Department and, including but not limited to, attendance records, rating forms, written or verbal evaluations, and academic transcripts. I understand that misrepresentation or omission of facts called for on this application is cause for rejection and or dismissal.

I hereby understand that to benefit from the protections of the Michigan Handicappers' Civil Rights Act, MCL 37.11011, *etc. Seq.*, I must notify the Township in writing of the need for a handicap accommodation within 182 days of the date I knew or should have known that an accommodation was needed.

I further agree that if hired I will uphold the standards and abide by the SOP's/SOG's of the Inland Township Fire Department. I also understand that with this job I will be asked to perform duties that are inherently hazardous by nature. I also understand that I will be required to undergo rigorous training and continuous education as a condition of employment and that all employment is on an at-will basis.

Signature \_\_\_\_\_ Date \_\_\_\_\_

**AUTHORITY TO INVESTIGATE PERSONAL INFORMATION**

I herby authorize the Inland Township Fire Department to conduct an investigation into my background including criminal history, driving record, previous employment, educational background, medical history, and to conduct any other investigation that it deems appropriate.

I request any custodian of the aforementioned information including duly constituted law enforcement agencies or judicial officers or other appropriate persons to furnish you with all information it may have pertaining to me. I herby release the Inland Township Fire Department, such custodians and any law enforcement agency, judicial officer or any other individual from any liability arising from the disclosure of any information pertaining to me which is obtained during said investigation.

My full name (please print clearly):

\_\_\_\_\_

Address:

\_\_\_\_\_  
(Number and street) (City, State, and Zip Code)

Date of Birth: \_\_\_\_\_

Driver License #: \_\_\_\_\_

Social Security #: \_\_\_\_\_

I herby give permission for the release of any and all information as may be deemed necessary by the Inland Township Fire Department.

\_\_\_\_\_  
(Type or print full name)

\_\_\_\_\_ Date \_\_\_\_\_  
(Signature)

\_\_\_\_\_ Date \_\_\_\_\_  
(Witness Signature)

I, the undersigned, authorize the Department of State Police, Central Records Division, to conduct a criminal history file check by name and identifiers to determine the existence of any activity resulting in conviction and furnish a response to the Inland Township Fire Department.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Social Security Number: \_\_\_\_\_

Driver License Number: \_\_\_\_\_

## POSITION DESCRIPTION FOR FIRE CHIEF

The township board is required and authorized under MCL 41.80 to employ a fire chief, fire fighters and officers as required. Therefore, the Fire Chief shall be appointed by the Inland Township Board.

### GENERAL DESCRIPTION OF DUTIES & RESPONSIBILITIES:

Under the general supervision of the Inland Township Board, the Fire Chief is responsible for overseeing administration and all functions related to fire and medical/rescue services provided by the Township through paid-on-call force. Responsible for the supervision, evaluation, and discipline of all subordinate members of the fire department. Represents the Fire Department in meetings and conferring with various local and State committees and community groups.

### SPECIFIC DUTIES & RESPONSIBILITIES:

1. Plans, develops and oversees administrative direction of the Fire Department to ensure safe and efficient operation in carrying out services as determined by the Township Board; establishes standards for performance and safety; ensures that adequate number of qualified personnel are available, trained and properly supervised to fulfill overall responsibilities of the department.
  - a. Makes and reviews all personnel assignments within the department;
  - b. Develops and enforces policies and procedures;
  - c. Makes recommendations to the township board for the appointment, promotion and dismissal of fire department personnel.
  
2. Oversees and administers Fire Department activities and functions, including but not limited to: recruiting full time and paid-on-call fire fighters to ensure the availability of appropriate fire fighters on the staff; ensures fire fighting force has been provided with appropriate equipment, training, supervision and support to serve Township at the highest possible level.
  - a. Performs and/or supervises firefighting and emergency medical services activities
  - b. Plans, directs and exercises general supervision of department operations.
  - c. Conducts Inspections/Pre-plans and walk-throughs.
  
3. Prepares and administers Fire Department's annual budget; monitors budget to ensure adherence to budgetary control; oversees personnel administration function within the department including reviewing time sheets, run sheets, and preparation of monthly payroll for paid-on-call staff.
  - a. Prepares and administers the department budget.
  - b. Delegates or completes records and reports.
  - c. All records shall remain in the Fire Hall, and not removed to any other location.

4. Develops long range plans for maintaining effective operations of department; researches, evaluates and recommends acquisition of facilities, firefighting equipment and supplies; reviews vendor invoices and other bills for purchases of supplies and equipment.
  - a. Recommends the purchase of new equipment and directs the drafting of specifications for the equipment.
  - b. Develops long terms plans for improving and maintaining cost effective operations;
  - c. Supervises the maintenance, repair, improvement and replacement of equipment, apparatus and property of the fire department.
5. Responds to fire and medical/rescue calls as necessary and assumes scene command when appropriate; may assist Township in responding to emergency situations.
  - a. Ensures that an incident management system is used at all emergency operations.
6. Conducts and/or participates in various department and Township meetings; also represents Township on various Fire Chief/Fire Department committees at State and local level.
  - a. Coordinates fire department activities with other municipal departments.
  - b. Coordinates Planned Emergency Preparedness with appropriate governing authority.
  - c. Represents Fire Department in meeting with public and public speaking engagements.
7. Attends special technical training sessions to maintain and/or enhance knowledge of firefighting techniques, methodologies, and management skills.
  - a. Maintains professional development by attending meetings, conferences and seminars, etc.
8. Authorizes the release of information to the press.
9. Oversees maintenance of site and pre-incident planning files; reviews building plans prior to new construction as necessary; directs investigations into causes of fires.
10. Performs other duties and responsibilities as directed by the Township Board.

The examples of duties are intended only as illustrations of the various types of work performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment to the position.



## **MINIMUM REQUIRED EDUCATION AND TRAINING:**

An equivalent combination of education and experience listed below should be considered.

- a. High School graduate or GED equivalent.
- b. Five (5) years of experience in fire service.
- c. Completion of the Michigan Fire Fighters Training Council Firefighter I and II; Fire Officer I and II; Hazardous Materials Operation; Michigan Department of Public Health Medical Responder; Automatic External Defibrillator and Cardiopulmonary Resuscitation; Haz-Mat Operations; ICS and NIMS.
- d. Strong interpersonal skills to deal effectively with subordinates, Township personnel at all levels, vendors, representatives from various professional organizations and the general public.

## **PREFERRED KNOWLEDGE, SKILLS AND ABILITIES:**

1. Organizational, managerial, administrative and leadership skills required: knowledge of National Fire Protection Agency (NFPA) code, as well as ordinances associated with areas of enforcement and responsibility.
2. Ability to work in all weather conditions and occasionally in extremely hazardous conditions; must be able to climb ladders and work effectively at emergency scenes; valid driver's license required to travel about township and elsewhere in serving Township; ability to operate a wide variety of firefighting equipment and apparatus; also requires manual dexterity to operate computer efficiently; occasionally requires lifting heavy fire/rescue equipment and supplies weighing 50 pounds or more.