



Pentwater Fire Department New Applicant Process Overview

Overview

Applicants must first meet the applicant requirements.

The application process then has three phases; application, screening, and probationary period. Each phase entails specific steps designed to take the applicant through a logical process that results in full membership. Applicant requirements and each of the phases is detailed below.

Applicant Requirements

- Applicants must be eighteen (18) years of age on the day that the MFFTC Firefighter Training program begins (usually October)
- Applicants (as well as active members of the Department) must live within a distance that is not detrimental to a rapid response to an emergency call within Pentwater Fire Department's primary area of jurisdiction.
- If accepted to the screening process, applicants must be willing to undergo an entry physical examination, drug screening, and background check at the Department's expense.
- Applicants must possess a valid Michigan driver's license, subject to verification. If the applicant's license is suspended or restricted for any reason during the application phases or during membership, the Fire Chief must be notified immediately.
- If accepted to the probationary period, the applicant is required to have knowledge of and abide by all Pentwater Fire Department By-Laws and SOP's for the duration of the probationary period.



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Application

- Anyone requesting membership with Pentwater Fire Department shall apply in writing to the Fire Chief on an application supplied by the Department.
- Applications will be dated by the Department on the date they are received.
- Applications will be valid for a period of one (1) year.
- Applications will be submitted to the Department for approval 1-2 months before MFFTC Firefighter classes are scheduled to begin (usually October).
- Applications will be voted on by the date of application. Applications on file for the longest amount of time will be voted on first.
- Applications presented to the Department for approval will be by a simple majority roll call vote taken by at least three (3) elected officers present at a regular officer's meeting. Applications accepted will move on to the screening process.

Screening

- Applicants undergo physical examination
- Applicants undergo drug screening
- Applicants undergo a criminal history screening conducted by Pentwater Police Department.
- Applicants provide copy of driver's license. Current status of license will be verified through Mason-Oceana 911.
- Applicants that fail to pass one of the above steps will be notified by the Fire Chief.
- Applicants passing all of the above will be considered probationary effective the first day of their MFFTC Firefighter training.

Probation

- Applicants that successfully complete the application and screening phases will have probationary status effective the first day of their MFFTC Firefighter training.
- Probationary firefighters are required to have knowledge of and abide by all Pentwater Fire Department By-Laws and SOP's for the duration of the probationary period.



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Probation (continued)

- Probationary firefighters must be actively enrolled and participating in their MFFTC Firefighter training program to maintain their probationary status.
- Probationary firefighters are required to alert the Fire Chief if they voluntarily resign from or are terminated from their MFFTC Firefighter training program.
- Probationary firefighters are allowed to respond to Department alarms. However, participation at such alarms is limited, and at the discretion of the Incident Commander.
- Probationary firefighters may not operate a vehicle code (lights & siren) under any circumstances unless all state laws and certifications are met, and they have Department approval.
- Probationary firefighters may not drive department apparatus unless properly trained and licensed, and have approval of the Fire Chief.
- Probationary firefighters may not don SCBA or enter working structure fires until they have successfully completed and passed either the MFFTC Firefighter I or Firefighter I & II class, written exam, and practical exams.
- Upon successfully completing and passing either the MFFTC Firefighter I or Firefighter I & II class, written exam, and practical exams, the firefighter will maintain a probationary status for an additional six (6) months beyond the written & practical test date. An applicant that completes the class but fails either the written or practical portion of testing will maintain probationary status. The applicant will be required to challenge the failed portion within 3 months of challenge eligibility. If an applicant has exhausted all challenge attempts (in accordance with MFFTC guidelines), the applicant will be terminated from the Department.
- Upon completion of the additional six (6) month probationary period, the firefighter will be considered a full member.

I have read and understand the Pentwater Fire Department New Applicant Process, and will abide by the terms of the Process.

Signature _____

Date _____