



TOWN OF MACHIAS

17 STACKPOLE DR. • P.O. BOX 418

MACHIAS, ME 04654



Addendum D – Fire Department

This Addendum must be completed in addition to the Town of Machias Employment Application for positions within this department.

Fire Department Commitment & Expectations

As an applicant to the Machias Fire Department, you are acknowledging and agreeing to the following operational expectations:

Service Commitment

By joining the Machias Fire Department, you commit to protecting the lives and property of residents within the Town of Machias and the following mutual-aid communities:

Marshfield, East Machias, Machiasport, Jonesboro, Northfield, and Whitneyville, as well as contracted service areas.

Regardless of the time of day or the incident type, if you are available when a “tone” or dispatch alert is issued, you have a duty and responsibility to respond.

Training Requirement

Maine State Law and the Machias Fire Department require a minimum of 2 hours of training per month to remain active and compliant.

This includes:

- Scheduled drills
- Hands-on equipment training
- Safety and standards updates

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- Annual mandatory training modules

Attendance Requirement

To maintain active status with the department, you are required to attend:

- At least 20% of all fire/rescue calls, and
- At least 20% of all meetings, training sessions, and work details
- For officers:
 - At least 30% of all fire/rescue calls, and
 - At least 30% of all meetings, training sessions, and work details.

Failure to meet minimum participation requirements may result in removal from active status.

Equipment & Operating Guideline Familiarity

You are required to:

- Become familiar with all departmental equipment and apparatus
- Understand and follow departmental Standard Operating Guidelines (SOGs)
- Maintain the skills necessary to perform fireground duties safely and effectively

Professional Conduct & Community Representation

As a Machias firefighter, you are expected to maintain professionalism, teamwork, respect, and integrity at all times — on incident scenes, at the station, and in the community.

The role carries pride, responsibility, and the opportunity to positively impact lives.

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Firefighter Qualifications & Certifications

Check all that apply:

- Basic Fire Attack Firefighter I Firefighter II HazMat Operations
- HazMat Technician Driver/Operator – EVOC Pump Operator
- Fire Instructor I/II Fire Officer I/II Wildland Firefighting (S-130/S-190)
- Aerial Operator

SCBA Certified: Yes No

CPR/First Aid Certified: Yes No Expiration: _____

NIMS/FEMA Courses Completed:

- IS-100 IS-200 IS-700 IS-800

Other: _____

Physical Ability & Essential Job Functions

Are you able to perform the following essential functions with or without reasonable accommodation?

- Work in full turnout gear for extended periods? Yes No
- Operate in extreme heat, cold, smoke, and low visibility? Yes No
- Lift and carry 50+ lbs of equipment? Yes No
- Operate hose lines, ladders, tools, and rescue equipment? Yes No
- Crawl, kneel, climb, and work in confined or hazardous spaces? Yes No

Limitations (if any): _____

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Response Availability & Transportation

Available to respond during:

- Nights: Yes No
- Weekends: Yes No
- Holidays: Yes No

Do you have reliable transportation to the fire station? Yes No

Distance from residence to station: _____ miles

Commercial Driver Requirements

CDL Class: A B C None

License #: _____ State: _____ Expiration: _____

Endorsements:

Tanker HazMat Manual Transmission Air Brakes

DOT Medical Card: Yes No Expiration: _____

Have you ever been suspended/disqualified from operating a commercial vehicle?

Yes No

If yes, explain: _____

Prior Fire Service Experience

Have you served with another fire department? Yes No

If yes, list department(s), role(s), and duration: _____

Experience with (check all that apply):

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- Structural firefighting
- Wildland firefighting
- Motor vehicle extrication
- Rope/technical rescue
- Water/ice rescue
- Fireground pump operations
- Emergency vehicle operation

Safety, Conduct, & Compliance Requirements

Have you ever been disciplined or removed from a fire department?

Yes No

If yes, provide details: _____

Are you willing to attend required trainings, meetings, and drills?

Yes No

Do you agree to comply with all Town policies, NFPA standards, OSHA requirements, and the chain of command?

Yes No

Medical, Drug, and Fitness Requirements

I acknowledge and agree to the following:

- I must complete a pre-employment fit-for-duty medical evaluation through *Industrial & Family Practice (IFP)* or another Town-approved provider.
- Continued service may require additional medical evaluations under NFPA 1582.
- I am required to comply with all Town drug/alcohol testing policies, including pre-employment testing and testing following serious incidents or reasonable
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suspicion.

- I must maintain physical readiness appropriate for firefighting duties.

Release of Information

I authorize the Machias Fire Department or its designee to conduct a background check to determine my suitability for membership. This may include verification of:

- Employment history
- Training and certifications
- Criminal history
- Motor vehicle record
- References
- Any information relevant to operational readiness or safety

This authorization is valid for 120 days from the date signed. I release all individuals, companies, and agencies from liability for providing such information.

Acknowledgment

Print Name: _____

Signature: _____

Date: _____

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