

# Suttons Bay-Bingham Fire & Rescue Authority

Suttons Bay, Michigan 49682

## BASIC EMT/FIREFIGHTER POSITION INFORMATION

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### POSITION OVERVIEW

Since the majority of Department requests for service involve emergency medical services, the primary responsibility of the Basic EMT/Firefighter is to the EMS operations of the Department. This involves provision of emergency medical services at the Basic Life Support level consistent with his or her licensure and in accordance with the Policies, Procedures, and Protocols of the Northwest Regional Medical Control Authority.

In addition, the Basic EMT/Firefighter is expected to perform and/or assist with fire service evolutions consistent with his or her training and based on the needs of the incident and capabilities of the Department. This may include fire suppression or containment activities when necessary to save life, protect property, or otherwise mitigate an emergency when there are insufficient other qualified personnel present to perform these functions.

### ENTRY REQUIREMENTS

- High School graduate or equivalent.
- No felony convictions within past seven years.
- Valid Michigan Operator's License. May not have accumulated more than 6 points in the preceding three years. No prior alcohol-related convictions.
- Basic EMT licensure by the Michigan Department of Community Health. National Registry certification and/or EMS Instructor-Coordinator licensure preferred.
- Approval to function within the Northwest Regional Medical Control Authority. Additional Trauma Life Support certification/training is preferred.
- Minimum Fire Fighter II certification by the Michigan Office of Firefighter Training including Hazardous Materials Operations Level certification. Previous fire fighter experience with a volunteer or full-time fire department preferred.
- Effective verbal and written communication skills.
- Successful completion of health examination, written, and physical agility testing, back ground check, psychological evaluation.

### SCHEDULED HOURS

Regular duty shifts will follow a predictable pattern within a 12-day cycle: ON-ON-OFF-OFF-OFF-OFF-ON-ON-OFF-OFF-OFF-OFF. The pattern repeats every 12 days.

- a. "ON" denotes 24 consecutive hours "on duty".
- b. "OFF" denotes 24 consecutive hours "off duty".

**BENEFITS**

Health Insurance	Upon completion of (90) days, Employees will be offered healthcare. Optional Annual "Opt-Out" bonus payment for employees with other health insurance coverage.								
Dental & Optical Insurance	Upon completion of (90) days, employee & family.								
Life Insurance	Term Life coverage provided at no cost to employee.								
Accidental Death & Disability Insurance	Provided at no cost for work-related injury/death. Pays in addition to Worker's Compensation or other Term Life Insurance.								
Professional Liability Insurance	Group Coverage. Limits exceed minimums required by MDCH and local medical control authority.								
Paid Retirement	The employer will provide qualified retiring full-time employees with a defined benefit pension which includes long-term disability benefits through the Municipal Employees Retirement System of Michigan (MERS).								
Holiday Pay	(8) Recognized Holidays/Year. 12 Hours Holiday Pay <u>plus</u> overtime for all hours worked.								
Paid Vacation Leave	<p>Provided annually after successful completion of probationary period. Paid out annually if not used (mandatory).</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">&lt; 6 Years</td> <td>144 Hours/Year</td> </tr> <tr> <td>8 Years</td> <td>192 Hours/Year</td> </tr> <tr> <td>10 Years</td> <td>240 Hours/Year</td> </tr> <tr> <td>12 Years</td> <td>288 Hours/Year</td> </tr> </table>	< 6 Years	144 Hours/Year	8 Years	192 Hours/Year	10 Years	240 Hours/Year	12 Years	288 Hours/Year
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Paid Sick / Personal Leave	<p>Accumulates after successful completion of probationary period (Maximum: 768 Hours)</p> <table border="0" style="margin-left: 40px;"> <tr> <td style="padding-right: 20px;">&lt; 6 Years</td> <td>144 Hours/Year</td> </tr> <tr> <td>8 Years</td> <td>192 Hours/Year</td> </tr> <tr> <td>10 Years</td> <td>240 Hours/Year</td> </tr> <tr> <td>12 Years</td> <td>288 Hours/Year</td> </tr> </table>	< 6 Years	144 Hours/Year	8 Years	192 Hours/Year	10 Years	240 Hours/Year	12 Years	288 Hours/Year
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Bereavement Leave	Paid time off in the event of death of member of immediate household and/or immediate family members.								
Uniform Allowance	Annual allowance from which may purchase required and optional uniform items.								
Paid Education Tuition	Mandatory education courses fully paid. Payment for additional/optional education considered on individual basis.								
Longevity	<p>In recognition of continuous, full-time service to the Department and the community, full-time employees will be awarded longevity payments as follows:</p> <table border="0" style="margin-left: 20px;"> <tr> <td>8 Years:</td> <td>2% of Calculated Base Annual Wage</td> </tr> <tr> <td>12 Years:</td> <td>3% of Calculated Base Annual Wage</td> </tr> <tr> <td>16 Years:</td> <td>4% of Calculated Base Annual Wage</td> </tr> <tr> <td>20 Years:</td> <td>5% of Calculated Base Annual Wage</td> </tr> </table>	8 Years:	2% of Calculated Base Annual Wage	12 Years:	3% of Calculated Base Annual Wage	16 Years:	4% of Calculated Base Annual Wage	20 Years:	5% of Calculated Base Annual Wage
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Wages                      See attached wage scale