



## CENTERVILLE-OSTERVILLE-MARSTONS MILLS FIRE DISTRICT

DEPARTMENT OF FIRE-RESCUE & EMERGENCY SERVICES

1875 Route 28 • Centerville, MA 02632-3117  
508-790-2375 x1 • FAX: 508-790-2385

Michael J. Winn, Chief  
Byron L. Eldridge, Deputy Chief

Patrick R. Hill, Fire Prevention Officer  
Shawn Lehane, Fire Prevention Officer

### Centerville-Osterville-Marstons Mills Fire Department

1875 Falmouth Road

Centerville, MA 02632

Mission Statement:

***To provide the finest possible fire, rescue, and emergency medical services, whether routine or emergent, to all that reside in, work in or visit the Centerville-Osterville-Marstons Mills Fire District.***

The Centerville-Osterville-Marstons Mills Fire Department (COMM Fire) is a municipal fire district located in the Town of Barnstable, Cape Cod, Massachusetts, and is seeking the right candidates to join our dynamic team.

The COMM Fire District was incorporated in 1926 and serves the villages of Centerville, Osterville, and Marstons Mills. The response area is approximately 26 square miles and includes over 8 miles of ocean-front and many bays and inlets. The COMM Fire District has a year-round population of 28,000 residents and a summer population that swells to over 40,000 residents and guests. COMM Fire responds to nearly 5000 emergency calls per year.

COMM Fire operates four shifts of 12 Firefighter/EMT/Paramedics with a minimum assignment of a shift commanders and three firefighters at the Centerville (headquarters) stations, and three firefighters assigned to each station in Osterville and Marstons Mills. The Department operates four engines, one 100' aerial ladder, and two forestry vehicles. All three stations operate an Advanced Life Support Ambulance. The District also operates a 15 member dive team.

COMM Fire is recruiting candidates for the full time position of Firefighter/EMT and Firefighter/Paramedic. COMM Fire offers extremely competitive salary and benefits.

FF/EMT – Step 1 - \$79,969.68 (base salary)

FF/Paramedic – Step 1 - \$86,274.72 (base salary)

To apply you must meet the minimum qualifications as determined by the Commonwealth of Massachusetts:

1. Be at least 19 years of age at the time of application
2. Must be free of felony convictions
3. Possess and maintain a valid MA motor vehicle operator's license at the time of application
4. Possess a High School Diploma or have a G.E.D.
5. Possess and maintain certification for Emergency Medical Technician or Paramedic in the Commonwealth of Massachusetts; and

6. Must be able to pass MA Department of Human Resources Firefighter Fitness Medical Exam (which includes drug screening,) Physical Ability Test, CORI check, psychological evaluation and an extensive and thorough background check.

**Massachusetts State Firefighter I/II Recruit Academy (or equivalent) certification preferred.**

**\*\*Please note that the successful candidate will be required to adhere to the residency requirement of the COMM Fire Department within one year of hire.\*\***

Applications may be picked up at the COMM Fire Station (Headquarters – vestibule) 1875 Falmouth Road, Centerville **no later** than 1600hrs on Wednesday March 29, 2023. Completed applications must be received back to COMM Fire Headquarters Station **no later** than Friday March 31, 2023 at 1600hrs. Failure to adhere to this timeline and failure to complete application will disqualify candidates.

Job Type: Full-time

Pay FF/EMT: \$79,969.68 (yearly)

Pay FF/Paramedic : \$86,274.72 (yearly)



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TO: Firefighter Applicant

FROM: Chief Michael Winn

DATE: March 17, 2023

Thank you for your interest in applying for a position at COMM Fire Department. Enclosed you will find the following forms to be completed legibly by the applicant himself/herself.

1. Employment Application
2. Firefighter EMT-B and EMT-Paramedic Position Duties/Qualifications
3. Tobacco Smoking Regulation
4. Living Radius Requirements

You are applying for a responsible public safety position. It is essential that you follow instructions specifically as directed. Make sure all dates and information are absolutely accurate. Incomplete applications will not be accepted.

All of the questions must be answered. If not applicable, indicate such with "n/a." **Your application is not complete unless all questions are answered or signed or dated.** Failure to answer any and all questions truthfully, accurately or completely may result in the applicant's disqualification, or, if discovered after an individual is hired, termination of employment.

**Completed application packets must be returned to our offices at the above address by March 31, 2023 at 1600 hrs.**

Should you have any questions you may call our Administration Office at 508-790-2375 Ext. 1. I look forward to receiving and reviewing your application.

# C-O-M-M FIRE DEPARTMENT

## EMPLOYMENT APPLICATION

As an equal opportunity employer, COMM Fire Department does not discriminate in hiring or in terms and conditions of employment because of an individual's race, creed, ancestry, color, sex, age, religion, handicap or disability, marital or veterans status, national origin, sexual orientation or any other legally protected status. COMM Fire Department only hires individuals authorized for employment in the United States.

**If you are submitting a resume and cover letter as substitution in completing any portion of this application you may write "See Resume". In doing so, you are expressly certifying that any statements and information contained therein are incorporated into the application form and the conditions of your affixed Applicant signature.**

**Position Applying For:** \_\_\_\_\_ **Date of Application:** \_\_\_\_\_

Schedule Desired: ( ) Full Time ( ) Part Time ( ) Temporary ( ) Seasonal Are you on layoff subject to recall? \_\_\_\_\_

Are there any hours, shifts or days you cannot or will not work? \_\_\_\_\_

Are you willing to work overtime as required? \_\_\_\_\_

Are you able to meet regular attendance & punctuality requirements of the job? \_\_\_\_\_

Available start date? \_\_\_\_\_

## PERSONAL INFORMATION

\_\_\_\_\_  
 (Last Name) (First Name) (Middle Name) Are you authorized for employment in the U.S.? ( ) Yes ( ) No

\_\_\_\_\_  
 (Present Street Address) (City) (State) (Zip) If you are under 18 years of age state your age? \_\_\_\_\_

\_\_\_\_\_  
 (Home Phone) (Cell Phone) (Email address)

*For applicants for jobs that require driving:*

Do you have a valid MA Driver's License? Number \_\_\_\_\_ Class \_\_\_\_\_ Expiration Date \_\_\_\_\_

Do you authorize COMM to check your driving record for repeated or significant traffic violations? Yes \_\_\_\_\_ No \_\_\_\_\_

## EDUCATION

TYPE OF SCHOOL	NAME & LOCATION OF SCHOOL	DEGREE/AREA OF STUDY	NO. OF YEARS COMPLETED	GRADUATED (Check One)
HIGH SCHOOL				( ) Yes ( ) No
COMMUNITY COLLEGE				( ) Yes ( ) No
COLLEGE				( ) Yes ( ) No
GRADUATE SCHOOL				( ) Yes ( ) No
TECHNICAL SCHOOL				( ) Yes ( ) No
OTHER				( ) Yes ( ) No

## TRAINING & PROFESSIONAL LICENSES OR CERTIFICATIONS

List job-related licenses or certificates that you possess, and/or academic and professional activities and achievement awards, publications or technical-professional associations you are a member of. Exclude organizations which indicate race, creed, color, sex, age, religion, handicap or national origin of its members.	Date Awarded

## SKILLS

	Beginner	Intermediate	Advanced Level
Knowledge of word processing			
Knowledge of spreadsheets			
Knowledge of databases			
Accounting systems knowledge			
Bookkeeping knowledge			

In addition to work history (below), what other experiences, skills or qualifications would be applicable to position applied for: (include word processing, spreadsheet, machinery or equipment able to operate)


Indicate any foreign languages you can speak, read and/or write either fluently or conversationally:

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## EMPLOYMENT HISTORY

Starting with your present or last job list *all* paid, volunteer, full or part-time work, military service, and summer jobs performed during the last 10 years (include work performed more than 10 years ago if it applies to the job you want). Use the back of the application and/or additional sheets of plain white paper if you need more space.

May we contact you present employer? ( ) Yes ( ) No

Name and Address of Employer & Date of Employment	Position & Duties	Reason for Leaving
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		
Phone: Dates (From/To):		

Please list three employment-related references who are familiar with your work. Do not list relatives or friends.

Name	Address	Phone	Place of Employment	Position Held
1.				
2.				
3.				

**PERSON TO CONTACT IN CASE OF EMERGENCY**

Full Name:	Address:	Phone:
Place of Employment:	Address:	Phone:
Relationship to you?		

**APPLICANT'S CERTIFICATION AND AGREEMENT**

**Please Read this Statement Carefully**

I understand that this application is not a contract of employment. I understand that to be employed, I must be lawfully authorized to work in the United States, and I must show COMM Fire Department documents that will prove this. I also understand that I may be required to successfully complete a medical or psychological examination, including a urine drug analysis, before employment and/or as a condition of continued employment, submit to such lawful examinations, medical, substance abuse, or other, as may be required by COMM Fire Department.

I authorize and understand that COMM Fire Department may investigate my work and personal history which may include a Criminal Offender Record Inquiry (CORI) and/or a Sex Offender Registry Information (SORI) check, military history and verify data given on this application, on resume or related papers, and/or interviews regarding my education, past employment history and background. I authorize all individuals, schools, and firms named herein, except my current employer, if so noted, to provide any information requested about me and I release them from all liability for damage in providing this information. I understand that the information released is for COMM Fire Department's use only. Conviction of a crime or termination from a job is not an automatic bar to your employment, all circumstances will be considered. I understand that I am not required to take a lie detector test as a condition of employment as it is unlawful in the State of Massachusetts to be required to do so.

If I am hired, I agree that my employment and compensation can be terminated with or without cause and for any reason not prohibited by statute at any time with or without prior notice, at the option of COMM Fire Department or myself. I understand that all appointments are probationary and that I must demonstrate my ability for continued employment. I also understand that I must be available from time to time to work outside of my normally scheduled hours, as the needs of the department require.

I understand that this application for employment will be considered active until the position I am applying for has been filled. I understand if I wish to be considered for future employment, I must inquire regarding re-submitting this application or completing another for any vacant position.

I certify that all the statements herein are true and understand that any falsification or misrepresentation of facts stated or implied shall be sufficient cause for dismissal or refusal of employment. I understand, also, that I am required to abide by all rules, policies or regulations of COMM Fire Department.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

(You must sign and date this application to be considered for employment)

**Additional Information or Comments:**

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**PLEASE DO NOT WRITE BELOW THIS LINE**

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Comments:

**Approved By:**

Department Head \_\_\_\_\_

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TO: Firefighter Applicant

FROM: Chief Michael Winn

DATE: March 17, 2023

RE: FIREFIGHTER/EMT-B AND EMT-PARAMEDIC POSITION  
DUTIES/QUALIFICATIONS\*

### ARTICLE XXVI – Duties of Centerville-Osterville-Marstons Mills Firefighters

#### Section A. PRINCIPAL DUTIES:

The principle duties of the members of the Centerville Osterville Marstons Mills Fire Department shall consist of the following:

Under direct supervision, to perform general duty firefighting work in combating and extinguishing fires, this may involve the performance of hazardous tasks under emergency situations while protecting life and property and frequently requiring strenuous physical exertion under conditions of smoke, extreme heat, gases, and cramped surroundings; and to perform related work as required. Alarm response with an assigned company to assist in combating and extinguishing fire; driving and operating equipment and appurtenances of heavy apparatus, including aerial ladder trucks, hose wagons, pumpers, rescue trucks, and similar firefighting apparatus; laying, coupling, connecting fire hose; advancing fire hose into burning buildings to direct fog or water stream, using various heavy stream appliances and extinguishers and placing, erecting, and climbing ladders, including aerial ladders. Ventilation of burning buildings; using forcible entry tools, if necessary, to open locked doors, windows, and skylights, and to chop out or break openings in roofs, floors, partitions, and ceilings. The entering of burning buildings to evaluate and rescue persons in danger, using ladders, stretchers, life nets, life guns, and life lines; administering first aid, resuscitation and performing emergency rescue, such as from drowning and extrication work such as from elevators, machinery, motor vehicles and similar accidents, the conducting of fire prevention practices and education programs to eliminate hazards and to promote public awareness of fire-rescue needs; and other related duties as prescribed by the Chief.

#### TITLE 1 - FIREFIGHTER/EMT-B

##### QUALIFICATIONS:

As determined by the Chief and Board of Fire Commissioners.

##### DUTIES:

Responsible for duties outlined in Article XXIV.



**TITLE 2 – FIREFIGHTER/EMT-PARAMEDIC**

**QUALIFICATIONS:**

1. As determined by the Chief and Board of Fire Commissioners.
2. Shall be certified to operate as an EMT-Paramedic in the State of Massachusetts
3. Shall be certified to operate as an EMT-Paramedic in the Cape & Islands EMS System.
4. Loss of said certification is grounds for dismissal.

**DUTIES:**

1. Responsible for duties in Article XXVI (above).

**GENERAL:**

1. Firefighter/Paramedics hired as a condition of employment may, after a minimum of five (5) years of service, transfer based on seniority, to a Firefighter/EMT-B position should one become available.

By signing below, I acknowledge my receipt and understanding of the above.

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Signature

\* The “Agreement between the Centerville-Osterville-Marstons Mills Fire District and the Centerville-Osterville-Marstons Mills Professional Firefighters Local 2346, IAFF” dated July 1, 2021 through June 30, 2024.

**CENTERVILLE-OSTERVILLE-MARTSONS MILLS FIRE DISTRICT  
FIRE DEPARTMENT  
1875 ROUTE 28  
CENTERVILLE, MA 02632**

**GENERAL LAWS OF MASSACHUSETTS**

**TITLE VII.  
CITIES, TOWNS AND DISTRICTS**

**CHAPTER 41. OFFICERS AND EMPLOYEES OF CITIES, TOWNS AND DISTRICTS**

Chapter 41: Section 101A Police officers or firefighters: tobacco smoking

Section 101A. Subsequent to January first, nineteen hundred eighty-eight, no person who smokes any tobacco product shall be eligible for appointment as a police officer or firefighter in a city or town and no person so appointed after said date shall continue in such office or position if such person thereafter smokes any tobacco products. The personnel administrator shall promulgate regulations for the implementation of this section.

I have read and understand the above law.

Applicant signature: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_



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DATE: March 17, 2023  
TO: Firefighter Applicant  
FROM: Chief Michael Winn  
RE: Union Contract Living Radius Requirement

**Agreement Between the Centerville-Osterville-Marstons Mills Fire District and the Centerville-Osterville-Marstons Mills Professional Firefighters Local 2346, IAFF**

**July 1, 2021 through June 30, 2024**

**Article VII – Management Rights (Page 7), Section B. Living Radius**

Section B. LIVING RADIUS:

Employees covered by this agreement must live within eight (8) road miles of a COMM Fire Station within thirty (30) days after notification of the end of their probationary period.

Sign below to indicate your understanding of and willingness to adhere to the above regulation.

Applicant signature: \_\_\_\_\_

Applicant printed name: \_\_\_\_\_ Date: \_\_\_\_\_