

# Volunteer

## Firefighter Recruitment Orientation Guide

### Township of Conmee



**Conmee**  
TOWNSHIP

*Healthy Living Naturally!*

## **FORWARD**

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a member of the Conmee Emergency Services. Participation as a member of Conmee Emergency Services will bring personal rewards, satisfaction, raise self-esteem and give you a tremendous sense of accomplishment for a job well done. Your involvement will also provide your community with a valuable service that has the potential to touch us all.

However service as a member in our Department requires a serious commitment. Your decision to join should not be made quickly. The recruitment handbook has been developed to provide the information needed to help you make that decision.

Making a commitment to serve as a member of the Department is a serious decision, we ask that you take the time to read this booklet and get the facts of what is involved in being a member of the Fire Department.

This handbook contains information on the organization of the Fire Department, training, participation requirements, the nature of our business, and answers to typical questions raised by prospective members. While this booklet will not answer all possible questions about membership, it will provide you with information about the most important areas.

Once you understand what is involved in being a member of a Fire Department, we hope you will find you are able to make the commitment that the community requires. The service provided by the Firefighters is truly valuable to the citizens of our township and we hope that you are able to contribute to our public safety.

## **GOALS OF THE FIRE DEPARTMENT**

The goal of the fire department is to provide fire protection, fire prevention and public education services through a range of programs designed to protect the lives and property of the inhabitants from the adverse effects of fires, sudden medical emergencies or exposure to dangerous conditions created by man or nature; first to the municipality; second to those municipalities requiring assistance through mutual aid.

## **THE NATURE OF OUR BUSINESS**

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most men and women to enter the service, both as volunteers and career employees. Imagine having to train to prepare yourself to cope with situations, which range from structure fires, childbirth, hazardous chemical spills, heart attacks and almost any imaginable emergency situation in between. This diversity coupled with the fact that your skills may be needed at any time of day, seven days a week, in any kind of weather, and very often under potentially stressful and emotional circumstances makes our contribution to our profession very personally rewarding.

The basic purpose of the fire services are to provide public education and fire prevention and as a last resort to provide fire suppression. This is done through fire prevention inspections, public education programs, fire safety education and code enforcement programs.

This type of work or job is not for everyone; you need more than just a desire to help people. You also need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges. The Fire Department is not for the meek or timid or for those who lose control of their emotions during times of crisis. Our service is one which there is exposure to very traumatic circumstances where the fragile balance of life has been determined by circumstances that have inflicted great harm upon a person. In our occupation we see the worst of what life can deal to a person.

The personal rewards and satisfaction received from being involved in a Fire Department are often beyond description. There is a sense of accomplishment after controlling a building fire, compassion for accident victims, and fulfillment in teaching fire safety. The list could go on and on.

The bottom line in our business is measured by the prevention and reduction of loss of life, pain and suffering, and property damage that we have in our service. We are here and prepared for one reason and that is to provide a service to the residents of our community.

If you feel you have what it takes to meet the challenges of our Department, we welcome you to apply to join us.

### **PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT**

In order to achieve the goals of the fire department the following objectives have been established.

1. Identify and review the fire services requirements of the municipality.
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the firefighting equipment and operating personnel are available to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide department training to an accepted standard which will ensure the continuous upgrading of all personnel in the latest techniques of fire prevention, firefighting and control of emergency situations and to co-operate with other municipal departments with respect to management training and other programs.
5. Provide a maintenance program to ensure that all fire protection apparatus, including all equipment, is ready to respond to emergency calls.
6. Provide an effective fire prevention program to:
  - (a) Ensure, through fire inspections, compliance with applicable municipal, provincial, and federal fire prevention statutes, codes and regulations.
  - (b) Reduce and/or eliminate fire hazards.
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on fire safety programs or public education.
8. Ensure in the event of a major catastrophe in the municipality, assistance to cope with the situation is available from outside departments and other agencies.

## **Training Requirements – Orientation**

**A.** All members entering the system complete a recruit training program taught by departmental instructors regardless of whether the individual may have prior training or experience.

**B.** Members successfully completing recruit training may begin responding to fire calls. However, they will be identified with a **probationary designation** and will assist a fully qualified firefighter only when proper supervision is provided. The **probationary designation** identifies the person as a member in training. New members shall wear a **probationary designation** during the probation period. **Probationary designation** fire fighters may not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments. Length of probation and details of service shall be determined by the Fire Chief.

### **Fire Fighter—General Level**

This is an ongoing internationally recognized training program called the National Fire Protection Agency (NFPA). This training is supplemented and supported by the Ontario Fire Marshal's Office.

## **Proficiency Requirements**

Once the training levels have been achieved, each member is required to attend a performance-based examination to demonstrate the skills required to perform the job safely and effectively.

## **JOB SPECIFICATION - VOLUNTEER FIREFIGHTER**

### **General Statement of Duties:**

- Capable and able to respond to an emergency to perform firefighting duties and other related work as required in the saving of life and property.

### **Summary of Firefighter Duties, Responsibilities and Working Conditions:**

- Will be covered by the Workplace Safety and Insurance Board (WSIB) coverage to maximum allowable.
- Covered with On-duty Accidental Death Insurance Policy.
- Must have a Current Hepatitis 'B' vaccination and up to date immunizations.
- Must maintain a reasonable level of Health and Fitness.
- Must be willing to carry a pager or radio supplied by the Fire Department.
- Must maintain a Current First Aid and CPR certificate.
- A firefighter must be committed to continuous training in fire suppression, prevention and emergency aid procedures.
- Due to reasons of safety, facial hair that may affect the integrity of the face piece seal of self-contained breathing apparatus, i.e. beards and sideburns, is not permitted.
- A firefighter is responsible for performing various duties, under emergency conditions, frequently involving considerable risk, in a safe and efficient manner while working within a chain of command.
- A firefighter's roles and responsibilities include routine duties in the maintenance of firefighting equipment and property, carrying out of specific orders and directions as received from a senior firefighter or officer in the normal course of maintenance duties, training and firefighting.
- A firefighter must respond promptly, safely and efficiently to alarms, obey the orders of the senior firefighter or officer in charge, share in the work that is required at emergency scenes, around the firehall and when otherwise responding.

- A firefighter must refrain from using offensive statements or language at the emergency scene, in and around the firehall and when on duty.
- A firefighter will be loyal to their fellow firefighters, officers and the department, and at all times conduct themselves in a professional, compassionate and sensitive manner, remembering that he/she is in the eyes of the public while on duty.
- Must participate in at least 70% of the required training and calls for the year.
- Participate in promotional and community events, as assigned, acting as ambassadors of the Fire Service.
- Must participate in public education and fire prevention as required.
- Must be able to work with short bursts of extreme exertion.
- Must be able to carry a minimum of 65lbs without incident.
- Must not have any physical or mental limitations, either current or pre-existing. Ex, fear of heights, claustrophobia, seizures, heart conditions, etc.
- Must be able to stand for long periods of time with little rest.
- Able to don and doff a breathing apparatus (BA) without limitations.
- Other duties as required.

### **Distinguishing Features of the Job:**

- Responds to fire, rescue and other related emergencies as required.
- Reports directly to senior officers regarding activities at the fire ground or station.
- Reports equipment deficiencies to a senior firefighter or officer.
- Completes investigation reports following an emergency as required.
- Completes regular inspection of assigned Personal Protective Equipment (PPE)
- Demonstrates responsibility for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable hazard.
- Carries out specific orders and directions as received from a senior firefighter or officer in the normal course of day to day firefighting operations.

### **Examples of Work:**

- Ensures the safe operation of all department equipment.
- Assists with salvage and overhaul during and following an emergency.
- Assists with giving emergency first response to the injured.
- Assists with fire prevention and public education as required.
- As assigned, performs various maintenance and cleaning tasks on apparatus and equipment following pre and post emergency responses.
- As assigned, conducts firefighting/rescue activities at emergency scenes.
- Attends assigned training sessions to ensure accuracy in firefighting and rescue methods and maintain levels required for response.
- Ensures compliance with all relevant Acts of Legislation. Ex, Occupational Health and Safety Act (OHSA), Section 21 Guidance Notes, Workplace Health and Safety Insurance Board (WSIB) and Corporation Policies.

## **FIRE DEPARTMENT**

### **Minimum Requirements for Application:**

1. Valid Driver's License – (current abstract is required).
2. Medical Certificate – Completed by Applicant's Doctor. All costs associated with this requirement are the sole responsibility of the applicant. Fire Chief and/or the Chief Administrative Officer of the Municipality reserves the right to request additional Medical Certificates at the Municipalities Expense.
3. Insurable – (under the Corporation's fleet policy).
4. Proficient in English.
5. No Criminal Record (with occupational relevance) for which a pardon has not been granted.
6. A means of transportation to respond to alarms.
7. Employer Waiver.

### **Other Desirable Skills**

- First Aid Training.
- Class D-Z or higher driver's license
- C.P.R. Training.
- Previous Experience.
- Demonstrated Commitment. (i.e. volunteer service)
- Related experience (Nursing, Carpentry and Mechanics).
- Previous Pertinent Training (i.e. WHMIS, O.H.S.A.).

## **SELECTION PROCESS**

The selection process will consist of the following components:

**Stage 1.** Application Review & Orientation Session

**Stage 2.** Medical Examination

**Stage 3.** Job Specific Physical Appraisal

**Stage 4.** Selection and Acceptance

### ***Stage 1:      Application Review & Orientation Session***

All applicants are required to submit an **Application for Volunteer Firefighter.**

Applications may be dropped off directly in person to the Municipal Office located at 19 Holland Road West or emailed to the Fire Chief: [conmeefirechief@tbaytel.net](mailto:conmeefirechief@tbaytel.net).

Applications will be reviewed with priority being given to those applicants who demonstrate the following:

- Employment or residence within the municipality or reasonable response time to the fire station
- Current First Aid and CPR Certificates
- Valid Class DZ Driver's License with a clean abstract
- Permission to leave place of employment to respond to alarms
- No criminal record with occupational relevance for which a pardon has not been granted

A review of applications will be conducted and selected applicants will have the opportunity to advance to Stage 2 of the selection process.

## Stage 2

Medical exam reports by a physician must be presented prior to commencing service. All costs associated with this requirement are the sole responsibility of the applicant.

The examination is to determine, if in the opinion of the physician, the applicant is medically fit to be an active firefighter. A **Volunteer Firefighter Job Specification** is included in this package; please ensure that it is forwarded to the physician at the time of your medical examination. A **Medical Examination Report** form is included in this package.

Selected applicants who provide a satisfactory Medical Examination Report will have the opportunity to advance to Stage 3 of the selection process.

### **Stage 3: Job Specific Physical Appraisal**

Selected applicants will have the opportunity to complete the job specific physical appraisal component. The tasks are designed to reflect job related tasks required in the performance of firefighting duties. The purpose of this analysis is two-fold, primarily to provide you with a realistic idea of incident tasks you will be expected to perform and to provide the fire department with a base of skills pertinent to each candidate to plan future training as required.

Applicants will be required to submit a completed Consent Waiver and Release Form for participation in the job specific physical appraisal.

### **Stage 4: Selection and Acceptance**

The selection of applicants is based on qualifications, and the ability to do the job as determined by the results of the recruitment process. The successful applicants will be contacted with an offer to undertake a training program in preparation for commencing actions as a member of the fire department with the municipality. Upon verbal acceptance, written confirmation will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter before undertaking the training program.

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***We want to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possess to assist in the protection of the Community.***

**THANK YOU FOR CONSIDERING JOINING  
THE FIRE DEPARTMENT**

***“Live to train, train to live”***

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TOWNSHIP OF CONMEE

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**MEDICAL EXAMINATION REPORT**

**Applicant Information**

Name: (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

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**Physician Information**

Name : (Last) \_\_\_\_\_ (First) \_\_\_\_\_ (Initials) \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Telephone # \_\_\_\_\_

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**To be completed by Physician**

D Is the applicant prescribed any medications that may affect his/her performance of duties as a Firefighter?  
Yes D      No D

D Is the applicant medically fit to perform the duties of a Firefighter? Yes \_\_\_\_ No \_\_\_\_

The applicant has been provided with a Volunteer Firefighter Job Specification for the assistance of the physician.

D I, the undersigned, am a legally qualified medical practitioner, licensed to practice in the Province of Ontario. This report confirms my evaluation and medical opinion of the applicant.

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

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**CONSENT WAIVER AND RELEASE FORM**

**TO: THE CORPORATION OF THE TOWNSHIP OF CONMEE and the FIRE DEPARTMENT.**

**WHEREAS** the Corporation of the Township of Conmee and the Fire Department require that applicants for the position of Volunteer Firefighter be examined.

**AND WHEREAS** I, \_\_\_\_\_ have submitted to the Corporation and the Fire Department, my signed application for the position of Volunteer Firefighter, and have been informed that I am required to be examined for this position, and required to participate in a series of tests to demonstrate my strength, endurance and physical agility.

**AND WHEREAS**, the procedures to be followed during the said examination and said series of tests to demonstrate my strength, endurance and physical agility and have been fully explained to me;

**NOW THEREFORE**, I, for myself, my heirs, executors, administrators or assigns, hereby consent to and agree to be examined for the position of Volunteer Firefighter, and consent to and agree to participate in a series of tests to demonstrate my strength, endurance and physical agility and I for myself, my heirs, executors, administrators or assigns, hereby waive any and all claims against the Corporation of the Township of Conmee and the Fire Department that I, my heirs, executors, administrators or assigns, or any of them now or hereafter can, shall, or may have, for, on account of, or because of any injury or damage that I may sustain because of, in connection with, or on account of said examination and said series of tests to demonstrate my strength, endurance and physical agility, and I, for myself, my heirs, executors, administrators or assigns, do hereby remise, release and forever discharge the Corporation of the Township of Conmee and the Fire Department from any and all liability claims for damages, actions, suits and demands whatsoever, which I, my heirs, executors, administrators or assigns or any of them now or hereafter and without restricting the generality of the foregoing, for or by reason of any cause, matter or thing arising out of or resulting from my participation in said examination and said series of tests to demonstrate my strength, endurance and physical agility.

**IN WITNESS WHEREOF** I have hereunto set my hand and seal this \_\_\_\_ day of \_\_\_\_\_, 20 .

**SIGNED, SEALED AND DELIVERED IN THE PRESENCE OF**

Applicant Name (Please Print or Type) \_\_\_\_\_

Applicant Signature \_\_\_\_\_

Witness Name (Please Print or Type) \_\_\_\_\_

Witness Signature \_\_\_\_\_

Contact information:

Jason Fleck, Fire Chief

Email [conmeefirechief@tbaytel.net](mailto:conmeefirechief@tbaytel.net)

Cell Phone 807-355-9650

Municipal Office

Human Resources [conmeelaura@tbaytel.net](mailto:conmeelaura@tbaytel.net)

Phone 807-475-5229

Mailing Address:

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19 Holland Road West

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