

TIMMINS FIRE DEPARTMENT

VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE



2019

133 Cedar Street South, Timmins, Ontario P4N 2G9

VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE

Dear Volunteer Firefighter Candidate,

On behalf of Timmins, we thank you for taking the time to consider a volunteer position with our department. This package has been produced to inform you of the position requirements and your role as a candidate in our volunteer firefighter recruitment process.

The following is an explanation of the stages of the recruitment process. **Please thoroughly read this information before proceeding in the process.** Applicants who do not meet the minimum requirements will not be considered.

Once you have reviewed this package in its entirety, and are still interested in proceeding further with the recruitment process, please submit the required documents at the time of your initial application. **A list of required and optional documents is outlined in Appendix B in this package.**

All application packages must be received in the Human Resources Department.

BY MAIL: 220 Algonquin Blvd. East, Timmins, ON P4N 1B3

HAND DELIVERY: 236 Algonquin Blvd. East, 2nd Floor, Timmins, ON P4N 1B2

VIA FAX: 705-360-2685

VIA E-MAIL: human_resources@timmins.ca

Applicants who are successful in the application stage will be contacted by phone or by email to advise of further testing and interview dates.

Thank you again for taking the opportunity to explore a position with our Fire Department. We wish you every success in your endeavours.

Sincerely,
Tom Laughren
Fire Chief

Employment Opportunity

Volunteer Firefighter

The Timmins Fire Department is accepting applications from women and men for the position of Volunteer Firefighter. Volunteer Firefighters are part-time employees of the City of Timmins.

The Timmins Fire Department is a composite department. The career brigade is comprised of the following:

- Fire Chief
- Deputy Chief
- Office Administrator
- Chief Fire Prevention Officer
- 2 Fire Prevention Officers
- Chief Training Officer
- Training Officer
- 4 Suppression Captains
- 4 Suppression Lieutenants
- 20 Suppression Firefighters

There are approximately 140 Volunteer firefighters operating from 6 fire stations. We protect both urban and rural properties covering a total of 2962 square kilometres. We also provide fire protection services to neighbouring municipalities through Mutual Aid Agreements.

Firefighters are required to respond to calls for emergency assistance including but not limited to fires, medical emergencies, motor vehicle accidents, water/ice rescue, and hazardous material incidents. In addition to emergency response and training, volunteer firefighters participate in local fairs and festivals, fundraising functions, public education, and other community events.

Responding to emergencies, on-going training, and community involvement requires a tremendous amount of time and commitment. It may require you to respond in the middle of the night, during family activities, and holidays such as Christmas. Success in the position of a volunteer firefighter is greatly attributed to the on-going support of family, friends and your employer.

For the first 4 years, you will be participating in an aggressive training schedule, with a minimum of 136 hours of training annually, as well as numerous hours of emergency calls. There may be many more hours of community activities. The hours of training will be reduced as you obtain your various NFPA certifications.

Training is a critical component of being a firefighter. After successfully completing of an initial 8-hour recruitment training course, each member is expected to attend a minimum of 8 hours of training per month, as well as two weekends per year. There are also numerous training opportunities held at various locations and times throughout the year. As a volunteer, you will at minimum, receive the training for the following certifications:

NFPA 1001 Firefighter I
NFPA 1002 Pump Driver/Operator
NFPA 1006 Technical Core Rescue
NFPA 472 Hazmat Operations
Emergency First Responder (EFR)

Those that chose to progress to the officer level will receive training for the following accreditation:

NFPA 1021 Fire Officer I
NFPA 1041 Fire Instructor I
NFPA 1035 Fire and Life Safety Educator
NFPA 1521 Incident Safety Officer
NFPA 1033 Fire Investigator
ICS 200

In this volunteer position, you will be provided with extensive training and obtain certification in firefighting, fire prevention, public education, firefighting, and rescue activities. You will participate alongside other firefighters in stressful, physically and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training. This completion of this training will qualify you to apply for future career firefighter job postings.

You will also experience the satisfaction and enjoyment of educating the community about fire and life safety skills and behaviours.

Taking on the challenge of becoming a volunteer firefighter requires a significant commitment however the experience of being an active member within your community is extremely rewarding.

The minimum qualifications to be considered for this position are as follows:

- Be at least 18 years of age
- Hold a Secondary School Diploma or equivalent as approved by the Ministry of Education.
- Be able to conduct routine maintenance and cleaning of stations and all types of apparatus and equipment used.
- Hold a valid Ontario G driver's license or higher with 0 demerit points, with a "DZ" endorsement (or equivalent). If you do not have a DZ endorsement, you have 6 months after employment to obtain it.
- Be able to work in a highly structured work environment and follow the rules,

- regulations and procedures of the Timmins Fire Department.
- Be capable of learning and performing the various methods and techniques used in extinguishing and preventing fires and in rescue techniques.
 - Have the ability to acquire a general knowledge of hazardous materials, poisonous substances, arson detection, life safety systems, and other job related subjects, and be familiar with the procedures associated with these subjects.
 - Have the ability to make decisions and react calmly and quickly in emergency situations.
 - Possess a minimum 20/30 corrected vision with colour and peripheral vision appropriate for the position of firefighter
 - Not have any criminal convictions for which a pardon has not been granted.
 - Maintain the physical strength and agility to perform hard work and operate all firefighting/rescue apparatus and equipment, as well as safety equipment under adverse conditions, frequently, for prolonged periods of time.
 - Successfully complete the recruit-training program.

Application for this position shall be done by completion of the Volunteer Firefighter Application Package, with supporting documentation and three references. Only those candidates who are selected for further consideration will be contacted. Successful applicants will commence employment on the date indicated or otherwise agreed to, and should be prepared to undertake the time commitment necessary for this position.

TIMMINS FIRE DEPARTMENT

Recruitment Process

The recruitment process consists of seven stages. Each stage is described in more detail in the following pages. At the conclusion of each stage, it shall be decided which candidates may proceed to the next stage.

STAGE 1 - ADVERTISEMENT

The Timmins Fire Department shall advertise using various methods. Interested candidates will be invited to apply for a Volunteer Firefighter position.

STAGE 2 - APPLICATION REVIEW

A complete application and resume, including three references is required at the point of application. Candidates must supply all documents as listed in Appendix B. Optional documents are also listed in Appendix B.

STAGE 3 - ORAL INTERVIEW

Candidates who are successful in the job-related physical fitness test will be considered for an interview. The interview is not meant to test the candidate's technical knowledge, but rather provides for the opportunity to further assess their suitability in other areas.

DATE & TIME: TO BE ANNOUNCED

STAGE 4 - MEDICAL ASSESSMENT AND EYE EXAMINATION

Candidates will be required to undergo a complete medical assessment and eye examination at the Municipality's expense. NFPA 1582 "Medical Evaluations of Candidate" standard will be considered the benchmark for the medical assessment.

STAGE 5 – JOB-RELATED PHYSICAL FITNESS TEST And KNOWLEDGE TEST

The Job-Related Physical Fitness test and the General Knowledge test are designed to gauge the candidate's physical, mental fitness and basic knowledge to meet the requirements of the job. Candidates must pass all tests to be considered for a position. See the job-related physical fitness test requirements (included in this package). The Job-Related Physical Fitness Test Requirement Release Form must be signed before commencement of testing.

DATE & TIME: TO BE ANNOUNCED

STAGE 6 - WATER/ICE RESCUE

Those Volunteer firefighters working at stations offering water/ice rescue shall be required to pass a swimming ability test.

DATE & TIME: TO BE ANNOUNCED

STAGE 7 - SELECTION AND APPOINTMENT

Based on results obtained from the entire process, the selection committee shall choose a suitable candidate(s). The successful candidate(s) will be offered the position of volunteer firefighter.

TIMMINS FIRE DEPARTMENT

VOLUNTEER FIREFIGHTER APPLICATION FORM

ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

Accurate, legible completion of this Volunteer Firefighter Application Form is the first step in the application process. Incomplete or inaccurate application forms will not be accepted. Please supply all information requested.

NAME: _____
Last First

TELEPHONE (home): _____ TELEPHONE (work): _____

TELEPHONE (mobile): _____

ADDRESS: _____

POSTAL CODE: _____ BIRTHDATE: ____/____/____
Year / month / day

E-MAIL ADDRESS: _____

DRIVERS LIC #: _____ CLASS Z ENDORSEMENT: YES ___ NO ___

RESTRICTIONS: _____ (Driver's Abstract must be provided with the application)

DO YOU HAVE YOUR OWN VEHICLE FOR TRANSPORTATION? YES ___ NO ___

DO YOU HAVE ANY FEARS (height, enclosed spaces, etc.)? YES ___ NO ___

If yes, please explain:

DO YOU HAVE A CRIMINAL RECORD? YES ___ NO ___ (Criminal Record check must be provided with application).

If yes, have you received a pardon? YES ___ NO ___

EDUCATION:

Did you graduate from High School? YES ___ NO ___

Name of School Attended: _____

Do you have any Post-Secondary, Vocational or Trade Training: YES _____ NO _____?
Educational background (degrees, diplomas, certificates, licensed trade, or type of training):

Additional qualifications or courses:

Fire Service Certificates (IFSAC or Proboard):

<u>Fire Service Standard</u>	IFSAC #
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Previous firefighting experience: (department and # of years))

Previous first aid experience and qualifications:

COMMUNITY EXPERIENCE:

Have you ever volunteered in a community? YES _____ NO _____

If yes, describe your volunteer experience(s):

EMPLOYMENT STATUS:

_____ Full-time (more than 35 hours/week)

_____ Student

_____ Part-time (more than 25 hours/week)

_____ Unemployed

_____ Part-time (less than 25 hours/week)

_____ Other (please explain)

_____ Self-employed (please explain)

Present Employer: _____

Address of Employer: _____

Occupation: _____

Work Experience: _____

Do you presently live in the municipality of Timmins? YES _____ NO _____

Would your employer allow you to respond to emergency calls during working hours?

Always _____ Usually _____ Rarely _____ Never _____

What are your regular hours of work? _____

Are you a shift worker? YES _____ NO _____

If yes, please explain hours and days of work:

Do you travel for your work? YES _____ NO _____

Are you normally available to respond to daytime emergencies? (Monday to Friday between the hours of 7 am and 6 pm)

Always _____ Usually _____ Rarely _____ Never _____

I, the undersigned, am applying to become a volunteer firefighter of the Timmins Fire Department and if accepted, undertake to perform such duties as may be assigned to me by the Fire Chief or his designate.

Please initial the boxes:

I understand that this is a part-time firefighter position and volunteer firefighters are town employees.

I accept the commitment of attending a minimum of 78 hours of training per year

I accept the commitment of attending a minimum of 150-200 hours of calls per year

I accept to maintain an average of 70% for training.

I accept to maintain an average of 50% for call attendance.

I accept that I will be required to become involved in public education and community activities.

I verify that the information contained on this application form is true and accurate.

I understand that it is possible that an on-call schedule could be implemented in the future.

I hereby give consent to the City of Timmins to conduct verification of the information given, as required.

Applicant Signature _____ Date: _____

TIMMINS FIRE DEPARTMENT

Job-Related Physical Fitness Test Requirements

Job-Related Physical Fitness Test Skills:

1. Charged Hose Advance
2. High Volume Hose Pull
3. Forcible Entry Simulation
4. Victim Drag
5. Ladder Climb
6. Equipment Carry/Vehicle Extrication

How to Prepare for Skills Test:

- See Appendix “C” for descriptions of each skill you will tested on
- If able, practise skills prior to testing
- Information will be provided for you prior to the testing regarding what you need to bring, dress requirements, nutrition, hydration, etc.

APPENDIX “A”

TIMMINS FIRE DEPARTMENT

“Job-Related Physical Fitness Test” Release Form

I, _____, have applied to the City of Timmins for a position of volunteer firefighter.

It is deemed necessary that before my application is complete, I, in common with other applicants should participate in a series of job-related physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a firefighter; through the Fire Department and its agents.

I, the undersigned, do hereby agree to submit myself to all the physical fitness tests required by the Fire Department of the City of Timmins. These tests will be under the supervision of the Fire Chief, or his representatives for the purpose of ascertaining my physical qualifications for the employment of a volunteer firefighter.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release and forever discharge the said City of Timmins and its officers, servants and employees of and from any and all actions, causes of action, claims and demands whatsoever, which I or my heirs, executors, administrators or assigns may have arising out of my submission to the said physical fitness tests.

I, hereby, further acknowledge that I submit myself to the job-related physical fitness tests of my own free will and with full knowledge of their nature, and with full knowledge of the contents of this release.

Dated at _____ Ontario, this _____ day of _____, 20____

Witness

Applicant Signature

Applicant Name (please print)

APPENDIX “B”

DOCUMENT CHECK LIST

The following documents **MUST** be submitted at the time of application:

- Completed Application Form
- Complete Current Resume
- 3 References
- Current Criminal Records Check (available at OPP or Local Police Dept.)
- Copy of Driver’s Licence
- Current Driver’s Abstract (available at Service Canada)
- High School Graduation Diploma or Equivalent
- Job-Related Physical Fitness Test Release Form

Additional documents that may be submitted:

- Certificates i.e. IFSAC and/or ProBoard
- Educational Credentials, Certificates
- Awards or Achievements

APPENDIX “C”

Job-Related Physical Fitness Test - SKILLS DESCRIPTIONS

Charged Hose Advance

The applicant will drag a charged (full of water) 38 mm (1.5 inch) hose a distance of 38.1 m (125'). Three 15.24 m (50') lengths of hose are “snaked” behind the starting line. The nozzle is held over the shoulder and the applicant advances to the finish line as quickly as possible. This evaluation assesses lower body strength and anaerobic power.

High Volume Hose Pull

The applicant will pull a bundle of hose weighing approximately 56 kg (123 lb) a distance of 15.24 m (50') over a smooth concrete floor using a rope. This task is repeated 3 times. During this task, the applicant is stationary and must pull the hose bundle towards them using 16 mm (5/8”) rope. This evaluation assesses upper body strength, power, and endurance.

Forcible Entry Simulation

Using a 4.5 kg (10 lb) sledge hammer, the applicant strikes a mechanically braked target as rapidly as possible until the end-of-task buzzer rings (a distance of approximately 10 cm). This evaluation assesses muscle strength, power and endurance, particularly in the upper body.

Victim Drag

The applicant will drag a mannequin weighing 68.2 kg (150 lb) a total distance of 30.48 m (100'). The task starts with the mannequin lying “face-up” on the floor and the applicant standing. The applicant lifts the mannequin and walks backwards for 15.24 m (50'), turns around a traffic cone and returns to the start line as quickly as possible. This evaluation assesses strength, power, and agility.

Ladder Climb

The applicant will climb a 7.3 m (24') ladder to the 10th rung and returns to the floor as quickly as possible. This task will be repeated five times. This evaluation assesses muscle strength, endurance, and anaerobic capacity.

Equipment Carry/Vehicle Extrication

The applicant will carry small 18 kg (40 lb) and large 36 kg (80 lb) vehicle extrication tools (the “Jaws of Life”) a total distance of 76 m (250'). In addition, the applicant will lift and hold the 18 kg (40 lb) tool in specific positions that simulate the work required to remove a vehicle door. The tools will then be returned to the starting line. This task is designed to evaluate the strength required to lift, carry and use heavy tools in rescue situation.