

**TYENDINAGA TOWNSHIP
FIRE DEPARTMENT**



**RECRUITMENT
HANDBOOK**

IF YOU...



Want to help others and serve in your community



You may be an ideal candidate for a challenging career as a volunteer firefighter

Being A Member Of The Tyendinaga Township Fire Department

Offers Rewards Few Other Things In Life Can Match...

Be it as a volunteer firefighter or emergency first responder, few opportunities in life can match the sense of pride that comes from knowing you're making a difference in the lives of others—something we experience every day.

We, at the Tyendinaga Township Fire Department, always seek people with a strong desire to help others to join with us—people with pride and dedication to making the community safer and better. Because our work is so important, we make sure all our firefighters and emergency response personnel are properly trained and equipped. But as anyone can imagine, this is an unending task that requires time and costs money.

Working along side our men and women, you may be called upon to save someone's life at a moments notice or assure that those who do are prepared, trained, equipped and ready to do so. We provide the equipment, clothing, insurance and training.

If being an operational firefighter is not your "Cup of Tea," please know we also need people for other critical jobs that can be extremely rewarding also. From photography and videography, apparatus and equipment repairs, facilities upgrading and maintenance, fire prevention and public education, pre-incident planning, a broad range of administrative duties including researching and implementing technology enhancements to both our operational and administrative duties – *everyone can do something!*

When you think about it, in many ways we at the Tyendinaga Township Fire Department actually operate a business dealing with the same issues faced by large corporations and small businesses alike. Our duties include administration, personnel management, record-keeping, finance, fleet maintenance, insurance taxes, marketing, strategic planning, quality control, compliance with government mandates, managing liability, plus being good stewards of the public trust – and the list goes on.

We offer a wide range of jobs, each with a high level of job-satisfaction. All you need to do is to offer time. The "Can-Do" members of the Tyendinaga Township Fire Department will make you feel welcomed, wanted, AND appreciated! If you really want to do something meaningful for your family, friends and neighbours and are willing to take on challenging work, please either call, visit, or check us out on the web.

To learn more about the Tyendinaga Township Fire Department either stop by the station, or visit our website at tyendinagatownship.com, Emergency & Safety Services which will get you started.

Volunteer with the Tyendinaga Township Fire Department: The Experience of a Lifetime!

FOREWORD

This handbook has been developed as a resource for those men and women who have indicated an interest in becoming a volunteer member of a Fire Department. Participation as a volunteer member of the fire service 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 volunteer firefighter 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 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 Volunteer Firefighters is truly valuable to the citizens of our municipalities 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 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 authorized emergency fire service plan and mutual aid activities; and third, to those parties which are provided fire protection by the fire department via authorized agreement.

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.

Two basic purposes of the public fire service are to first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not prevail. This is done through education, training, pre-incident planning, more training, state of the art equipment and even more training.

This type of work or job is not for everyone. You need more than just 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 calls on its member to perform hot, sweaty, dirty, strenuous work, usually in uncertain and hazardous environments.

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. We are here and prepared for one reason and that is to provide service to the residents of our communities.

If you feel you have what it takes to meet the challenges of our business, we welcome you to apply and join us here at Tyendinaga Township Fire Department.

ORGANIZATION

A typical Fire Department is composed of a variety of divisions and functions. Firefighters are often required to fulfill responsibilities from a number of the divisions and functions.

Division of Administration:

- Budget, reports, records, planning and policy development

Division of Apparatus, Equipment and Communications:

- Purchase and maintenance of apparatus, equipment and communication services

Division of Fire Suppression or Operations

- Prevent, control and extinguishments of fires
- Investigation of fires
- Perform rescue and salvage operations
- Respond and assist at such emergencies as may be required

Division of Fire Prevention:

- Conduct inspections
- Enforce prevention laws (federal, provincial and municipal)
- Examination of plans
- Public education functions
-

Division of Training:

- Administer training programs .i.e. Ontario firefighter general level curriculum, specialty training subjects
- Prepare and conduct examinations of members

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 service requirements of the municipality
2. Provide an administrative process consistent with the needs of the department.
3. Ensure that the fire fighting 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 up-grading of all personnel in the latest techniques of fire prevention, fire fighting 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 plan examination and inspection, compliance with applicable municipal, provincial, and federal fire prevention statutes, code and regulations.
 - b. Reduce and/or eliminate fire hazards
7. Develop and maintain effective public information systems and educational programs, with particular emphasis on school fire safety programs.
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.
9. Develop and maintain a good working relationship with all federal, provincial and municipal departments, utilities and agencies, related to the protection of life and property.
10. Interact and co-operate with other departments of the corporation respecting the aspects of fire or any given program.

TRAINING AND PARTICIPATION

Over the years, the fire service has evolved into a public safety agency providing highly technical and diverse services. The general public has come to rely on the Fire Department as the “first responder” not only when life and property are threatened by man made and natural disasters, but for seemingly smaller problems as well.

To ensure that all members of the Fire Department are prepared to deliver the best level of services required, training standards have been developed to provide each member with the needed skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the municipality.

Training Requirements – Volunteer Orientation

1. All volunteers entering the system will complete a recruit training program taught by departmental instructors regardless of whether the individual may have prior training or experience.
2. Volunteers successfully completing recruit training may begin responding to fire calls. However, they must wear some sort of **probationary designation** and assist fully qualified firefighters 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.

Training Requirements – Firefighter General Level

This is an ongoing provincially recognized training program from the Ontario Fire Marshal based on the Ontario Fire Service Standard. This training is supplemented by additional training that may be required for the department. All members may be enrolled on the Ontario Fire College Firefighter Curriculum – General Level.

Training Requirements – Proficiency

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

1. General Statement of Duties

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

2. Summary of Firefighter Duties, Responsibilities and Working Conditions:

- Covered by the Workplace Safety and Insurance Board coverage to maximum allowable
- Covered with On-duty Accidental Death Insurance Policy
- Must acquire DZ class driver's license.
- Must maintain a reasonable level of health and fitness
- A pager will be 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.
- A firefighter's tasks include routine duties in the maintenance of firefighting equipment and property, carrying out of specific orders and directions as received from a superior 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 officer in charge, share in the work that is required at emergency scenes, around the fire stations and when otherwise on duty.
- A firefighter must refrain from using offensive statements or language at the emergency scene, in and around the fire stations and when on duty in public.
- 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.

3. Distinguishing Features of the Job:

- Responds to fire, rescue and other related emergencies as required.
- Reports directly to duty/scene officers regarding activities at the fire ground or station.
- Reports directly to the Fire Preventions Division on all observed fire/life safety matters.
- Reports equipment deficiencies to duty officer.
- Completes regular inspection of assigned protective equipment and station wear.
- Completes regular investigation reports following an emergency as required.
- Demonstrates independence of judgement and action in circumstances of extreme emergency where referral to a superior for instruction is not possible. 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 superior officer in the normal course of fire fighting operations.

4. Examples of Work:

- Ensures the safe operation of all department equipment.
- Assists with salvage operations during and following an emergency.
- Assists with giving first aid or CPR to the injured.
- Assists with Fire Department pre-planning as required.
- Performs such duties as required to further advance public information, public safety and public relations within the department.
- As assigned, performs various maintenance and cleaning tasks on apparatus and equipment following an emergency.
- As assigned, conducts fire fighting/rescue activities at emergency scenes.
- Inspects property at the scene of a fire to prevent re-ignition.
- Attends assigned training sessions to ensure accuracy in fire fighting and rescue methods.
- Participates with in-service training as required.
- Ensures compliance with all health and safety matters in accordance with the Corporations Health and Safety Manual and the Occupational Health and safety Act Regulation.

5. Be Prepared to be trained to Acquire

- Considerable knowledge of modern fire fighting and rescue techniques.
- Considerable mechanical aptitude.
- Considerable knowledge of the rules and regulations governing the fire department and the volunteer activities of the department.
- Thorough knowledge of Provincial Acts relative to the activities of the fire department.

- Thorough knowledge of the Municipality including demographics, major industries, elements and hazardous occupancies.
- Thorough knowledge of the operation of all equipment and methods used in combating, extinguishing and preventing fires and rescue activities.
- Thorough knowledge of First Aid and CPR.
- Agility and strength to do prolonged and arduous work under adverse conditions.
- Ability to react quickly and remain calm under duress and strain.
- Conscientious and dependable and co-operative.
- Must be the holder of a valid drivers licence and capable of responding to an emergency.

FIRE DEPARTMENT

Minimum Requirements for Application:

1. Valid Driver's License
2. Grade 12 Diploma or equivalent
3. Medical Certificate – Completed by applicant's doctor (reimbursement)
4. Insurable under Corporations fleet policy
5. Proficient in English
6. No criminal record (with occupational relevance) for which a pardon has not been granted.
7. A means of transportation to respond to alarms.
8. Provide a certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service.

Other Desirable Skills:

- First Aid Training
- CPR Training
- Previous Experience
- Demonstrated Commitment (i.e. other volunteer work)

THE APPLICATION SCREENING PROCESS

The screening process will consist of the following components: **Stage 1.** Orientation, Application Review & Aptitude Appraisal **Stage 2.** Interview. **Stage 3.** Medical Examination and Job Specific Physical Appraisal Component **Stage 4.** Reference and Security Check **Stage 5.** Successful Qualified candidates issued offer to become a member.

Stage 1: Orientation Session, Application review & Aptitude Appraisal

All applicants are required to submit an Application for the position of Volunteer Firefighter using supplied form.

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

- Employment or residence within the municipality
- Current First Aid and CPR Certificate
- Valid Class DZ Drivers License
- No Criminal record with occupational relevance for which a pardon has not been granted.

The aptitude appraisal will be a short simple questionnaire designed to measure your:

- Ability to understand written and/or verbal information
- Technical and mechanical skills
- Reading, reasoning and mathematical skills

A review of applications and results of the aptitude appraisal will be conducted and applicants who qualify (achieve 70% or greater) will have the opportunity to advance to Stage 2 of the selection process.

Stage 2: Interview

Interviews for the position of Volunteer Firefighter shall be conducted by the Fire Chief, with assistance from any others the Fire Chief deems appropriate to attend in order to perform a fair evaluation.

Stage 3: Medical Examination

Medical exam reports by a physician must be presented prior to the job specific physical appraisal. Successful applicants will be reimbursed for their expenses.

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 applicant will have the opportunity to complete the job specific physical appraisal component. The tasks are designed to reflect job relate 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 evolutions as required.

Sample tasks include:

- Climbing a set of stairs carrying a hose
- Lifting a rolled hose
- Simulated ventilation using sledge hammer
- Obstacle course
- Charged hose line drag
- Manikin carry
- Search an area to retrieve an object with SCBA and a darkened mask

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

Selected applicants who provide a satisfactory medical examination report and complete the job specific appraisal will have the opportunity to advance to Stage 4 of the selection process.

Stage 4: Reference and Security check

Reference checks are designed to verify information about an applicant in the hiring process. For positions where criminal convictions may affect safety or liability, security clearances shall be conducted by the Ontario Provincial Police or local Police Agencies. Reference and security checks will be undertaken by the Tyendinaga Fire Department prior to a selection being made for employment with the Township of Tyendinaga.

Stage 5: 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 volunteer firefighter 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.

Successful applicants will be required to attend and successfully complete a recruit-training program. The duration of the program will be approx. 60 hours. This will be in addition to attending regular training nights at which the applicant will be expected to participate in maintenance and cleaning tasks on apparatus as well as the training topic scheduled.

**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
TYENDINAGA TOWNSHIP FIRE DEPARTMENT**
