

EDWARDSBURGH CARDINAL FIRE DEPARTMENT



VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE

**Satisfaction That Comes From Helping Others
Pride of Professionalism
Making a Difference to the Community and Neighbours**

*These are only three of the reasons that make the Volunteer Firefighter's position
so much more than just another job.*

As a volunteer firefighter with the Edwardsburgh Cardinal Fire Department, you will face new and challenging situations unlike any other job. You will fight fires, perform rescues, administer first aid, deal with hazardous materials, protect property, and possibly be instrumental in saving lives and property.

This package has been developed to inform you of the position requirements and your role as a potential member in our recruitment program.

This package has clear instructions of each of the stages of our recruitment process. **Please read this thoroughly before continuing with the process.** Applicants that do not meet the minimum requirements will not be considered. If you have any questions, please feel free to contact Fire Chief Brian Moore at 613-658-3001 ex1.

Once you have reviewed this package, if you are interested in proceeding further with the recruitment process, please complete and submit the following documents at the time of your initial application.

- Current resume
- Copies of any relevant course certificates and/or qualifications
- References
 - Minimum of 2 character and 2 work related
- Completed application form

Your application and documents should be submitted to one of the following locations:

- Completed applications can be emailed to bmoore@twpec.ca or delivered/mailed to the Spencerville Fire Station at: 6055 County Rd 44 Spencerville ON K0E 1X0

If you are physically fit, enjoy learning, work well with others and enjoy helping others, then you are a potential candidate for a volunteer firefighter position with the Edwardsburgh Cardinal Fire Department.

The Edwardsburgh Cardinal Fire Department is an Equal Opportunity Employer.

Note: Firefighters, unlike most employees, do not have the same right to refuse or stop work under the Occupational Health and Safety Act while performing emergency duties.

Accident and Disability Insurance: Volunteer firefighters are provided with an insurance policy by VFIS providing a limited number of accident and disability benefits. The details of the insurance are provided to firefighters at the beginning of their probationary period.

Clothing: Volunteer firefighters are supplied with personal protection clothing in accordance with the Occupational Health and Safety Act and Edwardsburgh Cardinal Fire Department Policy.

Eligibility Criteria Volunteer Firefighter: To be eligible for consideration as a volunteer firefighter with the Edwardsburgh Cardinal Fire Department candidates must submit the “Application for Volunteer Firefighter” and:

- Should live or work within the boundaries of the Municipality of Edwardsburgh Cardinal. Because time is critical in responding to emergency incidents, it is not considered feasible to have firefighters responding from beyond these distances. Those living or working less than 5 km from the stations will be given preferential consideration.
- Be between the ages of 18 – 65 years
- Possess a valid, Ontario Driver’s License (with an acceptable driving abstract)
- Be fluent in written and spoken English
- Be legally entitled to work in Canada
- Be able to provide an acceptable OPP criminal records check
- Be able to pass a comprehensive medical exam
- Successfully complete the written & physical tests

All applications are maintained on file until the end of the year

VOLUNTEER FIREFIGHTER RECRUITMENT PROCESS

The recruitment process consists of six (6) stages. Each stage is described in more detail below. At the end of each stage, it shall be decided which candidates may proceed to the next stage. Application preference will be given to those who live within 5km of either station or available to respond during the daytime.

STAGE 1 ADVERTISEMENT

The Edwardsburgh Cardinal Fire Department shall advertise using various methods. Interested candidates are invited to apply.

STAGE 2 APPLICATION REVIEW

A complete resume, including a list of references (a minimum of 2 character and 2 work references) is required at the point of application. Candidates must verify all qualifications with supporting documentation including photocopies of all certificates, diplomas, transcripts, etc.

STAGE 3 FAMILY ORIENTATION TO THE FIRE SERVICE

Candidates and their families are invited to attend an orientation at the fire hall to understand all aspects of being hired as a volunteer firefighter.

STAGE 4 RECRUIT APTITUDE TESTING and PRACTICAL PHYSICAL FITNESS TEST

An Aptitude Test may be required to verify that an individual has ability to understand and solve fire and rescue related problems that could be encountered by a firefighter. After completion of the Aptitude Test, you may proceed to the Physical fitness test. The Practical Physical Fitness test is designed to gauge the candidate's physical and mental fitness to meet the requirements of the job. Candidates must pass all tests to be considered for a position. See the Practical Fitness Testing Release in Appendix "A" for details of the tests.

Applicants who do not attend the required tests as scheduled will not be considered.

"Practical Fitness Testing Release" forms must be signed prior to commencing fitness tests.

STAGE 5 VERBAL INTERVIEW

Candidates who are successful at the physical testing will be considered to attend an interview. The interview is not designed to test the candidate's technical knowledge, but rather allows for the opportunity to further assess the candidate's suitability in other areas.

STAGE 6 SELECTION AND APPOINTMENT

Based on information that is obtained from the entire process, the selection committee shall choose a suitable candidate(s). The successful candidate(s) will be offered the position of probationary volunteer firefighter, conditional on the provision of satisfactory medical assessment and completion of the 3-month recruitment program.



VOLUNTEER FIRE FIGHTER APPLICATION

I hereby make application for the above position with the Edwardsburgh/Cardinal Fire Department and submit the following information for the Selection Committee.

Name: _____

Phone Number: _____ Email: _____

Civic Address: _____

Mailing Address: _____

(If different from above)

When are you available to respond? To emergency calls:

Do you have your own vehicle for transportation? YES: _____ NO: _____

Do you have any phobias (height, enclosed space, etc.)? YES: _____ NO: _____

If yes, please explain: _____

Do you have any previous firefighting experience? YES: _____ NO: _____

If yes, where and for how long: _____

Do you have a valid First Aid/CPR certificate? YES: _____ NO: _____

If yes, who are you certified with and expiry date: _____

EDUCATION

Last Secondary School grade completed (or equivalency): _____

Post-Secondary, Vocational or Trade Training: YES: _____ NO: _____

Other skills and/or qualifications: _____

WORK EXPERIENCE

Are you presently employed?

- _____ 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: _____

Occupation: _____

Is your job site in the Township of Edwardsburgh Cardinal? 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 so, please explain hours and days of work:

Are you normally available to respond to daytime emergencies: (Monday to Friday between the hours of 7 am and 5 pm) Always: _____ Usually: _____ Rarely: _____ Never: _____

If accepted by the Fire Department, you are required to attend evening, daytime or weekend practices or training sessions. Can you meet this requirement? YES: _____ NO: _____

Do you know any active members of Edwardsburgh Cardinal Fire Department?

YES: _____ NO: _____ (If yes then please list them below)

1) _____

3) _____

2) _____

4) _____

REFERENCES

Please name two-character references:

1. Name: _____

Address: _____

Phone: _____

2. Name: _____

Address: _____

Phone: _____

Please name two work references not related to you:

3. Name: _____

Address: _____

Phone: _____

4. Name: _____

Address: _____

Phone: _____

Describe why you would like to become a member of the Edwardsburgh Cardinal Fire Department and from the list below select possible job titles you would be interested in: (select all that apply)

Pump Operator: _____ **Exterior Operations:** _____ **Medical Calls Only:** _____
Fire Prevention: _____ **Interior Operations:** _____

I hereby certify that the information set forth and attached is true and complete, and I understand that omissions or false statements will be considered sufficient cause for rejection of my application, or discharge if my application has been accepted. I understand that this is a volunteer position. I verify that the information contained on this application form is true and accurate. I give consent to the Township of Edwardsburgh Cardinal to conduct verification of the information given, as required.

Date: _____ **Signature:** _____



EDWARDSBURGH CARDINAL FIRE DEPARTMENT

Job Related Physical Fitness Test

JOB RELATED PRACTICAL SKILLS

1. Confined Space

The applicant will make their way through a maze using other senses than sight. This evaluation assesses memory and tests for claustrophobia.

2. Ladder Climb

The applicant will safely climb a ladder up to the marked location. This evaluation assesses ability to climb a ladder without a fear of heights.

3. Stair Climb

The applicant will safely climb a set of stairs with a 65mm (2 ½) high rise hose pack over the applicant's shoulder. This evaluation assesses muscle strength, endurance, and anaerobic capacity.

4. High Volume Hose Pull

The applicant will pull a bundle of hose weighing approximately 50 kg (100 lbs.) a distance of 30 m (100') over a smooth concrete floor using a rope. 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.

5. Forcible Entry simulation – Sledge hammer

Using a 4.5 kg (10 lbs.) sledge hammer, the applicant will strike an elevated vehicle tire safely and rapidly moving the tire approximately 1.5 feet on the table top. This evaluation assesses muscle strength, power and endurance, particularly in the upper body.

6. Equipment Carry

The applicant will safely carry a large 18 kg (40 lbs.) vehicle extrication tools (the "Jaws of Life") a total distance of 30 m (100'). The tool will then be returned to the starting line. This task is designed to evaluate the strength required to lift and carry tools.

7. Charged Hose Advance

The applicant will drag a charged (full of water) 45 mm (1.5 inch) hose a distance of 30m (100 feet). Three 15m (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 and safely as possible. This evaluation assesses lower body strength and anaerobic power.

8. Victim Drag

The applicant will drag a mannequin weighing 68 kg (150 lbs.) a total distance of 30 m (100 ft). The task starts with the mannequin lying “face-up” on the floor and the applicant standing. The applicant lifts the mannequin and safely walks backwards for 15m (50ft), turns around a traffic cone and returns to the start line. This evaluation assesses strength, power, and agility.

Notes:

All applicants will be walked through the physical test ahead of time and are advised to ask all questions then.

Physical testing will be performed in gym attire and provided bunker gear



Applicants must bring their own CSA safety footwear & work gloves

Green triangle with CSA symbol – Sole puncture protection with a Grade 1 protective toe. (Heavy work environment: construction; machine shops; where sharp objects are present)

**EDWARDSBURGH CARDINAL
FIRE DEPARTMENT
APPENDIX "A" Practical Fitness Testing Release Form**

I, _____, have applied to the Edwardsburgh Cardinal Township for a position as a volunteer firefighter with the Fire Department.

It is deemed necessary before my application is finally dealt with that I, in common with other applicants should submit myself to a series of physical fitness tests, including climbing, carrying, lifting, dragging, and other physical activities incidental to the ordinary work of a fire fighter; through the Fire Department and its agents.

I agree to all the physical fitness tests required by the Fire Department of the Township of Edwardsburgh Cardinal. Under the supervision of the Fire Chief, or his representatives for ascertaining my physical qualifications for the position of volunteer firefighter.

I acknowledge that I submit myself to the said 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 Spencerville, Ontario, this _____ day of _____, 20__.

Witness

Applicant Signature

Applicant Name (please print)