

SMITHS FALLS FIRE DEPARTMENT



VOLUNTEER FIREFIGHTER RECRUITMENT PACKAGE



Dear potential volunteer firefighter candidate,

On behalf of the Town of Smiths Falls Fire Department, thank you for taking the time to consider a volunteer position with our department. This package has been developed to inform you of the position requirements and your role as a potential candidate in our volunteer firefighter recruitment process.

What follows 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. If you have any questions, please contact Training Officer Lieutenant Andrew Fleming at 613-283-5869 Ext. 4.

Once you have reviewed this package in its entirety, if you are interested in proceeding further with the recruitment process, please submit the following documentation with your application:

- Complete, current resume
- Copies of any relevant course certificates and/or qualifications
- References (a minimum of two character and two work references)

Your resume should be submitted to the Human Resources Advisor's office at 77 Beckwith St. North, Smiths Falls, ON K7A 4T6 or by e-mail at nbennett@smithsfalls.ca.

Applicants who are considered beyond the application stage will be contacted by phone 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 yours,

Rick Chesebrough
Fire Chief
Town of Smiths Falls

Employment Opportunity

Volunteer Fire Fighter

The Smiths Falls Fire Department is accepting applications for the position of Volunteer Fire Fighter.

The Smiths Falls Fire Department is a progressive, composite fire department located in Eastern Ontario, primarily responsible for the protection of lives and property in the Town of Smiths Falls and area, of roughly 13,200 people. The Fire Department operates out of one centrally located fire station and is staffed 24/7 with career fire fighters, with the assistance of a number of trained volunteer firefighters.

This is an excellent opportunity to provide a valuable service back to the Town of Smiths Falls. In this paid, volunteer position, you will be provided with extensive training and have opportunities to obtain certification in firefighting and rescue activities. You will be required to attend weekly training sessions and respond to emergency calls which can happen at any hour of the day or night. You will participate alongside our career and other volunteer firefighters in stressful, physically and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training.

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

- Be at least 18 years of age
- 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 criminal records check
- Be able to pass a comprehensive medical exam
- Successfully complete the written & physical tests

Applications for this position shall be made by completion of the Volunteer Firefighter Recruitment Package, with supporting documentation AND references (minimum of 2 character, and 2 work references). Applications shall be submitted to the Human Resources Coordinator and may be considered for further involvement in the selection process. Only those candidates who are selected for further consideration will be contacted.

For further information, please contact Training Officer Lieutenant Andrew Fleming at 613-283-5869 Ext. 4.

VOLUNTEER FIREFIGHTER RECRUITMENT PROCESS

The recruitment process consists of seven (7) 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 Smiths Falls 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 family's will attend an orientation at the fire hall to understand all aspects of being hired as a Smiths Falls 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. If successful with 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.

"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 eye examination.

STAGE 7 MEDICAL ASSESSMENT AND EYE EXAMINATION

Medical Assessment and Eye Examination

Candidate must undertake a complete medical exam at the Towns schedule.

TOWN OF SMITHS FALLS FIRE DEPARTMENT

PERSONNEL APPLICATION ONLY SUCCESSFUL CANDIDATES WILL BE CONTACTED

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

NAME: _____ / _____
Last Name First Name

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

ADDRESS: _____

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

E-MAIL ADDRESS: _____

ONT DRIVERS LIC #: _____ CLASS ____ AIR? YES __ NO __ RESTRICTIONS: _____
Must be provided with the application

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

Do you have any phobias (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.

EDUCATION

Last Secondary School grade completed (or equivalency): _____

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

Subject, degree or qualification: _____

Any additional qualifications or courses? _____

Fire Service Certificate (IFSAC or Proboard)

<u>Standard Obtained</u>	<u>#</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Previous firefighting experience: (where and when) _____

Previous first aid experience: (where and when) _____

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 Town of Smiths Falls? 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 6 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 _____

REFERENCES

Please name two-character references:

1. Name: _____

Address: _____

Phone Number: _____

2. Name: _____

Address: _____

Phone Number: _____

Please name two work references not related to you:

3. Name: _____

Address: _____

Phone Number: _____

4. Name: _____

Address: _____

Phone Number: _____

I, the undersigned, apply to enroll as a volunteer firefighter of the Fire Department and, if accepted, undertake to perform such duties as may be assigned to me by the Fire Chief or his delegated representative.

I understand that this is a volunteer position.

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

I hereby give consent to the Town of Smiths Falls to conduct verification of the information given, as required.

SIGNATURE: _____

DATE: _____



SMITHS FALLS FIRE DEPARTMENT

Job Related Physical Fitness Test

JOB RELATED PRACTICAL SKILLS

1. Charged Hose Advance

The applicant will drag a charged (full of water) 45 mm (1.7 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.

2. Forcible Entry simulation – Sledge hammer

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

3. Stair Climb

The applicant will safely climb a set of stairs with a 65mm (2 ½) over the applicant's shoulder for a total of 8 times. This evaluation assesses muscle strength, endurance, and anaerobic capacity.

4. Equipment Carry

The applicant will safely carry large 18 kg (40 lb) 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.

5. High Volume Hose Pull

The applicant will pull a bundle of hose weighing approximately 50 kg (100 lb) 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.

6. Victim Drag

The applicant will drag a mannequin weighing 68 kg (150 lb) 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.

Physical testing will be performed in gym attire



SMITHS FALLS FIRE DEPARTMENT

APPENDIX "A" – Practical Fitness Testing Release Form

I, _____, have applied to the Town of Smiths Falls for a position 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, THE UNDERSIGNED, DO HEREBY AGREE to submit myself to all the physical fitness tests required by the Fire Department of the Town of Smiths Falls. Under the supervision of the Fire Chief, or his representatives for the purpose of ascertaining my physical qualifications for the employment for which I have applied.

I do hereby, for myself, my heirs, administrators, executors, and assigns, remise, release and forever discharge the said Town of Smiths Falls 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 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 Smiths Falls, Ontario, this ____ day of _____ A.D., 20____.

Witness

Applicant

Name (please print)

Schedule "C"

**SMITHS FALLS FIRE DEPARTMENT VOLUNTEER FIREFIGHTER
TERMS AND CONDITIONS OF EMPLOYMENT**

By-Law No. 10010-2019

The employment of Volunteer Firefighters shall be governed by the following:

C.1 VOLUNTEER FIREFIGHTER EMPLOYMENT

C.1.1 The employment of Volunteer Firefighters shall be governed by the Employment Standards Act, 2000, S.O. 2000, c.41, as amended, and the Ontario Human Rights Code, RSO 1990, c H.19, as amended.

C.1.2 To be eligible for appointment to the position of Volunteer Firefighter, every candidate shall:

- (a) Be at least 18 years of age.
- (b) Be medically fit to perform the duties of Firefighter and produce a medical evaluation report to the satisfaction of the Fire Chief from a qualified medical practitioner which attests to the candidate's ability to endure the physical, emotional, and psychological demands of performing the essential job tasks of Firefighter in accordance with NFPA 1582, Standard on Comprehensive Occupational Medical Program for Fire Departments.
- (c) Be physically fit to perform the duties of Firefighter and successfully complete all physical testing to the satisfaction of the Fire Chief/Designate.
- (d) Complete a Criminal Record Check which indicates no record of unpardoned criminal or summary convictions for offences that would adversely affect public trust, and a Police Vulnerable Sector Check which indicates no record of sexual offences.
- (e) Reside in the Town and/or within proximity acceptable to the Fire Chief to the Town fire station in order to be able to respond to emergencies in a manner consistent with the deployment criteria of NFPA 1720, Standard for the Organization and Deployment of Fire Suppression Operations, Emergency Medical Operations, and Special Operations to the Public by Volunteer Fire Departments.
- (f) Complete and successfully pass all written, oral, and physical examinations to the satisfaction of the Fire Chief.
- (g) Have the ability to attend a minimum of 60 % of emergency calls on a call-out basis, as determined by the Fire Chief.
- (h) Have the ability to meet the training attendance requirements of 80%, as determined by the Fire Chief.

C.1.3 Every newly appointed Volunteer Firefighter shall complete a term of probation of 12 months, during which time he or she shall successfully complete all training and examinations, and shall meet all attendance and performance expectations, as may be required by the Fire Chief.

C.1.4 At the discretion of the Fire Chief, a probationary Firefighter may be placed on an additional term of probation of up to 12 months at the completion of the initial probationary period should circumstances warrant, and the probationary Firefighter shall successfully complete all training and examinations, and shall meet all attendance and performance expectations during the additional probationary period.

C.1.5 Following the successful completion of the term of probation, the Fire Chief may appoint a Probationary Firefighter as a qualified Member of the Fire Department in accordance with a Performance Evaluation and Approved hiring policies.

C.1.6 If a probationary Firefighter fails to successfully complete any required training or examinations, or fails to meet any requirement of the Fire Department or any obligations as may be agreed upon, or whose attendance or performance is otherwise unsatisfactory, the Fire Chief may dismiss the person.

C.1.7 In consideration of the physical, emotional, and psychological demands associated with performing the essential job tasks of a Firefighter, the recognition under the Workplace Safety and Insurance Act, 1997 as amended, that certain cancers and other illnesses are presumed to be occupational diseases due to the nature of Firefighters' employment, and the Corporation's responsibility to ensure the safety, health and wellness of employees performing fire suppression and emergency response duties, the Fire Chief may:

- (a) Require every Volunteer Firefighter to produce a medical evaluation report from a qualified medical practitioner prior to appointment which attests to the candidate's medical fitness to perform the duties of Firefighter.
- (b) Establish a medical screening and monitoring program wherein every Volunteer Firefighter shall be required to periodically undergo a medical examination and produce a medical evaluation report from a qualified medical practitioner confirming the Volunteer Firefighter's fitness to perform the duties of Firefighter.
- (c) Establish a program to ensure each Volunteer Firefighter's continued physical ability to perform the duties of Firefighter by successfully completing a Candidate Physical Ability Test (CPAT) beginning at an age determined by the Fire Chief and periodically thereafter.

C.1.9 Every Member who is required to carry out any Approved Emergency Response program or service as set out in Section B.1 of Appendix "B" of the By-Law to Establish and Regulate a Fire Department, shall be medically and physically fit to perform the duties of Firefighter, and shall submit to a medical examination and/or a Candidate Physical Ability Test at such times as the Fire Chief may reasonably require.

C.1.10 If a qualified medical practitioner finds a Volunteer Firefighter to be unfit to perform the essential job tasks of Firefighter, the Corporation may take such actions it deems necessary in respect of the Volunteer Firefighter's employment subject to the Corporation's duty to accommodate pursuant to the Ontario Human Rights Code.

C.2 REMUNERATION

C.2.1 The rate of remuneration for each rank of Volunteer Firefighter shall be commensurate with the respective levels of responsibility relative to the position of a certified Firefighter, and shall be as follows:

- (a) Based on training and emergency attendance
- (b) Calculated biannually
- (c) In accordance with current pay structure

C.2.2 Volunteer Firefighters shall be paid Vacation Pay at a rate of 4% of their gross earnings for the first 5 years of employment and 6% each year after 5 years of employment

C.2.3 In accordance with the Employment Standards Act, 2000, Volunteer Firefighters shall not be eligible for overtime pay, public holidays or public holiday pay.

C.2.4 In accordance with the regulations enacted under the Employment Standards Act, 2000, the rules governing daily and weekly limits on hours of work, daily rest periods, time off between shifts, and weekly/biweekly rest periods shall not apply to Volunteer Firefighters.

C.3 WORKPLACE SAFETY AND INSURANCE BOARD COVERAGE

C.3.1 For the purposes of the Workplace Safety and Insurance Act, 1997, and the regulations enacted thereunder, Volunteer Firefighters and Auxiliary Members of the Fire Department shall be considered workers as defined by the Act, and the Corporation shall be the deemed employer in respect of Workplace Safety and Insurance Board coverage for members of municipal volunteer fire brigades.

C.3.2 The Corporation shall maintain coverage for Volunteer Firefighters and Auxiliary Members according to the annual maximum insurable earning ceiling as may be established by the Workplace Safety and Insurance Board from time to time.

C.4 GENERAL DUTIES AND RESPONSIBILITIES

C.4.1 All Members shall conduct themselves in conformance with the By-law to Establish and Regulate a Fire Department, all applicable policies of the Corporation, and all policies, procedures, operating guidelines, general orders, and rules of the Fire Department, and shall faithfully and diligently perform their assigned duties to the best of their ability.

C.5 DISCIPLINE

C.5.1 The Fire Chief may reprimand, suspend, or take disciplinary action up to and including dismissal of any Member for an infraction of any provision of the By-law to Establish and Regulate a Fire Department, any applicable policy of the Corporation, or any policy, procedure operating guideline, order, directive, or rule of the Fire Department.

C.6 LEAVES OF ABSENCE

C.6.1 Volunteer Firefighters shall be entitled to all statutory unpaid leaves of absence to which they are entitled under the provisions of the Employment Standards Act, 2000.

C.6.2 A Volunteer Firefighter who has completed the twelve (12) month probationary period may request a voluntary leave of absence from the Fire Chief without pay for a period of up to twelve (12) months, and such requests shall not be unreasonably denied.

C.6.3 All requests for a voluntary leave of absence must be submitted in writing to the Fire Chief at least twenty (20) calendar days prior to when the leave of absence is to commence. The Fire Chief, at his or her discretion, may waive this notice period.

C.6.4 A request for a second or subsequent leave of absence within twelve (12) months of a previous leave of absence shall be evaluated on a case by case basis.

C.7 TERMINATION

C.7.1 The employment relationship between a Volunteer Firefighter and the Corporation may be terminated in the following ways:

- (a) Resignation: A Volunteer Firefighter may terminate employment by providing written notice to the Fire Chief or designate.
- (b) Termination with Cause: The Corporation may terminate the employment of a Volunteer Firefighter for cause without notice or payment in lieu of notice at any time during the course of employment.
- (c) Termination Without Cause: The employment of a Volunteer Firefighter may be terminated without cause at any time by the Corporation, at its sole discretion for any reason, by providing the Volunteer Firefighter with the minimum amount of notice, or pay in lieu of notice, and severance pay if applicable to which the he or she is entitled under the Employment Standards Act, 2000. In addition, the Corporation shall continue to pay its share of the Volunteer Firefighter's benefits, if any, for the duration of the notice of termination period, pursuant to the Employment Standards Act, 2000.