



North Glengarry Fire Department

RECRUITMENT ORIENTATION PACKAGE

Revised 2020



North Glengarry Fire Department Recruitment Orientation Package

A SUCCESSFUL FIREFIGHTER MUST POSSESS:

- An outstanding work ethic
- Pride in oneself and the fire service
- The ability to work well as a member of a team
- A willingness to learn new skills
- Good moral character
- Courage
- Integrity
- Compassion
- Assertiveness

If this describes you...

Consider Joining Us!

2020 FALL RECRUITMENT

Application Deadline: October 1st, 2020 @ 4:00pm

FOREWORD

This orientation guide has been developed as a resource for those individuals who have indicated an interest in becoming a member of the North Glengarry Fire Department. Participation as a member of the North Glengarry Fire Department 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 of the North Glengarry Fire Department requires a serious commitment. Your decision to join should not be made quickly or lightly and should include your family members. The recruitment orientation guide 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 orientation guide and get the facts regarding what is involved in being a member of the Fire Department. Often, candidates underestimate the amount of time and effort required to be a successful firefighter.



North Glengarry Fire Department Recruitment Orientation Package

This orientation guide contains the following information:

- MINIMUM REQUIREMENTS FOR EMPLOYMENT ELIGIBILITY
- GOALS OF THE NORTH GLENGARRY FIRE DEPARTMENT
- NATURE OF OUR BUSINESS
- PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT
- TRAINING AND PARTICIPATION
- JOB SPECIFICATIONS
- CONDITIONS OF EMPLOYMENT
- PROBATIONARY FIREFIGHTER HIRING PROCESS
- APPLICATION FOR PROBATIONARY FIREFIGHTER
- MEDICAL EXAMINATION REPORT
- CONSENT WAIVER AND RELEASE FORM
- PROBATIONARY FIREFIGHTER APPLICATION CHECKLIST

While this orientation guide 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 Volunteer Fire Department, we hope you will be able to make the commitment the community requires. The service provided by North Glengarry Firefighters is truly valuable to the citizens of our Township and we hope that you are able to contribute to the community's safety.

Please read this guide thoroughly so that you clearly understand the steps in the recruitment process.



North Glengarry Fire Department Recruitment Orientation Package

MINIMUM REQUIREMENTS FOR EMPLOYMENT ELIGIBILITY

- Must have a minimum of a Secondary School education.
- Must be at least 18 years old.
- Must submit the results of a current Vulnerable Sector police records check prior to commencement of employment.
- Must be able to attend recruit training program and regularly scheduled training.
- Must have a valid Ontario Driver's License and a reliable means of transportation to respond to calls.
- Proof of valid Ontario driver's license (minimum G class)
- MTO drivers abstract must be provided prior to commencement of employment.
- Medical Examination Report, completed and signed by the applicant's Doctor must be provided, prior to commencement of employment
- Proof of residency or work within North Glengarry Township
- Must be legally entitled to work in Canada.



North Glengarry Fire Department Recruitment Orientation Package

GOALS OF THE NORTH GLENGARRY FIRE DEPARTMENT

The North Glengarry Fire Service is a rural operation, led by a Chief and Deputy Chief. It is comprised of 3 Stations, Station 1 - Alexandria, Station 2 - Apple Hill, and Station 3 - Maxville. Each station has a District Chief and Senior Captain with approximately 25 volunteer firefighters. 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 humans or nature; first to the Township; second to those Townships requiring assistance through authorized emergency fire service plan and program (mutual aid) activities and automatic aid agreements.

NATURE OF OUR BUSINESS

Firefighting is one of the most diverse and challenging professions known today. It is this diversity that inspires most individuals to enter the service, both as volunteers and career firefighters. Imagine having to train to prepare yourself to cope with situations which range from structure fires, vehicle collisions, 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 your contribution to your profession very personally rewarding.

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

This type of work is not for everyone. You need more than just a desire to help people. You also need courage and dedication, compassion, 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 members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments.

The personal rewards and satisfaction received from being involved in a Volunteer 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.



North Glengarry Fire Department Recruitment Orientation Package

Success in our business is measured by the prevention and reduction of loss of life, pain, suffering, and property damage in our Township. We are here and prepared for one reason and that is to provide service to the residents and visitors of this Township.

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



North Glengarry Fire Department Recruitment Orientation Package

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 protection service 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 and trained to provide adequate response to an emergency or non-emergency 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, 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 plan examination and inspection, 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 school fire safety programs.
8. Ensure, in the event of a major catastrophe in the municipality, that 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, relating to the protection of life and property.
10. Interact and co-operate with other departments of the corporation regarding the aspects of fire protection or any given program.



North Glengarry Fire Department Recruitment Orientation Package

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 human or 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, training standards have been developed to provide each member with the skills, knowledge, and abilities necessary to deliver fire and emergency services to the citizens of the Township.

Training Requirements

All probationary firefighter hired will be required to follow a recruit training program taught by training officers, regardless of whether the individual may have prior training or experience. All probationary firefighters will be required to attend training sessions each month as outlined by the Fire Chief.

Probationary firefighters may begin responding to emergency calls as per direction of the Fire Chief or Designate. However, they must wear “Recruit helmet” as 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 firefighters will only work with senior firefighters during calls. Length of probation will be 1 year unless it is deemed by the Fire Chief that an extension is required as recommended by the training officers.

Training is provided in accordance with accredited standards, such as those of the National Fire Protection Association.



North Glengarry Fire Department Recruitment Orientation Package

JOB SPECIFICATIONS

1. General Statement of Duties:

- Physically and mentally capable and able to respond to an emergency to perform firefighting duties and other related work as required, in the saving of life, property and environment.

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

- Covered by the Workplace Safety and Insurance Board
- Covered with On-Duty Accidental Death Insurance Policy
- May be required to obtain a Hepatitis 'B' vaccination or provide confirmation of current vaccination
- Must maintain a reasonable level of health and fitness
- Must carry a pager, supplied by the Fire Department
- Must be able to obtain First Aid and CPR certificates (training provided by department)
- Must complete a Recruit Training Program as outlined by the Fire Management
- Must be committed to continuous training in fire suppression, prevention, public education and emergency first aid procedures
- **For reasons of safety, facial hair that may affect the integrity of the face piece seal of self-contained breathing apparatus, i.e. beards, bushy moustaches, and long sideburns, is not permitted**
- Responsible for performing various duties, under emergency conditions, frequently involving considerable risk, in a safe and efficient manner
- 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
- 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
- Must refrain from using offensive statements or language at the emergency scene, in and around the fire stations, and when on duty in public
- Must 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 or when wearing identifiable department clothing while not on duty.
- Must meet minimum attendance for calls and training



North Glengarry Fire Department Recruitment Orientation Package

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 Prevention Division on all observed fire/life safety matters
- Reports equipment deficiencies to Station Officer
- Completes investigation reports following an emergency as required
- Completes regular inspection of assigned protective equipment and station wear
- 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 firefighting operations
- Follows all Standard Operating Guidelines, directives, and department policies to enhance personal safety and comply with the requirements of the *Occupational Health and Safety Act*

4. Examples of Work:

- Ensures the safe operation of all department equipment
- Assists with salvage operations during and following an emergency
- Assists with providing 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 firefighting/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 firefighting and rescue methods
- Participates with in-service training as required
- Ensures compliance with all health and safety matters in accordance with the Corporation's Health and Safety Manual and the Occupational Health and Safety Act and Regulations



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5. Required Knowledge, Skills, and Abilities

- Considerable knowledge of modern firefighting and rescue techniques
- Considerable mechanical aptitude
- Thorough knowledge of the rules and regulations governing the fire department and the volunteer activities of the department
- Thorough knowledge of provincial legislation relative to the activities of the fire department
- Thorough knowledge of the municipality, including demographics, major industries, 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, dependable, co-operative, able to follow direction given
- Must maintain a valid driver's licence, demonstrate a safe driving record, and be capable of driving emergency vehicles in a safe manner, in both emergency and non-emergency situations



North Glengarry Fire Department Recruitment Orientation Package

CONDITIONS OF EMPLOYMENT

- Ability to acquire a DZ licence within a year of employment.
- Maintain drivers licence during employment clear of criminal offences.
- Ability to acquire and maintain First Aid/CPR level HCP certification within one year of employment.
- Maintain physical fitness, conduct regular physician medical examination as required and maintain standard vaccinations.
- Ability to successfully complete all required training programs and demonstrates proficiency in all required activities.
- Maintain a clean criminal record.
- Maintain attendance levels (emergency responses and training sessions) in accordance with department requirements.
- Adhere to all departmental rules, regulations, and operating guidelines.



North Glengarry Fire Department Recruitment Orientation & Package

PROBATIONARY FIREFIGHTER HIRING PROCESS

The application and hiring process follows the steps as outlined:

- Applicant's must review information package and application forms.
- Completed application form is submitted to the fire administration via email at fireadmin@northglengarry.ca

Applicant will undergo a 5-stage process:

Stage 1 – Application Submission

Stage 2 – Interview

Stage 3 – Physical Testing in full firefighting gear:

- Consent Waiver & release form
- Raise & Climb an extension ladder
- Search an area with a SCBA and darkened face mask.
- Advance a 2 ½" hose line
- Dummy drag

Stage 4 – Conditional offer of employment, applicant must complete the following:

- MTO Drivers Abstract
- Vulnerable Sector police records check
- Medical Examination Report & Appendix A

Stage 5 - Offer of employment for Probationary firefighter is made by the Fire Chief.

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 NORTH GLENGARRY FIRE
DEPARTMENT



North Glengarry Fire Department Application for Probationary Firefighter

Courses / Certificates / Specialized Skills / Trades (additional pages may be attached)

Description	Date

Employment Experience

Present Employer:

Name: _____
Address _____
Date Employed: From: _____ To: _____
Position Held: _____
Supervisor's Name: _____ Phone: _____
Outline your duties/responsibilities: _____

Previous Employer:

Name: _____
Address _____
Date Employed: From: _____ To: _____
Position Held: _____
Supervisor's Name: _____ Phone: _____
Outline your duties/responsibilities: _____

May we contact the supervisor indicated above: Yes No

Previous Employer:

Name: _____
Address _____
Date Employed: From: _____ To: _____
Position Held: _____
Supervisor's Name: _____ Phone: _____
Outline your duties/responsibilities: _____



North Glengarry Fire Department Application for Probationary Firefighter

Other Related Experience:

Do you have previous firefighting experience?

Yes No

of Yrs. _____ Position _____

If yes, explain _____

Do you have previous other related experience?

Yes No

of Yrs. _____ Position _____

If yes, explain _____

Related Skills

Please complete this section even if a resume is attached. Please check the level of skill appropriate.

1. Some familiarity and competence.
2. Advanced or post-secondary courses.
3. Certificates or professional experience.
4. N/A – No Skill

<u>Skill</u>	<u>Level</u>			
	1.	2.	3.	4.
• Automotive Mechanic	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Lineman	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Electrical Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Electronic Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Radio Communications Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Rescue Procedures – Canadian Red Cross, • St. John Ambulance, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Firefighting Practices and Terminology (Ontario Fire College OR Community College, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Pumps, Valves, Sprinkler Systems	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Building Trades or Inspection	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Read Blueprints	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Athletic or Sports Skills	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
• Scuba Diving	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>



North Glengarry Fire Department Application for Probationary Firefighter

- Ice Water/Rescue
- Confined Space Rescue
- High Angle Rescue
- Urban Search and Rescue
- Hazardous Materials Response
- WHMIS
- Occupational Health and Safety
- Coaching/Teaching/Facilitation Skills
- Have you had any experience or training in driving heavy vehicles? Yes No
- Have you any other special driving skills or training (e.g. accident avoidance, skid control, etc.)?
Yes No
If yes, explain _____

Do you have permission from your employer to leave your place of work immediately when your pager sounds? Yes No

Where is your current employer located? _____

Do you have a personal and reliable means of transportation to respond to fire alarms?
Yes No

References

Please provide 3 references (not family members)

<u>Name:</u>	<u>Telephone#:</u>

Please provide any additional information or skills you feel may be pertinent to this position:



North Glengarry Fire Department Application for Probationary Firefighter

Please indicate which station you are applying for:

Station 1 – Alexandria

Station 2 – Apple Hill

Station 3 – Maxville

I understand that any misrepresentation made by me in connection with this application will be sufficient cause for cancellation of the application, and if I have been employed, for termination from the Corporation. I authorize the Fire Chief to make such enquiries respecting the foregoing information as may be deemed necessary.

Signature of Applicant: _____ Date: _____



North Glengarry Fire Department Consent Waiver and Release Form

TO: THE CORPORATION and the NORTH GLENGARRY FIRE DEPARTMENT.

WHEREAS the Corporation 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 North Glengarry Fire Department, my signed application for the position of Probationary 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 Probationary 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 and the North Glengarry 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 and the North Glengarry 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 _____

Note: This completed form and the Medical Examination Report MUST be received before applicant will be permitted to participate in the physical testing.



North Glengarry Fire Department MEDICAL EXAMINATION REPORT

Applicant Information

Name: (Last) _____ (First) _____ (Initials) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Physician Information

Name : (Last) _____ (First) _____ (Initials) _____

Address: _____

City: _____ Province: _____ Postal Code: _____

Business Telephone # _____

To be completed by Physician

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

Please review the Position Profile (Appendix 'A' – see reverse)

- Is the applicant medically fit to perform the duties of a Firefighter, based on the Position Profile?
Yes No
- Is the applicant currently vaccinated for Hepatitis "B"? Yes No
 - Final Vaccination date _____

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 of Physician: _____ Date: _____



North Glengarry Fire Department
MEDICAL EXAMINATION REPORT
APPENDIX 'A'

FIREFIGHTER POSITION PROFILE

(to be completed by Family Physician with Medical Examination Report)

TASKS INCLUDE: carrying heavy equipment such as ladders, chain saws, fire hose, hydraulic extrication tools, etc., lifting, pulling, chopping, climbing stairs/ladders, crawling, wearing self-contained breathing apparatus and other heavy personal protective equipment, driving and operating emergency vehicles, performing cardio-pulmonary resuscitation.

ENVIRONMENTAL FACTORS INCLUDE: possible exposure to toxic gases and particulates, chemicals, wet/damp conditions, exposure to extreme temperature variations for lengthy periods of time, required to perform tasks in confined working spaces, proper hearing for effective communication during incidents.

STRESSORS: firefighting requires an individual to go from minimal physical activity to peak physical activity within a very short time frame. Physical stress is amplified by the need to wear heavy personal protective equipment while carrying, pulling, pushing, lifting a variety of materials. In addition to physical stress, firefighters are exposed to emotional stress while performing rescue activities involving patients that are severely injured or deceased and while administering first aid/CPR involving profuse bleeding and vital signs absent. Often, the patients are known to the firefighters in smaller communities, adding to the stress load.

I have reviewed the contents of the Firefighter Position Profile prior to determining if the applicant is medically fit to perform the duties of a firefighter

Signature of Physician: _____

Date: _____



North Glengarry Fire Department

PROBATIONARY FIREFIGHTER APPLICATION CHECKLIST

The following 2 items are required to apply

1. **Application** (signed, dated and fully completed)
2. **Consent Waiver / Release Form**
(signed, dated by applicant and witness)

You do NOT require a signed medical form to apply. You will be required to sign the Consent Waiver and Release Form on or before you participate in the physical appraisal.

The following items are required upon Conditional offer of employment

1. **Medical examination report (2 pages)**
(with attached Appendix A and required signature)
 2. **MTO Driver's Abstract**
The MTO driver's abstract
 3. **Police criminal record search**
The Vulnerable Sector Search
-