



# Township of Wainfleet

Wainfleet Fire and Emergency Services

*"Wainfleet - find your country side!"*

## Fire Fighter Recruitment Orientation Guide

### A SUCCESSFUL FIRE FIGHTER MUST POSSESS:

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

If this describes you...

**Consider Joining Us!**

**Application deadline : October 19, 2018**



## 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 the Wainfleet Fire and Emergency Services (WFES). Participation as a volunteer member of our 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, Wainfleet, with a valuable service that has the potential to impact us all.

However, service as a member of WFES requires a high level of personal commitment. Your decision to join should not be made quickly or lightly. The recruitment handbook has been developed to provide the information you will need to help you make that decision.

Because the decision to serve as a Volunteer Fire Fighter is such a serious one, we ask that you take the time to read this booklet and get the facts regarding what is involved in being a member of WFES.

This handbook contains information on the organization of our Service, training, participation requirements, the nature of our business, and answers the 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 WFES, we hope that you will be able to make the commitment that the community requires. The service provided by Volunteer Fire Fighters is truly valuable to the citizens of our municipalities and we hope that you are able to contribute to the community's public safety.

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

Further information can be obtained by contacting the Wainfleet Fire and Emergency Services by calling 905-899-3463.

Ext 221 for Tara McLachlan Administrative Assistant to Fire

Ext 279 for Deputy Fire Chief Shawn Schutten

Ext 274 for Fire Chief Morgan Alcock

Or you can email [vfrecruitment@wainfleet.ca](mailto:vfrecruitment@wainfleet.ca)



## **WAINFLEET FIRE & EMERGENCY SERVICES PROFILE**

### **MISSION STATEMENT**

The Mission of the Wainfleet Fire Department is to take action to protect and/or rescue citizens and/or property from threats of health, the effects of natural or manmade disaster, and in particular the risk that a fire, if started, would seriously endanger the health and safety of any person or quality of the natural environment for any use that can be made of it.

### **GOALS OF THE FIRE DEPARTMENT**

The goal of the Wainfleet Fire and Emergency Services 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; and second to those municipalities requiring assistance through authorized emergency fire service plan and program (mutual aid) activities.

### **PRIMARY OBJECTIVES OF THE FIRE DEPARTMENT:**

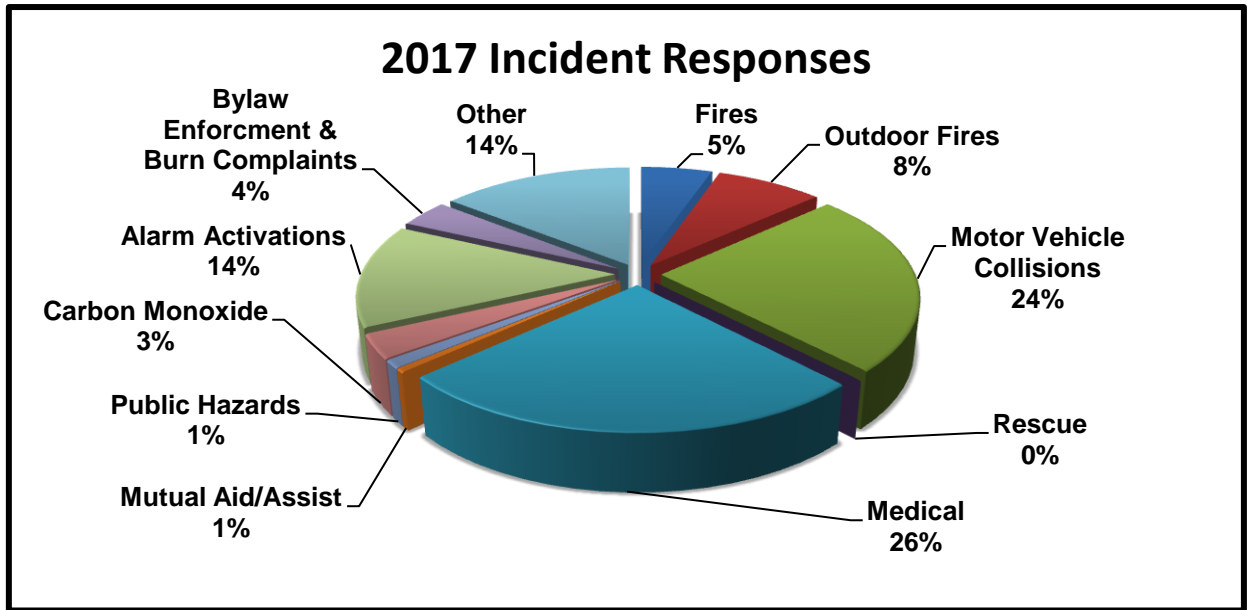
In order to achieve the goal of Fire Department, necessary funding must be in place and the following objectives met:

1. Identify and review the Fire Department requirements of the Municipality
2. Provide an administrative process consistent with the needs of the Department
3. Ensure that firefighting equipment and operating personnel are available within the Municipality to provide adequate response to a citizen's call within a reasonable length of time.
4. Provide departmental training, to an accepted standard, which will ensure the continuous up-grading of all personnel in the latest technique 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 all fire protection apparatus, involving all equipment, is ready to respond to emergency calls
6. Provide an effective Fire Prevention Program to:
  - (a) Ensure, through plan examination and inspection, that required fire protective equipment is installed and maintained within buildings
  - (b) Reduce and/or eliminate fire hazards
  - (c) Ensure compliance with applicable municipal, provincial and federal fire prevention legislation, statues, codes and regulations in respect to fire safety.
7. Develop and maintain an effective public information system and educational program, with particular emphasis on school fire safety programs; and commercial, industrial and institutional staff training.
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 with other Municipal departments respecting the aspects of fire or any given programs.
11. Ensure these objectives are not in conflict with any other Municipal department.

**LEVELS OF SERVICE PROVIDED**

<b>Service Approved by Council - Trained, equipped and providing service</b>	<b>YES</b>
<b>Service NOT approved by Council</b>	<b>NO</b>
<b>Limited Level of Service approved by Council</b>	<b>LLS</b>

<b>EMERGENCY RESPONSE</b>		
1	Structural Firefighting - Limited Interior Attack and Rescue	YES
2	Vehicle Firefighting	YES
3	Vegetation Firefighting (Grass, Brush, Forestry)	YES
4	Marine Firefighting - Shore Based	YES
5	Automatic and Mutual Aid - Per Agreements	YES
6	Tiered Medical Response - Basic medical assist with defibrillation	YES
7	Vehicle Collision Response - Scene Stabilization	YES
8	Vehicle Collision Response - Extrication	YES
9	Transportation Incidents including Aircraft, Trains and Watercraft	LLS
10	Hazardous Materials Response - Awareness Level	YES
11	Hazardous Materials Response - Operations Level	LLS
12	Hazardous Materials Response - Technician Level	NO
13	Water and Ice Rescue - Awareness Level	YES
14	Water and Ice Rescue - Operations Level (Shore Based)	LLS
15	Water and Ice Rescue - Technician Level (Water Entry)	NO
16	Agency Assistance (Police, EMS, Utilities)	YES
17	Other Public Assistance	YES
18	Search and Rescue	LLS
19	High Angle (Rope Rescue) - Awareness Level	YES
20	High Angle (Rope Rescue) - Operations Level	LLS
21	High Angle (Rope Rescue) - Technician Level	NO
22	Confined Space Rescue	LLS
23	Farm and Silo Rescue	LLS
24	Trench Rescue- Awareness Level	YES
25	Trench Rescue- Operations Level	LLS
26	Trench Rescue- Technician Level	NO
27	Participation in community emergency plan	YES
28	Fire protection agreements & Joint service agreements	YES
29	Review of Propane Facility "Risk and Safety Management Plans" as set out in Ontario Regulation 440/08	YES



**STATIONS, APPARATUS & EQUIPMENT**

Wainfleet Fire & Emergency Services operates four stations located throughout the municipality. As a firefighter with WFES you will be assigned a station and required to respond to the station for training, emergency responses, stand-by duties, station duties and equipment inspections. The station location and apparatus assigned to each location are listed below.

**Station 1- Winger-** 43178 Hwy 3  
Engine 1

**Station 2- Wainfleet-** 31907 Park Street  
Engine 2  
Rescue 2

**Station 3- Burnaby-** 11603 Lakeshore Road  
Engine 3  
Tanker 3

**Station 4- Wellandport Rd-** 63959 Concession 6 Road  
Engine 4  
Tanker 4

**Other**  
Car 1- Mobile  
Engine 5- Spare



## **MINIMUM REQUIREMENTS FOR EMPLOYMENT ELIGIBILITY**

**In order to be considered for employment, all applicants must provide the following:**

1. Proof of valid Ontario driver's license and clean driving record (current abstract) must be provided prior to commencement of employment. All costs associated with this requirement are the responsibility of the applicant
2. Medical Examination Report, completed and signed by the applicant's Doctor, and the Consent Waiver and Release Form must be provided, prior to participating in the physical testing. All costs associated with this requirement are the responsibility of the applicant
3. Demonstrate proficiency in the English language, both verbally, and in writing
4. Proof of a clean Criminal Record (with occupational relevance). (No convictions for which a pardon has not been granted), must be provided prior to the commencement of employment
5. A certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service, prior to commencement of employment. All costs associated with this requirement are the responsibility of the applicant
6. A reliable means of transportation to respond to alarms

### **OTHER DESIRABLE SKILLS/KNOWLEDGE**

- First aid and CPR certification/training
- Class D-Z or higher driver's license
- Previous Fire Department experience
- Demonstrated commitment. (i.e. volunteer service)
- Related experience (Nursing, EMS, Mechanical Trades)
- Previous pertinent training (i.e. WHMIS, O.H.S.A.)

### **CONDITIONS OF EMPLOYMENT**

- Ability to acquire and maintain a DZ license and a clean driving record
- Ability to acquire and maintain First Aid/CPR level HCP certification
- Ability to successfully complete all required training programs and demonstrate proficiency in all required activities
- Maintain a clean criminal record
- Maintain attendance levels (emergency responses and training sessions) in accordance with WFES requirements



## **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 other 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 prevention and education. Prevention of fire or emergencies occurs through fire prevention inspections, fire safety education, and code enforcement programs. Control of fire or emergencies, should prevention not prevail, 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 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 WFES 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 WFES 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 in our municipality. We are here and prepared for one reason and that is to provide service to the residents and visitors.

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



**ORGANIZATION**

A typical Fire Department is comprised of a variety of divisions and functions. Fire fighters are often required to fulfill responsibilities within a number of the divisions and functions.

**ADMINISTRATION**

- Budget, reports, records, planning and policy development

**APPARATUS ,  
EQUIPMENT &  
COMMUNICATIONS**

- Purchase and maintenance of apparatus, equipment and communication services

**OPERATIONS**

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

**PREVENTION AND  
EDUCATION**

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

**TRAINING**

- Administer training programs relative to the services delivered. Prepare and conduct examinations of members





## 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**

A. All volunteers entering the system are required to complete a recruit training program taught by a third party training company or by departmental instructors. If the individual has prior training or experience (eg. NFPA 1001 Level I and Level II or equivalent) a modified training process may be used. Recruits must keep up with the training program including the online theory based training. Those who fall behind on any of the training will have to meet with the Fire Chief, or designate, and may be dismissed from the fire department training program.

B. Volunteers that have successfully completed the recruit training may begin responding to emergency 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** firefighters may not enter burning buildings, participate in activities requiring advanced training, or be subjected to hazardous environments. Length of probation is typically 12 months.

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

### **Proficiency Requirements**

Once the training levels have been achieved, **Probationary** firefighters are required to attend a performance-based examination to demonstrate the skills required to perform the job safely and effectively.



## JOB SPECIFICATION - VOLUNTEER FIRE FIGHTER

### 1. **General Statement of Duties:**

Capable and able to respond to an emergency to perform firefighting 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
- Covered with On-Duty Accidental Death Insurance Policy
- Hepatitis vaccination(s) are recommended or provide confirmation of current vaccination
- Must maintain a reasonable level of health and fitness
- Must carry a pager, supplied by the Fire Department. A web-based notification system is also used as a communication tool. This tool includes a mobile app for smart-phones.
- Must be able to obtain First Aid and CPR certificates (training provided by department)
- Must complete a Recruit Training Program prior to activation
- Must be committed to continuous training in fire suppression, prevention, 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, are 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, at 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
- Must meet minimum attendance for calls and training



### 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 Officer or Fire Chief 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 judgment 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 from an 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 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 Corporation's Health and Safety Manual and the *Occupational Health and Safety Act* and Regulations



**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
- Must maintain a valid driver's license, demonstrate a safe driving record, and be capable of driving emergency vehicles in a safe manner, in both emergency and non-emergency situations

**SELECTION PROCESS**

The selection process will consist of the following components:

**Stage 1.** Application Review & Orientation Session - October 4, 2018

**Application deadline:** - October 19, 2018

**Stage 2.** Aptitude Appraisal - November 1, 2018

**Stage 3.** Interview - November 15, 2018

**Stage 4.** Job Specific Physical Testing - November 24, 2018



## **Stage 1: Application Review & Orientation Session**

***The orientation night will be held Thursday, October 4, 2018 at Wainfleet Fire and Emergency Services Station 2, 31907 Park St, Wainfleet @ 1900hrs (7:00pm)***

Applicants are able to submit an **Application for Volunteer Firefighter** form at the Orientation Session. An application form is included in this package.

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

- Employment or residence within the municipality or reasonable response time to a fire station
- Current first aid and CPR certificates
- Valid class DZ driver's license with a clean abstract
- Permission to leave place of employment to respond to alarms
- Local area shift workers

A review of the applications will be conducted and selected applicants will have the opportunity to advance to Stage 2 of the selection process.

## **Stage 2: Aptitude Appraisal**

***A written Aptitude Appraisal will be conducted on Thursday, November 1, 2018, at Wainfleet Fire and Emergency Services Station 2, 31907 Park St, Wainfleet @ 1900 hrs***

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 the results of the aptitude appraisal will be conducted and applicants who qualify (achieve 70% or greater) will have the opportunity to advance to Stage 3 of the selection process.

## **Stage 3: Interview**

***Oral interviews will be conducted on Thursday November 15, 2018 in the evening. Successful applicants reaching this stage will be advised of the time and location of their interview approximately 1 week prior.***

Interviews for the position of Volunteer Firefighter shall be conducted by the Fire Chief, with assistance from other Fire Department members, as determined by the Fire Chief, in order to perform a fair evaluation. You may be required to bring additional documentation and/or proof of your credentials.

A review of the results of the interview will be conducted and selected applicants will have the opportunity to advance to Stage 4 of the selection process.



## **Stage 4: Job-Specific Physical Testing**

***NOTE!! The Medical Examination Report, completed and signed by the applicant's Physician, and the Consent Waiver and Release Form must be provided prior to participating in the physical testing. All costs associated with this requirement are the responsibility of the applicant. There will be no exceptions!***

***Job Specific Third Party Physical Testing will be conducted on November 24 2018  
(Time to be determined)***

The purpose of the Medical Examination Report is to determine if, in the opinion of the physician, the applicant is medically fit to be an active fire fighter. A Fire Fighter Position Profile (Appendix 'A') is included in this package. Please ensure that it is provided to your physician at the time of your medical examination. A **Medical Examination Report** form is also included in this package.

**Only selected applicants who provide a satisfactory Medical Examination Report and Consent Waiver and Release Form will have the opportunity to participate in the job-specific physical testing**

The tasks that make up the physical testing are designed to reflect job-specific tasks required in the performance of firefighting duties. The purpose of this analysis is primarily to provide you with a realistic idea of incident tasks you will be expected to perform and also to provide the Fire Department with a valid assessment of the applicant's physical capabilities relative to the functions required by the position.

Sample tasks include:

- Climbing a twenty four foot extension ladder
- Coupling and uncoupling a hose fitting while on the ladder
- Crawling through a confined space to search for, and retrieve, an object while wearing self-contained breathing apparatus with a blacked-out face mask
- Lifting and carrying equipment
- Hoisting & lowering equipment
- Advancing a charged hose line
- Simulating forcible entry
- Climbing and descending stairs while wearing full personal protective equipment
- Dragging a weighted dummy

All components of the physical test must be completed within a prescribed period of time in order to successfully complete the test.



## **SELECTION & ACCEPTANCE**

**(Recruitment program start date will be announced to successful candidates)**

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.

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Successful applicants will be required to attend and successfully complete a recruit-training program. This program may require leaving the township and spending a weekend at a training facility approximately 1.5 hours away one a month for six months. In addition to this, the recruit will be required to complete the online theory based training.

**Completed applications can be dropped off prior to the closing date at the  
Township of Wainfleet Municipal Office.**

31940 Highway 3, Wainfleet

**THANK YOU FOR CONSIDERING JOINING  
THE WAINFLEET FIRE AND EMERGENCY SERVICES**

***We want to acknowledge the effort every applicant puts into the  
pursuit of being a firefighter and their desire to assist in the  
protection of the Community***

