

RECRUITMENT APPLICATION MANUAL

VOLUNTEER FIREFIGHTER





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The Cariboo Regional District (CRD) is committed to providing the most effective and most efficient fire protection for our identified fire protection specified areas. You will find that participation as a Volunteer Firefighter will bring personal reward, satisfaction and a tremendous sense of accomplishment and community service.

The CRD Protective Services objective is to save lives and property, and as a Volunteer Firefighter dedication to meeting this objective is critical.

Service as a Volunteer Firefighter in any of our 14 departments requires serious commitment. Careful consideration of all our components of service should be undertaken and this application manual has been designed to provide information that will assist you in determining whether Volunteer Firefighting is a suitable pursuit for you.

Thank you for your interest in serving your community as a Volunteer Firefighter.

If you require further information, please contact Protective Services Department at 250-392-3351 or email questions to mailbox@cariboord.ca.

Protective Services Department
Cariboo Regional District



INTRODUCTION

Thank you for your interest in becoming a Volunteer Firefighter for the Cariboo Regional District. We are committed to recruiting talented and motivated individuals, who possess a high level of integrity and have a desire to serve their community.

Volunteer Firefighters are members of a team who play a key role in the delivery of fire and emergency services to the Regional District. Volunteer Firefighters respond to fires, rescues, medical aid, hazardous materials, and a host of other calls to aid the public. The number of responses will vary from department to department and from year to year.

Firefighters come from all walks of life, from school teachers, to tradesmen, to paramedics. Being a Volunteer Firefighter is rewarding, exciting and fun.

FIRE HALL LOCATIONS

108 Mile Volunteer Fire Department
4966 Eassee Drive, 108 Mile Ranch, BC V0K 2Z0
Phone: 250-791-5715

150 Mile Volunteer Fire Department
3038 Pigeon Road, 150 Mile House, BC V0K 2G0
Phone: 250-296-4647

Barlow Creek Volunteer Fire Department
3908 Aird Road, Quesnel, BC V2J 6V8
Phone: 250-992-8444

Bouchie Lake Volunteer Fire Department
2351 Centennial Road, Quesnel, BC V2J 7G6
Phone: 250-249-5988

Deka Lake Volunteer Fire Department
7449 Burgess Road, Lone Butte, BC V0K 1X3
Phone: 250-593-4522

Forest Grove Volunteer Fire Department
4518 Canim-Hendrix Lk Rd, Forest Grove, BC V0K 1M0
Phone: 250-397-2122

Interlakes Volunteer Fire Department
7657 Little Fort Highway, Bridge Lake, BC, V0K 1E0
Phone: 250-593-4266

Kersley Volunteer Fire Department
4839 Edwards Road, Quesnel, BC V2J 6L1
Phone: 250-747-7432

Lac La Hache Volunteer Fire Department
3819 Dodge Road, Lac La Hache, BC V0K 1T0
Phone: 250-396-4112

Lone Butte Volunteer Fire Department
6060 Little Fort Hwy 24, Lone Butte, BC V0K 1X0
Phone: 250-395-3112

Miocene Volunteer Fire Department
3386 Spokin Lake Road, 150 Mile House, BC V0K 2G0
Phone: 250-296-4502

Ten Mile Volunteer Fire Department
5360 Bjornson Road, Quesnel, BC V2J 6X9
Phone: 250-992-1182

West Fraser Volunteer Fire Department
243 Jackpine Flats Road, Quesnel, BC V2J 6J2
Phone: 250-992-2534

Wildwood Volunteer Fire Department
4253 Wildwood Road, Williams Lake, BC V2G 4Z8
Phone: 250-989-0089



RECRUITMENT TIPS

TIPS DURING THE RECRUITMENT PROCESS

- Before submitting your application, learn all you can about what being a Volunteer Firefighter means.
- Familiarize yourself with the job tasks, the different steps in the hiring process and about the region.
- You must be able to follow and act on complex verbal and written instructions.
- Be prepared and ready to participate in the assessments.

SELF-EVALUATION QUESTIONNAIRE

Use these questions to help you decide if becoming a Volunteer Firefighter is a good fit for you.

- Does my lifestyle support ethical and responsible choices and actions?
- Am I prepared to maintain a level of professionalism on and off duty?
- Does my lifestyle align itself with the Fire Service values of respect, pride, professionalism and teamwork?
- Have I been free from involvement in unlawful activities?
- Am I actively supporting my community for the benefit of others?
- Have I adopted and do I maintain physical fitness?
- Am I physically able to perform firefighter job tasks?
- Am I able to meet the training schedules and requirements?
- Can I work for extended periods of time under difficult and strenuous conditions?
- Am I free of phobias relating to height, confined spaces and able to maneuver with limited or no visibility?
- Am I comfortable using different hand/power tools and technical equipment?
- Do I have a support system in place for debriefing and stress relief?
- Am I able to work harmoniously in close quarters with other people?
- Do I treat all people with respect, dignity and professionalism regardless of race, creed, gender or beliefs?
- Am I able to and do I take steps to maintain a positive attitude?
- Am I able to motivate myself? Do I motivate others?
- Do I actively engage myself in a problem solving capacity?
- Am I able to follow and carry out complex instructions?
- Does my lifestyle allow me to commit to a minimum of two hours weekly for firefighting training? No previous experience necessary

All required personal protective equipment and training are provided at no cost

Only have to fill out an application form, driver's abstract, and criminal record check



BENEFITS

FIREFIGHTER BENEFITS

On Duty insurance coverage

HOURS OF TRAINING

Practice once a week for two hours.

Some additional sessions may be needed.

HOURS OF WORK

Firefighters are expected to attend a minimum 30% of call outs for response to emergency calls

FIREFIGHTER'S TAX DEDUCTIONS

Tax credits provided to volunteer firefighters from the federal government who serve at least 200 hours per year.

TRAINING PROVIDED

- Firefighters are trained on an ongoing basis by in house and guest instructors. Levels of training will vary with priority given to achieving a minimum of Exterior Operations Level as per OFC Playbook.
- Training is provided at no charge to the member.

Other Training

- ICBC Air brake endorsement
- NFPA 1002 - Fire Apparatus Driver/Operator
- First Responder Level II with spinal and AED endorsement (for First Responder departments only)
- Wildland Firefighting
- ICS 100

Senior Firefighters

- NFPA 1041 - Fire Service Instructor I (Exterior Train the Trainer)
- Rapid Intervention Team - Interior Operations
- Incident Command System 100 & 200
- Exterior Team Leader



QUALIFICATIONS

You must be

- At least 19 years of age on the date of your application (call for information on our Junior Program)
- Eligible for employment in Canada – you must be a Canadian citizen, a holder of a Permanent Resident Card, a Landed Immigrant or otherwise legally entitled to work in Canada (i.e. holder of a work visa)
- Physically fit

Living Boundary

Must work or reside within the specified fire service area.

Employment History

This section represents your employment history. Outline information to the best of your ability relevant to this position. If contact information is no longer available for a past employer, please indicate so.

Applicant's Declaration

Carefully review each statement thoroughly and sign.

STEP 1 - ORIENTATION

Applicants will be given a tour of the station and attend a briefing. In the briefing session applicants will learn more about the CRD Fire Service, our recruitment process, the expectations that CRD has of a Volunteer Firefighter and what CRD provides a Firefighter in return.

STEP 2 - APPLICATION, DRIVER'S ABSTRACT AND CRIMINAL RECORD CHECKS

We will review your Application, Driver's Abstract from ICBC and RCMP criminal record check that you supplied. These are necessary to ensure public safety when performing firefighting duties.

STEP 3 – THE INTERVIEW

You will be interviewed to allow us to learn more about you, your experiences and your abilities. This will also be a forum for you to discuss any questions you might have regarding being a Volunteer Firefighter.

STEP 4 – MEDICAL CLEARANCE

A candidate will have a medical professional ensure your ability to perform fire related duties.

STEP 5 - PHYSICAL ABILITIES ASSESSMENT

Applicants will be assessed for their ability to perform the tasks of a firefighter. These include the ability to work from heights, safely lift items up to 40 lbs. (18.15 KG) and work while wearing a self-contained breathing apparatus. Candidates will be required to present a letter signed by a physician indicating that the candidate is medically able to undertake the physical demands.

STEP 6 – SELECTION PROCESS

Our selection process is based on consideration of your competencies, skills, physical abilities and job fit.

Probationary Period

Upon successful completion of your basic firefighter training you will be issued a pager and placed on a probationary period. During your probation you will receive ongoing training and evaluations regarding your ability to work as a team member and perform your duties as a firefighter or in a support role. Should you not meet the expectations, you will be released from the CRD Fire Services.



FREQUENTLY ASKED QUESTIONS

1. How can I determine if a medical condition I have makes me ineligible?

Your physician is the best resource for information on your personal health. We encourage you to book a complete physical with your physician before you decide to submit a firefighter application to identify and/or discuss any conditions that may affect your ability to perform essential firefighter job tasks. (Cost of the physical exam will be reimbursed upon successful completion of the probation period).

2. Do I require a commercial vehicle driver's licence?

No, you require a minimum of a Class 5 driver's licence with no more than six (6) demerit points to apply. Once you complete your recruitment training, you will need to obtain an air brake endorsement and complete our emergency vehicle driver training program to drive a fire apparatus.

3. Do I require previous firefighting experience or training prior to making an application?

No. The department will train you in firefighting skills including hands-on live fire training.

4. Do I need Basic First Aid or a First Responder Certificate?

No, you will be trained in CPR and First Aid to the First Responder Level including spinal immobilization and AED endorsements (should the fire department offer this service).

5. What happens after you've received my application?

Your application will be reviewed for completeness and suitability. We will get back to you if we require any further clarification and we will let you know whether you meet our qualifications.

6. Do firefighters have to do any extra training?

As the world changes, firefighters have to change and train along with it. CRD Firefighters continually train to remain current with standards, fire suppression tactics, and even new vehicle technologies. We do offer occasional extra training opportunities on weekends.

7. Who do I contact if I have any additional questions?

Please contact Protective Services at 250-392-3351 or email questions to mailbox@cariboord.ca.

8. What do I need to bring with me to my interview?

When your interview has been booked, we will phone or send you an email outlining items you are expected to bring to your appointment. Items required for your interview:

- Your driver's licence – for identification purposes
- Any of the certificates and licences you mentioned in your application form

9. What is a vulnerable sector record check?

A vulnerable sector record search is completed in conjunction with a criminal record search. **The vulnerable sector search is required of all members who have contact with youth. This is available at your local RCMP.**

10. Do I pay the costs of the medical examination?

Initially, yes. Medical testing is completed by your Doctor, upon receipt of invoice Cariboo Regional District will reimburse costs.

11. Am I expected to respond to calls right away?

No. Pagers or radios are issued to Firefighters after they have completed probation.

12. What is the cost of the required training?

The required training for Volunteer Firefighters is provided free of charge. This includes all protective firefighting clothing.

13. Who provides insurance coverage for my activities as a Volunteer Firefighter?

WorkSafe BC (Workers' Compensation Board) coverage is in effect when the individual member is performing the duties of a Volunteer Firefighter. The CRD also has insurance coverage for auto liability when operating Fire Service vehicles, as well as accidental death and disability coverage.

14. How much time am I expected to give as a Volunteer Firefighter?

While the exact time requirements vary, the average training and call out time is approximately 8-15 hours per month.

15. How quickly will I be expected to respond to emergencies?

The CRD expects members to respond immediately to a page out but we are realistic to the challenges regarding work and child care.

16. How often will I be on call to respond to emergencies?

Potential members should be aware that this commitment cannot be taken lightly as their response to emergencies is a lifeline to the public they serve.

Protective Services realizes that no one can be available all of the time; however, it relies on the commitment from Volunteers to respond whenever they are available.

17. What if I am impaired?

Firefighters are not allowed to attend training or respond to emergencies if they are impaired.

18. Is it possible for me to concentrate my participation and specialize in one area of Fire Service response?

All members are generalists, capable of doing any of the fire or rescue tasks that may occur at an emergency. Specialist training is provided, but not to the exclusion of the ability to participate in all Fire Service activities.

19. Is there a social aspect to being a member?

Yes. Being a member means being an active participant in your community. There are often opportunities for community service, education and fund raising. Being a member of the fire service also means being part of the community of firefighters which has a long history of camaraderie and involvement. Many of the best friends and connections any of us have come from our time with our local fire service.

Thank you for your interest in joining your local Volunteer Fire Department and completing the application process. Let us know if we can assist you in any way as you go through the application process.

DUTY  HONOUR  COMMUNITY