

Elizabethtown-Kitley Fire Department
Volunteer Firefighter
Recruitment Package



44 Main Street E, Lyn, ON K0E 1M0

613-498-2460

hdunster@ektwp.ca

On behalf of Township the Elizabethtown-Kitley, we thank you for taking the time to consider a volunteer position with our department. Volunteer firefighting is a challenging and rewarding career helping your community. You will be expected to maintain a high standard of professionalism as you represent the Township and Fire Department, solve problems, work as part of a dynamic team, possess excellent interpersonal and organizational skills, and lose sleep and family time.

Information included in this package details the requirements for the position and how the recruitment process will proceed. There will be an in-person recruitment information session for yourself and family members to better understand what is expected after becoming a volunteer firefighter.

Please thoroughly read this information before proceeding in the process.

Applicants who do not meet the minimum requirements will not be considered for the volunteer firefighter opportunity.

The Elizabethtown-Kitley Fire Department is comprised of one full-time Fire Chief, one full-time Deputy Fire Chief, one full-time Fire Administrator, 11 Captains, and up to 47 volunteer firefighters. There are 3 stations located within the Township of Elizabethtown-Kitley, Lyn, New Dublin, and Toledo. The main office is located at 44 Main Street, Lyn.

Firefighters are required to respond to emergency incidents that may include structure fires, medical emergencies, motor vehicle accidents/ fires, public hazards, and hazardous materials.

Training is a critical component of being a firefighter. NFPA 1001, Level I, II, and NFPA 1072 HazMat Awareness and Operations are mandatory training that is required to be completed by the Province of Ontario. You will participate alongside other firefighters in stressful, physically, and mentally challenging situations which can be inherently dangerous, for which you will receive specialized training.

In addition to emergency response and training, volunteer firefighters participate in local events and public education. Firefighters are required to participate in a ***minimum of 50%*** department activities each year.

Taking on the challenge of becoming a volunteer firefighter requires a significant commitment but the experience of being an active member within your community is extremely rewarding.

Qualifications:

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

- Live within the Township of Elizabethtown-Kitley or 10 km from the nearest station.
- Be at least 18 years of age at time of application
- Secondary School Diploma or equivalent
- Must possess and maintain a valid Ontario “G” Driver’s Licence or D,Z Licence in good standing and no suspensions within the last 3 years.
- Must have vehicle to respond to fire calls 24/7
- Must be able to provide an acceptable OPP Vulnerable Sector Check/ Criminal Record Check
- Pass a comprehensive medical exam
- Successfully complete the physical test
- Have obtained NFPA 1001 certification or be willing to complete this certification after acceptance into the role of a Volunteer Firefighter.
- Willing to obtain First Aid/CPR & BLS certification

Job Requirements:

In addition to responding to emergency calls, other firefighter tasks include but are not limited to:

- Attend all scheduled training and meetings
- Assist with fire prevention and public education
- Follow all Township of Elizabethtown-Kitley policies and procedures
- Follow all Fire Departments Standard Operating Guidelines and Policies
- Returning to station after calls to clean equipment and ensure vehicles are ready for the next call
- Cleaning and maintaining personal protective equipment to ensure it is ready for use
- Performs station clean-up on assigned monthly station maintenance
- Ability to crawl, climb, and carry ladders
- Lifts, carries, and sets up equipment and materials on scene
- Completes a DZ Licence Driver Training Program
- Operate portable pumps and hoses
- Provides first response medical assistance to the injured
- Participates in mandatory training to ensure currency within established policy and procedures
- Operates in a team environment under the direction of supervisory staff
- Carries out supportive roles on scene as directed by supervisory staff

- Participates in promotional and community events, as assigned, acting as ambassadors of the Fire Service
- Other Duties as assigned

Important Note:

- Responding to emergencies, on-going training, and community involvement requires a significant amount of time and commitment. It may require you to respond in the middle of the night, during holiday events and/or during family activities.
- Success in the position of volunteer firefighter is greatly attributed to the on-going support of family and friends.

Selection Process for Volunteer Firefighter:

1. A selection panel consisting of Department Officers, a minimum of three appointed members will review all applications.
2. A multiple-choice recruitment exam will be completed prior to your interview.
3. The selection of candidates for an interview will be based on, but not limited to, minimum qualifications, review of recruitment exam results, previous experience, availability, and related applicable skills or experience.
4. Short-listed candidates who are successful in the interview portion will be moved on to the physical evaluation portion. A successful interview will be deemed to be a positive recommendation from a majority of the members of the interview panel.
5. Successful candidates will receive ongoing training and will be on probation for a period of one (1) year. At that time all recruits will be assessed, if performance is deemed acceptable candidates name will be forwarded to township council with a recommendation for full status within the fire department.
6. This is an excellent opportunity to contribute to the safety of the residents of Elizabethtown-Kitley and surrounding areas.

NOTE: The physical evaluation portion of the process will be conducted at a pre-determined site, under the direction of the Selection Committee. The evaluation will consist of a fitness evaluation and evaluation for claustrophobia, acrophobia (fear of heights). Candidates will be classified as acceptable or unacceptable on the entire evaluation and not on a portion.

Terms and Conditions:

- Volunteer Firefighters are **NOT** full-time employees.
- Volunteer Firefighters are covered by the Township's Workers Compensation while engaged in training or responding to activations.
- Volunteer Firefighters are covered by a Municipal Accident Policy for death, dismemberment, funeral expenses, and blanket accident.
- Volunteer firefighters are provided with an insurance policy by VFIS providing a limited number of accident and disability benefits. The details of the insurance are provided to firefighters at the beginning of their probationary period.
- Volunteer Firefighters will receive an honorarium in December of each year. This is tabulated via a system which you will receive a copy of, if successful.
- Volunteer Firefighters are provided with required Personal Protective Clothing, and pagers.
- Volunteers who fail to respond, (when they are available), when required, are subject to termination based on the recommendations of the Fire Chief, Deputy Chief or Officer in-charge.
- Volunteer Firefighters are under the supervision of and take direction from, the Officer in charge.
- Candidates tested as acceptable will be offered positions as Recruit Volunteer Firefighters based on the results of their interviews, physical evaluation results and will be required to complete Consent to Disclosure of Personal Information Document and a Vulnerable Sector Screening.
- An abstract of your driver's licence will be required upon acceptance. The applicant shall, **within a period of two (2) years**, have a minimum of a Class "D" & "Z" driver's licence. If upgrading is required, approved training and applicable costs will be covered by the department in securing the required driver's licence.
- Successful applicants will be required to obtain a doctor's certificate or medical examination, certifying that they can perform the required duties of a firefighter. The fee for such an examination shall be paid by the Department. This shall be completed and the form returned to the Chief within thirty (30) days of acceptance. The applicant shall not participate in any training or response, until such completed form is returned.
- All applicants are hereby notified that department policy states that some hair styles, facial hair, shafts of eyeglasses or anything that interferes with the face-to-face piece seal of self-contained breathing apparatuses, will not be tolerated and will lead to suspension or dismissal.
- Successful applicants will be issued the Establishing and Regulating By-Law of this Fire Department and SOP 600 Standard Operation Policy. Members are required to abide by the procedures, rules, conduct and expectations contained in these documents.

Applicant Information (Confidential once complete):

Personal Information

Full Name (including middle name):

Address: _____

Email Address: _____

Phone Number: Home _____ Cell: _____

Have you ever been convicted of a criminal offence for which you have not received a

pardon? Yes No Describe: _____

How long have you resided at this address: _____

Are you 18 years of age or older? Yes No

Are you legally entitled to work in Canada? Yes No

Do you hold a valid Ontario Class “G” licence? Yes No

Have you had more than 3 minor moving violations in the last 3 years? Yes No

Have you had any licence suspensions in the last 3 years? Or any criminal code driving convictions? Yes No

If yes, please explain: _____

Do you have your own reliable vehicle for emergency response and training? Yes No

Do you have any First Aid/ CPR Certificates? Yes No

Do you have any previous firefighting experience? Yes No

Do you meet the requirements for you to work in confined space and high places such as roofs, balconies, ladders etc.? Yes No

Are you able to commit the time required to successfully complete the Recruit Training Program (90 hours)? Yes No

Education

Do you have a grade 12 or Post Secondary Education? Yes No

Describe what type of education you have (example: Auto Technician, HVAC, Electrical etc.):

Employment Experience

Present employer (name and address): _____

Position: _____

How long have you been employed there? _____

Duties: _____

Previous employer (name and address): _____

Position: _____

How long were you employed there? _____

Duties: _____

Previous employer (name and address): _____

Position: _____

How long were you employed there? _____

Duties: _____

What is your primary current employment status?

Full-Time Part-Time Casual Self-Employed Unemployed Student

Are you a shift worker? Yes No

What are your regular hours of work? _____

Would your employer allow you to respond to emergency calls during working hours?

Always: ____ Usually: ____ Rarely: ____ Never: ____ Unsure: ____

If accepted by the Elizabethtown-Kitley Fire Department, you are required to attend evening, daytime, or weekend practices or training sessions. Can you meet this requirement? Yes No

Additional Information

Please provide any additional information, skills, or qualifications that may support your application:

References

Please provide two work references not related to you.

Name: _____

Phone: _____ Email: _____

Relationship to applicant: _____

Name: _____

Phone: _____ Email: _____

Relationship to applicant: _____

Conditions of Acceptance

I affirm and certify that the information given on or attached to this application is true and correct. I understand that any falsification of statements, misrepresentation, deliberate omission, or concealment of information may be considered just cause for immediate dismissal.

I authorize Elizabethtown-Kitley to contact my references or previous employers as indicated and to obtain and review my medical assessment.

Signature of Applicant

Date

Personal information is collected under the authority of the *Municipal Freedom of Information and Privacy Act* and will be used for candidate selection purposes only. This application form complies with the *Ontario Human Rights Code*. The municipality is an equal opportunity employer following rules and regulations set out by the *Human Rights Code*, and the *Integrated Accessibility Standards Regulation*.

Applications that are unsuccessful will be kept for 2 years in accordance with the Township Record Retention By-law 05-67.

NOTE: *If spaces are filled and an application meets all requirements, the application will be kept on file for a period of 12 months to form a possible future hiring list.*