

# VOLUNTEER [PAID-ON-CALL] FIREFIGHTER RECRUITMENT ORIENTATION GUIDE



## GREENSTONE FIRE & EMERGENCY SERVICES

### A SUCCESSFUL FIREFIGHTER MUST POSSESS:

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

If this describes you...

**Consider Joining Us**

**Now Accepting Applications!**



## INTRODUCTION FROM THE CHIEF

Thank you for your interest in becoming a Volunteer Firefighter with Greenstone Fire & Emergency Services. Being a member of the fire service is a unique and rewarding experience like no other. There is much to be gained in this environment that challenges you to learn, perform and grow professionally. The field is continuously evolving, offering ample opportunities for skills development, experience, and industry recognized certifications.

GFES operates four fire stations with 14 front-line apparatus and approximately 50 members, with room for many more! The core services provided are fire suppression, automobile extrication/rescue, shore based water/ice rescue, wildland fire suppression, and awareness level hazardous materials response. The service receives on average between 150-200 calls for service annually between all stations.

There are exciting things coming to GFES that are tremendous opportunities for new members. GFES is currently working towards developing in-house programs for National Fire Protection Association certification, exploring options for DZ class drivers licence training, first aid certification, incident management, and other continuous learning opportunities.

Though the role description says volunteer, you would be much more than that! The term volunteer is a legal definition in legislation simply meaning not full-time. The volunteer firefighters are the fire department in the Municipality of Greenstone, and take this role and responsibility very seriously. The expectations and risks are the same for all firefighters regardless of location and classification.

With opportunity comes commitment. The expectation of this role is that you actively participate in call responses and training. It is expected that you will become a certified member by participating in training programs in order to meet legislative and departmental requirements. There is a significant amount of time commitment required in order to be successful in this role and to get the most out of the experience. For that sacrifice, volunteer firefighters are given a monetary consideration for time spent carrying out their required duties. Beyond participating, you are expected to conduct yourself as a role model not only within your team, but also in public as you will become known in the community as a member of the fire service.

The team environment is very positive. This role challenges members to work together in stressful, fast paced environments to achieve common goals. You will become very close with your team members and have many common experiences. This is a great way to meet good people.

This guide was developed to help you understand the requirements and expectations of the role.

**Please read this guide thoroughly so that you clearly understand the steps in the recruitment process and expectations of you as a member.**

Thank you, and I look forward to welcoming you as a member in the near future!

A handwritten signature in black ink, appearing to read "Adam Lopatka".

Adam Lopatka, Fire Chief



## **MINIMUM REQUIREMENTS FOR MEMBERSHIP ELIGIBILITY**

To be considered, all applicants must provide the following:

- 1.** Proof of valid Ontario driver's license (minimum G class or obtaining soon) and a current abstract must be provided. \*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 any physical activities. \*All costs associated with this requirement are the responsibility of the applicant.
- 3.** Demonstrate proficiency of the English language, both verbally, and in writing. Accomplished by completing this application document and participating in an interview.
- 4.** Proof of clean Criminal Record including vulnerable sector. (No convictions for which a pardon has not been granted). \*All costs associated with this requirement are the responsibility of the applicant.
- 5.** A reliable means of transportation to respond to calls.
- 6.** Proof of residency within the Municipality of Greenstone or significant amount of availability in the area.

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

- First aid and CPR certification/training
- Class DZ or higher driver's license
- Previous fire department experience
- Demonstrated commitment. (i.e. volunteer service)
- Proficiency in other languages
- Related experience (Nursing, EMS, Mechanical Trades)
- Previous pertinent training (e.g. WHMIS, O.H.S.A.)

### **CONDITIONS OF MEMBERSHIP**

- Willingness and ability to obtain and maintain a DZ licence, maintaining it clear of criminal offences
- 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 department requirements
- Adhere to all departmental rules, regulations, and operating guidelines



## THE 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, childbirth, 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 to prevent fires or emergencies from occurring, and to mitigate incidents. This is done through fire prevention inspections, fire safety education, and code enforcement programs. Preparing to mitigate incidents is done through education, training, pre-incident planning, and utilizing 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 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 bottom line in our business is measured by the prevention and reduction of loss of life, pain, 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 of this municipality.

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



## ORGANIZATION

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

### **Administration:**

- Budget, reports, records, planning and policy development

### **Fleet and Equipment:**

- Purchase and maintenance of apparatus, equipment, and communication services

### **Suppression or Operations:**

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

### **Fire Prevention:**

- 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

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, 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.

### **Regular training nights at stations are:**

Beardmore – 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month

Geraldton – 2<sup>nd</sup> and 3<sup>rd</sup> Tuesday of each month

Nakina – Every Wednesday

Longlac – Alternating Tuesday Evenings

Additional training requirements or option opportunities may be a part of or in addition to regular training nights. New members should plan to participate in most or all scheduled training nights at least until they become fully certified.

### **Training Requirements - Volunteer Orientation**

1. All volunteers entering the system may be required to complete a recruit training program taught by departmental instructors, regardless of whether the individual may have prior training or experience.
2. Volunteers that have successfully completed the recruit training may begin responding to emergency calls. However, they must wear blue striping on their helmets and will be given blue accountability tags to indicate probationary status. 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.

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



## **JOB SPECIFICATION - VOLUNTEER FIREFIGHTER**

### **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 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
- May be required to obtain a Hepatitis 'B' vaccination or provide confirmation of current vaccinations
- Must maintain a reasonable level of health and fitness
- Must carry a pager, supplied by the Fire Department
- Must complete a Recruit Training Program prior to activation
- 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 they are 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

### **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 Chief Fire Official on all observed fire/life safety matters
- Reports equipment deficiencies to Station Officer(s)
- 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

#### **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





## SELECTION PROCESS

The selection process will consist of the following components:

- Stage 1: Application Submission and Review
- Stage 2: Interview and References
- Stage 3: Physical and Suitability Testing

### **Stage 1: Application Submission and Review**

All applicants are required to submit an Application for Volunteer Firefighter form and/or resume.

Applications will be reviewed by the Fire Chief. If the station is at or near capacity, priority will be given to those best suited to meet the needs of the department.

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

### **Stage 2: Interview and References**

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

The references provided will be contacted and asked a series of questions regarding your intentions in joining the department, suitability for the role and ability to perform to expectations. As this is a position of trust that works in a team environment, there are also questions related to team dynamics, reflection on the organization, and integrity of physical access and information security.

### **Stage 3: Physical and Suitability Testing**

Physical and suitability testing will consist of evolutions designed to ensure a basic level of readiness to carry out the duties you may be expected to perform. You are encouraged to wear appropriate and comfortable attire, no jewellery. You must be clean shaven for the mask fit test. There is no total time limit and small breaks between evolutions are permitted. However, the evolutions must all be completed consecutively.

Evolutions:

- Climb extension ladder at a height equal to a second story window.
- Shoulder carry a length/bundle of 65mm hose up and down the ladder or a stair case (as available) to the second story height.
- Lift an automobile extrication tool to chest height and lower to the ground 5 times.
- Drag a manikin or similar weight and resistance object 15 meters over a flat surface.
- Wearing a blacked-out scba mask, remain in a confined space environment for 2 minutes. You will be given specific details before entering to communicate after you exit.



**SELECTION & ACCEPTANCE (recruitment program start date will be announced to successful candidates)**

The selection of applicants is based on qualifications and the ability and availability 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.

**You can submit your application by:**

Uploading to: [www.greenstone.ca/joinfire](http://www.greenstone.ca/joinfire)

Emailing: [fire@greenstone.ca](mailto:fire@greenstone.ca)

Dropping it off at:

Greenstone Administration Office - 1800 Main Street, Geraldton

Beardmore Ward Office - 285 Main Street, Beardmore

Longlac Ward Office - 105 Hamel Avenue, Longlac

Nakina Ward Office - 200 Centre Avenue, Nakina

**THANK YOU FOR CONSIDERING JOINING  
Greenstone Fire & Emergency Services**