

TOWNSHIP OF ESTHAWKESBURY  
FIRE DEPARTMENT



VOLUNTEER FIREFIGHTERS  
RECRUIT INFORMATION  
PACKAGE

## INFORMATION TO CANDIDATES

The material assembled in this package provided you with the information necessary for submitting an application for the position of Volunteer Firefighter and outlines the stages in the township recruitment process.

**Please ensure that you read all the information carefully.**

Fill out application packages are required to be received in the Township of East Hawkesbury at the attention of

Luc Lalonde  
CAO-Clerk-Treasurer  
llalonde@easthawkesbury.ca  
613-674-2751  
5151 County Rd. 14 St-Eugene  
Ontario K0B1P0

## MISSION STATEMENT

The primary mission of the East Hawkesbury Fire Services is to provide a range of programs to protect the lives and property of the inhabitants of East Hawkesbury from the adverse effect of fires, motor vehicle accident, ice & water mishaps, sudden medical emergencies or exposure to dangerous conditions created by people or nature.

## FIRE DEPARTMENT PROFILE

Volunteer firefighters are notified an on alarm via a paging system. Fire Department headquarters is located at 4941 St. Paul Street in St-Eugene with other stations in Chute-a-Blondeau and Ste Anne de Prescott.

Station #1 St-Eugene	Station #2 Ste Anne de Prescott	Station#3 Chute a Blondeau
1 Pumper	1 Tanker	1 Pumper
1 Rescue Truck		
1 Tanker		

## **SELECTION PROCESS**

The selection process will consist of the following components; application review and an interview.

### **Stage 1: Application Review**

All applicants are required to submit a Township of East Hawkesbury Application for Volunteer Firefighter from and a personal resume. An application form is included in this package.

Applications must have the following (minimum requirements of qualification):

- Residency within the Township of East Hawkesbury.
- A means of transportation to respond to alarms.
- 18 years of age
- Bilingual
- Grade 12 or Equivalent.

Preference will be given to:

- Available during day time, week days.
- Written permission from employers to leave places of employment to respond to alarms.

### **Stage 2: Evaluation process**

The Fire Chief shall prepare an evaluation for rating each candidate and shall weigh each selection criteria in relation to the other remaining criteria in order to assist in determining the successful candidate(s).

### **Stage 3: Interview process**

The Fire Chief shall conduct interviews for the position of Volunteer Firefighter, and the Deputy Chief, with assistance from any other fire personnel is required to attend in order to perform a fair evaluation. Only candidates that meet the minimum requirements of qualification will be interviewed.

All applicants interviewed shall be advised that the township of East Hawkesbury shall require a criminal reference check and a current driver's abstract from the Ontario Provincial Police.

In addition, all interviewed shall be advised that the Township of East Hawkesbury shall require a satisfactory medical exam reports be a physician.

## **STAGE 4: FINAL SELECTION PROCESS**

Subsequent to the interview process, the Fire Chief shall make his recommendations for employment to the Municipal Council. All recommendations for employment by the Fire Chief shall be approved by the Municipal Council.

### **SUMMARY OF FIREFIGHTER DUTIES, RESPONSIBILITIES AND WORKING CONDITIONS**

- Workplace Safety and Insurance Board coverage to \$60,000.00.
- On-duty Accidental Death and Dismemberment Insurance Policy.
- Current Hepatitis B Vaccination at Township's expense
- Maintain a reasonable level of health and fitness.
- Supplied pagers and expected to respond to 60% of alarms annually.
- Current First Aid and CPR at Township's expense.
- Recruit Training Program provided.
- A firefighter must be committed to attend continuous training in fire suppression, prevention and emergency aid procedures.
- All members are expected to attend at least 60% of the regularly scheduled training sessions.
- Due to reasons of safety, facial hair that may affect the integrity of the face-piece seal of self-contained breathing apparatus, i.e., beards and sideburns, is not permitted.
- Firefighting involves the saving of life and property through the suppression and prevention of fires and by providing emergency and rescue services.
- A firefighter is responsible for rapidly and efficiently performing various duties under emergency conditions frequently involving considerable risk.
- A firefighter's task includes 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 and firefighting.
- A firefighter must fully realize and accept the responsibility of being a firefighter and shall perform to the best of their ability the duties assigned.
- A firefighter shall respond promptly and efficiently to alarms, obey the orders of the officer in charge, share in the work that is required at emergency scenes and around the fire stations.
- A firefighter shall refrain from using offensive statements or language at the emergency scene, in around the fire stations and when on duty in public.
- A firefighter shall be loyal to their fellow firefighters, officers and the department, and at all times conduct themselves in a manner that is in keeping with the responsibilities of a firefighter.
- A firefighter shall remember that he/she is in the eyes of the public while on duty, and shall conduct themselves in a professional, compassionate and sensible manner at all times.

**EAST HAWKESBURY  
FIRE DEPARTMENT  
4941 ST-PAUL STREET  
ST EUGENE, ONTARIO K0P1P0  
(613) 674-2170  
FAX(613)674-2989**

**JOB SPECIFICATION-VOLUNTEER FIREFIGHTER**

1. General Statement of Duties

Capable and able to respond to an emergency to perform firefighting and other duties and or other related works as required in the saving and property.

2. Distinguishing Features of the Job:

- Responds to fire, rescue, medical calls and other related emergencies as required.
- Reports directly to duty/Scene officers regarding activities at the fire ground or station.
- Reports directly to Fire Prevention Division on all observed fire/life safety matters.
- Reports equipment deficiencies to duty officers following an emergency.
- Completes investigation reports following an emergency as required.
- Completes regular inspection of assigned protective equipment and station wear.
- Ensures the Occupational Health and Safety procedures are strictly adhered to.
- Ability to demonstrate independence of judgment and action in circumstances of extreme emergency where referral to a superior for instruction is not possible.
- Responsible for rapidly and efficiently performing various duties under emergency conditions frequently involving consideration hazard.
- Carries out specific orders and directions as received from a superior officer in the normal course of the firefighting.
- As assigned, conducts routine duties in the cleaning of firefighting/rescue equipment and fire department property.

3. Examples of work:

- Ensure the safe operation of all department equipment and other properties related to the department.
- Assist with salvage operations during and following an emergency.
- Assist with firefighting and rescue operations when responding to an emergency.
- Assist with and conducts assigned duties at an emergency scene.
- Assist with giving first aid or CPR to the injured.
- Assist with Fire Department pre-planning as required.
- Perform such duties as required to further advance public information, public safety and public relations within the department.
- As assigned, perform various maintenance and cleaning tasks on apparatus and equipment following an emergency.
- As assigned, conduct firefighting/rescue activities at emergency scenes.
- Inspect property at the scene of a fire to prevent re-ignition.
- Attend assigned training sessions to ensure accuracy in firefighting and rescue methods.
- Participate with in service training as required through the Training Division.
- Ensure compliance with all health and safety matters in accordance with the Occupational Health and safety Act Regulation.

4. Required Knowledge, Skills and Ability:

- Considerable knowledge of modern firefighting and rescue techniques.
- Consideration mechanical aptitude.
- Consideration Knowledge of the regulations governing the fire department and the activities of the department.
- General Knowledge of the provincial acts relative to the activities of the fire department.
- General knowledge of the Municipality including demographics, major industries, elements and hazardous occupancy.
- General knowledge of the operation of all equipment and methods used in combatting extinguishing and preventing fires and rescue activities.
- General knowledge of First Aid 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 and dependable to the needs of co-workers and the department.
- Must be the holder of a valid driver's licence and capable of responding to an emergency.

#### **Stage5: Conditions of employment**

***i)* Medical Examination Report**

Upon verbal acceptable, as a condition of employment, the selected applicant shall provide a satisfactory medical Examination Report by a physician.

The examination is to determine, if in the opinion of the physician, the applicant is medically fit to be an active firefighter. A **volunteer Firefighter Job Specification** is included in this package; please ensure that it is forwarded to the physician at the time of your medical examination. A **medical Examination Report** form will be remitted to the selected candidate.

***ii)* Criminal Reference Check & Current Driver's Abstract**

Upon verbal acceptance, as a condition of employment, the selected applicant shall provide a criminal reference check and a current driver's abstract from the Ontario Provincial Police.

#### **Stage 6: Selection and Acceptance**

The successful applicant will be forwarded providing a start date. The applicant will be required to sign and return the confirmation letter providing a start date. The applicant will be required to sign and return the confirmation letter.

All volunteer firefighters hired shall be immediately provided with an orientation meeting and appropriate instructions for the health and safety of the employee.

In addition, all volunteer firefighters hired shall be immediately provided with a copy of the Standard Operating Guidelines of the Township of east Hawkesbury Fire Department.

#### **Stage 7: Probation Period**

A person appointed as a member of the department shall be on probation for the period of twelve months during which period the probationary member shall take such special training and examination as may be required by the Fire Chief and assisted by the officers.

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

**THANK YOU FOR CONSIDERING JOINING THE TOWNSHIP OF EAST HAWKESBURY FIRE  
DEPARTMENT**

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**MEDICAL EXAMINATION REPORT**

**Applicant 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 firefighters? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

Is the applicant medically fit to perform the duties of a firefighter? **Yes** \_\_\_\_\_ **No** \_\_\_\_\_

I, the undersigned, am a legally qualified practitioner, licensed to practise in the Province of Ontario. This report confirms my evaluation and medical opinion of the applicant.

Signature \_\_\_\_\_ Date \_\_\_\_\_



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**APPLICATION FOR THE POSITION OF VOLUNTEER FIREFIGHTERS**

Name:(last)\_\_\_\_\_ (First)\_\_\_\_\_ (Initials)\_\_\_\_\_

Address:\_\_\_\_\_

City: \_\_\_\_\_ Province: \_\_\_\_\_ Postal Code: \_\_\_\_\_

Business Telephone# \_\_\_\_\_ Home Phone# \_\_\_\_\_

**Employment Requirement**

Social Insurance Number \_\_\_\_\_

Driver's Licence Number \_\_\_\_\_

**Education**

High School/ Vocational School/college/university

Name of Institution	Year Completed	Level Completed	Major/Specialization

Courses/Certificates/ Specialized skills/Trades

Description	Date

Employment Experience

Present Employer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone: \_\_\_\_\_

Out line your duties/responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the supervisor indicated above: Yes \_\_\_\_\_ No \_\_\_\_\_

If No May we contact someone else, name \_\_\_\_\_

Previous Employer: Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Date Employed From: \_\_\_\_\_ To: \_\_\_\_\_  
Position Held: \_\_\_\_\_  
Supervisor Name \_\_\_\_\_ Phone: \_\_\_\_\_

Out line your duties/responsibilities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

May we contact the supervisor indicated above: Yes \_\_\_\_\_ No \_\_\_\_\_

If No May we contact someone else, name \_\_\_\_\_

Other related experience:

Do you have previous firefighting experience?

Yes# of years \_\_\_\_\_ Position \_\_\_\_\_ No \_\_\_\_\_

If yes,  
explain \_\_\_\_\_  
\_\_\_\_\_

Do you have previous volunteer experience?

Yes# of years \_\_\_\_\_ Position \_\_\_\_\_ No \_\_\_\_\_

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 amateur or post-secondary courses
3. Certified or professional experience

Skill	1.	2.	3.
Automotive Mechanic			
Linemen/Woman			
Electrical Systems			
Radio Communications Systems			
Rescue Procedures-Canadian Red Cross Or St. John's Ambulance, etc.			
Firefighting Practises and Terminology			
Ontario Fire College Or Community College, etc.			
Athletic or Sports Skills			
Confined Space Rescue			
High Angle Rescue			
Hazardous Materials			
WHMIS			
Occupational Health and Safety			

First Aid Course. Hold current certificate? Yes \_\_\_\_\_ No \_\_\_\_\_

Driver Licence Identify Class: \_\_\_\_\_

Have you had any experience or training in driving heavy vehicles?

Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have any other driving skills or training (e.g., accident ,avoidance, skid control, etc.)? \_\_\_\_\_.

Do you have permission from your employer to leave your place of work immediately when the fire alarm sounds? Yes \_\_\_\_\_ No \_\_\_\_\_

Do you have a personal means of transportation to respond to fire alarms?

Yes \_\_\_\_\_ No \_\_\_\_\_

List three references other than relatives and phone numbers:

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

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I understand than 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 the termination of the Corporation. I authorize the Fire Chief to make such enquiries respecting the foregoing information as may be deemed necessary.

Date: \_\_\_\_\_ Signature of Applicant: \_\_\_\_\_

**A PERSONAL RESUME IS TO ACCOMPANY THIS APPLICATION**

**PLEASE NOTE: ANY CHANGES TO THE APPLICATION FORM HAVE TO BE CHANGED TO FILE APPLICATIONS**

