

Township of Malahide Fire Services

Volunteer Firefighter Recruitment Information and

Application Package

Forward

Thank you for considering service to your community as a volunteer firefighter. The following information may assist you in assessing your eligibility, preparing for the recruitment process and deciding to apply for a Volunteer Firefighter position.

Participation as a volunteer member of the Fire Service will bring personal rewards, satisfaction, raise self-esteem and provide a tremendous sense of accomplishment from personal achievements. Your involvement will also provide your community with a valuable service that has potential to touch families in the Township and beyond.

The public recognizes firefighters as the most trusted individuals of all professions.

Making a commitment to serve as a volunteer firefighter is a serious decision, we ask that you take the time to read this package to get the facts of what is involved in being a member of the Malahide Fire Service.

The commitment to be a firefighter will impact your family and your full-time employer from time to time. We recommend you discuss your interest in becoming a firefighter with your spouse/partner, family and employer.

This package contains information on the organization of the Malahide Fire Services, we hope you will find you are able to make the commitment to serve your community. The service provided by Volunteer Firefighters is truly valuable to the citizens of the Township and we hope you are able to contribute to our public safety.

Further information can be obtained by contacting the Township of Malahide Fire Service at 519-773-5344 Ext. 241.

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 imaginable emergency situation in between.

The 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 principles of public fire safety are first to prevent fire or emergencies from occurring. This is done through fire prevention inspections, fire safety education, and code enforcement programs. Secondly, we are here to prepare ourselves to control fire or emergencies should prevention not prevail. This is accomplished through education, training, pre-incident planning, more training, state of the art equipment and even more training.

Firefighting may not be for everyone. A firefighter needs more than just a desire to help people. Firefighters need courage and dedication, assertiveness, and a willingness to learn new skills and face new challenges. The fire service calls on its members to perform hot, sweaty, dirty, strenuous work, often in uncertain and hazardous environments. In addition, there is exposure to very traumatic circumstances where the fragile balance of life has been determined by circumstances that have inflicted great harm upon a person you may or may not know. Firefighters see the worst of what life can deal to a person.

The personal rewards and satisfaction received from being a Volunteer Firefighter 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 and suffering, and property damage that we have in our service. The Fire Service is here and prepared for one reason and that is to provide service to the residents of our community.

Organization

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

Division of Administration

Budget, reports, records, planning and policy development

Division of Apparatus, Equipment and Communications

Purchase and maintenance of apparatus, equipment and communication services

Division of Fire Suppression or Operations

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

Division of Fire Prevention

- Conduct inspections
- Public education functions and programs
- Enforce prevention laws

Division of Training

- Administer training programs (e.g. Ontario Firefighter Curriculum, specialty rescues, tiered medical response)
- Prepare and conduct examinations of members

Malahide Fire Services Organizational Structure

The Malahide Fire Services consists of a maximum of 70 Volunteer Firefighters operating from three (3) stations:

- Station #3 – Springfield
- Station #4 – Lyons
- Station #5 – South Station

The Department is led by a full time Fire Chief who is responsible for the overall operation of the Malahide Fire Services.

Each station is comprised of a District Chief, District Deputy Chief, Captains and volunteer firefighters.

The Department also has a Chief Fire Prevention Officer responsible for coordinating fire prevention and public education activities and a Chief Training Officer who establishes and organizes the annual training programs.

The Department has established the following Committees to assist in identifying the needs of the department and determining appropriate plans for moving the department forward.

- Senior Officers (Fire Chief, District Chiefs, District Deputy Chiefs)
- Fire Prevention (public education and training)

Malahide Fire Services – Services Provided

Malahide Fire Services provides a number of fire and rescue services to the community, including:

- Fire suppression
- Fire cause determination
- Medical tiered response

- Motor vehicle collision extrication
- Water and Ice Rescue
- Rope Rescue
- Confined Space Rescue
- Public Fire Safety Education

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 by manmade and natural disasters, but for seemingly smaller problems as well.

To ensure all members of the Fire Service 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 Township.

Volunteer Orientation

Initial training will include an orientation meeting with all new recruits and a senior officer. This meeting will outline the responsibilities of the volunteer firefighter, an overview of the Malahide Fire Service, reviewing of department policies, and personal benefits and compensation programs.

New Recruit Training Program

New recruits will be expected to successfully complete the recruit training program. This Ontario Fire College Firefighter Curriculum program is design to prepare the new recruit in introductory firefighting tasks. The program consists of several weekends of training over seven months (normally January – July).

Malahide Fire Service Training

Malahide Fire Services has established a comprehensive training program for all members.

Regular Training Sessions

Stations meet at least twice monthly (24 annually) to conduct regular training for firefighters. These training sessions are geared to keep firefighter education and knowledge current. Training sessions normally last approximately 2 hours, starting at 7:00 or 7:30 p.m. depending on the respective station.

Firefighters are required to attend a minimum 50% of regular training sessions per year.

Medical Tiered Response

All stations provide medical tiered response for all calls with immediate life-threatening situations.

Volunteer firefighters must hold a valid certification in first aid, CPR, S-AED (Defibrillation) and MTRT. This training is provided in house by certified instructors.

Specialty Rescues

Malahide Fire Services provides specialty rescue services as follows:

- Water and Ice Rescue – Stations #3 and #5
- Auto Extrication – Station #3 and #5
- Rope Rescue – Station #4 and #5
- Confined Space – Station #4 and #5

Training for specialty rescue services is normally provided on weekends and outside of regular training sessions, and is open to all members of the department.

Other Training

As an employee of the Township members of the Fire Service is also required to complete additional training, including:

- Workplace Hazardous Material Identification System (WHMIS)
- Accessible Customer Service
- Workplace Violence and Harassment
- Health and Safety Awareness

Compensation

All firefighters have some common traits such as; they are community oriented and willing to commit a portion of their time to promoting public fire safety and providing fire and rescue services for a nominal consideration.

Members of the Fire Service receive an annual monetary pay as part of the Departments payroll program. Each member's amount of compensation varies depending on the level of involvement and commitment he/she contributes to the department.

Members are compensated for attending emergency response calls, regular training sessions, fire prevention activities and weekend training courses.

Members of the department are covered by Workplace Safety and Insurance Board coverage to the maximum allowable.

The Township also provides life and accidental insurance to members of the department under the Volunteer Firefighter Insurance Services program. Members also have the option of purchasing additional coverage for family members.

The Township will also reimburse members for expenses association with acquiring a Hepatitis B.

Applicant Requirements

Firefighters want to do something important for their community and are willing to perform tasks in dangerous, stressful and sometimes unclean working conditions, accept challenges and enhance their knowledge of firefighting through training and self-learning opportunities.

Minimum Requirements for Application

- Be a resident of the community or reside within the proximity and/or be within the protection area to which a fire station responds
- Be at least 18 years of age
- Valid Driver's License
- Be able to acquire a Class D-Z driver license within one year of being accepted/selected as a Volunteer Firefighter (in house program)
- Insurable under the Townships fleet policy
- Proficient in English
- No Criminal Record (with occupational relevance) for which a pardon has not been granted
- A means of transportation to respond to alarms
- Provide a certificate of vulnerable sector screening and a check of the Pardoned Sexual Offender Database completed by the applicant's local police service. (only required prior to final offer of employment)
- Medical Certificate – Completed by Applicant's Doctor

Other Desirable Skills/Abilities

- Ability to respond to emergencies within a reasonable time during a 24 hour per day basis, especially during daytime hours.
- First Aid/CPR and MTRT certification
- S-AED certification
- Class D-Z or higher driver license
- Previous experience
- Demonstrated commitment (e.g. volunteer service)
- Related experience (nursing, carpentry, automotive technician, electrician)
- Previous pertinent training (e.g. WHMIS, O.H.S.A.)
- Permission to leave place of employment to respond to emergencies

Selection Process

The selection process will consist of the following stages.

Application Review

All applicants are required to complete and submit the Application for Volunteer Firefighter form found on the Township of Malahide website (www.malahide.ca).

A review of applications will be conducted and selected applicants will have the opportunity to advance to the next stage.

Aptitude Appraisal

The aptitude appraisal will be a short simple questionnaire designed to measure your:

- Ability to understand written and/or oral information
- Technical and mechanical skills
- Reading, reasoning and mathematical skills

A review of aptitude appraisals will be conducted and selected applicants will have the opportunity to advance to the next stage.

Job Specific Physical Appraisal

Selected applicants will be required to complete a Consent Waiver and Release Form prior to participating in the Physical Appraisal portion of the selection process.

Selected applicants will have the opportunity to complete the job specific physical appraisal component. The tasks are designed to reflect job related tasks required in the performance of firefighter duties. The purpose of the analysis is to provide you with a realistic idea of incident tasks you will be expected to perform and provide the department with a base of skills pertinent to each candidate to plan future training evolutions.

Sample tasks may include:

- Climbing an extension ladder and stair climb
- Uncouple and couple a hose connection
- Search and area to retrieve an object with a S.C.B.A and a darkened face mask
- Lift and carry a hose role
- Hoist and lower equipment
- Advance a charged hose line
- Drag a person a specified distance

A review of results of the job specific physical appraisal will be conducted and selected applicants will have the opportunity to advance to the next stage.

Interview

Personal interviews for the position of Volunteer Firefighter shall be conducted by the Fire Chief, with assistance from others the Fire Chief requires to attend in order to perform a fair evaluation.

Selection and Acceptance

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 Township. 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 taking part in training and emergency response activities.

Successful applicants are expected to attend and successfully complete a recruit training program. The program consists of seven weekends over seven months (e.g. January to July)

The Township of Malahide wants to acknowledge the effort every applicant puts into the pursuit of being a firefighter and the desire each possesses to assist in the protection of the Community.

Thank you for considering joining the Fire Service.